



FFY 2023 CSBG State Plan 3.0: OLDC Refresher

Office of Community Services (OCS)
Division of Community Assistance (DCA)

July 13, 2022

3:30 – 4:30 PM ET



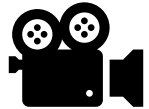
Housekeeping



Everyone has been **muted on entry**.



Please enter questions using the “**Q&A**” pod.



This webinar is being **recorded**. The recording, along with a copy of the slides, will be posted online to the [FY 2022 CSBG Webinars](#) page.

Presenters

Division of Community Assistance, Office of Community Services



**M. Monique
Alcantara**

Management and
Program Analyst



**Niki Frazier-
Curry**

Sr. Records
Specialist



Jessica Cain

Program
Specialist

Agenda

- Elements of a Complete CSBG State Plan Submission
- GrantSolutions/Online Data Collection (OLDC) Overview
- OLDC Live Demo
- OCS Contacts
- Questions
- Announcements



Elements of a Complete CSBG State Plan Submission





Important Reminders

**All FFY 2023 CSBG State Plans Due:
Thursday, September 1, 2022**

- Based on the Federal Fiscal Year
- CSBG State Plan available now

Group A: Required to Submit a **NEW** CSBG State Plan

- The following states are required to submit a full submission of the FFY 2023 CSBG State Plan

Alabama

Delaware

Idaho

Michigan

New Hampshire

South Carolina

Virginia

Alaska

District of Columbia

Indiana

Mississippi

New Jersey

South Dakota

Washington state

Arizona

Florida

Maryland

Nebraska

Oregon

Utah

Wyoming

Connecticut

Georgia

Massachusetts

Nevada

Puerto Rico

Vermont

Group B: Required to Submit the SF-424M

- The following states are required to submit the SF-424M via [GrantSolutions.gov](https://www.grantsolutions.gov).

American Samoa

Hawaii

Kentucky

Missouri

North Carolina

Pennsylvania

West Virginia

Arkansas

Illinois

Louisiana

Montana

North Dakota

Rhode Island

Wisconsin

California

Iowa

Maine

New Mexico

Ohio

Tennessee

Colorado

Kansas

Minnesota

New York

Oklahoma

Texas

FFY 2023 Complete Submission



CSBG Eligible Entity List (no revisions this year)



Standard Form for Federal Assistance (SF-424M) [cover page of the CSBG State Plan]



CSBG State Plan, Sections 1 – 14, including the **designation letter**



Certifications, Section 15 (as defined by the CSG statute)

*The CSBG State Plan must be **certified by the Authorized Official** as designated in the designation letter*



REFERENCES:

[CSBG-DCL-2022-39 State Plan Preparation FY 2023](#)

[CSBG-AT-2022-04 State Plan Application FY 2023](#)

Reminder: Forthcoming Changes to the Eligible Entity List

- Two new data points:
 - ✓ Executive Director
 - ✓ Website Address
- Unique Entity Identifier (UEI):
 - ✓ Replacing the DUNS no.
 - ✓ No effect on FFY 2023 CSBG State Plan or FY 2022 CSBG Annual Report
- Only revise if:
 - ✓ Designation
 - ✓ Re-designation
 - ✓ De-designation/Termination
 - ✓ Voluntarily Relinquishment
 - ✓ Merger

Important Note: While normally the CSBG Eligible Entity List only requires revision when there is an update to the eligible entities within the state, **all state grant recipients will be required** to update and resubmit their list once the revisions noted above are complete.

The CSBG Eligible Entity List is estimated to be available **FY 2023, Q2**.



REFERENCE:

[CSBG-DCL-2022-39 State Plan Preparation FY 2023](#)



Complete CSBG State Plan

- SF-424M (Cover Page)
- Sections 1 – 13
- Section 14: Assurances
- Section 15: Certifications

Authorized Official must certify within the SF-424M (Cover Page) after the Plan is Saved and Validated.

