



Linking Services, Solutions, Communities

Online Data Collection (OLDC) System: Register for Account and Access the CSBG Model State Plan

Office of Community Services:
CSBG Grantee Training

June 24, 2015

OLDC INTRODUCTION

Introduction

- OLDC is a convenient web-based method for submitting report forms
- Report forms can be submitted quickly over the Extranet (secure Internet site)



Introduction

- OLDC is a role based system
 - Users may only perform actions if they have the necessary permissions
- Grantee **Job Types** (pre-defined group of roles) include:
 - **Data Entry** - Person responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Submit, and Unsubmit
 - **Authorized Official** - Person directly involved in reviewing and certifying the report form. An Authorized Official has the View-only and Certify roles by default. Additional roles such as Submit and Unsubmit may be assigned
 - **Grant Administrator** – May perform all the actions of the Data Entry person and the Authorized Official, including Submitting and Unsubmitting forms

REGISTER OLDC ACCOUNTS

Register OLDC Accounts

- Each individual that uses OLDC must have their own account
 - Do not share passwords!



Register OLDC Accounts – Access Form

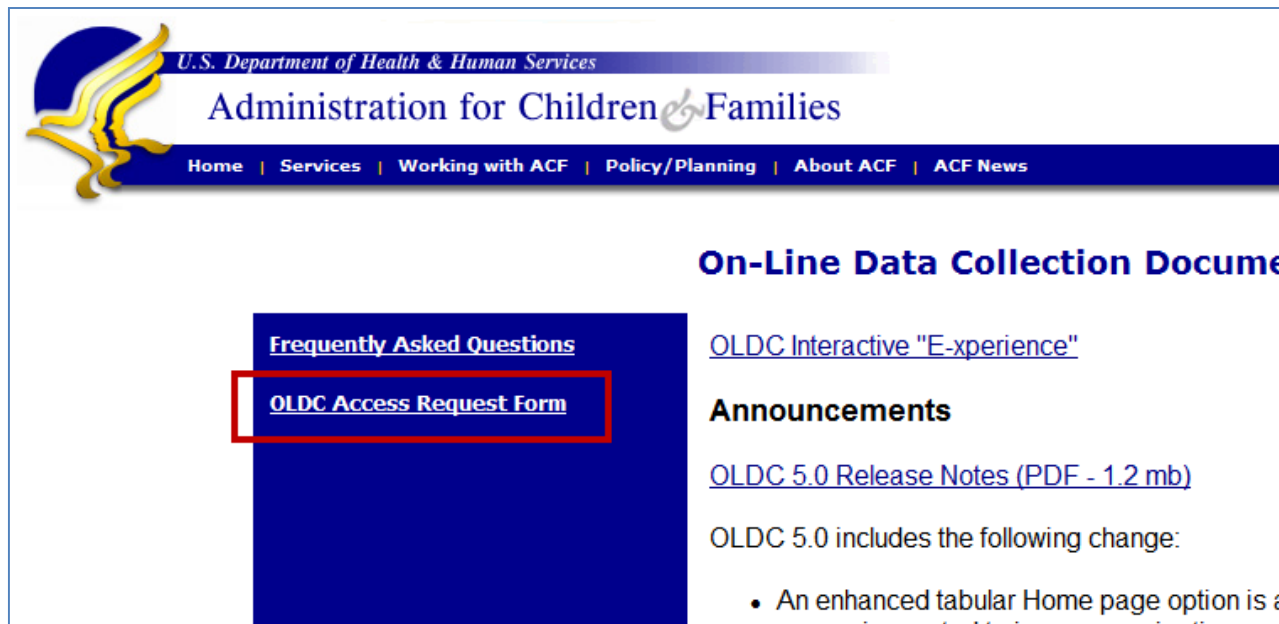
- Complete the OLDC Access Request Form to:
 - Register a new account
 - Modify an existing account

Tip: If you are not able to perform an action in the system, you may not be assigned the necessary role. For example, the Submit role need to be assigned to someone for them to be able to officially submit a report to ACF.

By default, only the Grant Administrator Job Type has the roles Submit and Unsubmit.

Register OLDC Accounts – Access Form

- To request a new account or modify an existing account, go to:
 - <https://extranet.acf.hhs.gov/oldcdocs/materials.html>
 - Click the link **OLDC Access Request Form**



OLDC Accounts – Access Form

- Request for OLDC Access form
 - First page contains instructions and Job Type/Role descriptions
 - Second page contains the form to complete

Request for Online Data Collection (OLDC) Access	
Instructions To request a new OLDC account or to add additional permissions to an existing account, please complete the OLDC Request Form on the following page. When complete, e-mail or fax the form to your ACF Grants Office. Account information (ID and Password) is automatically e-mailed to the new user.	
Helpful Hints Save and name the completed form to be returned as an e-mail attachment. To submit multiple requests, save each completed form as its own file name. Attach saved files to an e-mail message addressed to your ACF Grants Officer. ACF no longer accepts ZIP files.	
List of Job Types	
ACF Staff	Grant Partners
C/O Grants Officer - All grant information from the Central Office Grants Specialists is reviewed by a Central Office Grants Officer. Central Office Grants Officers have the authority to review and approve the grant information of a specific program.	Grant Administrator - Person responsible for assigning roles to staff members working with a specific program or grant. May also create new users for their organization. The Grant Administrator is assigned all roles available to non-federal customers.
C/O Specialist - Receives Recommendations from the Regional Grants Officers and prepares the grant for the Central Office Grants Officer.	Data Entry Person - Person responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Certify, Submit, and Unsubmit.
R/O Grants Officer - The authority to review and approve the grant information of a specific grantee within a particular region.	Authorized Official - Person directly involved in the processing of the grant. This might be a Financial Officer (FO) in charge of budgeting the grant, or a member of an audit team. An Authorized Official has view-only and Certify roles by default. Additional roles such as Submit may be assigned to the Authorized Official.
R/O Specialist - The authority responsible for processing the	Grant Director - Manager of the grant recipient. The default roles

