Trade Adjustment Assistance Community College and Career Training Reporting System (TAACCCT)

User Guide

VERSION 1.0
Quarterly Narrative Progress Report (QNPR)

Division of Technology Applications
Office of Information Systems and Technology
Employment and Training Administration
U.S. Department of Labor
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Washington, DC 20210

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## Revision History

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1 Overview

The Trade Adjustment Assistance Community College and Career Training (TAACCCT) Reporting System User Guide steers the reader through the processes needed to submit quarterly and annual program reports. Instructions for the annual report will be added in a future version. Each section addresses specific topics and functions.

The TAACCCT application includes the following modules:

- **Home**: The Home link is the gateway page to the application displaying first after you log in. You may select from the four processing paths.
- **View/Edit Quarterly Reports**: The Reports link allows users to select the report they desire, then select an option to edit, validate/review, certify/submit, or view the report.
- **Certify and Submit**: The Certify and Submit link allows users to certify that all data for the report have been completed and to submit the quarterly report electronically. Availability of this function is based on user’s role.
- **Annual Report**: The Annual Report link allows users to select the Annual report they desire then select an option to print, view or submit the Annual Report. These functions vary based on the user’s role. [to be added at a later date]
2  About TAACCCT

The TAACCCT System is a Web-based application accessible by authorized TAACCCT users via the Internet. A link to the TAACCCT User Guide is located on the TAACCCT Home Page. The User Guide contains detailed information, including page shots, of various functions in the application.

2.1  Key Concepts

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3 User Roles

TAACCCT users are assigned to one of four roles: National Office, Regional FPO, and Grantee.

Grantee: The Grantee role designee is solely responsible for completing and submitting the organization’s Quarterly Narrative Progress Report (QNPR). There are two role levels for grantee users.

**Grantee Role Level 1:** At this level, a grantee user may create, update, and view all reports associated with their organization’s grant number. Access information for this role is provided initially to the Grant Point of Contact.

**Grantee Role Level 2:** At this level, a grantee user is responsible for certifying and submitting the Quarterly Narrative Progress Reports, and has access to create, update and view reports. A PIN number is required to certify reports. Only the grant signatory is authorized to certify and submit the report, therefore, Grantee Users at this level should always be the grant signatory, to whom the grantee PIN number is sent exclusively.

National Office: The National Office is responsible for overseeing the grantee program. This role provides the ability to view and print as well as unlock submitted reports for editing by a grantee. The National Office also makes corrections to grantee information that corresponds to an organization’s grant number, such as Progress and Implementation measures. They cannot edit or submit the Quarterly Narrative Progress Report (QNPR).

Regional FPO: The Regional FPO is responsible for managing the grants assigned to them. This role provides the ability to view and print as well as unlock submitted reports for editing by grantee. This role provides the ability to view and print as well as unlock submitted reports for editing by grantees who are assigned to them.
4 Accessing TAACCCT

This section presents login instructions for the grantee point of contact (Grantee) and the grantee organization staff.

4.1 Grantee Login

This section provides the Grantee with steps to login to the Grantee Reporting System (GRS). Using the Grantee’s password, the GRS directs you to the TAACCCT system.

Note: Only the authorized Grantee user may access TAACCCT through the GRS.

1. Open your browser (e.g., Internet Explorer) and in the address bar enter the following: http://www.etareports.doleta.gov/CFDOCS/grantee_prod/reporting

2. The Grantee Reporting System login page (Figure 1) displays:

![Figure 1. Grantee Reporting System Login Page](image)

3. Enter the password supplied by the Program Office.

4. Click the Login button. The TAACCCT Home Page displays (see Section 5).

Note: Users can view the Department of Labor’s Privacy and Security Statement, Accessibility Policy, and Contact Information using the respective links located at the bottom of the page.
4.2 Forgot/Reset Password

1. If you forgot your password, please send an E-mail to taaccct@dol.gov to request the resetting of your password.
5 Home

The Home Page is the first page to display after logging in. The Home Page is divided into five areas.

**Header**: OMB Form number; The Person logged into the system; Links to the Home, Contact, Help pages as well as the Logout link; Other items such as Glossary, Release Notes and other pages can also be added here

**Sub-header**: Displays Grantee Name and Grant Number, and the Grantee’s point of contact name and email address

**Menu navigation**: Links to Reports (Quarterly and Annual) and specific sections (Grantee’s Contact Information Section, Activities and Deliverables Section, Progress and Implementation Section, Review and Validate Section, Certify and Submit, etc.)

