Quick Sheet: Clone the TANF ARRA ACF-196 Report Form

Audience: Grantees

Purpose

Provide instructions for cloning report forms in the Online Data Collection (OLDC) system. Cloning a report copies all data (including attachments) from a previous period to a current report period.

Only reports from different reporting periods can be cloned to the current period. Clones cannot be made from reports within the same period, and only submitted forms may be cloned. Forms with a status of saved, validated, or certified cannot be cloned. Additionally, revisions cannot be cloned.

Steps

1. Log into Secure Sign-In (https://extranet.acf.hhs.gov/ssi/) and launch OLDC.

2. The OLDC "Home" screen appears. Click the link **Report Form Entry**.

3. The "Program & Grantee Selection" screen appears. Select the *Program Name* **Temporary Assistance for Needy Families**.

4. From the *Grantee Name* drop-down list, select your organization name (**State**).

5. From the *Report Name* drop-down list, select the report type **ARRA – Expenditure (ACF-196)**.

6. Click the **Enter** button.

7. The "Report Selection" screen appears. Select the **Funding/Grant Period** and the current **Report Period** (07/01/2014 – 09/30/2014).

8. From the *Select Action* dropdown menu, choose **Clone Report**.

9. Click the **Enter** button.

10. The screen refreshes and Steps 4 and 5 appear at the bottom of the screen.

11. Select the **Funding/Grant Period** (same as above), and **Period Covered By This Report** to clone to the previously selected report.

12. Click the **Clone** button.

13. The "Report" screen appears with the pop-up message "Cloning is completed successfully". Click **OK** and begin entering data.