



Linking Services, Solutions, Communities

Online Data Collection

Version 5.2

End User Release Notes

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The Grants Center
of Excellence

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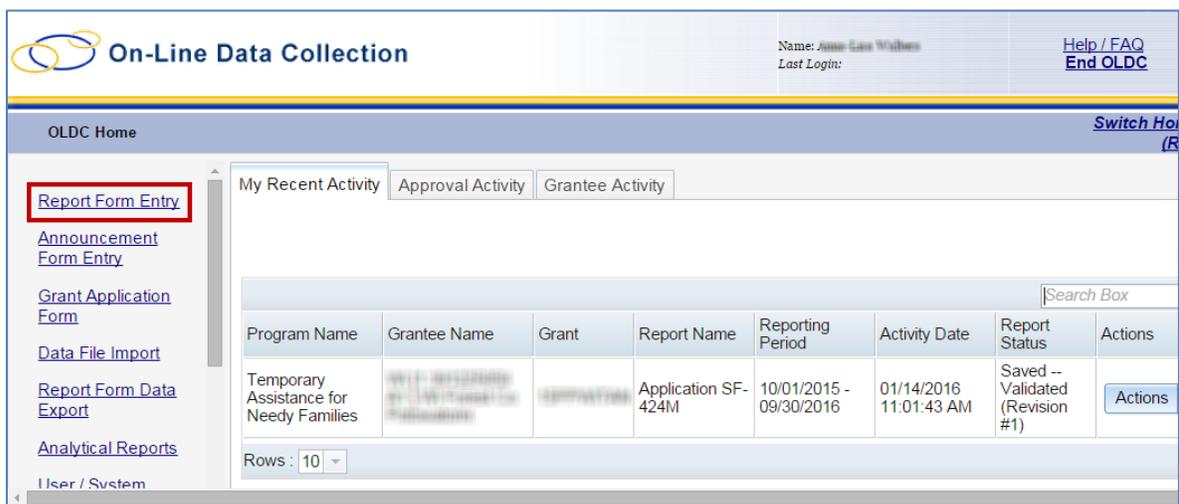
General Improvements

New Form Selection Screen

The Grantee Selection and Report/Budget Period Selection screens are replaced by the new *Form Selection* screen. The *Form Selection* screen combines the two older screens in order to simplify navigation and reduce the number of clicks needed to access a form.

To access the new *Form Selection* screen:

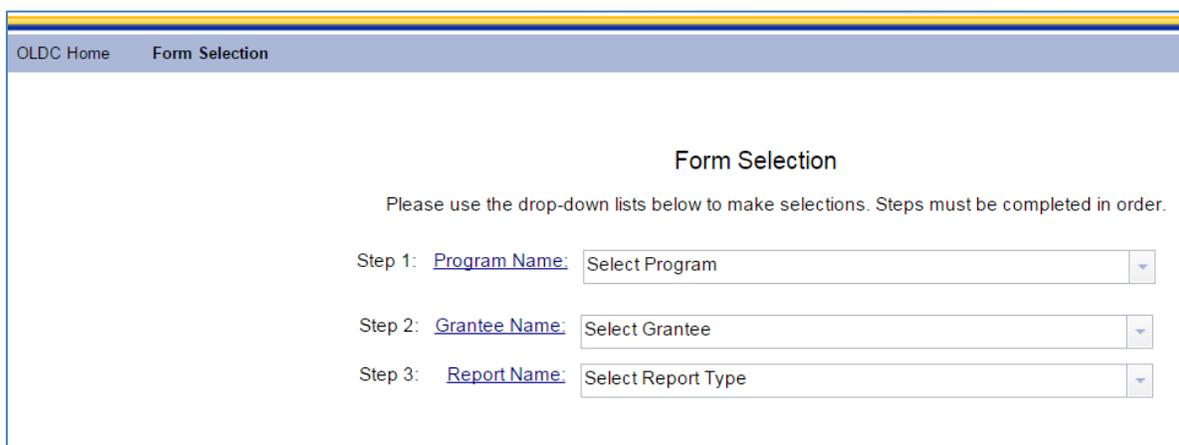
1. From OLDC “Home”, click **Report Form Entry**.



The screenshot shows the OLDC Home page. The top navigation bar includes the logo, the text 'On-Line Data Collection', and user information: 'Name: Juan Luis Wilches' and 'Last Login:'. There are links for 'Help / FAQ' and 'End OLDC'. Below the navigation bar, the page title is 'OLDC Home' with a 'Switch Home' link. A sidebar on the left contains several menu items: 'Report Form Entry' (highlighted with a red box), 'Announcement Form Entry', 'Grant Application Form', 'Data File Import', 'Report Form Data Export', and 'Analytical Reports'. The main content area has tabs for 'My Recent Activity', 'Approval Activity', and 'Grantee Activity'. Below the tabs is a table with columns: Program Name, Grantee Name, Grant, Report Name, Reporting Period, Activity Date, Report Status, and Actions. The table contains one row of data for 'Temporary Assistance for Needy Families' with a report name of 'Application SF-424M'. A search box is located above the table. At the bottom of the table, it says 'Rows: 10'.

