



The Online Data Collection (OLDC) System

Presented by:

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What is the On Line Data Collection (OLDC) System?

- Convenient electronic method for submitting ACF financial reports
- Accessed via the Internet
- Access Request Form



Benefits

- Quarterly Financial Reports can be submitted quickly over the Extranet (secure Internet site)
- Latest Report Forms Available
- Automatic Calculations
- Warnings/Errors are known immediately
- E-mail notification of submission
- Grantees can report and retrieve information for their specific grants

OLDC Requirements

- Microsoft Internet Explorer, version 6.0 or higher
- Complete OLDC Request Form/Submit to Region X
- Identify Two Staff Members
 - Data Entry Person
 - Certifier

User IDs & Passwords

- OLDC Request Forms are sent to the ACF Regional Grants Office
- New User IDs and passwords are sent via two e-mails from Secure Sign-In (the gateway to OLDC)

OLDC Request Form

PERSONAL INFORMATION

First Name: _____ Middle Initial: _____
 Last Name: _____
 Title*: _____ Phone Number: _____
 Street Address: _____ State: _____ Zip: _____
 E-Mail Address: _____
 Browser Name (e.g. Internet Explorer, Netscape, Firefox): _____ Browser Version (e.g. 4.0.1): _____

*Required for person with the role Certify with Signature Authority

Person Type (Please select one): Federal (ACF Federal Staff) Contractor (ACF Contractor) Non-Federal (Grantee Staff)

Do you currently have an OLDC account? Yes No

For which State(s)/Territory(s)/Tribe(s)/Grant do you need access? _____

Do you need access to all EINs associated with the State(s)/Territory(s)/Tribe(s)/Grant? Yes No

If No, please specify the necessary EIN(s): _____

Are you replacing someone or taking on responsibilities previously assigned to a co-worker? Yes No

If Yes, please complete the contact information for that person below:

First Name: _____ Last Name: _____
 E-mail Address: _____ Phone Number: _____

Programs:	Forms:	Job Type: (One Per Program)	Additional Roles:	Primary * Contact:	E-Mail Notification upon Submit and Unsubmit:
_____	<input type="checkbox"/> All	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Forms:				
	Form Name(s): _____		_____		
	Form Name(s): _____		_____		
	Form Name(s): _____		_____		
	Form Name(s): _____		_____		
_____	<input type="checkbox"/> All	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Forms:				
	Form Name(s): _____		_____		

NOTE: Many Tribal Finance personnel have existing OLDC accounts for other ACF/HHS programs. In some cases, it is just a matter of requesting access to TANF program.

Log In

- Enter the secure Web Address in your browser Address line (Internet Explorer)

Address

<https://extranet.acf.hhs.gov/ssi>

- Save the Web Address as a Favorite for quick access

Log In (cont.)

- Secure Sign-In Login Screen
- Select Change Challenge Question to change your Challenge Question or Answer (optional).
- Click on OLDC button to get started!

United States Department of Health & Human Services

Secure Sign-In

ID*:

Password*: [Forgot Password?](#)

Login

GATES :: OLDC :: ERS

Warning: This is a U.S. Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel.

United States Department of Health & Human Services

Current User: walters99
Current Environment: Production

[Personal Information](#)
[Change Password](#)
[Change Challenge Question](#)
[Customer Support Screen](#)
[Register Application](#)
[Log Off](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)

Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table.

