

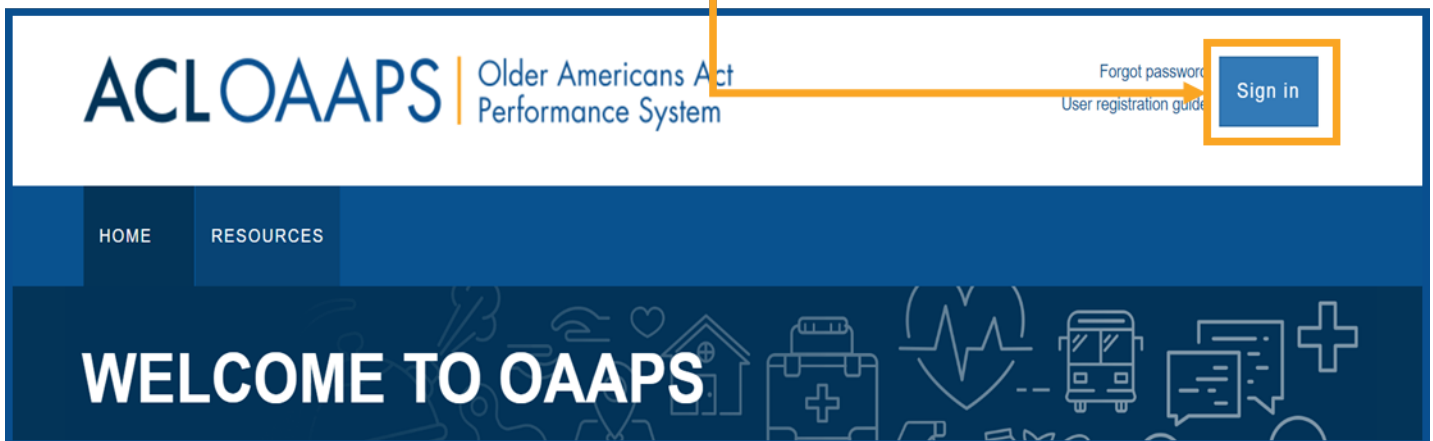
## Validating Data

This guide shows how to validate your data in OAAPS. This is the next step after entering or uploading your data. This checks to make sure that your data follows basic rules called **Business Rules**. For example, it is impossible to serve 100 people a congregate meal if you only served 75 congregate meals. This validation step will help you identify any errors in your data before submitting it. If you have any questions, please contact your Regional Administrator or the OAAPS Help Desk.

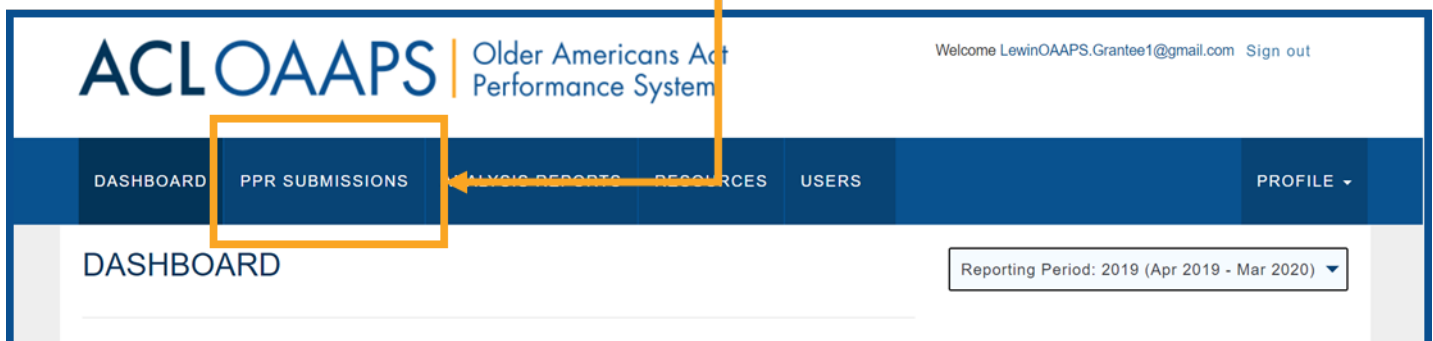
You can validate all your data at once or validate the data one section at a time. To validate data in one section at a time, start on Page 5.

### #1 Validating data in all sections at one time:

1. Go to <https://oaaps.acl.gov/app/welcome> and sign in with your account email and current password. The best browsers to access OAAPS are Chrome, Firefox and Safari.



