



## Program Information Notice

DATE: November 2, 2010 DOCUMENT NUMBER: ONC-OGM-PIN-001

SUBJECT: Change in annual financial reporting submission requirements

TO: All ONC Grant and Cooperative Agreement Recipients

All ONC grantees are required to submit the FFR Cash Transaction Report (formerly the PSC-272) and the Financial Status Report (SF-269). The FFR Cash Transaction Report is due quarterly and the Financial Status Report is due annually. The purpose of this Program Information Notice (PIN) is to inform you of the change in reporting and submission requirements for the **financial status report**. The requirements for the quarterly FFR Cash Transaction Report remain unchanged. This PIN modifies all previous guidance surrounding financial status reporting requirements, and recipients should maintain a copy of this PIN in their official grant files.

Effectively immediately, grantees are required to submit the Financial Status Report annually using the web-based Online Data Collection (OLDC) tool. This annual report must be submitted within 90 days after the end of the applicable 12-month reporting period (October 1 through September 30). The first financial report reporting period will begin the first day of your award's project period through September 30, 2010. The first annual report is due to HHS no later than December 30, 2010. All subsequent annual financial reports will be due each December 30 thereafter.

Initially, ONC communicated it would accept financial report submissions via the ONC grants mailbox. In an effort to increase efficiencies and improve oversight capabilities both at the Federal and grantee levels, the annual financial report will be completed using the web-based Online Data Collection (OLDC) tool. Recently an email was sent out to ONC grantees detailing how to gain access to the OLDC. A copy of that communication is attached to this PIN.

Grantees will continue to submit the FFR Cash Transaction Report on a quarterly basis. Grantees will continue to use the Payment Management System (PMS) to complete the Federal Cash Transaction section (lines 10a-c) of the SF-425. The FFR Cash Transaction Report is due within 30 days after the end of the each calendar quarter (January 30, April 30, July 30, and October 30) for the life of the award.

If you have any questions or require further guidance, please contact ONC's Office of Grants Management (OGM) at [ONCGrants@hhs.gov](mailto:ONCGrants@hhs.gov).

Sincerely,

/David Blumenthal/

David Blumenthal, M.D., M.P.P.  
National Coordinator for Health Information Technology  
U.S. Department of Health & Human Services

**PURPOSE**

The purpose of this PIN is to clarify the reporting due dates and method of submission requirements for the annual Financial Status Report (SF-269).

**APPLICABILITY**

This policy is applicable to all ONC recipients who enter into a grant or cooperative agreement with ONC.

**BACKGROUND**

ONC grantees are currently required to submit the following two recurring financial reports: the FFR Cash Transaction Report (formerly the PSC-272) and the Financial Status Report (SF-269).

The FFR Cash Transaction Report is submitted via the Payment Management System (PMS) every calendar quarter for the life of the grant. The report must be submitted within 30 days after the end of the quarter (January 30, April 30, July 30, and October 30) **Grantees are still required to complete the FFR Cash Transaction Report via the Payment Management System each calendar quarter. There is no change to this requirement.**

The Financial Status Report is due annually and must be submitted within 90 days after the end of the applicable 12-month reporting period (October 1 through September 30). The first annual financial report reporting period will begin the first day of your award's project period through September 30, 2010. The first annual financial status report is due to HHS no later than December 30, 2010. All subsequent annual financial reports will be due each December thereafter. **The annual financial status reports will be submitted using the Online Data Collection (OLDC) system. ONC will not accept reports emailed directly to the ONC Grants mailbox. The first report is due no later than December 30, 2010 and the reporting period will begin on the first day of your award's project period through September 30, 2010.**

The OLDC is a web-based application used throughout HHS to submit grant forms. Some of the benefits of using the OLDC include:

- OLDC is a role based system, assigning each user specific functions
- Reports may be submitted up to the day they are due
- Forms include auto calculations and policy driven mathematical checks during data entry, reducing possible errors before submission.

**PROCESS**

Recipient accounts must be established within the OLDC before reports can be created in the system. Recently an email was sent out via the ONC Grants mailbox to each ONC grantee informing them of the decision to use the OLDC system for annual financial report submissions. The email contains information about the system and account setup. A copy of that email is attached.

## Important Information regarding Annual Financial Report submission process

HHS ONCGrants

**Sent:** Thursday, October 21, 2010 6:15 PM

**To:** HHS ONCGrants

**Cc:** Costa, Bianca (HHS/ONC); Toro, Cameline (HHS/ONC)

**Attachments:** OLDC Job Types & Roles Ove~1.doc (66 KB) ; ONC\_Recipient Account Setu~1.xls (21 KB)

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To increase efficiencies and improve oversight capabilities both at the Federal and grantee levels, ONC has decided to use the Online Data Collection (OLDC) system for annual financial report submissions. All ONC grantees will use the OLDC to submit their annual financial reports. ONC will not accept reports emailed directly to the ONC Grants mailbox.