Figure 1: OLDC Home - Report Form Entry

2. The “Form Selection” screen appears containing three required steps. Select the *Program Name*, *Grantee Name*, and *Report Name*.

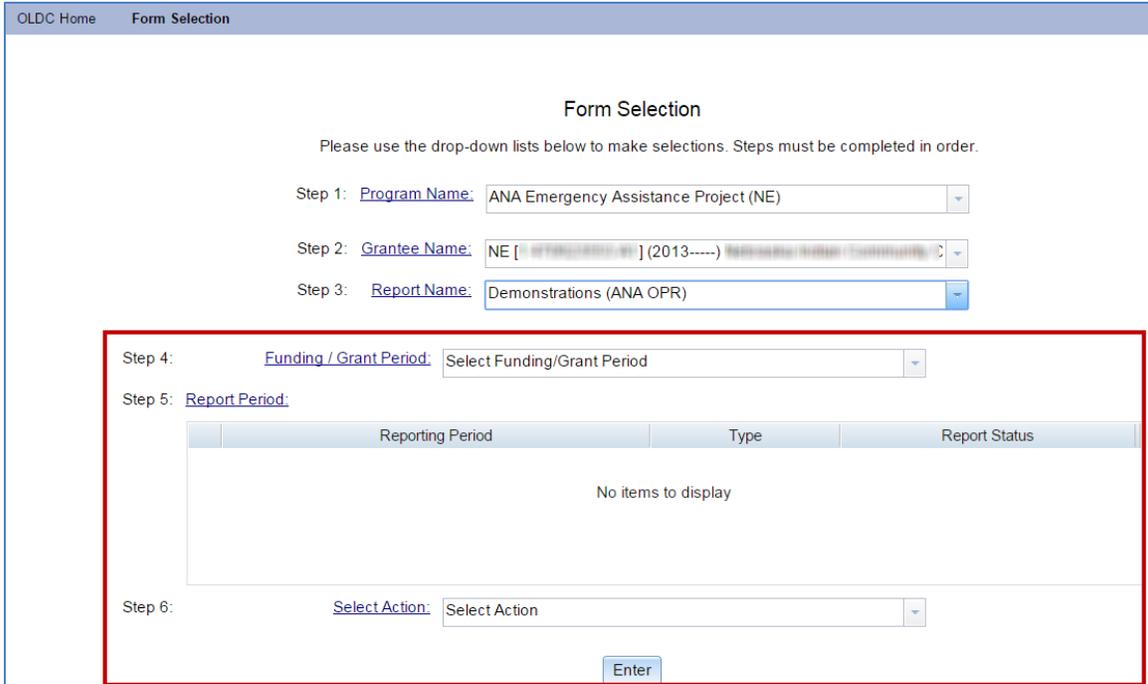


The screenshot shows the 'Form Selection' screen. The page title is 'OLDC Home Form Selection'. The main heading is 'Form Selection'. Below the heading, there is a instruction: 'Please use the drop-down lists below to make selections. Steps must be completed in order.' There are three steps, each with a label and a drop-down menu:

- Step 1: **Program Name:** Select Program
- Step 2: **Grantee Name:** Select Grantee
- Step 3: **Report Name:** Select Report Type

Figure 2: Form Selection screen

- The screen refreshes and additional selection criteria appear below the *Report Name* drop-down list. The selection options vary depending on the type of report selected in *Step 3: Report Name*.



OLDC Home Form Selection

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: **Program Name:** ANA Emergency Assistance Project (NE)

Step 2: **Grantee Name:** NE [] (2013-----)

Step 3: **Report Name:** Demonstrations (ANA OPR)

Step 4: **Funding / Grant Period:** Select Funding/Grant Period

Step 5: **Report Period:**

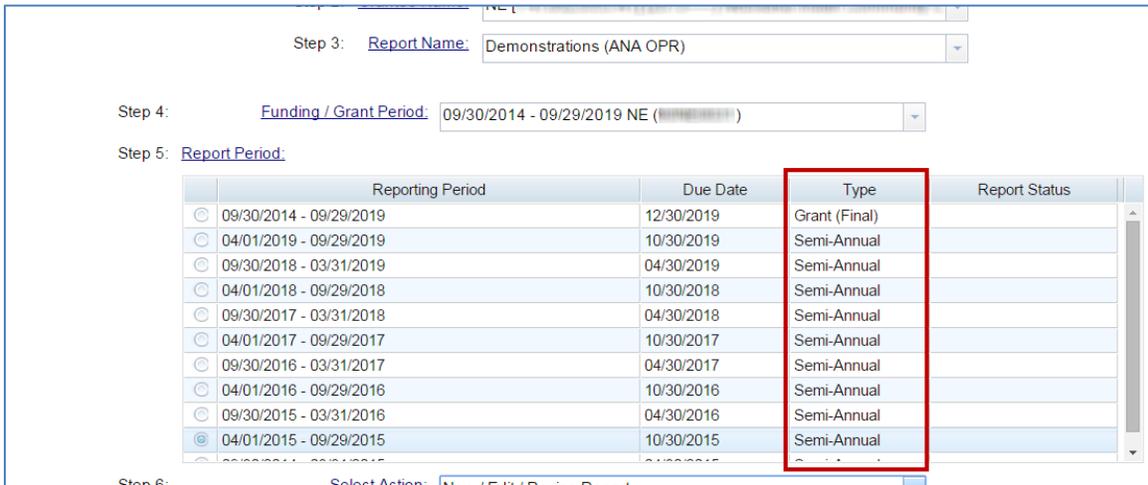
Reporting Period	Type	Report Status
No items to display		