Important Note: If you are submitting a two-year plan, you must complete information for both years where specified:

- 1.1a – the FFYs covered by this CSBG State Plan
- 3.5 – Eligible Entity Overall Satisfaction Target
- 6.5 – Performance Target
- 7.2 – Planned Allocation for CSBG Eligible Entities
- 7.6 – Allocated Administrative Funds
- 7.7 – State Staff
- 7.8 – State FTEs
- 7.9 – Remainder/Discretionary Funds
- 8.1 & 8.1a – T/TA Activities and Budget
- 10.1 – Monitoring Schedule

REFERENCES:

[CSBG-AT-2022-04 State Plan Application FY 2023](#)
[CSBG Act, Section 676B](#)



GrantSolutions and OLDC Overview



GrantSolutions Overview

- Official ACF website to submit forms
- Links to Login.gov account
- On-Line Data Collection system (OLDC) is accessible through [GrantSolutions](#)
 - ✓ Allows forms to be submitted quickly and securely
 - ✓ Permits different roles for different functions

OLDC Roles

- Three types, based on grant recipient job types. Recommended that states have **at least one individual per job type**.

Authorized Official	Grant Administrator	Data Entry
<ul style="list-style-type: none">RequiredReviews and certifies forms.Must match the designee within the Designation Letter.OGM uses this information for award letters.	<ul style="list-style-type: none">RequiredHas ability to enter data (complete forms), submit, and un-submit reports.	<ul style="list-style-type: none">OptionalOnly able to enter data (complete forms).

OLDC Account Requirements

- Individuals must have their **own accounts**.
- Individuals must be from the **state lead agency**
- Individuals **must not** share passwords
- Individuals must **have CSBG assigned** to their OLDC account

Current and New OLDC Users

Current Users

- Verify that you have an account.
- Verify that you have been assigned the correct role.

New Users

- Request an OLDC Access Form by email from [Jacinta Mutonga](#) and [Niki Frazier-Curry](#).
- Complete an [OLDC Access Form](#).
- Submit the completed form no later than **August 1, 2022**, to [Jacinta](#) and copy [Niki](#)!

New OLDC Users

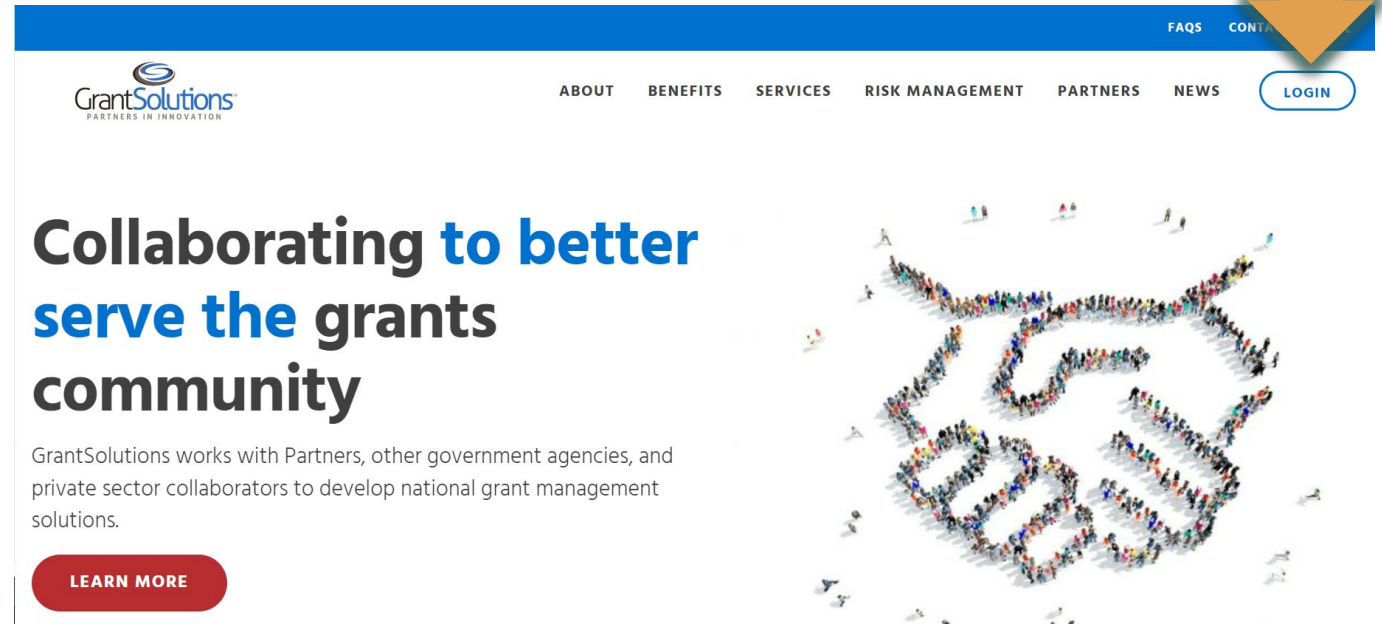
- After submission of OLDC Access Form, new users will receive an email from Jacinta or Niki confirming their account is created. **two separate emails** from notifications@grantsolutions.gov:
 - ✓ Email One: Username
 - ✓ Email Two: Temporary Password



