

A Guide to the OLDC System & Community Services Block Grant (CSBG) Application Submission Process

This presentation was created by Lux Consulting Group, Inc. in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Community Services Block Grant Number contract number HHSP233201100175A



ADMINISTRATION FOR
CHILDREN & FAMILIES

Agenda

- Introductions
- OLDC Overview
- Submitting the SF-424M
- Uploading a CSBG Tribal Plan & Attachments
- Submitting Completed Application Materials Online
- Accessing Certified/Saved Plans in OLDC
- Live Demonstration: Submission process in OLDC



Introductions

- Nicole Oxendine, Director
CSBG Tribal Training & Technical Assistance Program
- Niki Frazier, Senior Records Specialist
Office of Community Services (OCS)



Online Data Collection (OLDC) System Overview



OLDC Overview

- Allows for forms to be submitted quickly and securely.
- If the contact information and personnel from last year are remaining the same, there is no need to submit a new form!



Register OLDC Accounts

- Fill out the **OLDC Access Form** (Attached).
- Everyone must have their own account.
- Each person must have CSBG assigned to their account.
- Each tribe should have at least one Grant Administrator assigned. Authorized Official and Data Entry Person are optional.
- Verify that you have an account and the right role.
 - Submit completed forms by **July 12**
 - Niki Frazier, nikita.frazier@acf.hhs.gov



Username and Passwords

- New users will receive their username and password via two emails. Received from:
 - notifications@grantsolutions.gov
- Contact the helpdesk if either email is not received.
 - Phone: 1-866-577-0771
 - help@grantsolutions.gov



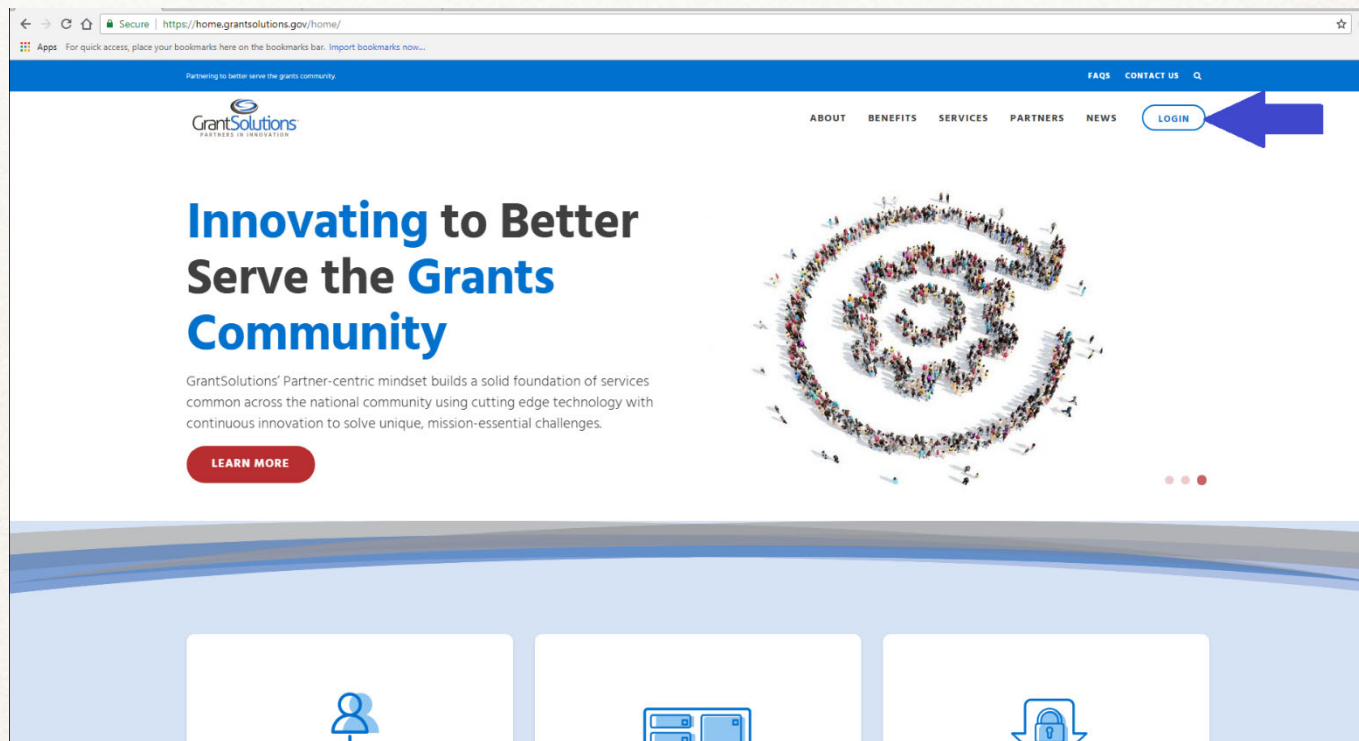
Logging In to OLDC

- All users will access the Online Data Collection (OLDC) system via GrantSolutions.
(<https://home.grantsolutions.gov/home/>)
- Users are encouraged to use Google Chrome as the web browser.
- Grantees with access to OLDC will continue to use their current OLDC login credentials in GrantSolutions.



Log In

- The GrantSolutions homepage displays.
- Click **Login**.



Log In

- From the GrantSolutions Login screen, enter your username and password.
- Click the **Log In** button.

Partnership to better serve the grants community. [FAQS](#) [CONTACT US](#)

GrantSolutions
PARTNERSHIP TO BETTER SERVE THE GRANTS COMMUNITY

[ABOUT](#) [BENEFITS](#) [SERVICES](#) [PARTNERS](#) [NEWS](#)

Login

ALERT from SAM.gov: Notarized letter appointing the authorized Entity Administrator for both existing and new entities is needed before your SAM.gov registration will be activated or renewed.