Request Form	
PERSONAL INFORMATION	
<input type="text"/>	Middle Initial: <input type="text"/>
<input type="text"/>	Phone Number: <input type="text"/>
<input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>
<input type="text"/>	Browser Version (e.g. 4.0.1): <input type="text"/>
Internet Explorer, Netscape, Firefox: <input type="text"/>	
In the role Certify with Signature Authority	
select one: <input type="checkbox"/> Federal (ACF Federal Staff) <input type="checkbox"/> Contractor (ACF Contractor) <input type="checkbox"/> Non-Federal (Grantee Staff)	
Do you have an OLDC account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Territory(s)/Tribe(s)/Grant do you need access? <input type="text"/>	
Do you need access to all EINs associated with the State(s) Territory(s)/Tribe(s) Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Certify the necessary EIN(s): <input type="text"/>	
Are you someone or taking on responsibilities previously assigned to a co-worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete the contact information for that person below:	
<input type="text"/>	Last Name: <input type="text"/>
<input type="text"/>	Phone Number: <input type="text"/>
<input type="text"/>	<input type="text"/>
Programs:	Forms:
<input type="text"/>	<input type="text"/>
Job Type: (One Per Program)	Additional Roles:
<input type="text"/>	<input type="text"/>
Primary * Contact:	E-Mail Notification upon Submit and Unsubmit:
<input type="text"/>	<input type="text"/>

OLDC Accounts – Access Form

- Request Form Instructions
 - **Program:** Community Services Block Grant
 - **Forms:** All
 - **Job Type:** Each state should have at least one user assigned to the following Job Types
 - Grant Administrator
 - Authorized Official
 - Data Entry Person

Register OLDC Accounts – Access Form

- Email completed forms no later than July 8, 2015 to Niki Frazier or LaToya Smith at:

Nikita.Frazier@acf.hhs.gov
or LaToya.Smith@acf.hhs.gov



USERNAME AND PASSWORD

Username and Password

- New usernames and passwords are sent via two e-mails from On-Line_Data_Collection_System@acf.hhs.gov
 - The first contains the Username and Security Policy
 - The second contains the OLDC Password
- If either e-mail is not received, please contact the support center
 - Phone: 1-866-577-0771
 - E-mail: app_support@acf.hhs.gov



Grantees already using OLDC to submit other forms do not receive new usernames and passwords. The new permissions are added to the existing accounts

Username and Password

- Ensure spam blockers are not preventing receipt of usernames and passwords
- Please add the following email addresses to your safe list:
 - **On-Line_Data_Collection_System@acf.hhs.gov**
 - **Secure_Sign-In_System@acf.hhs.gov**

LOG IN

Log In

- Enter the secure web address in your browser's **Address** line
 - Internet Explorer, Chrome, or Firefox

<https://extranet.acf.hhs.gov/ssi/>
- Save the web address as a Favorite for quick access

Log In

- The Secure Sign-In Login screen displays
- Enter your username and password, then click **Login**

Welcome to
Secure Sign-In

and OLDC:

pop-up
pop-ups"
will not
a pop-up

OLDC has
t users

SSI (Single Sign-In) is the security gateway to supported applications. It provides user account maintenance, application access control and user authentication. If you have questions about existing user accounts, possible training or have difficulty using SSI for login then please feel free to contact the Helpdesk at 1-866-577-0771 or e-mail the Team at app_support@acf.hhs.gov. Applications are supported on an individual basis depending on the support agreement with the application owner and by the program office on a program by program basis. It is always best, if you have questions on the applications to contact your program office (or regional office) first for assistance. They will either refer your issue to the proper place or ask you to contact the support office involved. The Helpdesk

Sign-in to My Account

User Name

Password

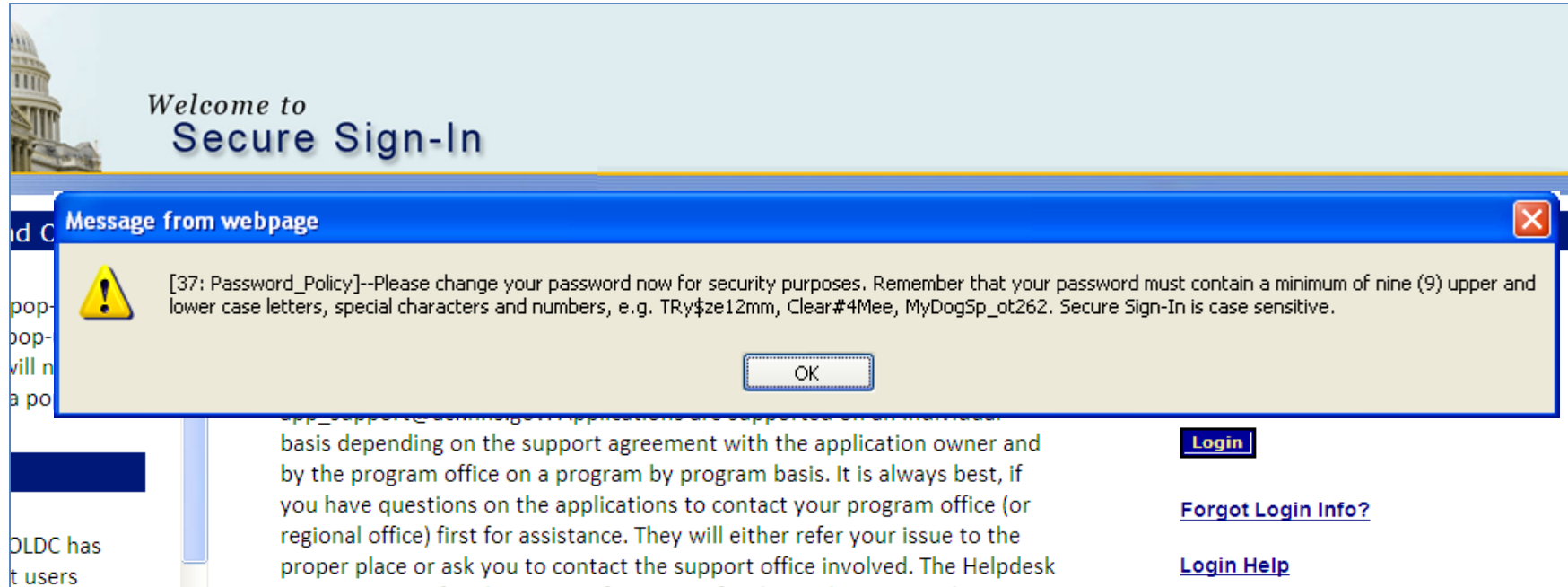
Login

[Forgot Login Info?](#)

[Login Help](#)

