

QUICK SHEET: RECIPIENT DATA COLLECTION SERVICES (OLDC) NAVIGATION

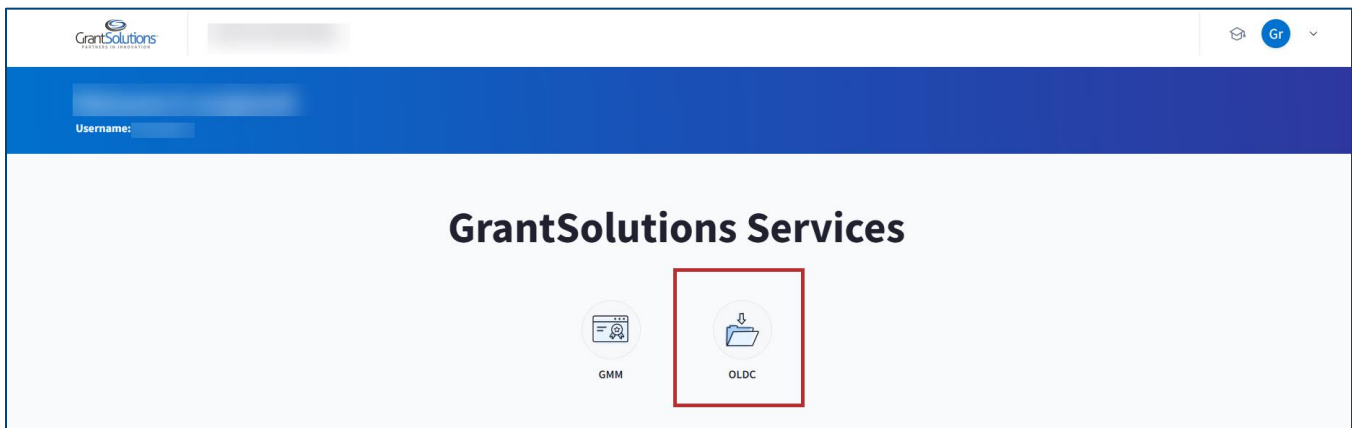
AUDIENCE: GRANTORS

INTRODUCTION

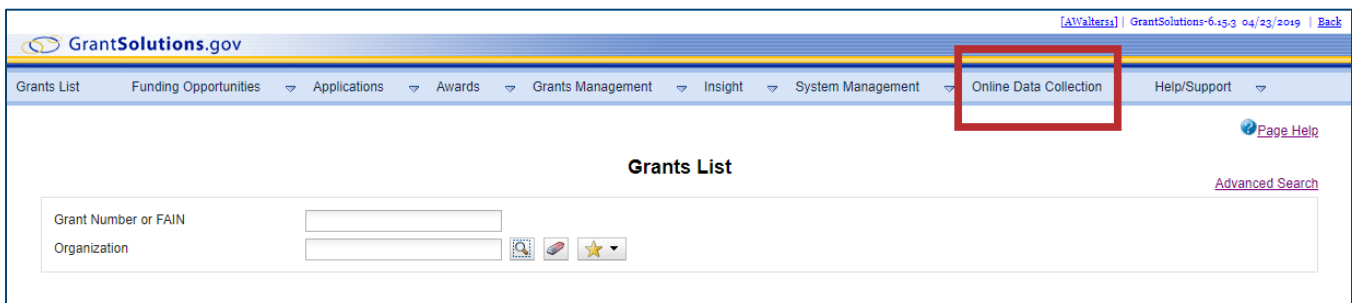
Grant Recipients use the GrantSolutions Recipient Data Collection Services (OLDC) system to enter data, attach documents, validate, certify, submit, and retrieve information pertinent to their forms or reports. Grantors use OLDC to review, approve, or return forms for corrections.