Username:

Password:

[LOG IN](#) [PIV](#)

[Having trouble logging in?](#)
[Request a New User Account](#)

Maintenance Schedule
Next Downtime 03/02/2019
Current Issues
Updated 02/13/2019

Unauthorized Access Warning
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Tip: Save the GrantSolutions login screen as a Bookmark or Favorite in your browser.



Log In

- If you have forgotten your password or username, click **Having trouble logging in?**
- Follow the applicable instructions.

Login


ALERT from SAM.gov: Notarized letter appointing the authorized Entity Administrator for both existing and new entities is needed before your SAM.gov registration will be activated or renewed.

Maintenance Schedule
Next Downtime 03/02/2019

Current Issues
Updated 02/13/2019

Username:

Password:

 **Having trouble logging in?**
Request a New User Account

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 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.



Log In (New users)

- Change your password upon first logon.
- Enter current password, a new password, and confirm new password.
- Click the **Change Password** button.

Change Password

Click on "Change Password" to save the new password.

Current Password*:

New Password*:

Confirm New Password*:

Change Password



Log In (New Users)

- The “Change Challenge Question” screen displays. Select a **Challenge Question** and enter an **Answer**.
- Click the **Save Q and A** button.

Change Challenge Question

Change Challenge Question

The Challenge question and answer are used to validate your request for a new password.

Challenge Question*: What is your mother's maiden name?

Answer*:

Save Q and A



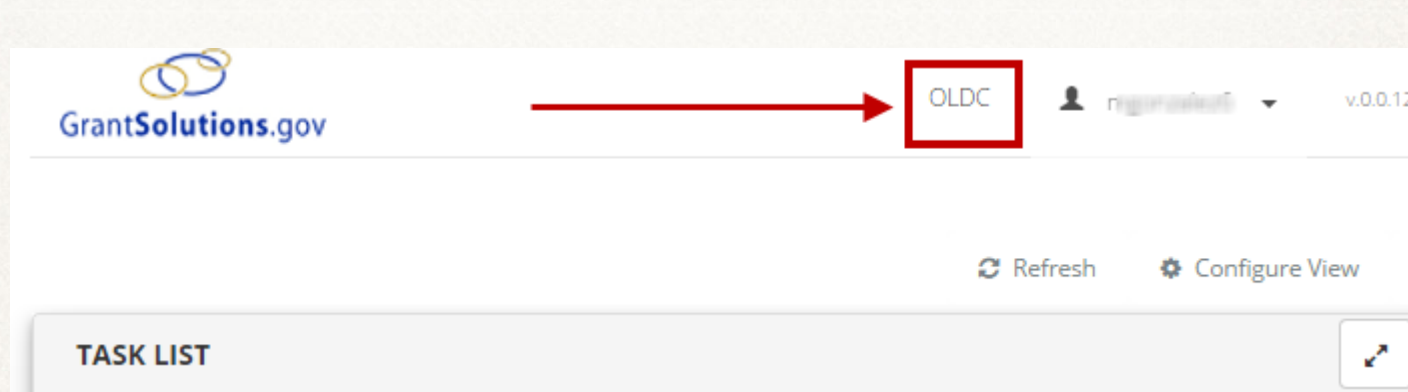
Log In

- Passwords must be changed every 420 days.
 - A message prompts the user to change their password upon login.
- If the password is not changed within the timeframe, the account is disabled for security purposes.
 - Contact the GrantSolutions helpdesk to re-enable the account at help@grantsolutions.gov.