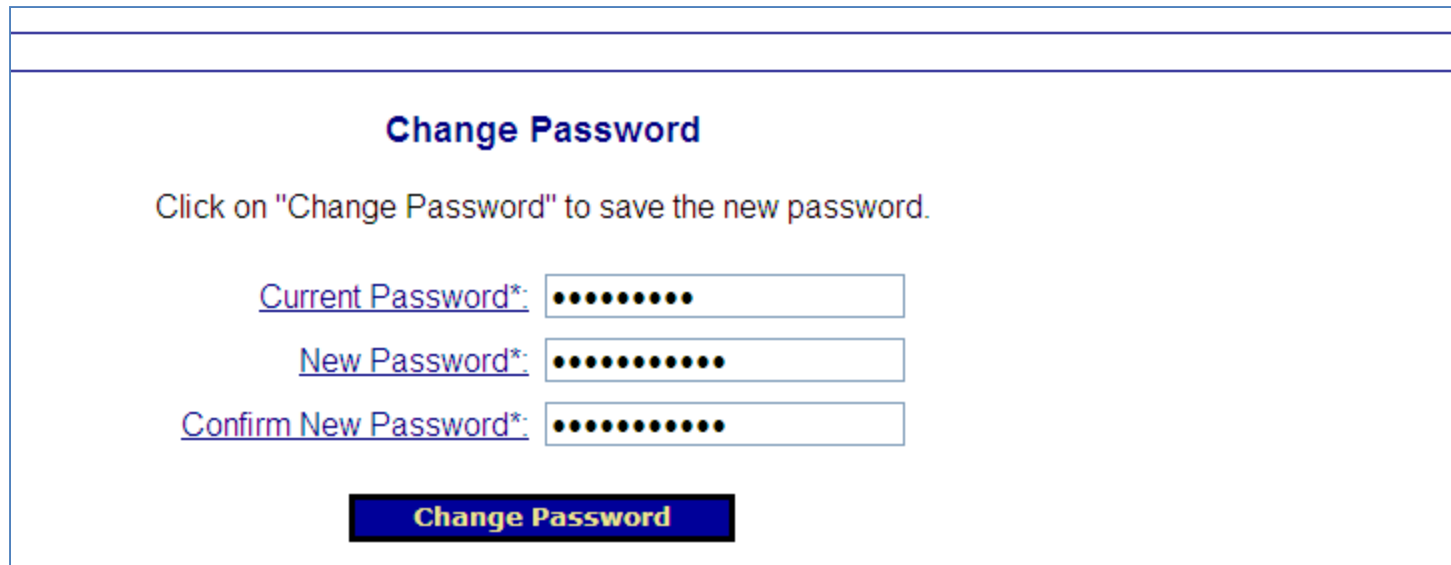
Log In

- Change your password upon first logon



Log In

- Enter current password, a new password, and confirm new password
- Click the **Change Password** button



The image shows a web form titled "Change Password" in blue text. Below the title is a red instruction: "Click on 'Change Password' to save the new password." There are three input fields, each preceded by a label in blue text: "Current Password*", "New Password*", and "Confirm New Password*". Each field contains ten black dots, indicating a password mask. At the bottom of the form is a blue button with the text "Change Password" in white.

Change Password

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

Current Password*:

New Password*:

Confirm New Password*:

Change Password

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 Support Center to re-enable the account

Log In

- 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.

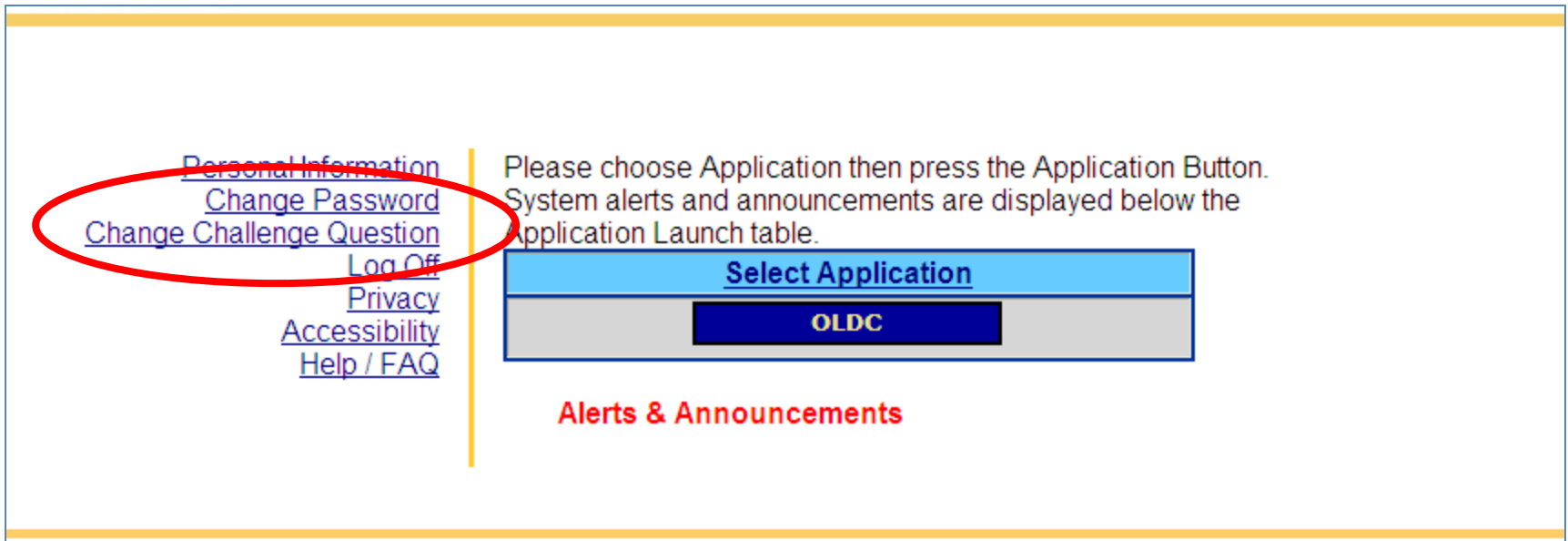
Challenge Question*:

Answer*:

