Data Entry and Submission: Title III & Title VII (Ch. 3 & 4)
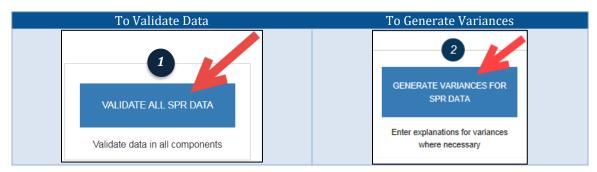
Introduction

Users responsible for entering data into OAAPS can do so manually or by uploading a data file. Data files need to be in a CSV, XLSX, or XML file format.

Uploading or Manually Entering Data

Steps to Enter Manually	Steps to Upload
1. On the Data Submission tab, in the left-hand navigation menu, select a data section. 2. Select a subsection. 3. Complete every field on the page. 4. Select **Save and Next** or **Save**.	1. Download and save the file from your program's software. 2. On the Data Submissions tab, in the left-hand navigation menu, select **Manage Uploads**. 3. On the Manage Uploads page, select **Upload a new file**. 4. In the popup window, select **Browse**. 5. Open the saved data file. 6. Add **Upload comments** (optional). **7.** Select **Upload file**.

Validate Data and Generate Variances

Before submitting data, State and AAA users must first validate the data and generate and explain variances. The tools to do this are located on the Data Submissions Overview page, at the bottom of the SPR Data and NSIP Data status tables. See Section 4.5 "Step 3: Generating and Explaining Variances" in the Title III User Guide for more information.

Creating the State-Level Roll-Up

For States who have AAAs entering data in OAAPS, prior to generating and explaining variances, the State users must review and approve AAA submitted data and create a state-level roll-up. For more details about the review process, see Section 4.4.3 "Creating a State-Level Roll-Up" in the Title III User Guide. To create a state-level roll-up, on the Data Submission tab, select **Generate new state-level roll-up**.

Submission

After the data for all sections are entered and validated, and variance explanations are complete, on the Data Submissions Overview page, at the bottom of the SPR Data and NSIP Data status tables, select **Submit for Review** to submit your data for State or ACL review.