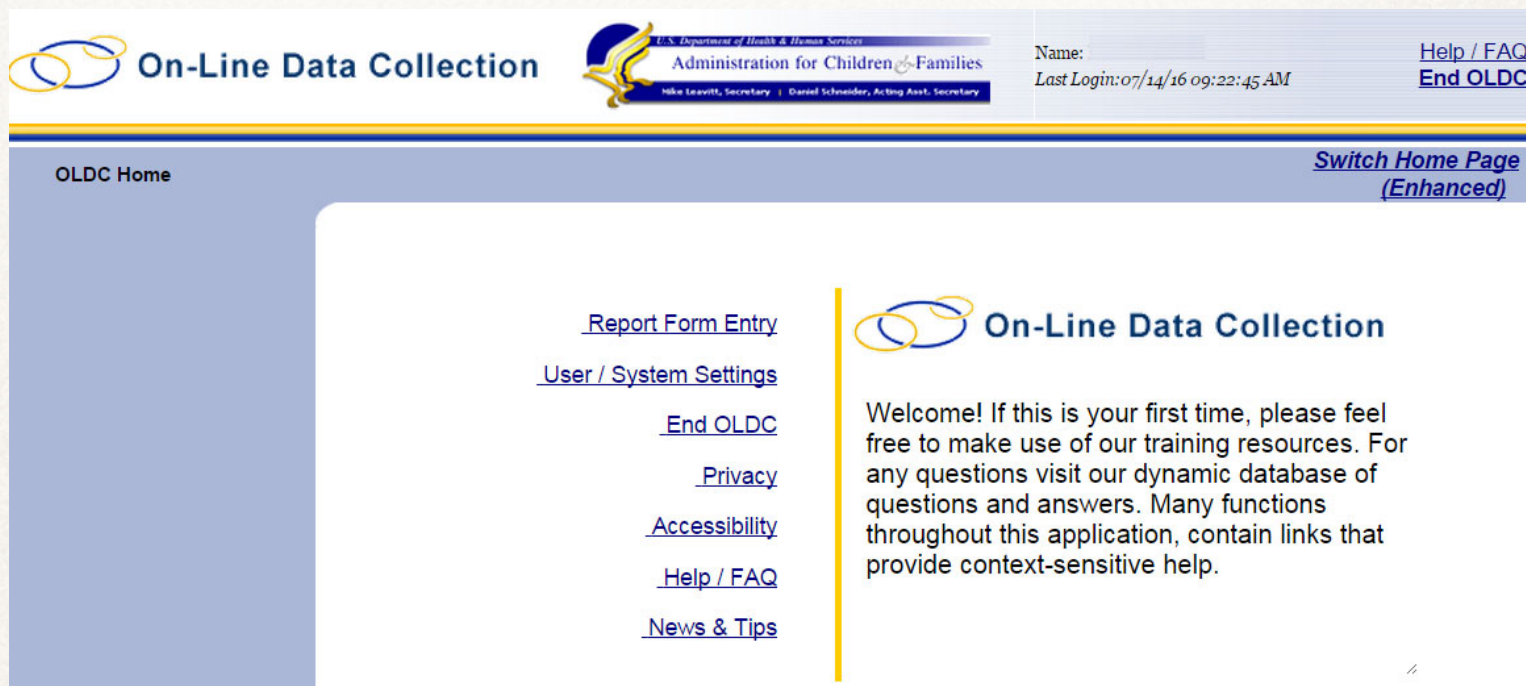
Accessing OLDC

- The “GrantSolutions – Portal” screen appears.
- From the menu bar, select **OLDC**.



Accessing OLDC

- The “OLDC Home” screen opens in a new window.




The screenshot displays the OLDC Home interface. At the top left, there is a logo for 'On-Line Data Collection' and the text 'U.S. Department of Health & Human Services Administration for Children & Families'. Below this, it lists 'Mike Leavitt, Secretary' and 'Daniel Schneider, Acting Asst. Secretary'. On the top right, there is a user information box showing 'Name:' and 'Last Login: 07/14/16 09:22:45 AM', along with links for 'Help / FAQ' and 'End OLDC'. The main content area is titled 'OLDC Home' and features a list of links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. To the right of this list is a large graphic with the OLDC logo and the text 'On-Line Data Collection' followed by a welcome message: 'Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.' A 'Switch Home Page (Enhanced)' link is located in the top right corner of the main content area.



Regular Vs. Enhanced Version

OLDC Home Switch Home Page (Enhanced)

[Report Form Entry](#)
[Analytical Reports](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

 **On-Line Data Collection**

For most users, this is the first step in the process of locating and working with your specific reports. The following screens present a series of questions to help you select the appropriate report form. This same process is used to check the status of any current or submitted report.

Confirm Enhanced Home Page ×

Do you want to keep the enhanced OLDC home page as your default home page?

OLDC Home Switch Home Page (Regular)

[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

My Recent Activity | Activity Report | Report Due

Page Help

Search Box

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [1 04002284 08] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	Actions ▾



OLDC Home

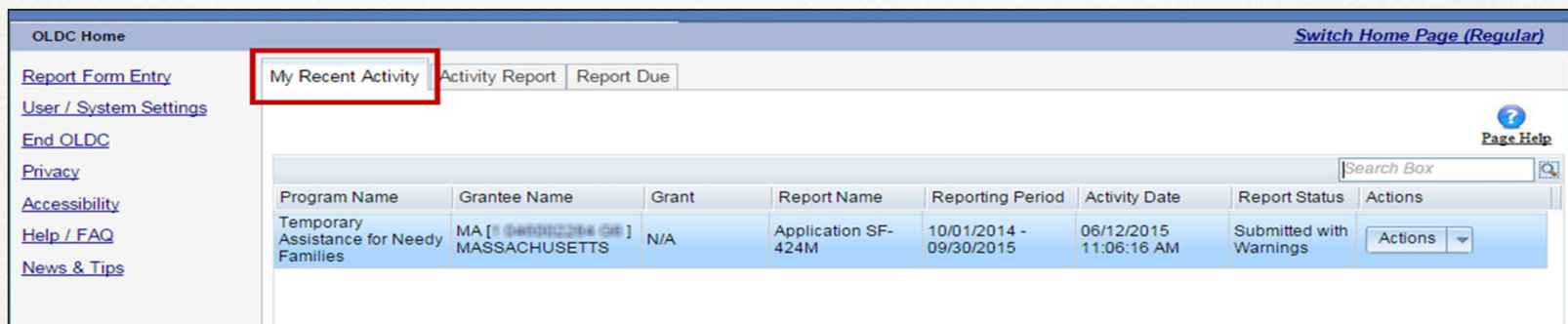
OLDC Main Menu

- Report Form Entry
 - Initiate report
 - Enter data
 - Retrieve previous or current reports
- User/System Settings
 - Customize the way OLDC is used
- News & Tips
 - OLDC Documentation



OLDC Home: Tabs

- **My Recent Activity:** Displays all reports recently accessed by the user. Possible Actions include:
 - **View:** View a report in read-only mode
 - **Edit:** Access the “Report” screen in edit mode
 - **Report Status:** Navigate to the “Report Form Status” page



The screenshot shows the OLDC Home interface. The 'My Recent Activity' tab is highlighted with a red box. The interface includes a navigation menu on the left, a search box, and a table of report data.

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [046002264 06] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	Actions



OLDC Home: Tabs

- **Activity Report:** Search for reports in progress, submitted, or approved over the past two years. To access historical data, use the *Report Form Entry* link from the main menu. Possible Actions include:
 - **View:** View a report in read-only mode
 - **Edit:** Access the “Report” screen in edit mode
 - **Report Status:** Navigate to the “Report Form Status” page