Save Q and A

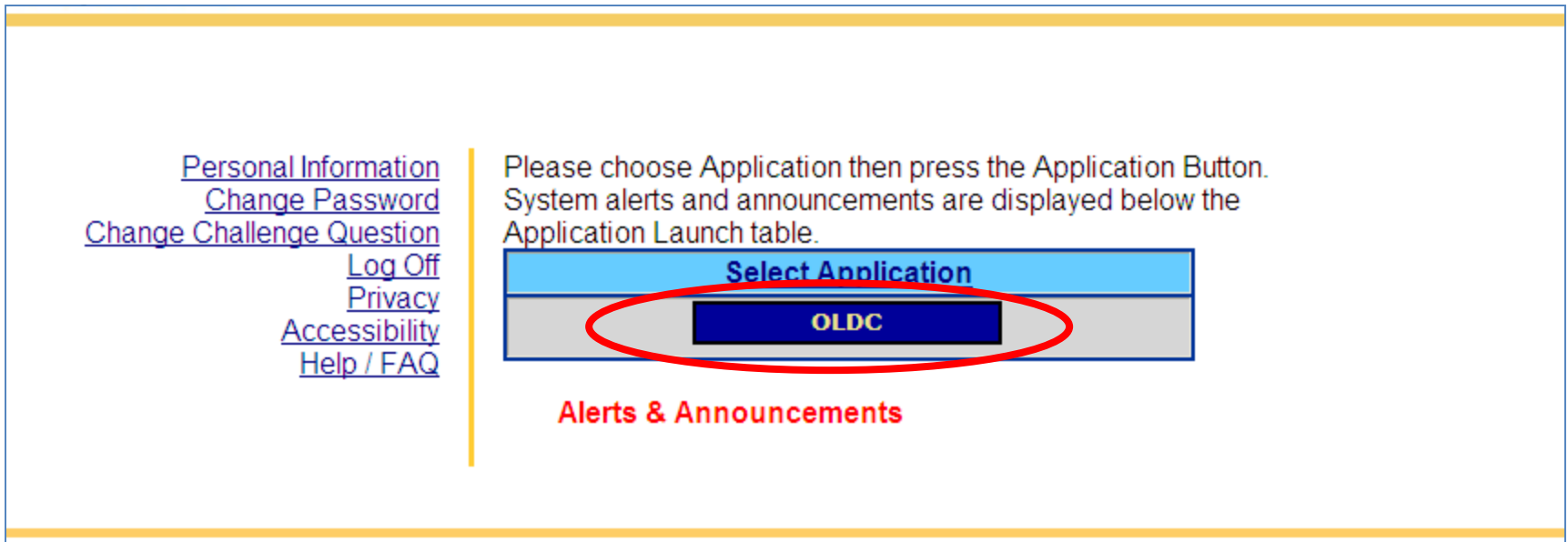
Log In

- The Secure Sign-In (SSI) “Home” screen displays. At any time, you may do one of the following:
 - Select **Change Password** to change your password
 - Select **Change Challenge Question** to change your challenge question or answer



Log In

- From the SSI Home screen, click the **OLDC**






The screenshot displays the SSI Home screen. On the left, there is a vertical list of links: [Personal Information](#), [Change Password](#), [Change Challenge Question](#), [Log Off](#), [Privacy](#), [Accessibility](#), and [Help / FAQ](#). To the right of these links, a text instruction reads: "Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table." Below this text is a table with a light blue header row labeled "Select Application". The first row of the table contains a dark blue button labeled "OLDC", which is circled in red. Below the table, the text "Alerts & Announcements" is displayed in red.

If OLDC does not open, you may have a pop-up blocker on your computer. Disable your browser's pop-up blocker to open OLDC.

Log In

- The OLDC “Home” screen displays

 On-Line Data Collection	 U.S. Department of Health & Human Services Administration for Children & Families <small>Nike Lesawitt, Secretary Daniel Schneider, Acting Asst. Secretary</small>	Name: Bill Bailey Last Login: 06/18/15 04:11:17 PM	Help / FAQ End OLDC
OLDC Home	<div data-bbox="1535 611 1864 639">Switch Home Page (Enhanced)</div> <div data-bbox="743 721 985 1021">Report Form Entry User / System Settings End OLDC Privacy Accessibility Help / FAQ News & Tips</div> <div data-bbox="1033 728 1574 935"> On-Line Data Collection <p>Our interactive dynamic database for FAQs is available for questions and answers relating to specific report requirements and OLDC system features or functions.</p></div>		

OLDC HOME

OLDC Home

- To change the Home page to the enhanced view, click the link **Switch Home Page (Enhanced)**

The screenshot shows the OLDC Home page. At the top, there is a header bar with the "On-Line Data Collection" logo on the left, the "U.S. Department of Health & Human Services Administration for Children & Families" logo in the center, and user information on the right: "Name: Bill Bailey" and "Last Login: 06/28/15 04:22:17 PM". To the right of the user information are links for "Help / FAQ" and "End OLDC". Below the header, the main content area is divided into two columns. The left column contains a list of links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". The right column features the "On-Line Data Collection" logo and a paragraph: "Our interactive dynamic database for FAQs is available for questions and answers relating to specific report requirements and OLDC system features or functions." A red rectangular box highlights the link "Switch Home Page (Enhanced)" in the top right corner of the main content area.

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Bill Bailey
Last Login: 06/28/15 04:22:17 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home

[Switch Home Page \(Enhanced\)](#)

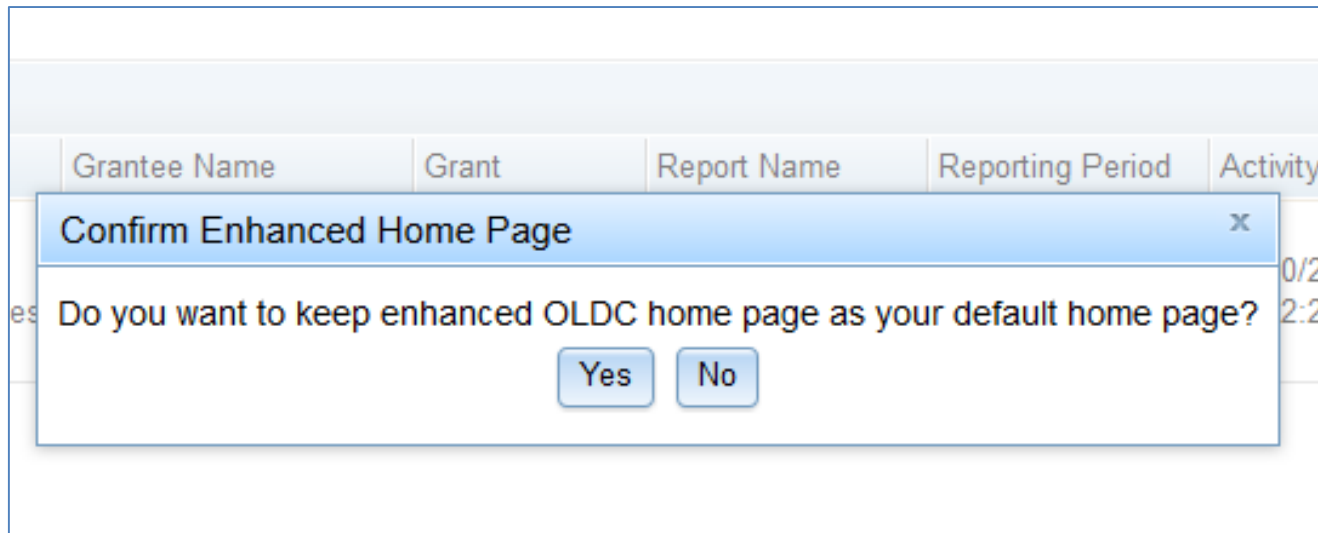
[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

On-Line Data Collection

Our interactive dynamic database for FAQs is available for questions and answers relating to specific report requirements and OLDC system features or functions.