To access OLDC, log into GrantSolutions (www.grantsolutions.gov) and launch OLDC from one of the following locations:

GrantSolutions Homepage: OLDC icon

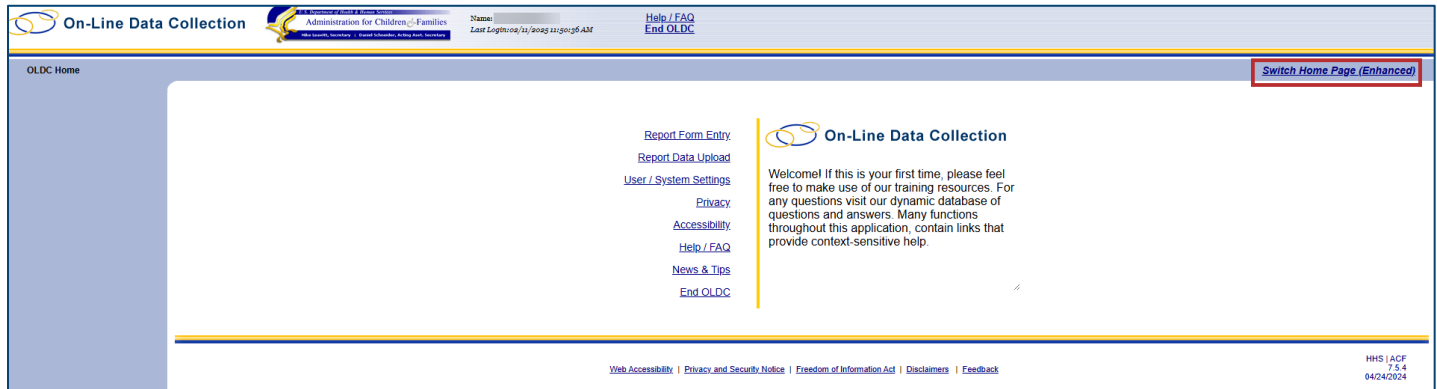


GrantSolutions Grants Management Services (GMM) menu bar: Online Data Collection Services menu



NAVIGATION

The regular “OLDC Home” page appears. To access the enhanced “OLDC Home” page, click the **Switch Home Page (Enhanced)** link.



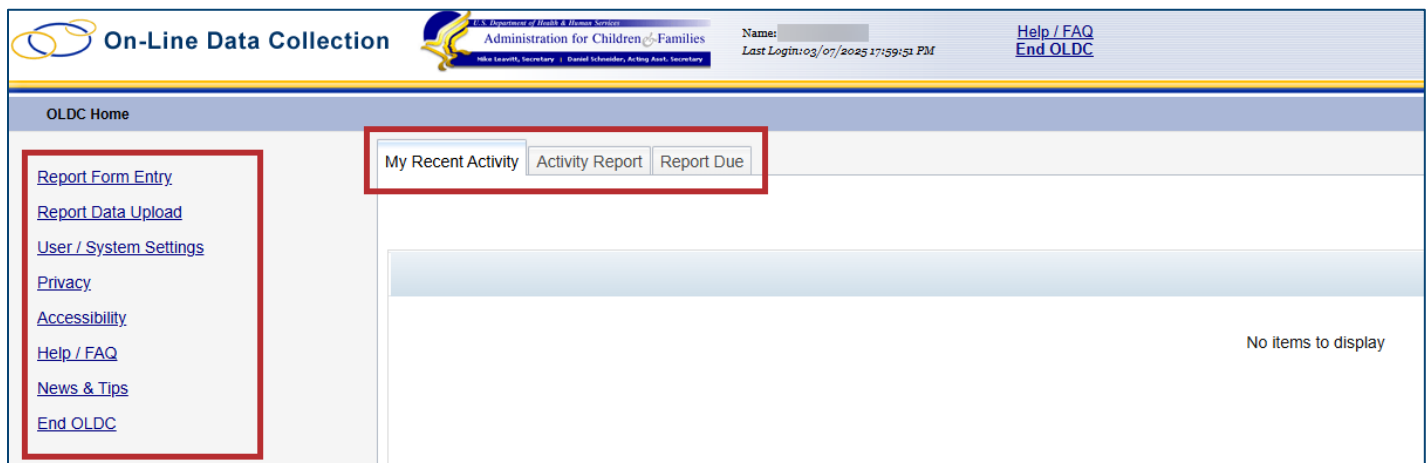
The screenshot shows the OLDC Home page interface. At the top, there is a header bar with the "On-Line Data Collection" logo on the left, a user profile section in the center showing "Name: [redacted]" and "Last Login: 04/14/2023 11:50:26 AM", and a "Help / FAQ" link on the right. Below the header, the main content area is divided into two columns. The left column contains a list of links: "Report Form Entry", "Report Data Upload", "User / System Settings", "Privacy", "Accessibility", "Help / FAQ", "News & Tips", and "End OLDC". The right column features the "On-Line Data Collection" logo and 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." In the top right corner of the main content area, there is a red-bordered button labeled "Switch Home Page (Enhanced)". At the bottom of the page, there is a footer with links for "Web Accessibility", "Privacy and Security Notice", "Freedom of Information Act", "Disclaimers", and "Feedback". On the far right of the footer, it says "HHS | ACF 7.5.4 04/24/2024".