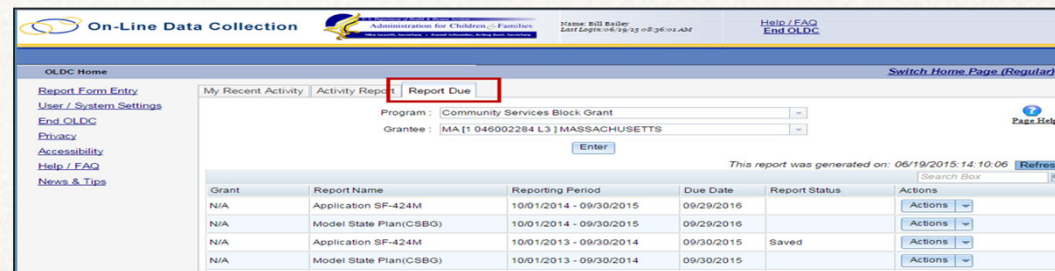
The screenshot displays the OLDC Home interface. At the top, there is a navigation bar with the logo 'On-Line Data Collection' and 'Administration for Children & Families'. The user is identified as 'Name: Bill Bailey' with a last login of '06/19/15 08:36:02 AM'. There are links for 'Help / FAQ' and 'End OLDC'. Below the navigation bar, the 'OLDC Home' section is visible, with a 'Switch Home Page (Regular)' link. The 'Activity Report' tab is highlighted with a red box. The main content area shows a search form with 'Program: Community Services Block Grant' and 'Grantee: MA [1 046002284 L3] MASSACHUSETTS'. An 'Enter' button is present. Below the search form, a table displays report data. The table has columns for Grant, Report Name, Reporting Period, Due Date, Report Status, and Actions. The first row shows 'N/A' for Grant, 'Application SF-424M' for Report Name, '10/01/2013 - 09/30/2014' for Reporting Period, '09/30/2015' for Due Date, and 'Saved' for Report Status. The Actions column contains a dropdown menu labeled 'Actions'. A 'Refresh' button is located to the right of the table. A 'Search Box' is also visible at the bottom right of the table area.

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	Actions



OLDC Home: Tabs

- **Report Due:** Access reports that are currently available for submission. Once a report is submitted, it is removed from this tab but can still be accessed from My Recent Activity, Activity Report, and from the Report Form Entry menu.
 - **View:** View a report in read-only mode
 - **Create:** Start a new report by navigating to the “Report” screen in edit mode
 - **Edit:** Access an existing report in edit mode
 - **Report Status:** Navigate to the “Report Form Status” page



The screenshot shows the OLDC Home interface. The 'Report Due' tab is highlighted in a red box. Below the navigation tabs, there are dropdown menus for 'Program' (Community Services Block Grant) and 'Grantee' (MA [1 046002284 L3] MASSACHUSETTS). A table of reports is displayed below, with columns for Grant, Report Name, Reporting Period, Due Date, Report Status, and Actions. The 'Report Due' tab is selected, and the table shows several reports with their respective due dates and statuses.

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2014 - 09/30/2015	09/29/2016		Actions
N/A	Model State Plan(CSBO)	10/01/2014 - 09/30/2015	09/29/2016		Actions
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	Actions
N/A	Model State Plan(CSBO)	10/01/2013 - 09/30/2014	09/30/2015		Actions



SF-424M



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Background: The SF-424M

- On October 1, 2013, ACF directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. (See [78 FR 60285-60286, October 1, 2013.](#)) OCS requires Tribal grantees to use the OLDC system to submit data on the Application for Federal Assistance SF-424 Mandatory (SF-424M).
- A Tribe or Tribal Organization must submit an electronic application (SF-424M) to receive CSBG funds. If a grantee submitted a two-year application, the grantee is still required to submit a SF-424M.



Accessing the SF-424M

- From the enhanced Home page, click the **Report Entry Form** tab on the left.
- From the Form Selection screen, complete each field:
 1. Program Name: Community Services Block Grant
 2. Grantee Name: Your Tribe
 3. Report Name: Mandatory Grant Application (SF-424-M)
 4. Click on the + sign (Create) under Actions to the right of the correct Reporting Period: (October 1 – September 30)

OLDC Home

[Report Form Entry](#)
[Report Data Upload](#)
[Analytical Reports](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

My Recent Activity

Program Name
Community Services
Community Services
Community Services
Community Services
Community Services

Form Selection

Program Name: Community Services Block Grant

Grantee Name: AL [1 630836859 A1] (2016-2019) MACHIS LOWER CREEK - No. 01

Report Name: Mandatory Grant Application (SF-424 - M)

Show 15 entries Search:

Reporting Period	Type	Report Status	Actions
10/01/2019 - 09/30/2020	Annual		+ ←
10/01/2018 - 09/30/2019	Annual		+
10/01/2017 - 09/30/2018	Annual	Submitted (Revision #3)	📄 📄 📄 👁
10/01/2016 - 09/30/2017	Annual		+
10/01/2015 - 09/30/2016	Annual		+



Completing the SF-424M Items 1.a.-1.d.

- Complete all sections that have an asterisk “*”
- If submitting a new one-year plan, select “Plan”, “Annual” and “Initial”.
- If submitting a new two-year plan, select “Plan”, “Other”, “Initial”. Enter fiscal years covered in the text box.
- If submitting for the second year of a two-year plan, select “Plan”, “Other” and “Update”. Enter “Year 2 of 2 in the text box.

OLDC Home Form Selection Report Report Form Status

Program Name: Community Services Block Grant
Grantee Name: MACHIS LOWER CREEK - No. 01
Report Name: Application SF-424M
Report Period: 10/01/2019 - 09/30/2020
Report Status: Initialized

Report Progress

Initialized Edit-Saved Validated Certified Submitted

[Save](#) [View/Add Attachments](#) [Validate](#) [Print](#)

APPLICATION FOR FEDERAL ASSISTANCE
SF - 424 - MANDATORY

<p>*1.a. Type of Submission:</p> <p><input checked="" type="radio"/> Plan</p> <p><input type="radio"/> Funding Request</p>	<p>*1.b. Frequency:</p> <p><input type="radio"/> Annual</p> <p><input checked="" type="radio"/> Other</p> <p>* Other (Specify)</p> <p>If submitting a two-year plan, select Other and enter fiscal years covered here.</p>	<p>*1.c. Consolidated Application/Plan/Funding Request?</p> <p>Explanation:</p> <p>2. Date Received:</p> <p>3. Applicant Identifier:</p> <p>4a. Federal Entity Identifier:</p> <p>4b. Federal Award Identifier:</p>	<p>*1.d. Version:</p> <p><input checked="" type="radio"/> Initial</p> <p><input type="radio"/> Resubmission</p> <p><input type="radio"/> Revision</p> <p><input type="radio"/> Update</p> <p>State Use Only:</p> <p>5. Date Received By State:</p> <p>6. State Application Identifier:</p>
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Completing the SF-424M Items 7-13

- Complete Items 7, 8, 9, and 13.
- You may enter state abbreviation for Item #13 if you do not have a congressional district.