Select Application

OLDC

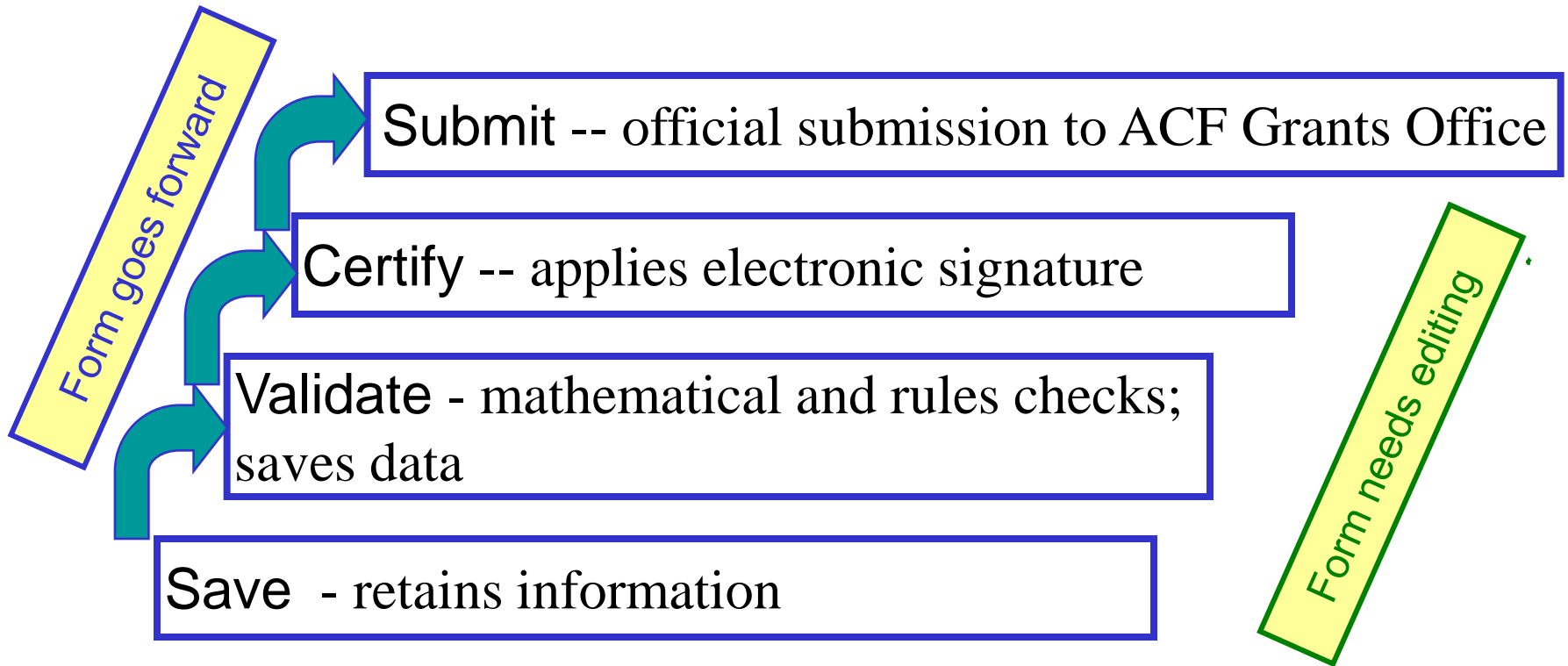
Alerts & Announcements

Tip: If OLDC does not open, you may have a pop-up blocker on your computer. Hold down the Control button from your keyboard and then click the OLDC button. Continue holding Control until OLDC opens

Helpful Hints

- The first time you log into Secure Sign-In, you are asked to change your password for security purposes
- You can also enter a Challenge Question and Answer
 - If you ever forget your password, you can answer your own question and have a new password automatically sent to your e-mail