**Content area**: Displays a brief introduction and the purpose of TAACCCT as well as the screen/pages of each section of the report.

**Footer**: Links to accessibility, privacy, legal, and contact pages

![Figure 2. TAACCCT Home Page](image-url)
6 Quarterly Reports

On the Home Page, click to display a list of quarterly reports.

6.1 Edit a Report

Use the [Edit] link to begin a new report or update a report that has not been submitted.

6.1.1 Home Page

1. From the Home Page, select the [Edit] link for the desired quarter ending date (Figure 3).

![Figure 3. Quarterly Report Listing – Edit Option](image)

The Reports Page, Program Contact Information Section 1 displays (Figure 4).

![Figure 3.1. Report Navigation Menu](image)

Note: A Report Navigation Menu will appear on the left-hand side of the screen that remains available while a user is in edit mode.

The Report Navigation Menu contains links to each section of the QNPR. Sections do not have to be completed sequentially. If at any time you wish to skip to a particular section, click the link in the menu that corresponds to the section you wish to edit.
6.1.2 Program Contact Information

Figure 4. Program Contact Information

Note: Fields for which an entry is required are marked with red asterisks ( * )

Contact Information

2. Enter the Program Contact Information:
   - First Name (required)
   - Last Name (required)
   - Title (required)
   - First line of the street address (required)
   - Second line of the street address
   - City (required)
   - Select the participant's state from the drop-down list (required)
   - Zip code (required)
1. Click **Save & Continue** to save the program contact information and continue to the next section (Figure 5).

2. Click **Clear** to clear the data from the program contact information fields.

**Note:** If you have entered information in the section that is currently displayed, you must click “Save & Continue” before skipping to a different section using the links in the Report Navigation Menu in order to save the information in the current section.

---

**6.1.3 Grant Summary**

Figure 5. Grant Activities Summary
1. Enter a summary of grant activities for the quarter. (required)

2. Click Save & Continue to save the Grant Summary of Activities and continue to the next section (Figure 6).
   
   Click Reset to reset the field with the previous data that was saved to the database.
   Click Clear to clear the data from the grant summary text box.
6.1.4 Status Update on Leveraged Resources

Note: If there is no new information to enter on leveraged resources for the current quarter, the first two narratives are not required; however the Comments text field is required. You may enter “Nothing to report on leveraged resources” to adhere to the field requirement.
1. Enter an update on the organizations that contributed the resources during the current last quarter. (required, if no text is entered in the “Comments” field)

2. Enter an update on the ways in which the resources were used during the current quarter. (required, if no text is entered in the “Comments” field)

3. Enter Comments to report leveraged resources used other than what was stated in items 1 and 2 above. (required, if 1 and 2 above are not entered)

**Note:** 1 and 2 above are linked. If you enter text for 1, you must also enter text for 2. If you enter text for 2, you must also enter text for 1.

4. Answer Yes or No to the question: During this quarter, did you receive any additional leveraged resources beyond what is listed in your statement of work? (required)

5. Click **Save & Continue** to save the Status Update on Leveraged Resources and continue to the next section (Figure 7).

   Click **Reset** to reset each field with the previous data that was saved to the database.

   Click **Clear** to clear the data from the all text fields and yes/no questions for the Status Update on Leveraged Resources.

**6.1.5 Status Update on Employer(s) Involvement**
Figure 7. Status Update on Employer(s) Involvement
Note: If there is no employer(s) involvement for the current quarter, the first four narratives are not required, however the Comments text field is required. You may enter “No Employer Involvement this quarter” to adhere to the field requirement.

1. Discuss how the required employer(s) has been involved during the current phase of the project. (required, if no text is entered in the “Comments” field)

2. Enter specific roles and contributions of the employer(s) during this quarter. (required, if no text is entered in the “Comments” field)

3. Enter any challenges encountered/resolved in the development and management of the employer involvement. (required, if no text is entered in the “Comments” field)

4. Discuss new employers and commitments that may have been added to support the project. (required, if no text is entered in the “Comments” field)

5. Enter any Comments concerning updates on employer(s) involvement. (required if items 1, 2, 3, or 4 above are not entered)

Note: 1, 2, 3 and 4 above are linked. If you enter text for any of these, you must also enter text for the remaining three fields.