7. APPLICANT INFORMATION

* a. Legal Name: MACHIS LOWER CREEK

* b. Employer/Taxpayer Identification Number (EIN/TIN): 1630836859A1

* c. Organizational DUNS: 136798639

* d. Address:

* Street 1: 64 PRIVATE ROAD 1312

* City: ELBA

* State: AL

* Country: Select

* Street 2:

* County:

* Province:

* Zip / Postal Code: 36323 -

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: First Name: Nikita Middle Name: Last Name: Frazier

Suffix: Title: Organizational Affiliation:

* Telephone Number: Fax Number: * Email: nikita.frazier@acf.hhs.gov.stg

* 8a. TYPE OF APPLICANT: Select

b. Additional Description:

* 9. Name of Federal Agency: Administration for Children and Families, Office of Community Services

Catalog of Federal Domestic Assistance Number: CFDA Title:

10. CFDA Numbers and Titles 1 Add Delete Marked Rows

11. Descriptive Title of Applicant's Project:

12. Areas Affected by Funding:

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant: b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.



Completing the SF-424M Items 14-18

- Item # 16 does not allow a response.
- Select Yes or No under Item #17; if yes, provide an explanation in the text box.
- Click “I agree” under Item #18 (Note: 18a-e fields are auto-filled once the report is certified).

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2019	b. End Date: 09/30/2020	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <input type="checkbox"/> I Agree			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official		18e. Date Report Submitted (Month, Day, Year)	



Report Entry: Attachments

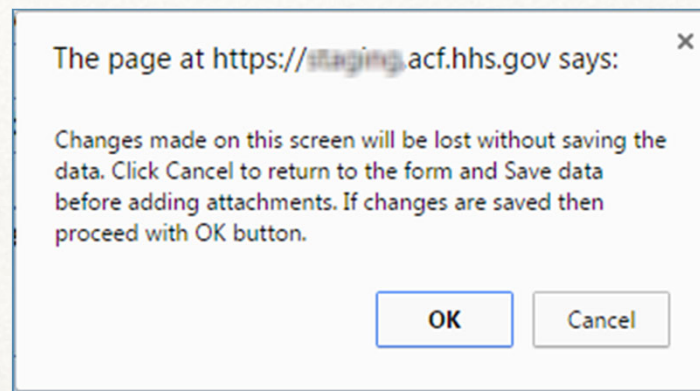
- All documents must be attached by clicking the paperclip icon in the field “Attach supporting documents as specified in agency instructions.”
- Convert documents to PDF before uploading in OLDC.
- Ensure they are not encrypted or password protected.
- You can view all attachments from the “Report Form status” page or by using the “View/Add Attachments” button.

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Sub
Attach supporting documents as specified in agency instructions 	



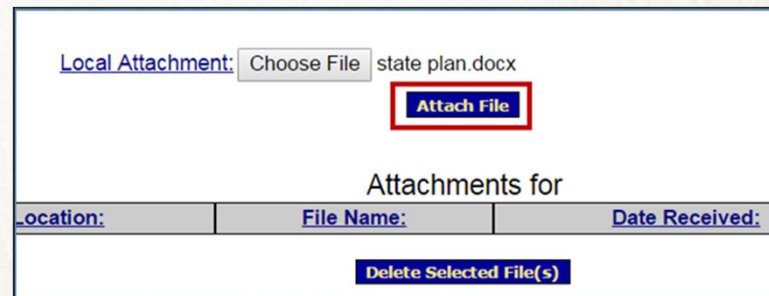
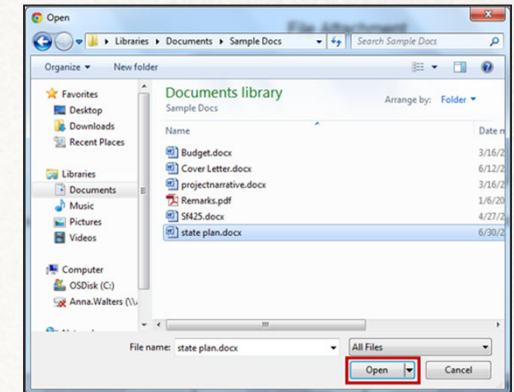
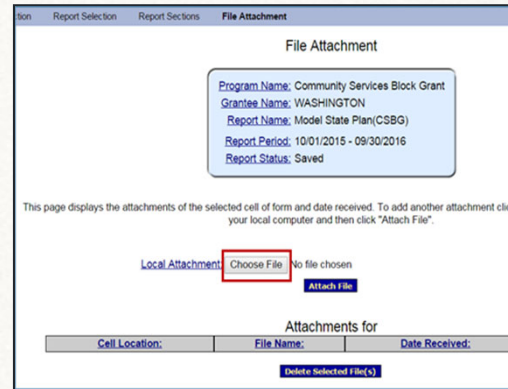
Report Entry: Attachments

- The pop-up message “Changes made on this screen will be lost without saving the data” appears. Click **OK** to continue or **Cancel** to return to the section page.
 - The pop-up message appears even if the data is already saved.
 - The pop-up message will appear every time you navigate away from a section.



Report Entry: Attachments

- The “File Attachment” screen appears.
- Click the **Choose File** button.
- Navigate for the document to attach.
- Select the file and click the **Open** button.
- The “File Attachment” screen reappears with the file name shown.
- Click the **Attach File** button.