2. On the main navigation bar, select “PPR Submissions.”



## Validating Data

3. At the bottom of the Overview section, select “Validate All Data.”

Finance In Progress 05/31/2020 at 5:04 PM by LewinOAAPS.Granttee1@gmail.com

**1** **VALIDATE ALL DATA**  
Validate data in all In Progress components.

**2** **GENERATE VARIANCES**  
Enter explanations for variances where necessary.

**3** **SUBMIT FOR REVIEW**  
Submit data to ACL for review.

Update data  
Validate section

When there are no validation errors, the “Validate All Data” button will change color to green.

**VALIDATE ALL DATA**  
Validate data in all In Progress components.

**2** **GENERATE VARIANCES**  
Enter explanations for variances where necessary.

**3** **SUBMIT FOR REVIEW**  
Submit data to ACL for review.

When there are validation errors, the “Overview” section will update. A red “Validation warnings” banner will display, and the “Data Entry Status” column will display “In Progress with Errors.”

**Overview** Upload data Export all data

Overall reporting status: In Progress

**31 day(s) left until due date: 06/30/2020**

**Validation warnings and/or errors were found in one or more sections.** View all validation issues

Part A/B

Total Caregivers Served Validated 05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com

Caregiver Support Services **In Progress with Errors** 05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com

Update data  
Update data  
Validate section  
View errors

## Validating Data

4. To correct errors, select “View errors” under the Actions column.

Part C

Section	Data Entry Status	Last Updated	Actions
Staffing Information	Validated	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	Update data
Total Caregivers Served	Validated	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	Update data
Caregiver Support Services	In Progress with Errors	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	Update data Validate section View errors
Finance	In Progress	05/31/2020 at 4:57 PM by LewinOAAPS.Granttee1@gmail.com	Update data Validate section

OR

4. Select “View all validation issues” in the validation warnings banner.

Program Performance Report (PPR)

Overview

Overall reporting status: In Progress

31 day(s) left until due date: 06/30/2020

Validation warnings and/or errors were found in one or more sections.

View all validation issues

## Validating Data

5. Make corrections in each section where the system found errors and then save the new entries.

6. Next, select “Validate All Data.” This checks the edits or corrections for errors.

The screenshot shows the ACL OAAPS interface for the 'Finance' section, which is in 'In Progress' status. The top right corner displays the date and time '05/31/2020 at 5:04 PM by LewinOAAPS.Granttee1@gmail.com' and two buttons: 'Update data' and 'Validate section'. Below this, there are three main action buttons: 'VALIDATE ALL DATA' (highlighted with a blue box and a circled '1'), 'GENERATE VARIANCES' (circled '2'), and 'SUBMIT FOR REVIEW' (circled '3'). Each button has a corresponding description below it: 'Validate data in all In Progress components.' for the first, 'Enter explanations for variances where necessary.' for the second, and 'Submit data to ACL for review.' for the third.

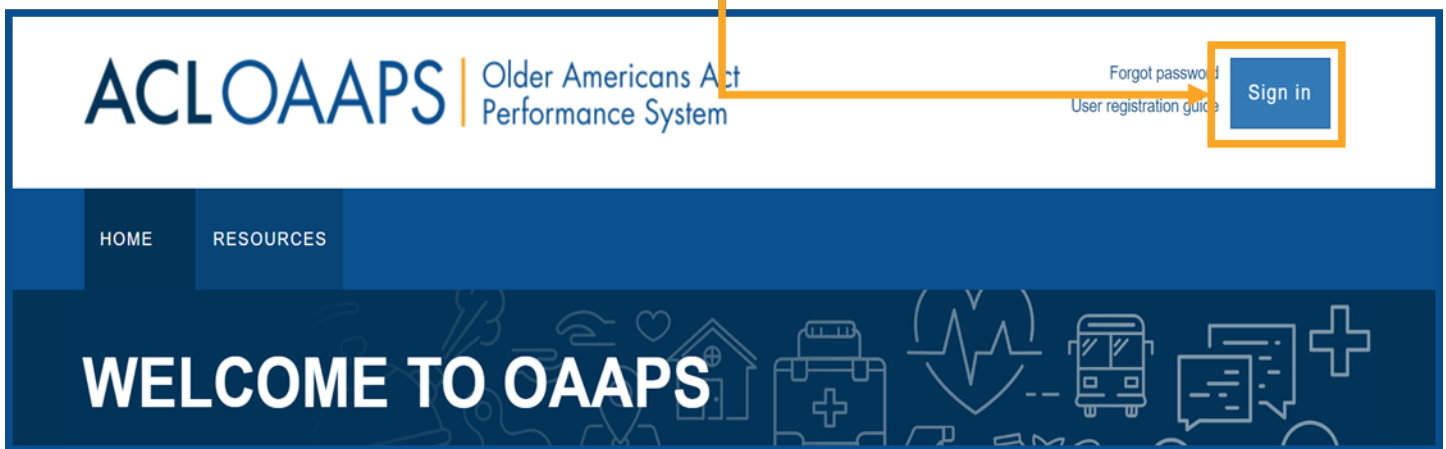
7. When there are no validation errors, the “Validate All Data” button will change color to green.