Contact Jacinta and Niki if you do not receive the emails!

Logging into OLDC

- **Access OLDC via GrantSolutions:**
<https://www.grantsolutions.gov>
- **Preferred browser:** Chrome (used for this presentation)
- **Compatible browsers:** Mozilla Firefox and Microsoft Edge



GrantSolutions
PARTNERS IN INNOVATION

ABOUT BENEFITS SERVICES RISK MANAGEMENT PARTNERS NEWS **LOGIN**

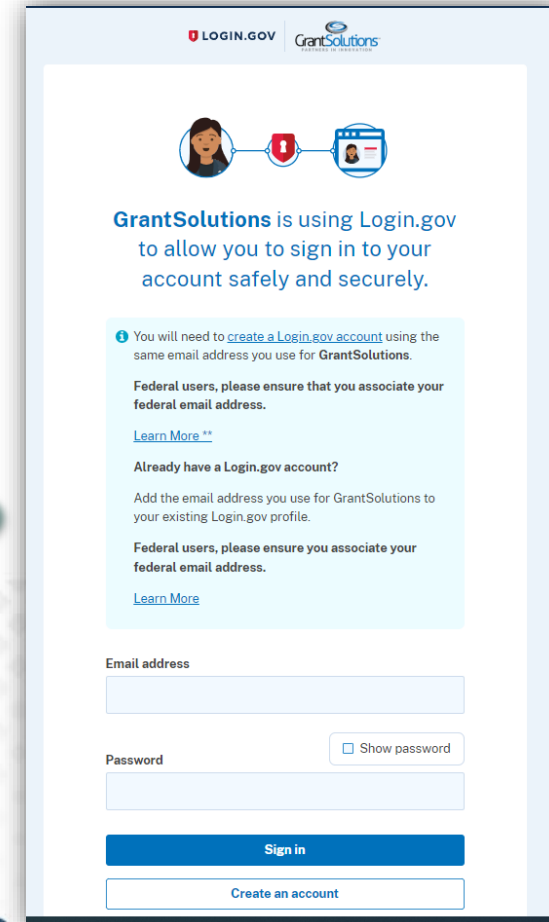
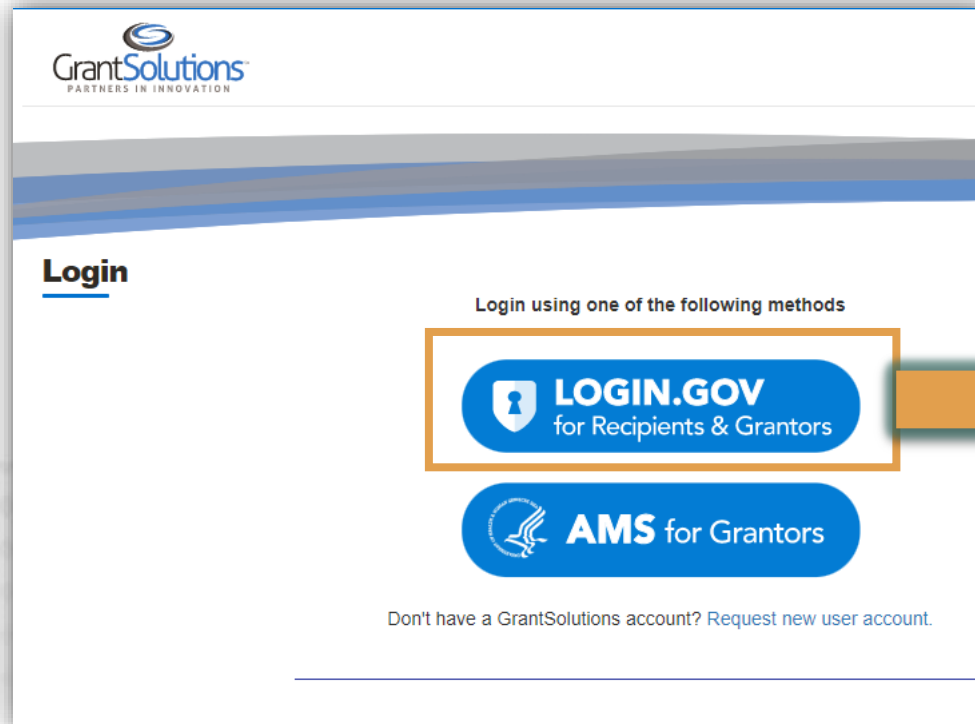
Collaborating to better serve the grants community