Report Entry: Attachments

- The “File Attachment” screen refreshes and the document is attached.
- The *Attachments for* table contains the following columns:
 - **Cell Location:** Cell to which the document was attached.
 - **File Name:** Document name link. Click the link to open the attachment.
 - **Date Received:** Date file attached.
 - **Delete:** Click **checkbox** and then click the **Deleted Selected File(s)** button to remove the attachment.
- Repeat the previous steps to add additional attachments.

File Attachment

Program Name: Community Services Block Grant
Grantee Name: MOHAI BAND OF CHOCTAW INDIANS
Report Name: Application SF-4284
Report Period: 10/01/2016 - 09/30/2017
Report Status: Initialed

This page displays the attachments of the selected cell of form and date received. To add another attachment click on "Browse", select file from your local computer and then click "Attach File".

Local Attachment: No file chosen

Cell Location	File Name	Date Received	Delete
Attach supporting documents as specified in agency instructions.	13131.DOCX	07/19/2016	<input type="checkbox"/>



Reports: Validate

- From the Report screen, click the **Validate** button.



Reports: Validate

- **Saved -- Validated:** There are no errors and the form is ready to be certified.
- **Validated -- with Warnings:** The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted.
- **Saved with Errors:** An error message appears at the top of the form. Reports with errors cannot be certified and have the status “Saved with Errors”. Errors must be corrected.



Reports: Validate

- Reports with warnings or errors display a message with a short description of the issue just below the Action buttons.
 - Click the **Go to Error** link to jump to the field on the screen in question.
 - Click the **Long Description** link for more detailed information about the issue.

The screenshot displays a report validation interface. At the top right, a light blue box contains the following information:

- Program Name: Community Services Block Grant
- Grantee Name: MACHIS LOWER CREEK - No. 01
- Report Name: Application SF-424M
- Report Period: 10/01/2019 - 09/30/2020
- Report Status: Saved -- with Errors

Below this is a progress bar with three stages: "Initialized" (checked), "Edit-Saved" (checked), and "Report Progress" (with a sub-stage "Validated" that is unchecked). To the right of the progress bar are four buttons: "Save", "View/Add Attachments", "Validate", and "Print".

Below the buttons, a list of six errors is shown, each with a "Go to Error" and "Long Description" link:

- Error #1: [7390] 7d. Enter Applicant Country. This field is required. [Go to Error] [Long Description]
- Error #2: [7394] 7f. Enter Contact Person Phone Number. [Go to Error] [Long Description]
- Error #3: [7522] 8a. Please select type of applicant. [Go to Error] [Long Description]
- Error #4: [7526] 13a. Enter the applicant's congressional district. [Go to Error] [Long Description]
- Error #5: [7529] 17. Please select appropriate box. [Go to Error] [Long Description]
- Error #6: [11459] Check I Agree. [Go to Error] [Long Description]



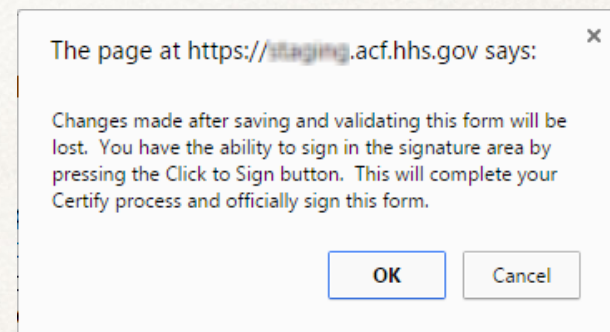
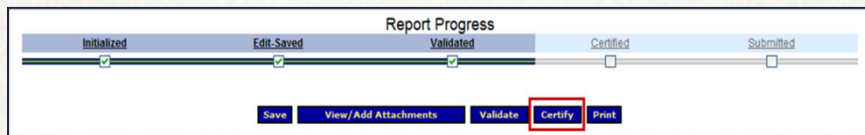
Reports: Validate

- Resolve the error on the screen and then re-validate the Report Form.



Reports: Certify

- After a report form has been successfully saved and validated, a person with the appropriate role can Certify the report form with a digital signature.
 - When clicking the Certify button, the following message appears: “Changes made after saving this form will be lost. You have the ability to sign in the signature area by pressing the **Click to Sign** button. This will complete your Certify process and officially sign this form.”
 - Click **OK**.



Reports: Certify

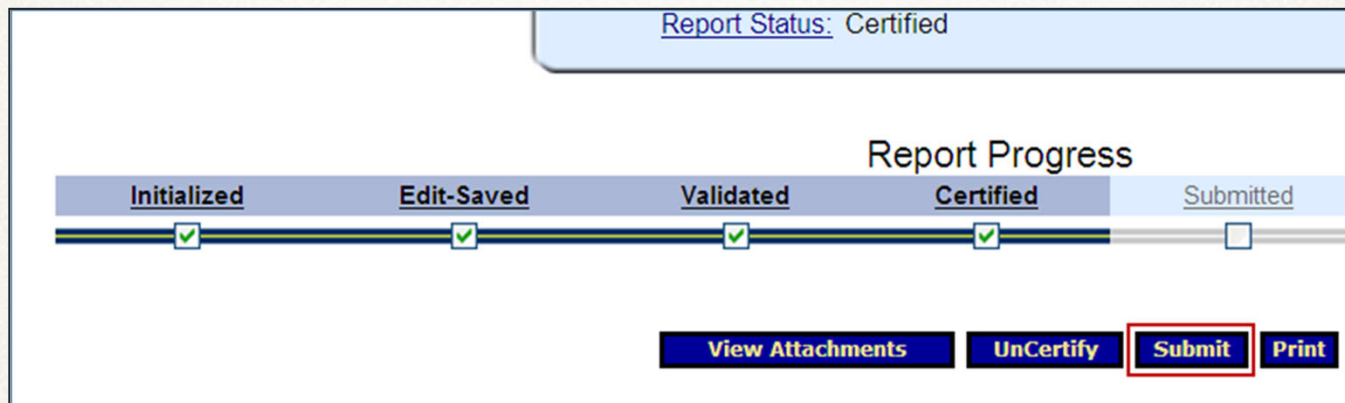
- The screen jumps to the Certification section. Click the **Click to Sign** button.