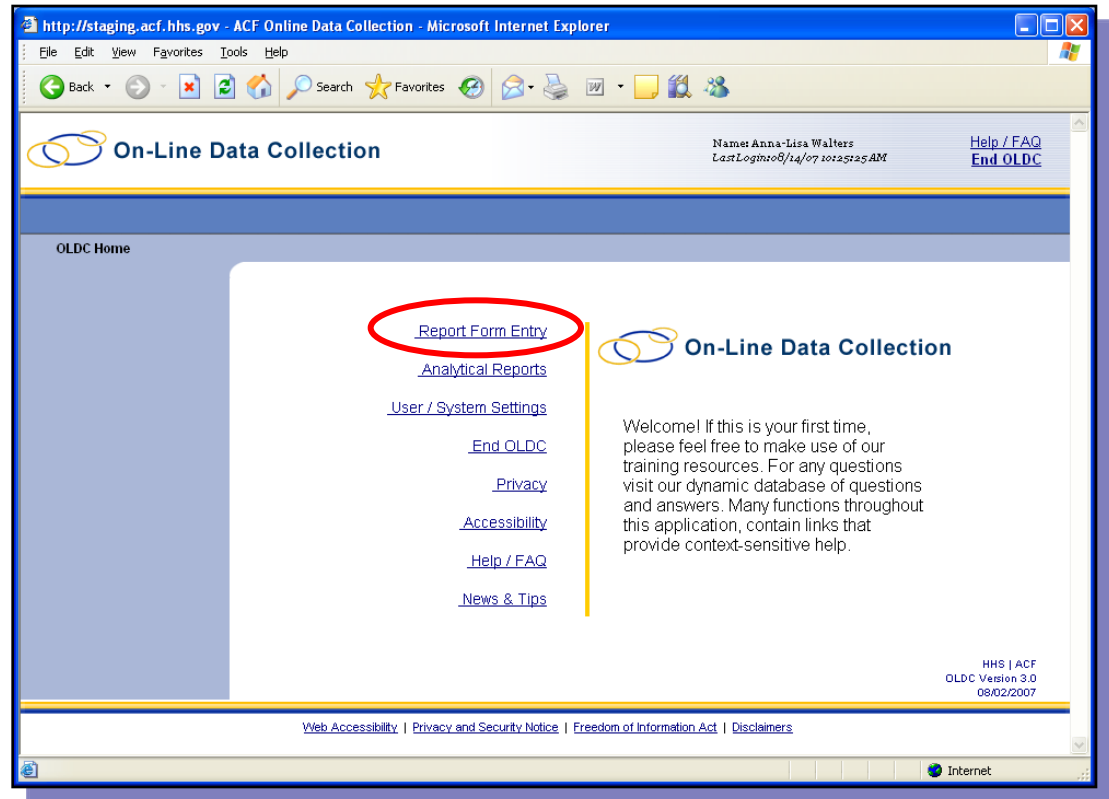
Submitting Report Forms



To edit a form, it must be
Unsubmitted and UnCertified

Menu - OLDC Home

- All OLDC functions are accessed from Home
- To enter report: Click on “Report Form Entry”
- Help is available on every OLDC screen



Accessing the Report Form – Program & Grantee Selection

§ Select the name of the program from the drop-down list

§ Select your tribe

§ Select the type of report form to be created, modified, or viewed

The screenshot shows a web browser window titled "http://staging.acf.hhs.gov - ACF Online Data Collection - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page header includes the "On-Line Data Collection" logo and the user's name "Anna-Lisa Walters" with a "Last Login" timestamp of "08/14/07 10:25:15 AM". There are links for "Help / FAQ" and "End OLDC".

The main content area is titled "Program & Grantee Selection" and contains the following instructions: "Please use the drop-down lists below to make selections. Steps must be completed in order."

The form consists of three steps:

- Step 1: **Program Name:** Select Program: [dropdown menu]
- Step 2: **Grantee Name:** Select Grantee: [dropdown menu]
- Step 3: **Report Name:** Select Report Type: [dropdown menu]

Below the steps is a blue "Enter" button. In the bottom right corner, the text reads: "HHS | ACF OLDC Version 3.0 08/02/2007".

Note: When a selection is made, wait until the action is complete before continuing with the next step.