GrantSolutions works with Partners, other government agencies, and private sector collaborators to develop national grant management solutions.

LEARN MORE

Logging into OLDC continued...

- OLDC accounts link to Login.gov accounts. Enter your username and password.
- Contact Monique and Niki if you are unable to login.



OLDC Live Demo



This icon signifies that the information shared on the slide was presented as a live demo during the webinar. Please note: during the demo, some screens may appear slightly different based on your user role.



Accessing OLDC

- When you log in, the “GrantSolutions – Portal” screen appears. From the menu bar, select OLDC.

GrantSolutions PARTNERS IN INNOVATION

OLDC INSIGHT malcantara1 v2.1.18 04/10/2019

Configure View Add Widget

TASK LIST

Task Description	Sub Tasks	Reassigned By	Task Status	Module	Grant Number	Application #	Budget Period	Reporting Period
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You currently do not have any tasks assigned.

REPORTS



OLDC Home Tabs: My Recent Activity

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

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

[Report Form Entry](#) **My Recent Activity** [Activity Report](#) [Report Due](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

[Page Help](#)

Search Box

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	MA [04002284 GR] 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

- **Activity Report:** Search for forms 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 Sections screen in edit mode
 - ✓ **Report Status:** Navigate to the Report Form Status page

The screenshot shows the OLDC Home page. At the top, there is a navigation bar with the OLDC logo, the text "On-Line Data Collection", the Department of Health & Human Services logo, and the Administration for Children & Families logo. The user's name "Bill Bailey" and last login time "06/19/15 08:36:01 AM" are displayed. There are links for "Help / FAQ" and "End OLDC".

Below the navigation bar, the page is titled "OLDC Home" and includes a "Switch Home Page (Regular)" link. A sidebar on the left contains links for "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips".

The main content area features a "My Recent Activity" section with three tabs: "Activity Report" (highlighted with a red box), "Report Due", and "Report Due". Below the tabs, there are two dropdown menus: "Program" (set to "Community Services Block Grant") and "Grantee" (set to "MA [1 046002284 L3] MASSACHUSETTS"). An "Enter" button is located below the dropdowns. A "Page Help" link is also present.

At the bottom of the main content area, there is a timestamp: "This report was generated on: 06/19/2015:14:10:11" and a "Refresh" button. A "Search Box" is located to the right of the timestamp.

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

Submitting the CSBG State Plan





Report Form Entry – Access State Plan

- From OLDC homepage, select *Report Form Entry* from left side of the screen

The screenshot shows the OLDC homepage with the following elements:

- Header: On-Line Data Collection, Administration for Children & Families, Name: Melania Alcantara, Last Login: 08/13/2019 12:07:40 PM, Help / FAQ, End OLDC
- Navigation: OLDC Home, Report Form Entry (highlighted with an orange arrow), Report Data Upload, User / System Settings, End OLDC, Privacy, Accessibility, Help / FAQ, News & Tips
- Activity Selection: Activity, Approval Activity, Grantee Activity
- Table:

Program Name	Grantee Name	Grant	Report Name	Reporting Period
Community Services Block Grant	CO [1 840644739 B9] Colorado - No. 01	N/A	CSBG State Plan	10/01/2019 - 09/3
Community Services Block Grant	CO [1 840644739 B9] Colorado - No. 01	N/A	CSBG State Plan	10/01/2018 - 09/3