<u>specific instructions.</u>	
<u>18a. Typed or Printed Name and Title of Authorized Certifying Official</u>	<u>18c. Telephone (area co</u>
	<u>18d. Email Address</u>
<u>18b. Signature of Authorized Certifying Official</u>	<u>18e. Date Report Submit</u>
Click to Sign	
Attach supporting documents as specified in agency instructions. 	
Save View/Add Attachments Validate Certify Print	



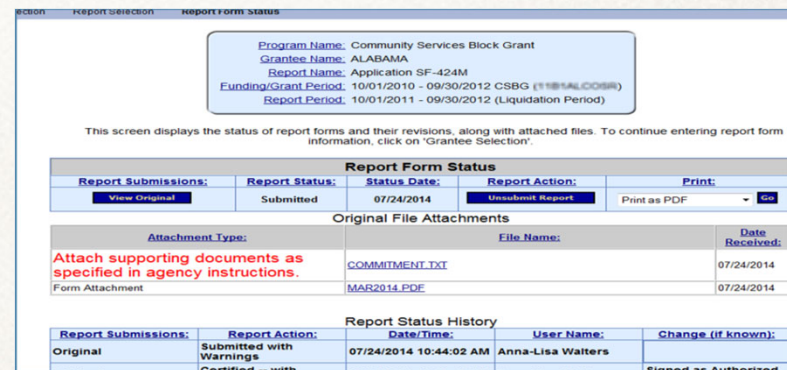
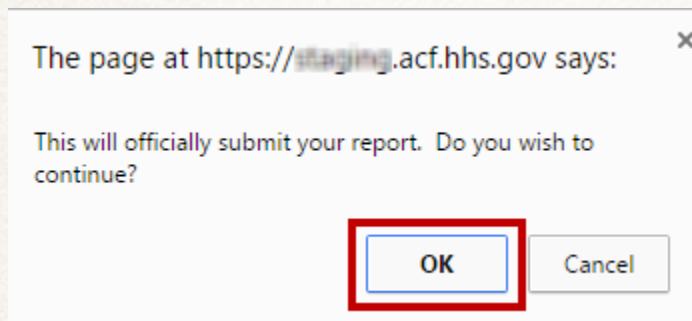
Reports: Submit

- When the form is electronically signed, it displays a Certified status.
- An **UnCertify** button is available in case there is a need to return to the report for editing.
- The report form is now ready to be submitted. Only a person with the role “Submit” has the Submit button. Click **Submit** to officially send the report to ACF.



Reports: Submit

- The “This will officially submit your report to ACF. Do you wish to continue” message displays. Click **OK**.
- After submitting a report form, the “Report Form Status” screen appears.
 - The message “We have received your report. This page shows all reports we have received along with attachments” displays. Click **OK**.



Reports: Status Page

- The “Report Form Status” page contains four sections:
 1. **Report Form Status:** Contains button to View Original report or any Revisions, the Report Status, Status Date, Report Action, and Print option.

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submitted	05/31/2013	Unsubmit Report	HTML Print Form <input type="button" value="Go"/>



Reports: Status Page

- Report Status History:** History of all the actions taken on the report form, including Report Action, Date and Time, User Name, and Change.

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	Submitted	05/31/2013 04:23:38 PM	Oldc Test5	
Original	Certified	05/31/2013 04:17:51 PM	Oldc Test5	Signed as Authorized Official
Original	Saved -- Validated	05/31/2013 04:15:01 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:11:18 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:30 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:09:28 PM	Oldc Test5	
Original	Saved	05/31/2013 04:09:18 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:09:15 PM	Oldc Test5	
Original	Saved -- with Errors	05/31/2013 04:03:28 PM	Oldc Test5	
Original	Saved -- Validated	05/31/2013 04:02:54 PM	Oldc Test5	



Reports: Status Page

- 3. Contacts:** People listed as primary contacts for the program and report.

Contacts		
<u>Contact Name:</u>	<u>Telephone #:</u>	<u>E-mail:</u>
Bala Ala	Not Available	vijip@smdi.com
Winston Gonzalez	Not Available	winston.gonzalez@acf.hhs.gov
ala bala	Not Available	vijip@smdi.com