OLDC Home

- A message appears asking “Do you want to keep the enhanced OLDC home page as your default home page?”
 - Click **Yes** to set the enhanced page as the new default each time OLDC is accessed.
 - Click **No** to enable the enhanced home page at this time. However, the next time OLDC is access, the regular home screen appears.



OLDC Home

- The new Home screen appears. To return to the regular Home screen view, click the link **Switch Home Page (Regular)**

On-Line Data Collection  **Administration for Children & Families**
HHS Secretary: Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Bill Bailey
Last Login: 06/18/15 04:11:17 PM

[Help / FAQ](#)
[End OLDC](#)

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](#)

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [REDACTED] 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

- The enhanced Home page is divided into two sections
 - Main Menu links
 - Tabs

The screenshot displays the OLDC Home page interface. At the top, there is a header bar with the 'On-Line Data Collection' logo, the 'U.S. Department of Health & Human Services Administration for Children & Families' logo, user information for Bill Bailey, and links for 'Help / FAQ' and 'End OLDC'. Below the header, the page is divided into two main sections. On the left, a vertical list of 'Menu Links' is enclosed in a red box, including 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. A red arrow points from the text 'Menu Links' to this list. On the right, a horizontal row of 'Tabs' is enclosed in a red box, including 'My Recent Activity', 'Activity Report', and 'Report Due'. A red arrow points from the text 'Tabs' to this row. Below these sections, there is a table with columns for Program Name, Grantee Name, Grant, Report Name, Reporting Period, Activity Date, Report Status, and Actions. The first row of data shows 'Temporary Assistance for Needy Families' for 'MA [REDACTED] MASSACHUSETTS' with a grant of 'N/A' and a report named 'Application SF-424M'. A search box and a 'Page Help' link are also visible.

On-Line Data Collection

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[Help / FAQ](#)
[End OLDC](#)

OLDC Home

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

Menu Links

My Recent Activity | Activity Report | Report Due

Tabs

Switch Home Page (Regular)

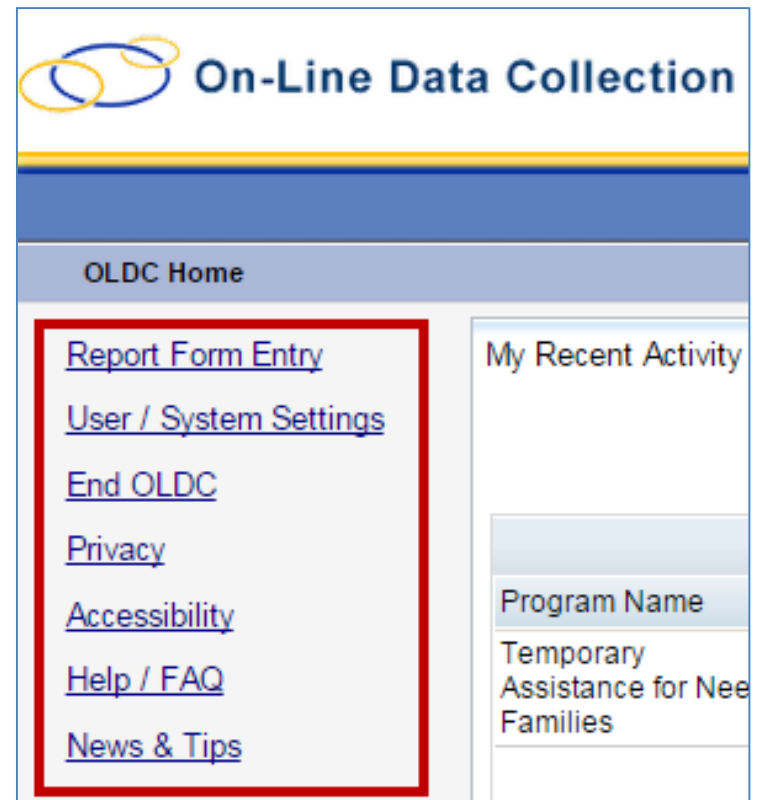
Search Box

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

Page Help

OLDC Home: Main Menu Links

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



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. At the top, there is a header bar with 'OLDC Home' on the left and a link 'Switch Home Page (Regular)' on the right. Below the header, there is a navigation bar with three tabs: 'My Recent Activity' (which is highlighted with a red box), 'Activity Report', and 'Report Due'. On the left side of the page, there is a sidebar with several links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. On the right side of the page, there is a 'Page Help' icon (a question mark in a circle) and a 'Search Box' with a magnifying glass icon. The main content area displays a table with the following data:

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [REDACTED] 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 header bar with the "On-Line Data Collection" logo, the "Administration for Children & Families" logo, and user information: "Name: Bill Bailey" and "Last Login: 06/19/15 08:36:01 AM". There are links for "Help / FAQ" and "End OLDC". Below the header, a navigation bar shows "OLDC Home" and a link to "Switch Home Page (Regular)". The main content area has a left sidebar with links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". The main area features a tabbed interface with "My Recent Activity", "Activity Report" (highlighted with a red box), and "Report Due". Below the tabs, there are dropdown menus for "Program" (set to "Community Services Block Grant") and "Grantee" (set to "MA [1 046002284 L3] MASSACHUSETTS"), followed by an "Enter" button. A message states "This report was generated on: 06/19/2015:14:10:11" with a "Refresh" button. A search box is also present. At the bottom, a table displays report data.