Accessing the Report Form - Report Selection

- Enter a New report
- Edit reports that have been saved to correct errors
- Revise a report that has been certified, submitted, and accepted by ACF to reflect new data.*

The screenshot displays the 'Report Selection' page within the OLDC system. The page title is 'Grant & Report Period Selection'. It shows the following information:

- Program Name:** Temporary Assistance for Needy Families
- Grantee Name:** Sample Tribe
- Report Name:** ACF-196T: TANF ARRA Financial Report

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

Step 1: **Funding / Grant Period:** 10/01/2009 - 09/30/2015 TANF (09ABC1TANF) [v]

Step 2: **Report Period:**

Select	Reporting Period	Status
<input checked="" type="radio"/>	07/01/2010 - 09/30/2010	
<input type="radio"/>	04/01/2010 - 06/30/2010	Submission in Review by RO
<input type="radio"/>	01/01/2010 - 03/31/2010	Submitted
<input type="radio"/>	10/01/2009 - 12/31/2009	Submission Accepted by CO

Step 3: **Select Action:** [v]

- Select Action
- New / Edit / Revise Report
- View / Print / Status / Approve Report
- Print Latest Version (HTML)
- View Latest Report

*The original report is retained for historical reference and is not changed

Report Selection

Grant & Report Period Selection screen

OLDC Home Grantee Selection **Report Selection**

Grant & Report Period Selection

[Program Name:](#) Temporary Assistance for Needy Families
[Grantee Name:](#) Sample Tribe
[Report Name:](#) ACF-196T: TANF ARRA Financial Report

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

Step 1: [Funding / Grant Period:](#) 10/01/2009 - 09/30/2015 TANF (09ABC1TANF) ▼

Step 2: [Report Period:](#)

Select	Reporting Period	Status
<input checked="" type="radio"/>	07/01/2010 - 09/30/2010	
<input type="radio"/>	04/01/2010 - 06/30/2010	Submission in Review by RO
<input type="radio"/>	01/01/2010 - 03/31/2010	Submitted
<input type="radio"/>	10/01/2009 - 12/31/2009	Submission Accepted by CO

Step 3: [Select Action:](#)

- Select Action
- Select Action
- New / Edit / Revise Report**
- View / Print / Status / Approve Report
- Print Latest Version (HTML)
- View Latest Report

Click a radio button to select a Reporting Period

Form Status is now available on this screen

The Report Form

- Form information, such as Program Name and Grantee Name, is automatically filled in by OLDC.

Program Name: Temporary Assistance for Needy Families
Grantee Name: Sample Tribe
Report Name: ACF-196T: TANF ARRA Financial Report
Funding/Grant Period: 10/01/2009 - 09/30/2015 TANF (10ABC1TANF)
Report Period: 07/01/2010 - 09/30/2010
Report Status: Initialized

Report Progress

[Initialized](#) |
 [Edit-Saved](#) |
 [Validated](#) |
 [Certified](#) |
 [Submitted](#) |
 [In Review](#) |
 [R/O Approved](#) |
 [C/O Approved](#)

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

<u>Tribe:</u> Sample Tribe	<u>Grant Award Year:</u> 2010	<u>Submission:</u> <input type="radio"/> Original <input type="radio"/> Revised	<u>Report Type:</u> <input type="radio"/> Quarterly <input type="radio"/> Final
<u>Identifier ID Number (EIN):</u> 123SAMPLEABC1	<u>Reporting Period From:</u> 07/01/2010	<u>Reporting Period To:</u> 09/30/2010	

Expenditures

<u>Reporting Items</u>	<u>Column (A) Federal TTAG Funds</u>	<u>Column (B) State Contributed MOE funds</u>	<u>Column (C) Tribal Funds</u>	<u>Column(D) American Recovery & Reinvestment Act ARRA FUNDS</u>
1. TOTAL FEDERAL FUNDS AWARDED	\$0	\$0		\$0
Expenditures on Assistance				
2a. Cash Assistance Payments	\$0	\$0		\$0

Form Information

Report Form

The Report Form – Data Entry

- Data can be entered into “free cells” (white boxes)
- Auto-calculation will fill in other cells after all required data is entered and the form is “validated”
- Validate