Report Form Entry – *Form Selection*

- **Program Name:** Select **Community Services Block Grant**
- **Grantee Name:** Select *Your State*
- **Report Name:** Select **State Plan (CSBG)**

On-Line Data Collection

Department of Health & Human Services
Administration for Children & Families
Mika Lecotte, Secretary | David Schneider, Acting Asst. Secretary

Name: Melania Alcantara
Last Login: 08/12/2019 12:07:40 PM

Help / FAQ
End OLDC

OLDC Home Form Selection

Form Selection

Program Name:

Grantee Name:

Report Name:

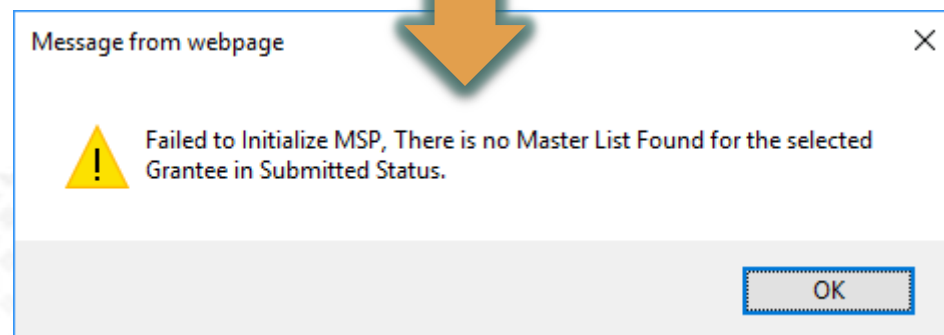
ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

CSBG
Community Services Block Grant



To Do Before

- **Verify** that the CSBG Eligible Entity List is in **Submitted** status
- **Verify** that the previous CSBG State Plan is in **Submitted** status
- If either are not in submitted status, you will receive a “**failed to initialize**” message that specifies the report





Report Form Entry – *Form Selection*

- Report Period: Select **FFY 2023 (October 1, 2022 – September 30, 2023)** by clicking the PLUS SIGN next to the appropriate dates.

Form Selection

Program Name:

Grantee Name:

Report Name:

Show entries

Search:

Reporting Period	Due Date	Type	Report Status	Actions
10/01/2019 - 09/30/2020	09/01/2019	Annual		+
10/01/2018 - 09/30/2019	08/31/2018	Annual	Submission in Review by CO	

Note: The previous year's plan is in *Submission* status



Report Section Homepage

- SF-424M (Cover Page)
- 15 Report Sections
- Each Section entered separately and saved individually

e Form Selection Report Sections Report Form Status

Report Sections

Program Name: Community Services Block Grant
Grantee Name: MAINE - No. 01
Report Name: CSBG State Plan
Report Period: 10/01/2019 - 09/30/2020

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

tions 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](#) [Print Full Report](#)

Show entries

Search:

Section Name:	Perform Action:	Section Status:
CSBG Cover Page (SF-424M)	Select Action: <input type="button" value="Go"/>	Initialized
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: <input type="button" value="Go"/>	Initialized
Section 2: State Legislation and Regulation	Select Action: <input type="button" value="Go"/>	Initialized
Section 3: State Plan Development and Statewide Goals	Select Action: <input type="button" value="Go"/>	Initialized



Data Entry: Action Buttons

- Report Section screen buttons
 - ✓ **View/Add Attachments:** Allows you to view **all** documents attached to the Report.
 - **Do not attach files** using this button – all allowable attachments are attached to specific cells within the sections
 - ✓ **Validate:** Checks the Plan for errors or missing data
 - If there are no issues, the Plan is validated and ready to be certified by the Authorized Official
 - ✓ **Print Full Report:** Prints all sections as one complete report
- Buttons are found at the top of each section and the Report Section homepage

View/Add Attachments

Validate

Print Full Report



Report Section: Access Section

Available Actions:

- ✓ **Clear Section Data:** Delete all data previously saved for a section – including pre-populate data from the previous year
- ✓ **Edit Section:** Edit data within the selected section
- ✓ **Print:** Print a singular section (rather than the full report)

To perform an action:

- ✓ Click the dropdown arrow next to a section
- ✓ Select the appropriate action
- ✓ Click Go

You must complete **Section 1** prior to completing Sections 2 – 15 for validation purposes!

