Online Data Collection

Version 5.2

End User Release Notes

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# Table of Contents

General Improvements .............................................................................................................. 3

New Form Selection Screen .................................................................................................. 3

New Form Additions ................................................................................................................. 5
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.

2. The “Form Selection” screen appears containing three required steps. Select the Program Name, Grantee Name, and Report Name.
3. 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*.

![Form Selection screen - second half of page](image1)

**Figure 3: Form Selection screen - second half of page**

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

![Form Selection screen - Type column](image2)

**Figure 4: Form Selection screen - Type column**

*Note: The Type column is not available for Budget Period or Need Based forms.*
5. Click the **Form Selection** navigation link located towards the top of the screen to return to the Form Selection screen from another location.

![Figure 5: Form Selection navigation link](image)

**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