The screenshot shows the ACL OAAPS interface after successful validation. The 'VALIDATE ALL DATA' button is now highlighted with a green box and a green checkmark icon in the top left corner. The other buttons, 'GENERATE VARIANCES' (circled '2') and 'SUBMIT FOR REVIEW' (circled '3'), remain in their original positions and colors. The descriptions below each button are the same as in the previous screenshot.

## Validating Data

### #2 Validating data in one section of the report at a time:

1. Go to <https://oaaps.acl.gov/app/welcome> and sign in with your account email and current password. The best browsers to access OAAPS are Chrome, Firefox and Safari.



2. On the main navigation bar, select “PPR Submissions.”



## Validating Data

- Under the Actions column, select “Validate section” for the section of data that you want to validate.

**Program Performance Report (PPR)**

**Overview**

Overall reporting status: In Progress

31 day(s) left until due date: 06/30/2020

**Part A/B**

- Staffing Information
- Nutrition Services
- Supportive Services
- Finance
- Storytelling

Section	Data Entry Status	Last Updated	Actions
Staffing Information	In Progress	05/31/2020 at 3:18 PM by LewinOAAPS.Grantee1@gmail.com	<a href="#">Update data</a> <a href="#">Validate section</a>
Nutrition Services	In Progress	05/31/2020 at 3:19 PM by LewinOAAPS.Grantee1@gmail.com	<a href="#">Update data</a> <a href="#">Validate section</a>

- The table in the “Overview” section will update and the “Data Entry Status” column will display “Validated.”

**Part A/B**

Section	Data Entry Status	Last Updated	Actions
Staffing Information	Validated	05/31/2020 at 4:40 PM by LewinOAAPS.Grantee1@gmail.com	<a href="#">Update data</a>
Nutrition Services	In Progress	05/31/2020 at 4:45 PM by LewinOAAPS.Grantee1@gmail.com	<a href="#">Update data</a> <a href="#">Validate section</a>

## Validating Data

When there are validation errors, the “Overview” section will update. A red “Validation warnings” banner will display, and the “Data Entry Status” column will display “In Progress with Errors.”

**Overview** Upload data Export all data

Overall reporting status: In Progress

31 day(s) left until due date: 06/30/2020

Validation warnings and/or errors were found in one or more sections. View all validation issues

Part A/B

Total Caregivers Served	<span>Validated</span>	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	<span>Update data</span>
Caregiver Support Services	<span>In Progress with Errors</span>	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	<span>Update data</span> <span>Validate section</span> <span>View errors</span>

5. To correct errors, select “View errors” under the Actions column.

**Part C**

Section	Data Entry Status	Last Updated	Actions
Staffing Information	<span>Validated</span>	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	<span>Update data</span>
Total Caregivers Served	<span>Validated</span>	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	<span>Update data</span>
Caregiver Support Services	<span>In Progress with Errors</span>	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	<span>Update data</span> <span>Validate section</span> <span>View errors</span>
Finance	<span>In Progress</span>	05/31/2020 at 4:57 PM by LewinOAAPS.Granttee1@gmail.com	<span>Update data</span> <span>Validate section</span>

6. Make corrections in the section where the system found errors and then “save” the new entries.

## Validating Data

- Under the Actions column, select “Validate section” for the section of data where you just updated errors. This checks the updates for errors. Once the data is validated and contains no errors, the Data Entry Status will turn green and show “Validated.”

Part C

Section	Data Entry Status	Last Updated	Actions
Staffing Information	✓ Validated	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	Update data
Total Caregivers Served	✓ Validated	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	Update data
Caregiver Support Services	✗ In Progress with Errors	05/31/2020 at 4:56 PM by LewinOAAPS.Granttee1@gmail.com	Update data Validate section View errors
Finance	⚙ In Progress	05/31/2020 at 4:57 PM by LewinOAAPS.Granttee1@gmail.com	Update data Validate section

- When you have validated each section with no validation errors, the “Validate All Data” button at the bottom will change color to green.