8. Answer Yes or No to the question: Have you had any consultation or advisory meetings with business or employer partners during this quarter? (required)

9. Answer Yes or No to the question: Were there any direct hires of program of study completers by employer partners during this quarter? (required)

10. Answer Yes or No to the question: Were internships or other work-based opportunities posted during this quarter? (required)

11. Answer Yes or No to the question: Did you acquire any additional employer partners during this quarter during this quarter? (required)

12. Click to save the updates to the employer(s) involvement and continue to the next section (Figure 8).
Click \boxed{Reset} to reset each field with the previous data that was saved to the database. Click \boxed{Clear} to clear the data from the all text fields and yes/no questions for the status update on Employer(s) Involvement.

6.1.6 **Timeline for Grant Activities and Deliverables**

![Timeline for Grant Activities and Deliverables](image)

**Note:** The Comments field is a required field, therefore if the goal is to use the Activities Summary (Figure 9) and Deliverable Summary (Figure 15) sections to provide a timeline of the progress of grant activities and deliverables for the quarter, enter “See Activity and Deliverable details below” in the Comments text field.

1. Enter Comments that provide a timeline of the progress of grant activities and deliverables for the quarter. (required) See Note above

2. Answer the question: How many programs are you planning to offer? (required)
3. Answer the question: As of this quarter, how many programs have you launched to date? (required)

4. Click **Save & Continue** to save the comments and program questions and continue.

   Click **Reset** to reset each field with the previous data that was saved to the database.

   Click **Clear** to clear the data from the all fields.

### 6.1.6.1 Updating an existing Activity

1. To update an existing Activity, locate the desired activity in the Activities Summary area of the screen and click the **Update** link under Action title.

   ![Activities Summary](image)

   **Figure 9. Activity Summary Section**

   The Update Activity screen displays (Figure 10).
2. Update Activity Information

- Status (required; Default: Not Yet Started)
- Actual Start Date (must NOT be greater than the current date)
- Actual End Date (must NOT be greater than the current date)

**Note:** If the status is changed to “ongoing,” the Actual Start Date must be entered, and no Actual End Date may be entered. If the status is changed to Completed, both the Actual Start Date and the Actual End Date must be entered. An activity’s status should only be entered as “Canceled” when a grant modification has been processed that removes this activity from the timeline.
3. Click **Save & Continue** to save Status, Actual Start Date and/or Actual End Date and continue.

   Click **Reset** to reset each field with the previous data that was saved to the database.

4. Enter an Activity Note on the progress or outcome. (required, if status is changed to Canceled)

5. Click **Save & Continue** to save the Note and continue.

### 6.1.6.2 Updating an existing Activity Note

6. To update an existing Activity Note, from the Activity Summary area click the **[Update]** link under Action title.

[Figure 11. Update Activity Notes](#)

The Update Activity screen displays (Figure 10).

7. In the Notes area of the screen, click the **[Edit]** link under the Notes Action title.

[Figure 12. Edit Activity Note](#)

The Edit Activity Note screen appears (Figure 12).
8. Update the Notes narrative information.

9. Click **Save & Continue** to save the updates to the Notes field and Continue.

   Click **Reset** to reset each field with the previous data that was saved to the database.

---

**Note**: You may submit one note on each activity per quarter. In each quarter’s report, a note history from previous quarters will be displayed for each activity.

---

### 6.1.6.3 Adding a New Activity

10. To add an additional activity that was not included in the original Statement of Work, click **Add a New Activity** link at the top of the Timeline for Grant Activities and Deliverables screen. This activity will display in your Activities Summary in every subsequent quarter.
11. Enter the New Activity Information.

- Activity Title (required)
- Type (Default: Activity)
- Status (Default: Not Yet Started)
- Expected Start Date (required)
- Expected End Date (required)
- Actual Start Date (must NOT be greater than the current date)
- Actual End Date (must NOT be greater than the current date)
- Description
- Activity Note
12. Click **Save & Continue** to save the new activity and continue.

   Click **Reset** to reset each field with the previous data that was saved to the database.