The OLDC is a web-based application used throughout HHS to submit grant forms. Some of the benefits of using the OLDC include:

- OLDC is a role based system, assigning each user specific functions
- Reports may be submitted up to the day they are due
- Forms include auto calculations and policy driven mathematical checks during data entry, reducing possible errors before submission.

### Gaining access to OLDC:

Recipient accounts must be established within the OLDC. In order for ONC to setup your account, each grantee will need to identify the individuals that are authorized for OLDC access. To assist you in determining which individuals in your organization should have OLDC accounts, please read the attached document titled "OLDC Job Types & Roles Overview." The document provides a definition for each type of job and the roles available in the system.

The following fields in the attached spreadsheet must be completed for each individual requesting access:

- Last Name
- First Name
- E-mail address
- Grantee Organization Name
- Grant Number
- Job Type
- Special Roles
- Notification Upon Submit (yes/no)
- Primary Contact (yes/no)

After your organization determines which individuals need to have accounts, the attached spreadsheet titled "OLDC Recipient Account Setup" must be completed and sent to [ONCGrants@hhs.gov](mailto:ONCGrants@hhs.gov) no later than **October 29, 2010**.

Upon submission of the spreadsheet, ONC will coordinate account setup with the OLDC Customer Support staff. Once your account has been created, OLDC will send each user two emails. One email will contain the user ID and a second email will contain a temporary password.

To make this transition easier, you can begin familiarizing yourself with the OLDC tool. An interactive tutorial can be found at: <https://extranet.acf.hhs.gov/oldcdocs/index.htm>.

The Financial Report is due annually and must be submitted within 90 days after the end of the applicable 12-month reporting period (October 1 through September 30). The first financial reporting period will begin the first day of your award's project period through September 30, 2010. Therefore the first Financial Report is due to HHS no later than December 30, 2010. All subsequent Financial Reports will be due each December 30 thereafter.

Please note: Grantees are still required to complete the FFR Cash Transaction Report on a quarterly basis via the Payment Management System each calendar quarter.

If you have any questions or require further guidance, please contact ONC's Office of Grants Management (OGM) at [ONCGrants@hhs.gov](mailto:ONCGrants@hhs.gov).

Sincerely,

The ONC Grants Team



## Online Data Collection - OLDC

# Grant Administrator Overview and List of Roles

### Introduction

OLDC is a role-based system, which means that permissions for each user are assigned to fit that user's needs. The non-federal person responsible for assigning roles is the **Grant Administrator**. A Grant Administrator can assign roles to staff members working with a specific program or grant.

### Roles

The primary Grant Administrator may assign another staff member to be a Grant Administrator. There are four other job types under the direction of the Grant Administrator: **Grant Director**, **Authorized Official**, **Data Entry Person**, and **View-Only**.

1. **Grant Director**: Manager of the grant recipient. The default roles are view-only and certify, which means they can only view and electronically sign the report form. The Grant Administrator can assign the Grant Director other available permissions if more direct control over grants is required. A single Grant Director can be given access to grants from several different Grant Administrators.
2. **Authorized Official**: A person who is directly involved in the processing of the grant. This might be a Financial Officer (FO) who is in charge of budgeting the grant, or a member of an audit team in the Grant Administrator's office. Like the Grant Director, an Authorized Official has certify and view-only roles by default. A Grant Administrator can assign additional roles to the Authorized Official if necessary.
3. **Data Entry Person**: A person who is responsible for entering grant report data into OLDC. Unlike a Grant Director or Authorized Official, a Data Entry Person is able to create and edit grant reports by default. A Grant Administrator can request that additional roles be given to the Data Entry Person if necessary.
4. **View-Only**: A person who may only view and print report forms, but cannot perform any action such as data entry

### Roles

Roles permit access to various sections of OLDC and are assigned by a Grant Administrator to staff members responsible for various tasks. All of the roles listed below are available to a Grant Administrator by default, but only some are available to users with a different job type. If a role listed below is not available, contact the ACF Grant Office for assistance.

The "Submit" and "Unsubmit" roles are not automatically assigned to the job types listed above. These roles **must** be assigned individually to the appropriate user.