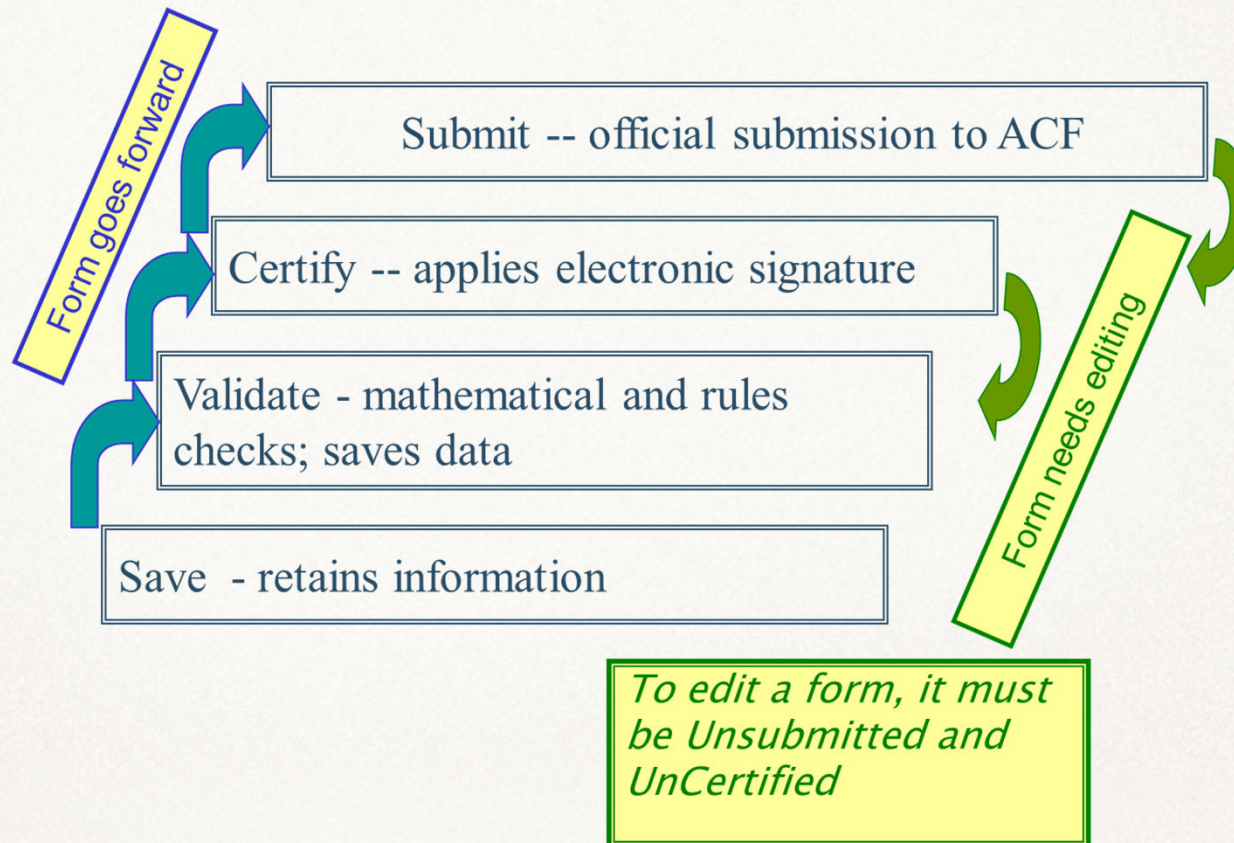
Reports: Status Page

4. **Remarks History:** Contains any remarks added by Federal staff.

Remarks History			
<u>Remark ID:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Remarks:</u>

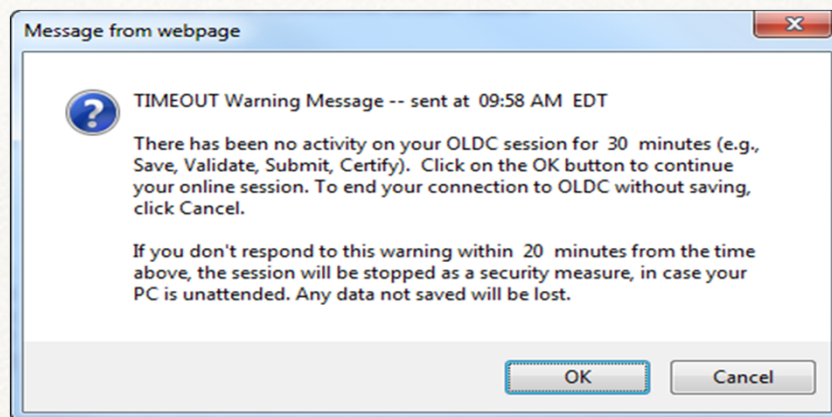


Reports: Submitting



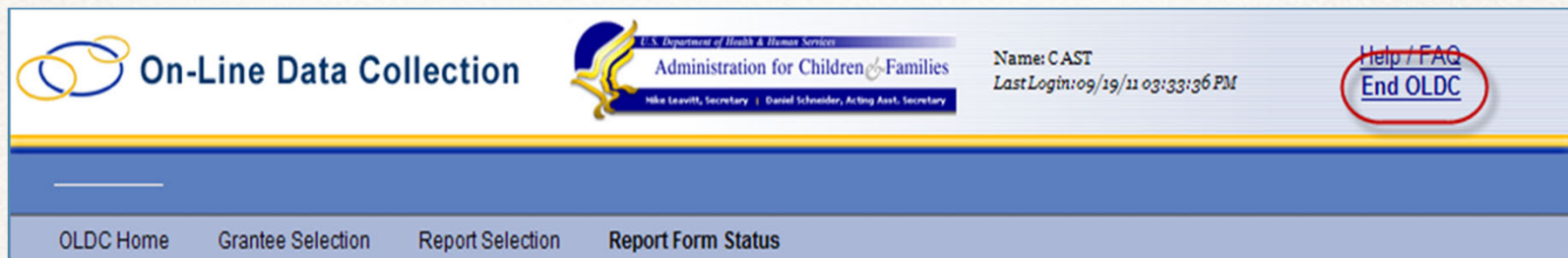
Report Form

- It is important to save often. After 30 minutes of inactivity from your computer to the OLDC server, a warning message appears stating that you will be logged out in 20 minutes.
 - Click **OK** to continue working, otherwise any information not saved is lost.
 - Activity includes **Saving, Printing, Validating, Certifying, Submitting**, etc.



Reports: End OLDC

- After each use, **End OLDC**.
 - A report form is locked or unavailable for 30 minutes when someone working on a form exits OLDC without clicking End OLDC.
 - When the person who locked the form logs back into OLDC and re-opens the form, it is then unlocked.



The screenshot shows the header and navigation bar of the OLDC system. The header includes the OLDC logo, the text "On-Line Data Collection", the U.S. Department of Health & Human Services logo, and the Administration for Children & Families logo. The user information section displays "Name: CAST" and "Last Login: 09/19/11 03:33:36 PM". A red circle highlights the "End OLDC" button. The navigation bar contains links for "OLDC Home", "Grantee Selection", "Report Selection", and "Report Form Status".

