



Quick Sheet: Report Form Status Page

Audience: Grantees

Introduction

The Online Data Collection (OLDC) The OLDC Report Form Status page is an excellent resource for following a report’s progress. From the Status page, a user can easily check a form’s general information, History, Contact information, and Remarks.

Categories

Report Submissions: Depending on a report’s status, *Report Submissions* allows a user to either view submitted reports or edit reports in progress.

Report Status: Tracks the steps a report form has taken within the OLDC system. For example, a new report form displays an "Initialized" status. After a report form has been saved, the status changes to "Saved".

Award Status: (Only for the CSE 396A, Adoption, and Foster Care forms) Indicates whether an award has been approved and/or sent to accounting by the Regional or Central Office.

Status Date: The last time a change was made to the report form.

Action: The *Action* a user can perform depends on the status of the report. For example, a Certified report can be Submitted from the status page, and a Submitted report can be Unsubmitted from the status page. For more information on Submit and Unsubmit, please refer to the **Submit and Unsubmit a Form** Help Sheet.

Print: Allows the user to view the report in print preview and then to send the report to the printer.

<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Action:</u>	<u>Print:</u>
View Original	Submission Accepted by RO	12/26/2006	Review	HTML Print Form <input type="button" value="Go"/>



History

The Status Page contains information about a report form’s History, such as the name of the person who validated the report form and the date and time the action was taken. Also, links to any warnings displayed when a report form is validated are visible from the History section.

Report Status History				
<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
Original	Submission Accepted by RO	12/26/2006 08:59:38 AM	John Smith	
Original	Submission in Review by RO	12/26/2006 08:59:20 AM	John Smith	
Original	Submitted with Warnings	10/30/2006 10:27:15 AM	John Smith	
Original	Certified -- with Warnings	10/30/2006 10:26:57 AM	Jane Jones	Signed as Authorized Official

Contacts

A list of primary contact names, phone numbers, and e-mail addresses are listed under Contacts on the Status Page.

Contacts		
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
John Smith	(202) 555-1212	jsmith@email.com
Mary Jones	Not Available	mjones@email.com
Mike Dough	(202) 555-1212	mdough@email.com

Remarks

The Remarks section is used to create and track comments about the report form. Central and Regional Office staff may check the **Private box** so that Remarks are only viewable by ACF. Grantees do not have access to the Private box. Private Remarks are identified by a Remark ID number followed by **(P)**.

Remarks History			
<u>Remark ID:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Remarks:</u>
1 [P]	08/14/2007 10:51:00 AM	Anna-Lisa Walters	Test remark.

[Add remarks to history:](#)

[Private:](#)



Status Types and Definitions

Status Type (In process order)	Status Definition
Initialized	A new report form has been created but has not yet been saved.
Saved	The report form has been saved. However, the report need not be complete or accurate.
Saved -- with Errors	The report form is saved and validated (i.e., calculations, required fields, and data accuracy are checked), and there are errors on the saved form. Reports with this status cannot be submitted.
Saved -- Validated	The report form has been validated (i.e., calculations, required fields, and data accuracy are checked), and there are no errors on the saved form.
Certified	The report form has been signed by an authorizing official but has not yet been submitted to ACF.
Submitted	The report form has been certified (signed) and sent to ACF.
Submission in Review by RO	Regional Office is reviewing the report.
Submission Returned by RO	Returned to grantee for changes to be made.
Submission Accepted by RO	The report form has been accepted by the Regional Office and is no longer editable by the grantee.
Submission in Review by CO	Central Office is reviewing the report.
Submission Returned by CO	Returned to either the Region or grantee for changes to be made.
Submission Accepted by CO	The report form has been accepted by Central Office and is no longer editable by the grantee.
Award Processing Complete	A separate indicator to show that the grants office has completed the award. This process is completed in the Grants Award and Transaction System and is echoed in OLDC.
Award Certified	Central Office has approved the award and sent it to accounting.
Deleted	The report form has been deleted from OLDC.



Access the Report Form Status Page:

Follow these steps to access the OLDC Report Form Status Page.

1. From the OLDC Home screen, click **Report Form Entry**.
2. Select the Program name from the drop-down list.
3. Select the Grantee's state/tribe/territory or organization.
4. Select the Report Type to be submitted.
5. Click the **Enter** button. The *Reporting Period Selection* screen displays.
6. Select the current Funding/Grant Period from the drop-down menu.
7. Select the Period Covered By This Report from the drop-down menu.
8. Select **View/Print/Status Report** from the drop-down menu.
9. If available, choose either **Section by Section** or **Complete Report** to determine how the report form displays. **Section by Section** shows the report form as separate pages which can be navigated with a table of contents. **Complete Report** displays the entire report in one page which allows the user to scroll down through longer forms.
10. Click the **Enter** button. The *Report Form Status* page displays.