<b>Role</b>	<b>Assignment</b>
<b>Add File Attachments</b>	Adds attachments to a report for submission.
<b>Add New User</b>	Creates new users within the organization to have access to the OLDC system. It also defines the job type and delegate roles.
<b>Add/Edit/Delete Address</b>	Allows access to the <i>Address</i> section of the OLDC application. Users can add new addresses, edit existing addresses, or delete addresses that no longer pertain to the program or grant.
<b>Add/Edit/Delete Contact Person</b>	Allows access to the <i>Contact Person</i> section of the OLDC application. Users can add new contacts, edit existing contacts, or delete contacts that no longer pertain to the program or grant.
<b>Certify with Signature Authority</b>	Officially signs a form for submission. This does not submit the report form to ACF. Report forms must be certified prior to submission. Users with both Certify and Submit roles must certify a report form before submitting it.
<b>Create New Grant Form</b>	Creates a new form or report for a specific time period pertaining to the requirements of the grant.
<b>C/O Acceptance</b>	Enables the Central Officer to officially "Accept" a grantee submitted report as the legal document.
<b>Delete Existing User</b>	Delete users within the organization that have access to the OLDC system. Any defined job types and delegations of roles to that user are also deleted.
<b>Delete Grant Form</b>	Deletes a form, report, or revision after it has been created. Reports of Submitted status or higher cannot be deleted. This role also removes all previously entered data and any reference to the particular file or report.
<b>Director Certify Authority</b>	"Officially" signs a form for submission. Is often used if a second signature is required for a report form. This does not submit the report form to ACF. Report forms must be certified prior to submission. Users with both Certify and Submit roles must certify a report form before submitting it.
<b>Edit Existing Grant Form</b>	Allows editing of any report, including revisions. Reports of Submitted status or higher cannot be edited.
<b>Edit Existing User</b>	Edits the roles, job types, and delegated roles of the users within the organization that have access to the OLDC system.
<b>Export Files from OLDC</b>	For advanced users. Allows downloading of any past or present reports from OLDC in different formats. This role is similar to the Read Only role and will not affect any reports or data in the OLDC application.

<b>Role</b>	<b>Assignment</b>
<b>Grant/Program Preferences</b>	Allows Grant and Program level changes to how the OLDC application process works at the user's level. This area contains options that affect the submission of a specific report, such as requiring more than one signature or approval prior to submission.
<b>Grant/Program Settings &amp; Limits</b>	Defines grant-related settings that affect only grants with which the user is associated, such as number of signatures required.
<b>Help/FAQs</b>	Allows access to the features and functions of the OLDC Help program and Frequently Asked Questions (FAQ) database. Recommended for all users.
<b>Import Files to OLDC</b>	For advanced users. Allows copying of files or reports from a local computer to the OLDC system. This process is similar to the Data Entry role but allows users to copy multiple reports at one time.
<b>Management Status/Remarks</b>	Enables the Report Status History and Remarks section of the Report Form Status page.
<b>Remove Address From Database</b>	Permanently deletes addresses that no longer pertain to the program or grant. This removes the address from OLDC.
<b>Reports &amp; Queries</b>	Creates and runs summary reports based upon the information previously reported in OLDC.
<b>Revise Submitted Grant Form</b>	Creates a revision of a form or report for a specific time period related to the requirements of the grant. In some cases, this feature is only available upon approval from the ACF Grant or Program Office.
<b>R/O Acceptance</b>	Enables the Regional Officer to officially "Accept" a grantee submitted report as the legal document.
<b>Search Contact Person</b>	Allows access to the search function within the contact person section of the OLDC application. Users can search or browse other users listed, and choose to add them to the contacts list for the program or grant.
<b>Submit Grant Form</b>	Officially submits a report form for ACF approval. This role does not certify the report. A report must be certified prior to submission. Users with both Certify and Submit roles must still Certify a form before it can be submitted.
<b>Un-submit Grant Form</b>	Unsubmits a report in two cases. The first case is after submission of a form but before the ACF Grants or Program Offices reviews it. The second case is upon notification from ACF Grants or Program Offices that form changes are necessary.
<b>View Contact Person</b>	Allows access to the contact person section of the OLDC application. Users can browse and view contacts that pertain to a user's program or grant.

<b>Role</b>	<b>Assignment</b>
<b>View Grant Settings</b>	View-only role. Allows access to a listing of important grant related dates including deadlines, due dates, and extensions applicable to a user's program or grant.
<b>View Official Grantee Address</b>	View-only role. Allows access to the address section of the OLDC application. Users can browse and view addresses that pertain to their program or grant.
<b>View Personal Roles</b>	View-only role. Reviews the roles and responsibilities assigned to the user. These also define the application capabilities and functions available to the user.
<b>View/Print Grant Form</b>	View-only role. Allows the user to view or print any and all reports, including revisions. Reports of any status can be viewed as well.
<b>View Status/History</b>	Permits the user to see the History and to enter public remarks in the Remarks section of the Report Form Status page.