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

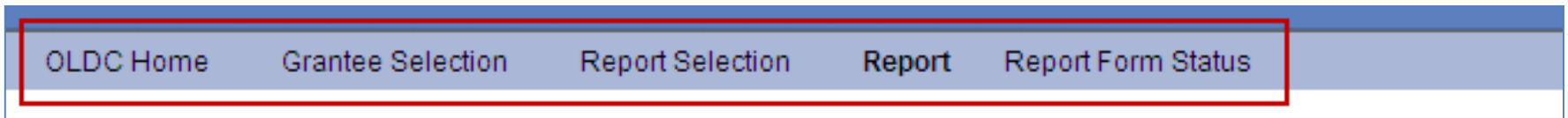
- **Report Due:** Access reports that are currently available for submission. Once a report is submitted, it is removed from this tab but can still be accessed from *My Recent Activity*, *Activity Report*, and from the *Report Form Entry* menu
 - **View:** View a report in read-only mode
 - **Create:** 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 displays the OLDC Home interface. At the top, there is a header bar with the 'On-Line Data Collection' logo, the 'Administration for Children & Families' logo, and user information: 'Name: Bill Bailey' and 'Last Login: 06/19/15 08:36:01 AM'. There are links for 'Help / FAQ' and 'End OLDC'. Below the header, the 'OLDC Home' section is visible, with a 'Switch Home Page (Regular)' link. On the left, a sidebar contains links: 'Report Form Entry', 'User / System Settings', 'End OLDC', 'Privacy', 'Accessibility', 'Help / FAQ', and 'News & Tips'. The main content area has three tabs: 'My Recent Activity', 'Activity Report', and 'Report Due', with the 'Report Due' tab highlighted by a red box. Below the tabs, there are dropdown menus for 'Program' (set to 'Community Services Block Grant') and 'Grantee' (set to 'MA [1 046002284 L3] MASSACHUSETTS'), followed by an 'Enter' button. A 'Page Help' icon is on the right. Below this, a timestamp states 'This report was generated on: 06/19/2015:14:10:06' with a 'Refresh' button. A 'Search Box' is also present. At the bottom, a table lists reports with columns: Grant, Report Name, Reporting Period, Due Date, Report Status, and Actions.

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(CSBG)	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(CSBG)	10/01/2013 - 09/30/2014	09/30/2015		Actions ▾

OLDC Home: Navigation

- Navigation Links (breadcrumbs)
 - The links appear and disappear towards the top of the page as different screens are accessed
 - Click any of the links in the navigation path to return to previous screens in OLDC
 - The browser “back” button is disabled for security purposes
 - Use the Report Form Status link to navigate to the Report Form Status page (contains the report status, actions such as print or delete form, history, contacts, and a list of any attachments)



VERIFY EXISTING PERMISSIONS

Verify Existing Permissions

- To verify one's own permissions in OLDC:
- From the main menu, select **User/System Settings**

On-Line Data Collection

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Name: Bill Bailey
Last Login: 06/18/15 04:11:17 PM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home

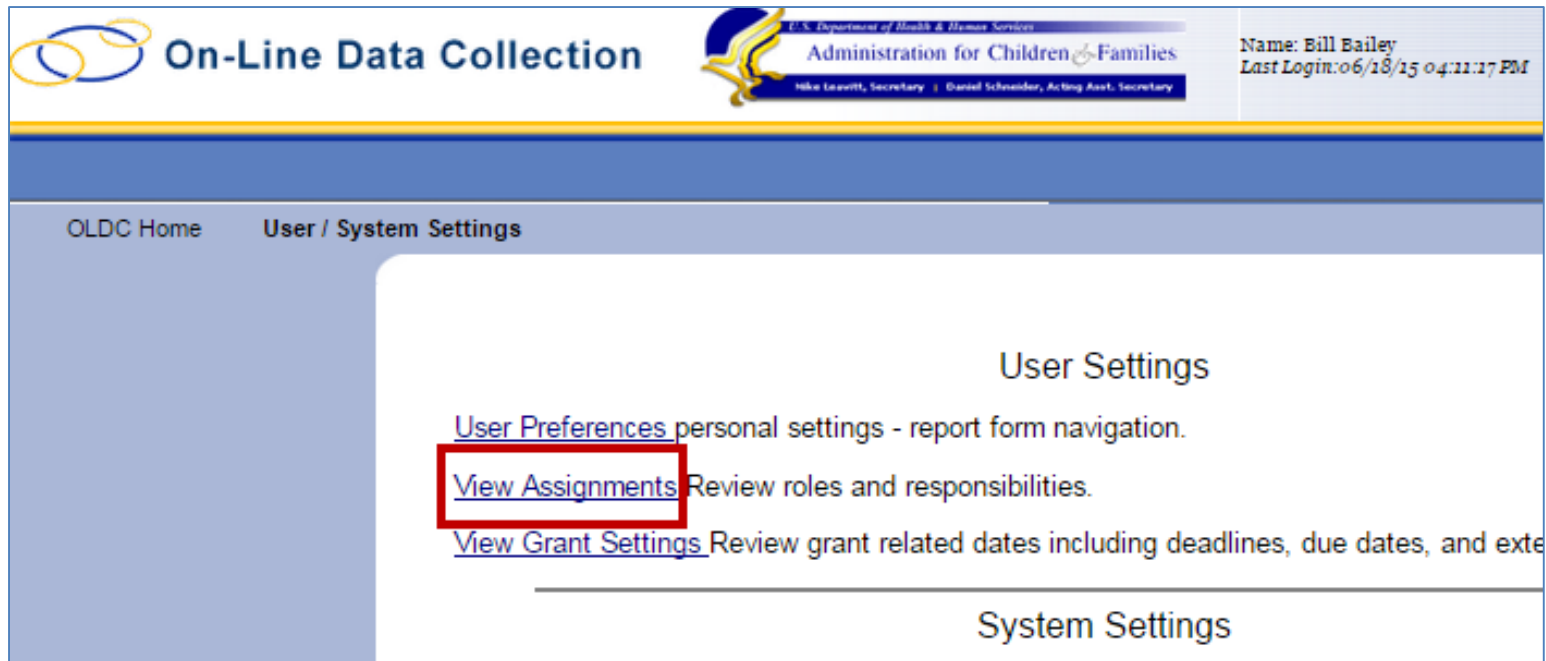
[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)
[News & Tips](#)

My Recent Activity | [Activity Report](#) | [Report Due](#)

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activi
Temporary Assistance for Needy Families	MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12 AM

Verify Existing Permissions

- The “User Settings” screen appears. Click the link **View Assignments**



On-Line Data Collection

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Name: Bill Bailey
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OLDC Home User / System Settings

User Settings

[User Preferences](#) personal settings - report form navigation.

[View Assignments](#) Review roles and responsibilities.

[View Grant Settings](#) Review grant related dates including deadlines, due dates, and extensions.