1. TOTAL FEDERAL FUNDS AWARDED	<input type="text" value="\$1,600,000"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Expenditures on Assistance			
2a. Cash Assistance Payments	<input type="text" value="\$360,000"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
2b. Other Assistance Expenditures	<input type="text" value="\$2,000"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
2c. TOTAL ASSISTANCE EXPENDITURES	\$362,000	\$0	\$0
Expenditures on Non-Assistance			
3a. Administration	<input type="text" value="\$260,000"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
3b. Systems	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
3c. Other Non-Assistance Expenditures	<input type="text" value="\$200,000"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
3d. TOTAL NON-ASSISTANCE EXPENDITURES	\$460,000	\$0	\$0
Totals			
4. Total Expenditures	\$822,000	\$0	\$0
5. Unliquidated Balance	<input type="text" value="\$0"/>		<input type="text" value="\$0"/>
6. Unobligated Balance	\$778,000		<input type="text" value="\$0"/>
7. Tribal Replacement Funds	<input type="text" value="\$0"/>		<input type="text" value="\$0"/>
THIS IS TO CERTIFY THAT THE INFORMATION REPORTED ON ALL PARTS OF THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.			
Signature: Tribal Official <input type="button" value="Click to Sign"/>		Typed Name:	
		Title:	
Date Submitted:	OMB Control No. 1234-5678	Phone #:	
Form: ACF-196T	Expiration Date: 07/31/2011	Email Address:	
<input type="button" value="Save"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Validate"/> <input type="button" value="Certify"/> <input type="button" value="Print"/>			

Validating Report Forms

- Validate checks the form for mathematical errors
- If there are no errors, the form is validated and ready to be certified
- If there are any problems, an error message appears at the top of the form. Reports with errors can not be certified and have the status “Saved with Errors”. Errors must be corrected

Reports with warnings may still be certified and have the status “Validated with Warnings”.

The Report Form – Status Bar

The Report Progress bar visually tracks the status of the Report Form

On-Line Data Collection Name: Anna-Lisa Walters Last Login: 08/14/07 10:12:51 AM [Help / FAQ](#) [End OLDC](#)

OLDC Home Grantee Selection Report Selection **Report** Report Form Status

Program Name: Temporary Assistance for Needy Families
Grantee Name: Sample Tribe
Report Name: ACF - 196T Financial Report
Funding/Grant Period: 10/01/2008 - 09/30/2015 TANF (09XYZTANF)
Report Period: 07/01/2009 - 09/30/2009
Report Status: Saved

Report Progress

Initialized Edit-Saved Validated Certified Submitted In Review R/O Approved C/O Approved

Save **View / Add Attachments** **Validate** **Print**

Reporting Period

Tribe: Fiscal Year Grant was Awarded: Final Report Submission

As each step in the submission process is completed, the Progress bar fills and check boxes are marked.

Save your data often. The form is not submitted when saved and may still be edited

Certifying and Submitting Reports

Report Selection Report Form Status

Program Name: Temporary Assistance for Needy Families
Grantee Name: Sample Tribe
Report Name: ACF - 196T Financial Report
Funding/Grant Period: 10/01/2008 - 09/30/2015 TANF (09XYZTANF)
Report Period: 07/01/2009 - 09/30/2009
Report Status: Saved -- Validated

Report Progress

Edit-Saved Validated Certified Submitted In Review R/O Approved

for a new form has passed. Data can be entered into the report form but not submitted. Please contact the Grants Office

Save View/Add Attachments Validate **Certify** Print

After a report form has been successfully **saved** and **validated**...
A person with the appropriate roles can Certify the report form with a digital signature.

NOTE: Not all report forms require certification. If your report form must be certified, the word Certified displays on the "Report Progress" bar.