### 6.1.6.4 Deleting an Activity

**Note:** The **Delete** link will not be visible for those Activities that were pre-populated based on the Statement of Work. However, those Activities entered by the user, the **Delete** link will be visible allowing those Activities to be deleted.

1. To delete an activity, locate the desired Activity in the Activities Summary area of the screen, click the **Delete** link under the Action title. The Delete Warning message box appears (Figure 14).

**Figure 14. Activity Delete Warning Message**

13. Click **OK** to continue to delete the activity record.

   Click **Cancel** to cancel the request to delete the specific activity record. The system returns back to the Activity Summary.

### 6.1.6.5 Updating an Existing Deliverable

1. To update an existing Deliverable, locate the desired deliverable in the Deliverables Summary area of the screen and click the **Update** link under Action title.
Figure 15. Deliverables Summary Section

The Update Deliverable screen displays (Figure 16).
2. Update Deliverable Information

- Status (required; Default: Not Yet Started)
- Actual Start Date (must NOT be greater than the current date)
- Actual End Date (must NOT be greater than the current date)

**Note:** If the status is changed to “ongoing,” the Actual Start Date must be entered, and no Actual End Date may be entered. If the status is changed to Completed, both the Actual Start Date and the Actual End Date must be entered. A deliverable’s status should only be entered as “Canceled” when a grant modification has been processed that removes this deliverable from the workplan.
3. Click [Save & Continue] to save changes to the Status, Actual Start Date and/or Actual End Date.

   Click [Reset] to reset each field with the previous data that was saved to the database.

4. Enter a Deliverable Note.

5. Click [Save & Continue] to save the Deliverable Note and continue.

   Click [Reset] to reset the Notes field with the previous data that was saved to the database.

### 6.1.6.6 Updating an existing Deliverable Note

1. To update an existing Deliverable Note, from the Deliverable Summary area click the [Update] link under Action title.

   ![Figure 17. Update Deliverable Notes](image)

   The Update Deliverable screen displays (Figure 16 Error! Reference source not found.).

2. In the Notes area of the screen, click the [Edit] link under the Notes Action title.

   ![The Edit Deliverable Note screen appears](image)

   The Edit Deliverable Note screen appears (Error! Reference source not found.).
3. Update the Notes narrative information.

4. Click `Save & Continue` to save the updates to the Notes field and continue.
   Click `Reset` to reset each field with the previous data that was saved to the database.

   **Note:** You may submit one note on each deliverable per quarter. In each quarter’s report, a note history from previous quarters will be displayed for each deliverable.

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6.1.6.7 `Adding a New Deliverable`

1. To add an additional deliverable, click the `Add a New Activity` link at the top of the Timeline for Grant Activities and Deliverables screen.
2. Enter the New Deliverable Information
   a. Deliverable Title (required)
   b. Type (Default: Deliverable)
   c. Status (Default: Not Yet Started)
   d. Expected Start Date (required)
   e. Expected End Date (required)
   f. Actual Start Date (must NOT be greater than the current date)
   g. Actual End Date (must NOT be greater than the current date)
   h. Description
   i. Deliverable Note

3. Click [Save & Continue] to save the new deliverable and continue.
Click [Reset] to reset each field with the previous date that was saved to the database.

### 6.1.6.8 Deleting a Deliverable

**Note:** The [Delete] link will not be visible for those Deliverables that were pre-populated based on the statement of work. However, those Deliverables entered by the user, the [Delete] link will be visible and those Deliverables can be deleted.

3. To delete an activity, locate the desired Deliverable, click the [Delete] link under the Action title. The Delete Warning message box appears (Figure 20).

![Figure 20. Deliverable Delete Warning Message]

4. Click [OK] to continue to delete the deliverable record.

   Click [Cancel] to cancel the request to delete the specific deliverable record. The system returns back to the Deliverable Summary.

**Note:** If an activity or deliverable has not yet been started during the quarter, no information is required by the system for that activity. Yet if the expected start date has passed but has not yet been started, grantees should ideally include a note of explanation for that activity or deliverable.
6.1.7 Status of Progress and Implementation Measures

The Progress and Implementation screen displays strategies and their corresponding progress measures and implementation measures.

6.1.7.1 Strategies

The Progress and Implementation screen displays strategies and their corresponding progress measures and implementation measures.
**Note:** Strategies, Progress and Implementation measures are pre-populated from the Statement of Work, therefore you cannot add or delete from this Section of the Report.