<u>Section Name:</u>	
CSBG Cover Page (SF-424M)	Select Action: ▼
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	Clear Section Data Go
Section 4: CSBG Hearing Requirements	Edit Section Go
	Print Section Go



SF-424M (Cover Page)

- First verify that the contact information is for the **Authorized Official** as designated in the designation letter.
- If submitting a one-year plan, select:
 - ✓ **1.a. Type of Submission:** Plan
 - ✓ **1.b. Frequency:** Annual
 - ✓ **1.d. Version:** Initial
- If submitting a one-year plan, select:
 - ✓ **1.a. Type of Submission:** Other (2 Year)
 - ✓ **1.b. Frequency:** Other (2 Year)
 - ✓ **1.d. Version:** Initial

* 1.a. Type of Submission:
 Application
 Plan
 Other (2 Year)

* 1.b. Frequency:
 Annual
 Other (2 Year)

* 1.d. Version:
 Initial
 Resubmission
 Revision
 Update



Data Entry Options

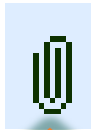
- Data Entry Types
 - ✓ **Narratives (Text Boxes):** Enter free text. The character limitations vary for each text box. Text may be copied and pasted from MS Word.
 - ✓ **Radio buttons:** Circular; signifies that you can only select one option.
 - ✓ **Checkboxes:** Square; signifies that you can select all that apply.
 - ✓ **Tables (Add rows and select drop-downs):** Enter data, select items from a pre-populated drop-down list, and add additional rows when necessary.
 - ✓ **Attachments (Paper Clip):** Attach a file, only specific questions will allow you to attach a file



Data Entry: Attachments

- Only attach files at the cell level
 - ✓ View all attachments from the “Report Form status” page or using the **View/Add Attachments** button
- Click the paper clip icon within a cell to attach one or more files
- Naming attachments:
 - ✓ Question Number and Header/Descriptive words (*ex. 1.3. Designation Letter*)
 - ✓ No special characters (except for the period)
- Attachments should be PDF format and not password protected

1.3. Designation Letter:
Attach the State's official [CSBG designation letter](#). A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed. 📎





Data Entry: Adding Attachments

- Click the paperclip to go to “Cell Level Attachments”
- Click **Choose File**, select the appropriate file within the new window
- Click **Open**
- Click **Attach File**
- Success message pops up and file attaches

The screenshot shows a web interface titled "Manage Attachments" with a sub-section for "Cell Level Attachments". It includes a "Local Attachment" section with a "Choose File" button and an "Attach File" button. Below this is a table with columns for Cell Location, File Name, Uploaded Date, Upload Status, Uploaded By, and Actions. A single entry is visible, showing a designation letter for Section 1.3 uploaded on 08/13/2019 by Melania Alcantara1. The interface also features a search bar, a "Close" button, and a privacy policy notice at the bottom.

Cell Location	File Name	Uploaded Date	Upload Status	Uploaded By	Actions
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.	1.3. Designation Letter.docx	08/13/2019	Pending	Melania Alcantara1	



Data Entry: Allowable Attachments

- Limited number of attachments allowed
 - ✓ Character Limit Updated

Item No.	Item Title
1.3.	Designation Letter [Required]
2.3.	Legislation/Regulation
4.4.	Public Hearing Documentation [Required]
6.1b.	Alternative Organizational Standards [Required, as applicable]
10.2.	Monitoring Policies
15.1.	Lobby Certification
15.2.	Drug-free Workplace Certification
15.3.	Debarment Certification
15.4.	Environmental Tobacco Smoke



Data Entry: Skip Logic

- Hides questions that are dependent on the response to a previous question
 - ✓ Hidden questions do not change the number order

EXAMPLE

Item 3.3a. requests narratives if you select “Other”

If you choose either of the “Other” options, a narrative field will appear



Printing Options: One Section

- To print a singular section, from the Report Sections screen
 - ✓ Under **Perform Action**, click the dropdown next to **Select Action**
 - ✓ Select **Print Section** and then hit **Go**
 - ✓ A PDF version of the section will pop-up; either save or print

wh lists may include.

Opens a new browser window with the report in a print-friendly version.
Opens the form section in a read-only version.