Step 6: **Select Action:** Select Action

Enter

Figure 3: Form Selection screen - second half of page

- The *Report Period* table now includes the **Type** column, which indicates if a report is annual, semi-annual, final, etc.



Step 3: **Report Name:** Demonstrations (ANA OPR)

Step 4: **Funding / Grant Period:** 09/30/2014 - 09/29/2019 NE ()

Step 5: **Report Period:**

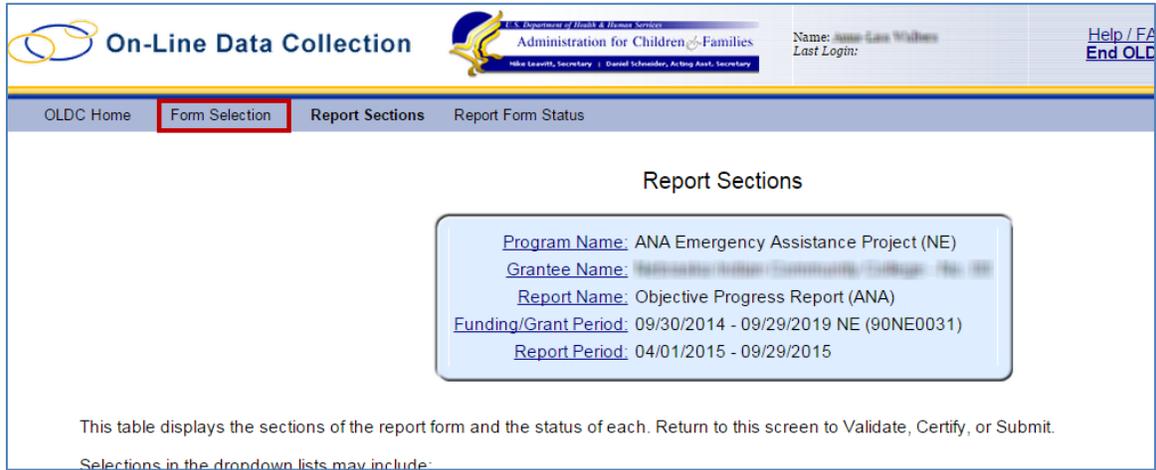
Reporting Period	Due Date	Type	Report Status
09/30/2014 - 09/29/2019	12/30/2019	Grant (Final)	
04/01/2019 - 09/29/2019	10/30/2019	Semi-Annual	
09/30/2018 - 03/31/2019	04/30/2019	Semi-Annual	
04/01/2018 - 09/29/2018	10/30/2018	Semi-Annual	
09/30/2017 - 03/31/2018	04/30/2018	Semi-Annual	
04/01/2017 - 09/29/2017	10/30/2017	Semi-Annual	
09/30/2016 - 03/31/2017	04/30/2017	Semi-Annual	
04/01/2016 - 09/29/2016	10/30/2016	Semi-Annual	
09/30/2015 - 03/31/2016	04/30/2016	Semi-Annual	
04/01/2015 - 09/29/2015	10/30/2015	Semi-Annual	

Step 6: **Select Action:** New/Full/Revised Report

Figure 4: Form Selection screen - Type column

Note: The Type column is not available for Budget Period or Need Based forms.

- Click the **Form Selection** navigation link located towards the top of the screen to return to the *Form Selection* screen from another location.



The screenshot shows the OLDC system interface. At the top, there is a navigation bar with links: OLDC Home, **Form Selection** (highlighted with a red box), Report Sections, and Report Form Status. The main content area is titled 'Report Sections' and contains a summary box with the following information:

- Program Name: ANA Emergency Assistance Project (NE)
- Grantee Name: [blurred]
- Report Name: Objective Progress Report (ANA)
- Funding/Grant Period: 09/30/2014 - 09/29/2019 NE (90NE0031)
- Report Period: 04/01/2015 - 09/29/2015

Below the summary box, there is a note: 'This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.' At the bottom, it says 'Selections in the dropdown lists may include:'.

Figure 5: Form Selection navigation link

New Form Additions

The following forms are added to the Online Data Collection (OLDC) system:

- **Objective Progress Report (OPR):** For use by the ACF Administration for Native Americans
- **Objective Work Plan (OWP):** For use by the ACF Administration for Native Americans
- **SF-429 (Cover Page, Attachments A, B, and C):** For use by ACF Office of Head Start Grantees

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