On-Line Data Collection Name: Anna-Lisa Walters Last Login: 08/14/07 10:12:15 AM Help End

OLDC Home Grantee Selection Report Selection Report Form Status

Program Name: Temporary Assistance for Needy Families
Grantee Name: Sample Tribe
Report Name: ACF - 196T Financial Report
Funding/Grant Period: 10/01/2008 - 09/30/2015 TANF (09XYZTANF)
Report Period: 07/01/2009 - 09/30/2009
Report Status: Certified -- with Warnings

Report Progress

Initialized Edit-Saved Validated Certified Submitted In Review R/O Approved C/O Approved

View Attachments UnCertify **Submit With Warnings** Print

When the form has been certified, it displays a Certified status

The report form is now ready to be Submitted

An UnCertify button is available in case there is a need to return to the report for editing

Submitting Report Forms

- After submitting a report form to ACF, the “Report Form Status” screen appears

OLDC Home Grantee Selection Report Selection **Report Form Status**

Program Name: Temporary Assistance for Needy Families
Grantee Name: Sample Tribe
Report Name: ACF - 196T Financial Report
Funding/Grant Period: 10/01/2008 - 09/30/2015 TANF (09XYZTANF)
Report Period: 07/01/2009 - 09/30/2009

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Action:</u>	<u>Print:</u>
View Original	Submitted with Warnings	8/14/2009	Unsubmit Report Review	HTML Print Form <input type="button" value="Go"/>

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.

However, if the person who locked the form logs back into OLDC and re-opens the form, then it is unlocked.

A timeout warning message appears after 30 minutes of inactivity to the OLDC server. Activity includes clicking any of the actions buttons (e.g. Save, Validate, Certify, and Submit). You will have another 20 minutes before the actual the timeout.

Please log out between uses to prevent forms from locking.

The screenshot shows the OLDC web application interface. The browser address bar displays <http://staging.acf.hhs.gov> - ACF Online Data Collection - Microsoft Internet Explorer. The page title is "On-Line Data Collection". The user is identified as Anna-Lisa Walters, with a last login time of 10/14/07 10:12:25 AM. The "End OLDC" link is circled in red. The report details are as follows:

<u>Program Name:</u> Child Care and Development Fund Mandatory & Matching
<u>Grantee Name:</u> POARCH BAND OF CREEK INDIANS
<u>Report Name:</u> ACF - 696T Financial Report
<u>Funding/Grant Period:</u> 10/01/2004 - 09/30/2007 CCDF (05PAALCCDF)
<u>Report Period:</u> 10/01/2005 - 09/30/2006
<u>Report Status:</u> Submitted with Warnings

The "Report Progress" section shows a progress bar with the following stages: **Initialized** (checked), **Edit-Saved** (checked), **Validated** (checked), **Certified** (checked), **Submitted** (checked), **In Review** (unchecked), **R/O Approved** (unchecked), and **C/O Approved** (unchecked). Below the progress bar are buttons for "View Attachments" and "Print".

A warning message is displayed: **Warning #1: [927] Report must be submitted by 12/29 for reallocated funds.** with a link to "[Long Description](#)".

The "Reporting Period" section contains the following information:

<u>Tribe:</u> POARCH BAND OF CREEK INDIANS	<u>Fiscal Year Grant was Awarded:</u> 2005	<u>Final Report NO</u>	<u>Submission New</u>
<u>Grant Document #:</u> 05PAALCCDF			

Help/FAQ Home

- You can find answers, ask questions, or read “Here’s How” help sheets

ACF On-Line Data Collection Help/FAQ Menu

[Close](#)

Find Answers
We store all resolved questions in our solution database. Search by OLDC feature, specific report, category, keywords, or phrases.

Ask a Question
Submit a question to our support staff who will reply to you by e-mail.

My Profile
Create an ID using your existing OLDC user name to access advanced features such as tracking previously asked questions, changing OLDC Help/FAQ preferences, and modifying contact information.

Here's How
Online documentation is available demonstrating OLDC navigation. This area also contains links to files for downloading Tip Sheets, the OLDC Quarterly, and other OLDC-related materials.

- Use the OLDC “E-xperience” online training anytime and anyplace by going to <https://extranet.acf.hhs.gov/oldcdocs/index.htm>.
- Need help? Contact ACF at:
App_support@acf.hhs.gov
1-866-577-0771