### 6.1.7.2 Updating Progress Measures

1. To update a progress measure, locate the desired progress measure from the list as shown in Figure 21 (Type=Prog) under the corresponding Strategy, and click the [Update] link under the Action title.

![Figure 22. Update Progress Measure](image)

2. Update Progress Measure Information
   a. Progress to Date (required, values 0-100 representing percent complete)
   b. Self Assessment (required from dropdown list box)
   c. Comments or Qualitative Description (required)

3. Click [Save & Continue] to save changes to the Progress to Date, Self Assessment and the Comments or Qualitative Description.

   Click [Clear] to clear the data from the all text fields for the Progress Measure.
6.1.7.3 Updating Implementation Measures

1. To update a progress measure, locate the desired progress measure from the list as shown in Figure 21 (Type=Prog) under the corresponding Strategy, and click the [Update] link under the Action title.

Figure 23. Update Implementation Measure

2. Update Implementation Measure Information
   a. Progress to Date (required, values 0-100 representing percent complete)
   b. Self Assessment (required from dropdown list box)
   c. Comments or Qualitative Description (required)

3. Click [Save & Continue] to save changes to the Progress to Date, Self Assessment and the Comments or Qualitative Description.
   Click [Clear] to clear the data from the all text fields for the Implementation Measure.

Note: The status of each progress and implementation measure must be updated each quarter.
6.1.8 **Key Issues and Technical Assistance Needs**

**Note:** You are required to report Key Issues or Technical Assistance Needs during each quarter. If you cannot identify any to report for the particular quarter then you must specify that there are none to report else you must create a minimum of one key issue or technical needs record.

![Figure 24. Key Issues and Technical Assistance Needs](image)

1. If there are no key issues or technical needs to report for the particular quarter, click the **No Key Issues or Assistance Needs to report.** checkbox (Figure 24).

2. To report key issues or technical needs after you have specified “None to report this quarter”, click the **Enable Key Issues and/or Assistance Needs.** checkbox to enable the link.
6.1.8.1 Add a Key Issue/Technical Assistance Need

3. To add a Key Issue or Technical Need, click the link.

4. Enter the new Key Issue/Technical Need Information
   a. Key Issue Title (a short description of the issue; required)
   b. Type (required; select from drop-down list of common topics)
   c. Narrative (required)

5. Click to save changes to the title, type and comments.
   Click to reset each field with the previous data that was saved to the database.
   Click to clear the data from the all fields for the Key Issue/Technical Need.
**Note:** The links in the “Issue Definitions” box near the bottom of this screen (Figure 15) will provide you with a description of the types of issues that fit into each category.

### 6.1.8.2 Edit a Key Issue/Technical Need

6. To edit a key issue or technical assistance need, locate the desired issue or need and click the [Edit] link under the Action title.

![Figure 26. Edit Key Issues/Technical Assistance Needs](image)

The Edit Key Issues and Technical Assistance Needs screen (Figure 25) appears.

7. Update Key Issues and Technical Assistance Needs information
   a. Key Issue Title (required)
   b. Type (required)
   c. Narrative (required)

8. Click **Save & Continue** to save changes to the title, type and comments.

   Click **Reset** to reset each field with the previous data that was saved to the database.

   Click **Clear** to clear the data from the all fields for the Key Issue/Technical Need.

### 6.1.8.3 Delete a Key Issue/Technical Need

9. To delete a key issue or technical need, locate the desired key issue or technical need and click the [Delete] link under Action title.
10. The Delete Warning message box appears (Error! Reference source not found.).

11. Click **OK** to continue to delete the key issue/technical need record.

   Click **Cancel** to cancel the request to delete the specific record. The system returns back to the Key Issues and Technical Assistance Needs screen.

6.1.9 **Best Practices/New Strategies and Success Stories**

   **Note:** You are required to report Best Practices/New Strategies and Success Stories for each quarter. If you cannot identify any to report for the current quarter then you must specify none to report else you must create a minimum of one Best Practice/New Strategy and a minimum of one Success Story.
Best Practices and New Strategies

1. If there are no Best Practices or New Strategies to report for the current quarter, click the [No Best Practices or Promising New Strategies to report.] checkbox.