The enhanced “OLDC Home” page contains a menu list where users can choose to enter a form, retrieve previous or current data, obtain information about OLDC, or end OLDC. Some of these options may not appear on the main menu based on the assigned roles. Menu list options may include:

- **Report Form Entry:** For most users, this is the first step in locating and working with their specific reports. The following screens present a series of questions to help you select the appropriate report form. The same process is used to check the status of any current or submitted report.
- **Report Data Upload:** Upload the report data file for processing
- **User / System Settings:** To customize OLDC individually, you may change your password, correct contact information, and choose other system defaults. Officials can also make OLDC changes, such as sharing permissions with others within your organization and address corrections.

Additionally, on the Enhanced “OLDC home” page, the center part of the screen contains three tabs:

- **My Recent Activity:** Lists all activities for the user
- **Activity Report:** List of all the report activities for the selected program and grantee
- **Report Due:** List of all reports that are due for the selected program and grantee

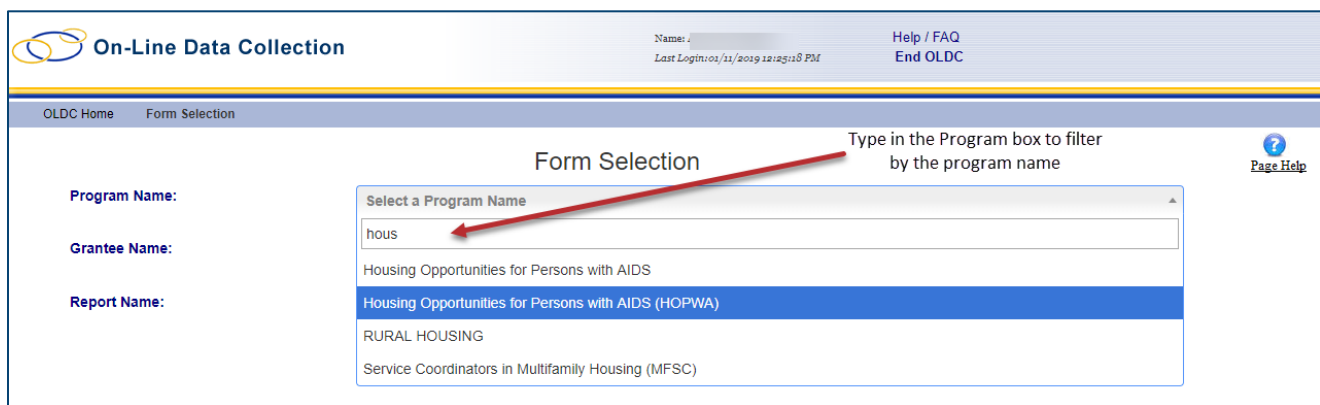


The screenshot shows the OLDC Home page. At the top, there is a header bar with the "On-Line Data Collection" logo on the left, the "Administration for Children & Families" logo in the center, and user information on the right including "Name:" and "Last Login: 03/07/2025 17:59:51 PM". There are also links for "Help / FAQ" and "End OLDC". Below the header, the page is titled "OLDC Home". On the left side, there is a vertical menu with links: "Report Form Entry", "Report Data Upload", "User / System Settings", "Privacy", "Accessibility", "Help / FAQ", "News & Tips", and "End OLDC". In the center, there are three tabs: "My Recent Activity", "Activity Report", and "Report Due". The "My Recent Activity" tab is currently selected. Below the tabs, there is a large empty area with the text "No items to display" on the right side.