System Settings

Verify Existing Permissions

- The “Program & Grantee Selection” screen appears. Select **Community Services Block Grant** from the *Program* drop-down list
- Select the **grantee** name (i.e. state, tribe, territory, or organization) from the *Grantee* drop-down list
- The screen refreshes and all assigned reports and roles are listed in the *View Assignments* section

Program & Grantee Selection

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

Step 1: [Select Program:](#) Community Services Block Grant ▼

Step 2: [Select Grantee:](#) MA [MA ORGANIZATION L3] (1993-2014) MASSACHUSETTS ▼

View Assignments

Community Services Block Grant
MA [MA ORGANIZATION L3] (1993-2014) MASSACHUSETTS

[Printer-Friendly](#)

Report Type:	Roles:
Expenditures	• Add File Attachments [D]
Expenditures - Archive	• Add New User [D]
Mandatory Grant Application	• Add/Edit/Delete Contact Person [D]
Model Plan	• Certify with Signature Authority [D]
	• Create New Grant Form [D]
	• Delete Existing User [D]
	• Delete Grant Form [D]
	• Director Certify Authority [D]
	• Edit Existing Grant Form [D]
	• Edit Existing User [D]
	• Help/FAQs [D]
	• Password Administration
	• Revise Submitted Grant Form [D]

Verify Existing Permissions

- To print the list of assignments, click the link **Printer Friendly** and then select the print option from the browser's menu bar

Program & Grantee Selection

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

Step 1: [Select Program:](#) Community Services Block Grant ▼

Step 2: [Select Grantee:](#) MA [1 (1993-2014) MASSACHUSETTS] ▼

View Assignments

Community Services Block Grant
MA [1 (1993-2014) MASSACHUSETTS]

[Printer-Friendly](#)

Report Type:	Roles:
Expenditures	• Add File Attachments [D]
Expenditures - Archive	• Add New User [D]
Mandatory Grant Application	• Add/Edit/Delete Contact Person [D]
Model Plan	• Certify with Signature Authority [D]
	• Create New Grant Form [D]
	• Delete Existing User [D]
	• Delete Grant Form [D]
	• Director Certify Authority [D]
	• Edit Existing Grant Form [D]
	• Edit Existing User [D]
	• Help/FAQs [D]
	• Password Administration
	• Revise Submitted Grant Form [D]

ACCESSING REPORTS

Accessing Reports

- Access the CSBG State Model Plan from the enhanced Home page
 - Click the **Report Due** tab

On-Line Data Collection

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Administration for Children & Families
Mika Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Bill Bailey
Last Login: 06/19/15 08:36:01 AM

[Help / FAQ](#)
[End OLDC](#)

OLDC Home [Switch Home Page \(Regular\)](#)

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

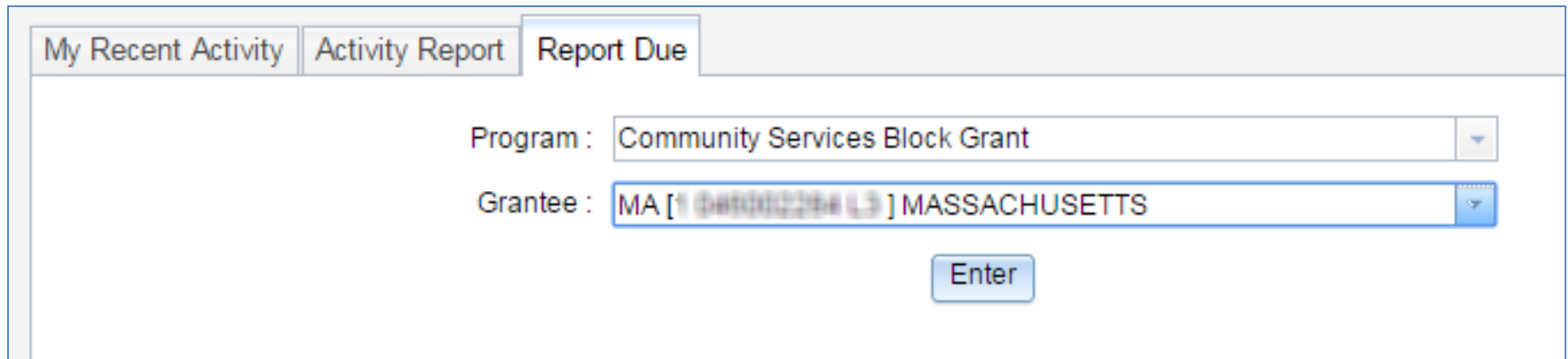
My Recent Activity Activity Report **Report Due**

Search Box

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Community Services Block Grant	MA [1 060002264 13] MASSACHUSETTS	N/A	Application SF-424M	10/01/2013 - 09/30/2014	06/19/2015 02:06:21 PM	Saved	Actions ▼
Temporary Assistance for Needy Families	MA [1 060002264 13] MASSACHUSETTS	N/A	Application SF-424M	10/01/2014 - 09/30/2015	06/12/2015 11:06:16 AM	Submitted with Warnings	Actions ▼

Accessing Reports

- Select a **Program** from the *Program* drop-down list. If the user is only assigned to one program, it appears by default
- Select a **Grantee** from the *Grantee* drop-down list. If the user is only assigned to one grantee organization, it appears by default
- Click the **Enter** button



The screenshot shows a web interface with three tabs: "My Recent Activity", "Activity Report", and "Report Due". The "Report Due" tab is selected. Below the tabs, there are two drop-down menus. The first is labeled "Program :" and has "Community Services Block Grant" selected. The second is labeled "Grantee :" and has "MA [1 06/01/2014 13] MASSACHUSETTS" selected. Below these menus is a blue "Enter" button.

Accessing Reports

- Available reports appear in the *Results Table*
- Locate the *Model State Plan (CSBG)* with the due date of *9/30/2015*
- From the Actions drop-down list, select **Create**

My Recent Activity | Activity Report | **Report Due**

Program : Community Services Block Grant

Grantee : MA [060002204 L3] MASSACHUSETTS

[Page Help](#)

This report was generated on: 06/19/2015:15:11:58

Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
N/A	Application SF-424M	10/01/2014 - 09/30/2015	09/29/2016		<input type="button" value="Actions"/> ▾
N/A	Model State Plan(CSBG)	10/01/2014 - 09/30/2015	09/29/2016		<input type="button" value="Actions"/> ▾
N/A	Application SF-424M	10/01/2013 - 09/30/2014	09/30/2015	Saved	<input type="button" value="Actions"/> ▾
N/A	Model State Plan(CSBG)	10/01/2013 - 09/30/2014	09/30/2015		<input type="button" value="Actions"/> ▾ <input type="button" value="Create"/>
13B1NAC05R	Federal Financial Report (FFR)	10/01/2014 - 09/30/2015	07/25/2020		<input type="button" value="Actions"/> ▾

Accessing Reports

- The “Report Sections” screen appears. The Model State Plan contains 16 sections (including the Cover Page)
- Each section’s data is entered separately and sections may be saved individually

OLDC Home **Report Sections** Report Form Status

Report Sections

Program Name: Community Services Block Grant

Grantee Name: MA [04/01/2014 1.3] MASSACHUSETTS N/A

Report Name: Model State Plan(CSBG)