[View Attachments](#) [Approve](#) [Reject](#) [Print Full Report](#)

<u>Section Name:</u>	<u>Perform Action:</u>
age (SF-424M)	Select Action: <input type="button" value="Go"/>
G Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation	Print Section <input type="button" value="Go"/>
e Legislation and Regulation	Select Action: <input type="button" value="Go"/>
e Plan Development and Statewide Goals	Select Action: <input type="button" value="Go"/>
G Hearing Requirements	Print Section <input type="button" value="Go"/>
G Eligible Entities	Select Action: <input type="button" value="Go"/>
inizational Standards for Eligible Entities	Select Action: <input type="button" value="Go"/>



Printing Options: Full Form (Option 1)

- To print a full section, from the Report Sections screen
 - ✓ Select *Print Full Report*
 - ✓ You'll receive a pop-up asking how to save the file, click save
 - ✓ A PDF version of the section will download; either save or print

• View Section - Opens the form section in a read-only version.

View Attachments Approve Reject **Print Full Report**

Show 30 entries

Section Name:	Perform Action
CSBG Cover Page (SF-424M)	Select Action: <input type="button" value="Go"/>
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	Select Action: <input type="button" value="Go"/>
Section 2: State Legislation and Regulation	Select Action: <input type="button" value="Go"/>
Section 3: State Plan Development and Statewide Goals	Select Action: <input type="button" value="Go"/>
Section 4: CSBG Hearing Requirements	Select Action: <input type="button" value="Go"/>
Section 5: CSBG Eligible Entities	Select Action: <input type="button" value="Go"/>
Section 6: Organizational Standards for Eligible Entities	Select Action: <input type="button" value="Go"/>
Section 7: State Use of Funds	Select Action: <input type="button" value="Go"/>
Section 8: State Training and Technical Assistance	Select Action: <input type="button" value="Go"/>
Section 9: State Linkages and Communication	Select Action: <input type="button" value="Go"/>
Section 10: Monitoring, Corrective Action, and Fiscal Controls	Select Action: <input type="button" value="Go"/>
Section 11: Eligible Entity Tripartite Board	Select Action: <input type="button" value="Go"/>
Section 12: Individual and Community Eligibility Requirements	Select Action: <input type="button" value="Go"/>
Section 13: Results Oriented Management and Accountability (ROMA) System	Select Action: <input type="button" value="Go"/>
Section 14: CSBG Financial Management and Information Narrative	Select Action: <input type="button" value="Go"/>

CSBG State Plan_1....pdf

This printing option will NOT include attachments.

Note: This picture is from Google Chrome. If you use a different browser, how the download appears may differ.



Printing Options: Full Form (Option 2)

- There are multiple options from the Report Form Status screen, the following are the recommended options:
 - ✓ **Print as PDF:** Prints a PDF version (*same as printing from the Report Section screen*)
 - ✓ **Print as PDF w/ attachments:** This PDF will include all attachments at the “cell-level”
- To Print:
 - ✓ Select the appropriate option
 - ✓ Select *Go*