FORM SELECTION SCREEN

To access the “Form Selection” screen, click the **Report Form Entry** link from “OLDC Home”.

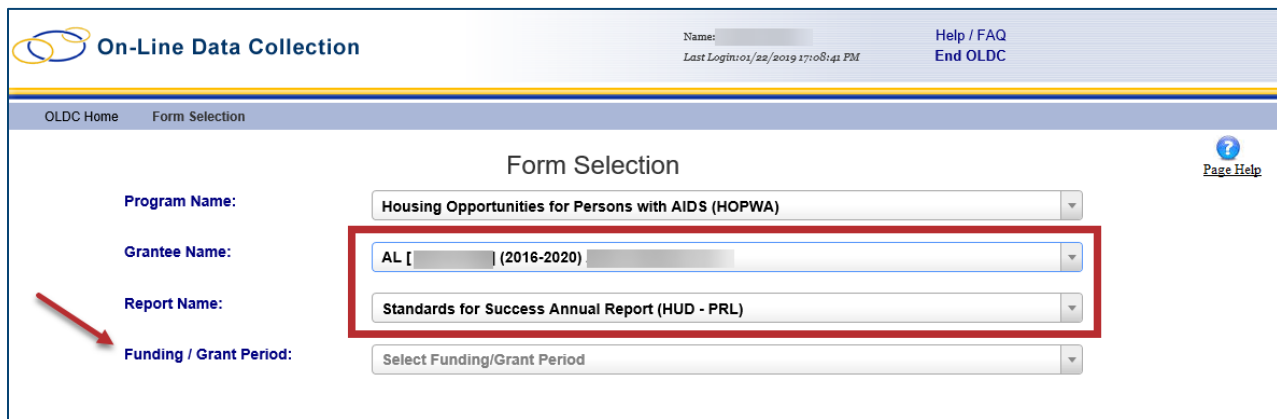
To select a *Program Name or Grantee Name*, either expand the drop-down list and scroll through the options to locate the program or begin typing text in the Program Name field to filter by the entered information.



The screenshot shows the "On-Line Data Collection" (OLDC) interface. The top header includes the logo, "On-Line Data Collection", user information (Name: , Last Login: 01/11/2019 12:25:18 PM), and links for "Help / FAQ" and "End OLDC". Below the header, a navigation bar shows "OLDC Home" and "Form Selection". The main content area is titled "Form Selection" and contains a search box labeled "Select a Program Name". A red arrow points to the search box, which contains the text "hous". Below the search box, a list of program names is displayed, with "Housing Opportunities for Persons with AIDS (HOPWA)" highlighted in blue. To the left of the search box, there are labels for "Program Name:", "Grantee Name:", and "Report Name:". To the right of the search box, there is a text prompt: "Type in the Program box to filter by the program name". A "Page Help" link is visible in the top right corner.

When the *Grantee Name* is selected, the *Report Name* automatically populates if only one report is available, and the next selection menu appears (in this example, the Funding / Grant Period).

If more than one report is available based on the selected Program and Grantee, the user must still select the *Report Name*.



On-Line Data Collection

Name: [] Last Login: 01/22/2019 17:08:41 PM [Help / FAQ](#) [End OLDC](#)

[OLDC Home](#) [Form Selection](#)

Form Selection

[Page Help](#)

Program Name: Housing Opportunities for Persons with AIDS (HOPWA)

Grantee Name: AL [] (2016-2020)

Report Name: Standards for Success Annual Report (HUD - PRL)

Funding / Grant Period: Select Funding/Grant Period

Continue making selections until the report period table appears.