Report Period: 10/01/2013 - 09/30/2014

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

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

Section Name:	Perform Action:	Section Status:
CSBG Cover page	Select Action: ▼ Go	Initialized
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: ▼ Go	Initialized
Section 2: State Legislation and Regulation	Select Action: ▼ Go	Initialized
Section 3: State Plan Development and Statewide Goals	Select Action: ▼ Go	Initialized
Section 4: CSBG Hearing Requirements	Select Action: ▼ Go	Initialized
Section 5: CSBG Eligible Entities	Select Action: ▼ Go	Initialized
Section 6: Organizational Standards for Eligible Entities	Select Action: ▼ Go	Initialized
Section 7: State Use of Funds	Select Action: ▼ Go	Initialized
Section 8: State Training and Technical Assistance	Select Action: ▼ Go	Initialized
Section 9: State Linkages and Communication	Select Action: ▼ Go	Initialized

Accessing Reports

- Report Sections Actions
 - **Clear Section Data:** To begin entering the form, click the drop-down arrow next to a section, select **Edit Section**, and click **Go**
 - **Edit Section:** To begin entering the form, click the drop-down arrow next to a section, select **Edit Section**, and click **Go**
 - **Print:** To print a section, click the drop-down arrow next to a section, select **Print Section**, and click **Go**

View/Add Attachments Validate		
Section Name:	Perform Action:	Section Status:
CSBG Cover page	Select Action: ▼ Go	Initialized
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: Clear Section Data Go	Initialized
Section 2: State Legislation and Regulation	Select Action: Edit Section Go	Initialized
Section 3: State Plan Development and Statewide Goals	Select Action: Print Section Go	Initialized
Section 4: CSBG Hearing Requirements	Select Action: ▼ Go	Initialized
Section 5: CSBG Eligible Entities	Select Action: ▼ Go	Initialized

Accessing Reports

- Once data is entered and saved for each section, the entire form must be validated from the “Report Sections” screen
- –Validate checks the form for errors. If there are no errors such as missing data, the form is validated and 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

Accessing Reports

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

View/Add Attachments

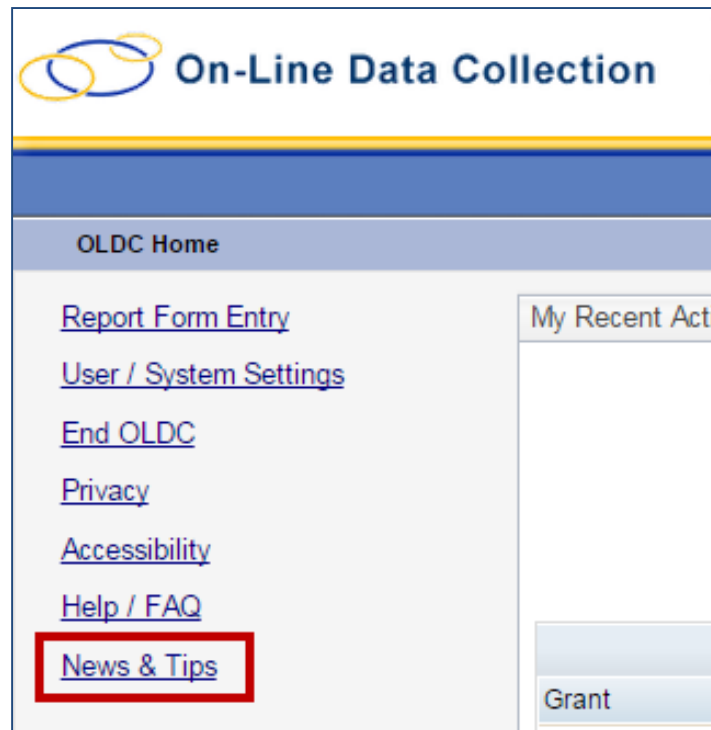
Validate

<u>Section Name:</u>	<u>Perform Action:</u>
CSBG Cover page	Select Action: ▼ Go
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: ▼ Go
Section 2: State Legislation and Regulation	Select Action: ▼ Go
Section 3: State Plan Development and Statewide Goals	Select Action: ▼ Go
Section 4: CSBG Hearing Requirements	Select Action: ▼ Go
Section 5: CSBG Eligible Entities	Select Action: ▼ Go

RESOURCES

Resources: OLDC Documentation Site

- Help resources are available by clicking the **News & Tips** link from the Main Menu



Resources: OLDC Documentation Site

- The “OLDC Documentation” site appears in a new window



The screenshot shows the OLDC Documentation Site. At the top is a blue header with the U.S. Department of Health & Human Services logo and the text "Administration for Children & Families". Below the header is a navigation bar with links: Home, Services, Working with ACF, Policy/Planning, About ACF, and ACF News. The main content area is titled "On-Line Data Collection Documentation". On the left is a dark blue sidebar with links: "Frequently Asked Questions" and "OLDC Access Request Form". The main content area contains the following sections:

- On-Line Data Collection Documentation**
 - [OLDC Interactive "E-xperience"](#)
 - Announcements**
 - [OLDC 5.0 Release Notes \(PDF - 1.2 mb\)](#)
 - OLDC 5.0 includes the following change:
 - An enhanced tabular Home page option is available to grantors and grantees. This new screen is created to improve navigation and ease of use. OLDC functionality remains unchanged
 - [View/Print the OLDC 5.0 Release Notes](#) for more information about the system enhancements.
 - Documentation**
 - TANF ACF-196R Materials**
 - Introduction to the TANF ACF-196R for State Data Personnel ([.pdf - 2049 kb](#))
 - Quick Sheet: Clone the TANF ARRA ACF-196 Report Form ([.pdf - 580 kb](#))
 - Quick Sheet: TANF ACF-196R – Clone Reports - ([.pdf - 537 kb](#))
 - Quick Sheet: TANF ACF-196R Reports - Revisions - ([.pdf - 651 kb](#))
 - Quick Sheet: TANF ACF-196R - Frequently Asked Questions ([.pdf - 519 kb](#))
 - General Quick Sheets**
 - Welcome - ([.pdf - 506 kb](#))
 - Getting Around in OLDC - ([.pdf - 539 kb](#))
 - Grant Administrator Overview and List of Roles - ([.pdf - 528 kb](#))
 - Working with Forms - ([.doc - 28 kb](#))
 - Using the Report Form Status Page - ([.pdf - 556 kb](#))

Resources: Support

- The Support Center provides assistance for OLDC customers
- Support team personnel are available Monday through Friday 8 a.m. to 6 p.m. ET
- [*app_support@acf.hhs.gov*](mailto:app_support@acf.hhs.gov)
- 866-577-0771