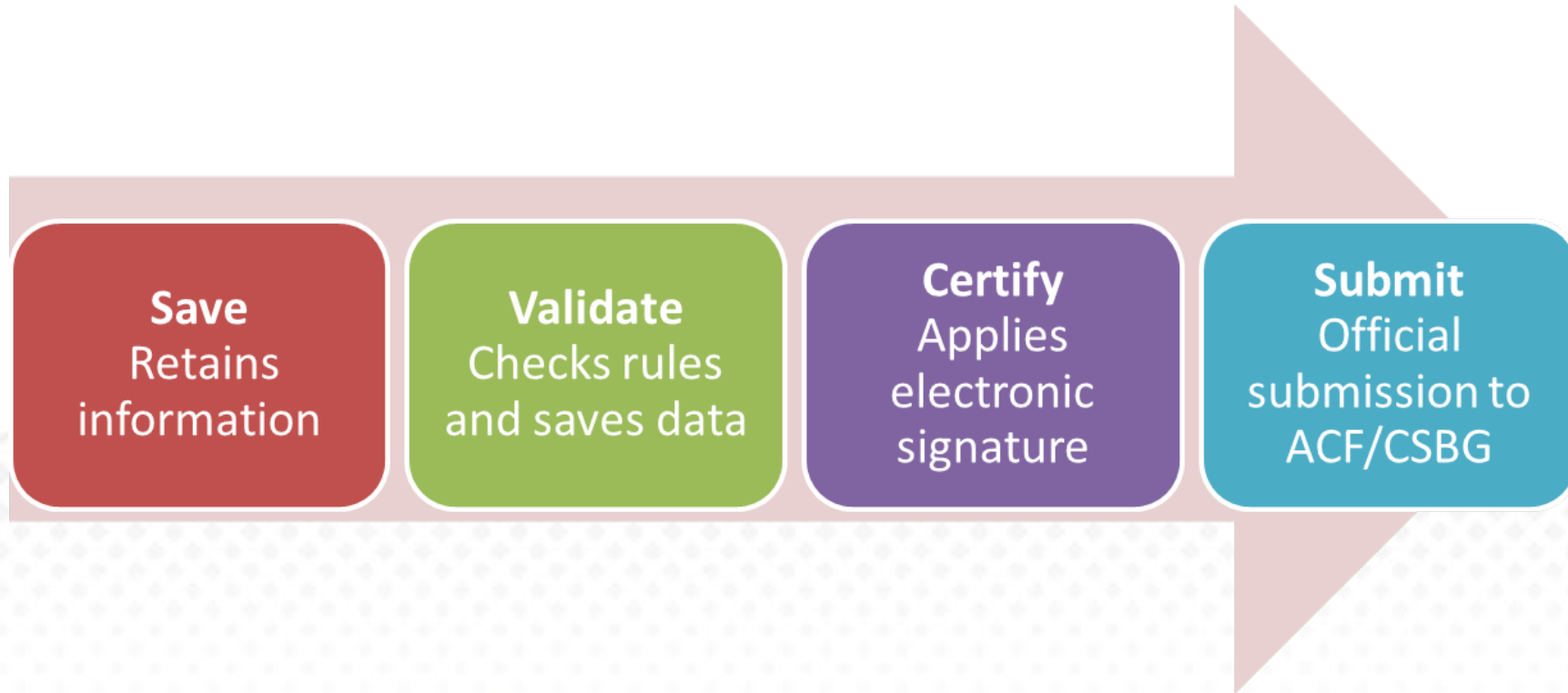


Report Form Status		
<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
08/13/2019	Approve Reject	Print PDF w/ Attachments ▼ Go

Original File Attachments

Submission

CSBG State Plan Submission Process Steps





QUESTIONS

OCS Contacts



CSBG Performance Management Team

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Please send all TA questions to Monique and Niki!

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Please copy CSBGStates@acf.hhs.gov on all emails

CSBG Program Specialists



Region VIII

Jessica Cain



Regions I & II

Roneika Carr



Regions VI

Isaac Davis



Regions IV & VII

Jamia Furbush



Region III

Andrew Kolly



Regions V & IX

Kathryn Maddux



Region X

Jake Mathai

Please copy
CSBGStates@acf.hhs.gov
on all emails

Announcements



Follow OCS on Twitter!

[@OCS_ACFgov](https://twitter.com/OCS_ACFgov)

New Electronic Mailing Service!

- OCS has started using a new electronic mailing service.
- Allows OCS to communicate information in a timely manner.
- Helps OCS collect analytics that will inform outreach efforts in the future.
- As OCS transitions to this service, please check your junk/spam folder for future communications.



CSBG Communications

Communications	Release Date
CSBG-DCL-2022-39: State Plan Preparation FY 2023	Thursday, June 30
CSBG-AT-2022-04: State Plan Application FY 2023	Friday, July 1
GROUP A States Only: CSBG Eligible Entities List	Wednesday, July 13



[CSBG Webinar Recordings](#)

FY 2020 CSBG Annual Report Status

- 22 states (42%)
- Review and return review memos by July 15



Return Review Memos

- Resubmit revised data into GrantSolutions
 - Un-submit Module(s)
 - Upload XML
 - Resubmit Module(s)

Resubmit Data



- Draft Report to Congress

Report to Congress



Submit Revise Data

- 31 states (58%)
- Revise data in SmartForms or state database
- Export to XML



OCS Accepts

- OCS reviews that revised data is submitted
- OCS Accepts Modules





THANK YOU

