

Manually Entering Data

There are two ways to input your Program Performance Report (PPR) data into OAAPS: Manual entry and Upload. This guide shows how to manually enter your PPR data into OAAPS. If you have questions, please contact your Regional Administrator or the OAAPS Help Desk.

Go to https://oaaps.acl.gov/app/welcome

The best browsers to access OAAPS are Chrome, Firefox and Safari.

1. Go to <u>https://oaaps.acl.gov/app/welcome</u> and sign in with your account email and current password.



2. On the main navigation bar, select "PPR Submissions."

| ACL | OA | APS | Older Americ Performance S | ans Act System | | Welcom | Sign out |
|-----------|---------|----------|-------------------------------|-------------------|-----------------------------|----------------------|-----------|
| DASHBOARI | PPR SUB | MISSIONS | NALYSIS REPORTS | RESOURCES | USERS | | PROFILE - |
| DASHBOARD | | | | | Reporting Period: 2019 (Apr | r 2019 - Mar 2020) 🔻 | |

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3. Select "Enter data" under the "Actions" column.

| Program Performance Report (PPR) | Overview Overall reporting status: | ტ Not Sta ted | ⊥ Upload | data 🔀 Export all data |
|-------------------------------------|---------------------------------------|----------------------------|-----------------|------------------------|
| Part A/B Staffing Information | 31 day(s) left | until due d te: 06/30/2020 | | |
| Nutrition Services | Part A/B Section | Data I ntry Status | Last Updated | Actions |
| Supportive Services | Staffing Information | | | Enter data |
| Finance | Nutrition Services | UNot Started | | Enter data |
| Storytelling | Supportive Services | U Not Started | | Enter data |

4. In the Part A/B or Part C menus, enter numeric data or text, as appropriate into the fields. For example, the below screenshot highlights data fields for "Staffing Information."

| PPR SUBMISSIONS | | | Reporting P | Period: 2019 (Apr 2019 | - Mar 2020) 🔻 |
|-------------------------------------|--|---------------------------------------|-------------|------------------------|---------------|
| Program Performance Report (PPR) | Staffing Information: Part All fields are required. | 4/B | | | |
| Overview Part A/B | Enter the number of staff paid wholly Full-time staff | r partly by Title VI, Part A/B funds. | | | Person(s) |
| Staffing Information | Part-time staff | | • | | Person(s) |
| Nutrition Services | Save and payt |] | | Poturo to O | uerview. |
| Supportive Services | Save and next Save | | | Ketuni to ov | Verview |
| Finance | | | | | |
| Storytelling | | | | | A Back to top |

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Note: All fields have rules for valid types of numeric values or text that will be accepted. When there is an error, the user will receive an alert.

| PPR SUBMISSIONS | | | Reporting Period: 2019 (Apr 2019 - Mar 2020) 🔻 | |
|-------------------------------------|---|-------------------|--|--|
| Program Performance Report (PPR) | Supportive Services: Access S All fields are required. | ervices: Part A/B | | |
| Overview | Total number of contacts of Information ar | nd Assistance | 10,000,000 Contact(s) | |
| Part A/B | | | ★ Value be must a whole number between 0-99,999. | |
| Staffing Information | | | | |

5. When the data is entered, select "Save and next" or "Save" at the bottom of the section. The "Save and next" option will take you to the next data section.

| 20 P | erson(s) |
|-----------------|----------------------------------|
| 5 P | erson(s) |
| Return to Overv | view |
| | |
| | 20 Pe 5 Pe Return to Overv |

6. A green banner will appear that indicates the data is saved.