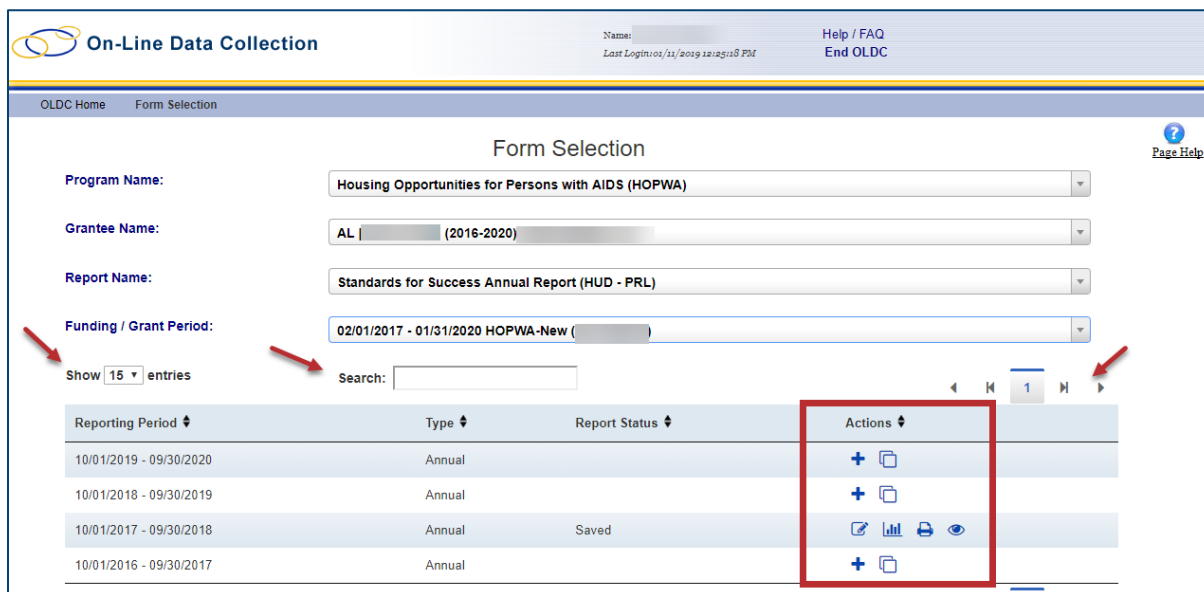
The report period table contains the following features:

Search Field: Enter text in the *Search* field to filter what appears in the Report Period table

Show Entries: Select the number of entries to appear in the table at one time. The default is 15

Previous and Next Page Icons: Click the forward and back arrow icons to view additional entries in the Report Period table. The buttons appear above and below the table

Report Period Table: Lists the available reporting periods and corresponding actions



On-Line Data Collection

Name: Last Login: 10/11/2019 12:12:18 PM Help / FAQ End OLDC

OLDC Home Form Selection

Form Selection

Program Name: Housing Opportunities for Persons with AIDS (HOPWA)

Grantee Name: AL (2016-2020)

Report Name: Standards for Success Annual Report (HUD - PRL)

Funding / Grant Period: 02/01/2017 - 01/31/2020 HOPWA-New

Show 15 entries Search:

Reporting Period	Type	Report Status	Actions
10/01/2019 - 09/30/2020	Annual		+ [icon]
10/01/2018 - 09/30/2019	Annual		+ [icon]
10/01/2017 - 09/30/2018	Annual	Saved	[icon] [icon] [icon] [icon]
10/01/2016 - 09/30/2017	Annual		+ [icon]

Possible *Actions* icons are as follows:



New: Start a new form



Edit: Modify a previously saved form



Report Status: Navigate to the "Report Form Status" page, where submitted forms can be reviewed, approved, or returned to the recipient



Print Latest Version (HTML): Print the form from the browser print feature (does not include attachments)



View Latest Report: Open a read-only version of the form in the browser



Revise: Create an exact copy of the previous form with open fields



Clone: Copy a previously submitted form, including data, to a new report period