2. To report one or more Best Practices or New Strategies after you have specified “None to report this quarter”, click the [Enable Best Practices or Promising New Strategies] checkbox to enable the Add a Best Practice or Promising New Strategy link.

6.1.9.1 Add Best Practices or New Strategies

1. To add a Best Practice or New Strategy, click the link.
2. Enter the new Best Practice or New Strategy Information

   a. Title (a short description of the practice or strategy; required)
   b. Narrative (required)

3. Click **Save & Continue** to save changes to the title and narrative of the Best Practice or New Strategy and continue. The Best Practice/Success Story screen is displayed with the new Best Practice/Strategy record.

   Click **Reset** to reset each field with the previous data that was saved to the database.

   Click **Clear** to clear the data from the all fields for the Best Practice or New Strategy.

### 6.1.9.2 Edit a Best Practice or New Strategy

1. To edit a Best Practice or New Strategy, locate the desired Best Practice or New Strategy and click the **[edit]** link under Action title.
The Edit a Best Practice or Promising new Strategy screen (Figure 32) appears.

2. Edit Best Practice or New Strategy information
   a. Title (required)
   b. Narrative (required)

3. Click [Save & Continue] to save changes to the title and narrative and continue.

   Click [Reset] to reset each field with the previous data that was saved to the database.

   Click [Clear] to clear the data from the all fields for the Best Practice or New Strategy.
6.1.9.3 Delete a Best Practice or New Strategy

1. To delete a best practice or promising strategy, locate the desired best practice or promising strategy and click the [Delete] link under the Action title.

Figure 33. Delete Best Practice or New Strategy

2. The Delete Warning message box appears (Figure 34).

Figure 34. Best Practice/New Strategy Delete Warning Message

3. Click OK to continue to delete the Best Practice or New Strategy record.

Click Cancel to cancel the request to delete the specific record. The system returns back to the Best Practice/Success Stories screen.

Success Stories

1. If there are no Success Stories to report for the current quarter, click the No Success Stories to report checkbox.

2. To report one or more Success Stories after you have specified “None to report this quarter”, click the Enable Success Stories checkbox to enable the Add a Success Story link.
6.1.9.4 Add Success Stories

1. To add a Success Story click the Add a Success Story link. The Add a Success Story screen is displayed.

2. Enter the new Success Story Information
   
   a. Title (a short description of the success; required)
   b. Narrative (required)

3. Click Save & Continue to save changes to the Success Story’s title and narrative and continue.

   Click Clear to clear the data from the all fields for the Success Story.
6.1.9.5 Edit a Success Story

1. To edit a Success Story, locate the desired Success Story and click the [edit] link under Action title.

   ![Figure 36. Selecting A Success Story](image)

The Edit a Success Story screen (Figure 37) appears.

2. Edit Success Stories information
   a. Title (required)
   b. Narrative (required)

3. Click [Save & Continue] to save changes to the Success Story’s title and narrative and continue.

   Click [Reset] to reset each field with the previous data that was saved to the database.
Click **Clear** to clear the data from the all fields for the Best Practice or New Strategy.

### 6.1.9.6 **Delete a Success Stories**

1. To delete a Success Story, locate the desired Success Story and click the **[Delete]** link under **Action title**.

   ![Success Stories Table]

   **Figure 38. Delete Success Stories**

2. The Delete Warning message box appears (Figure 39).

   ![Delete Warning Message]

   **Figure 39. Success Story Delete Warning Message**

3. Click **OK** to continue to delete the Success Story record.

   Click **Cancel** to cancel the request to delete the specific record. The system returns back to the Success Stories screen.
6.1.10 Additional Outcome Information

![Image of Additional Outcome Information]

Figure 40. Additional Outcome Information

**Note:** This section allows you to report any grant-specific outcomes not captured in other sections of the quarterly narrative progress report, including, but not limited to, any specific outcomes included in the Statement of Work. For every fourth quarterly report, this update may include additional information about activities and outcomes to supplement data submitted on the Annual Performance Report form.

6. Enter any additional outcome information. No specific format is required for the information entered.

7. Click **Save & Continue** to save the Additional Outcome Information and continue to the next section (Figure 41).

   Click **Reset** to reset each field with the previous data that was saved to the database.

