

How To

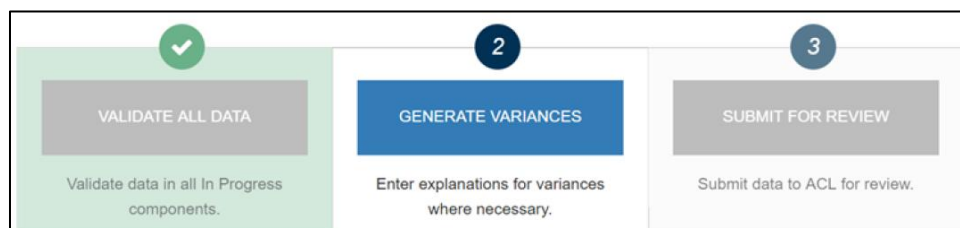
Validate Data

Data validation is the next step after entering or uploading your data. Validation checks to make sure that your data follows basic rules called business rules. For example, it is impossible to have 100 unduplicated persons receiving congregate meals and only serve 75 congregate meals. “Unduplicated Persons” means that each person is counted only once, regardless of how many congregate meals they receive.

You can either [validate all data at once](#) or [validate one section at a time](#).

Validate data in all sections at once

1. Select **PPR Submissions** from the main navigation bar.
2. Select **Validate All Data** at the bottom of the screen.
 - a. When there are no validation errors, the validation button will become grey, and the box will become green.
 - b. When there are validation errors, a red banner will display at the top of the screen.
3. To correct errors, either select **View all validation issues** in the red banner, or select **View errors** under the *Actions* column.
4. Make corrections in each section where the system found errors and then save the new entries.
5. Select **Validate All Data** at the bottom of the PPR Submissions screen. This checks the data for errors.
6. When there are no validation errors, the validation button will become grey, and the box will become green.



Validate data in one section only

1. Select **PPR Submissions** from the main navigation bar.
2. Select **Validate section** for the specific PPR section that you want to validate.
3. When there are no validation errors, the *Data Entry Status* column will update and display "Validated."
4. When there are validation errors, a red banner will display at the top of the screen, and the *Data Entry Status* column will display "In Progress with Errors."
7. To correct errors, either select **View all validation issues** in the red banner, or select **View errors** under the *Actions* column.
8. Make corrections in the section where the system found errors and then save the new entries.
9. Under the *Actions* column, select **Validate section** for the section 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."
10. When there are no errors in that report section, the *Data Entry Status* column will update and display "Validated."

Section	Data Entry Status
Staffing Information	✔ Validated
Total Caregivers Served	✔ Validated

Need assistance?

For technical assistance, contact the [OAAPS Help Desk](#).

Version control

Version	Date published	Changes from previous version
1.0	09/10/2021	Original version of the document.
1.1	10/21/2025	Updated to reflect OAAPS UI changes.