   Click **Clear** to clear the data from the all fields for the Best Practice or New Strategy.
6.2 Review and Validate

The Validate Report screen (Figure 41) gives you the ability to validate, review and/or print the quarterly information entered for the current quarter. All information entered in each section of the progress report must be validated for accuracy and completeness before it can be certified and submitted.

Figure 41. Review and Validate

6.2.1 Validate a Section

Each Section displays the Validate button if the Section has no validation errors (Figure 42). If the button is not displayed (Figure 43), then errors were found by the system in that Section and you must correct the errors before that section can be validated.
1. Locate the desired Section that you would like to review and validate. Click [+] to expand/open the section to view the data or click [-] to collapse/close the section.
2. Once data has been reviewed for accuracy and completeness, Click [Validate] for the chosen section. If no errors occurred, the text will be displayed, showing that the desired section has been validated.

![Figure 45. Section Has Been Reviewed and Validated](image)

3. Repeat 1-2 for all sections that you wish to validate.

To view and update each section where the button is not displayed, follow the steps below.

4. On the Validate Report screen, click the [+] to expand/open the desired section. The section displays with the current section data and any errors that were found (Note: Errors are found in **RED**).

![Figure 46. Edit Section for Validation](image)
5. To Edit the data, click the [Edit] button (Figure 46). The specific section is displayed on the screen that allows you to edit the data.

6. Click [Save & Continue] to save the data and continue to the next section.

   Click [Reset] to reset each field with the previous data that was saved to the database.

   Click [Clear] to clear the data from all fields for the Best Practice or New Strategy.

7. Click the Validate/Review menu link and the [Validate] button will appear in the section just modified.

8. Repeat steps 1-3 for those Sections that do not display the [Validate] button.
6.3 Certify and Submit a Report

**Note:** A PIN number is required to certify and submit the report. The grant signatory is the only one authorized to certify and submit the report. If you are not the grant signatory, you should alert the grant signatory that the report is ready for this step once you have completed the validation and review process.

Use the Certify/Submit link to certify and submit the current quarterly progress report electronically.

6.3.1 Reports Page

1. From the Reports Page – All Quarterly Reports listing (Figure 47), select the [Certify/Submit] link for the desired quarter ending date or

![Figure 47. Certify/Submit Option – Quarterly Reports Listing](image)

2. From the Reports Menu on the bottom left side of menu (Figure 48), select the Certify/Submit menu item to certify and submit the current quarterly progress report.
Figure 48. Certify/Submit Option – Menu Item

The Certify Report Page, Certifying Official Information displays (Figure 49).
6.3.2 Certifying Official Information

Figure 49. Certifying Official Information

1. Enter the Certifying Official Information:
   a. First Name (required)
   b. Last Name (required)
   c. Phone Number including area code (required)
   d. Extension
   e. Email Address (required)

8. To certify a report, enter your PIN at the bottom of the report page and Click the button. The Review Report screen is displayed (Figure 50) that allows the certifying official to verify that he/she has reviewed the data for accuracy and completeness.
Note: A report is certified only after the end of the reporting period.

### 6.3.3 Certifying Data

Each Section displays the **Review** checkbox to acknowledge that the section has been reviewed by the certifying official.

![Figure 50. Certifying Data](image)

1. Locate the desired Section that you would like to review. Click **[+]** to expand/open the section to view the data or click **[-]** to collapse/close the section.
2. Once data has been reviewed for accuracy and completeness, Click the checkbox for the chosen section. The section’s text will be displayed, showing that the desired section has been reviewed by the Certifying Official (Figure 52).

3. Repeat 1-2 to certify all sections of the report.
6.3.4  Submit the Quarter Ending Progress Report

When the last section of the progress report is reviewed and certified by the certifying official, the Submission Screen is displayed (Figure 53).

![Submission Screen](image)

Figure 53. Submit Quarterly Report

1. Click the Submit button to submit the current quarter progress report electronically. The system goes displays the Report Page – Quarterly Reports listing (Figure 54) with the quarter ending status as “Submitted”. Once the report has been submitted you only have access to View the report designated by the [View] link under Action.
2. Once the report is certified and submitted, The Reports Page – Quarterly Reports Listing displays (Figure 54). This page lets you know if your report was submitted successfully. The Report is stamped with the submission date.

3. An email notification is sent automatically to the National Office and to the Regional Office corresponding to the grant to let them know that the report has been officially certified and submitted.