ETO Case Management: VOCA Report Instructions

1. Go to left hand side navigation bar: REPORTS > VIEW REPORTS (NEW)



2. Then select **REFRESH REPORT LIST** to allow for any new reports to be updated to your list.

Category Name	Category Description		
My Reports			
Uncategorized			
Archived			
Assessment Reports			
ETO Engage			
Internal Agency Reports			
PCADV			
PCAR			
- PCCD			
Report	Report Description	Type	Optio
These Cost Makes Cost 2021	Pulls domas, program history, and Case Notes data for a STNGLE participant	Custom	
Jient Case Notes Sept 2021	Puils delitios, program mistory, and case notes data for a structure participant.		
Direct Services Summary Report	This version of the report includes all detail tabs with only PID, Name, and Services, and Definitions - 6.15.22	Custom	
Jient Lase Notes Sect 2021 Xirect Services Summary Report iew Review Staff Efforts	This version of the report includes all detail tabs with only PID, Name, and Services, and Definitions - 6.15.22	Custom	
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3. VOCA Quarterly Report

- a. Click on the + sign beside PCCD and it will expand to show you a list of reports:
 - 1. VOCA Quarterly Report (Submission Report) Summary only version of the VOCA report. This is the version you will use to run, save, and submit to PCCD via EGrants for your quarterly program report.

USE THIS VERSION TO SAVE AND ATTACH TO EGRANTS

4. Report Prompts

a. After about a minute, the Report Prompts will generate. (If they do not appear, you likely have a pop-up blocker enabled that is preventing them from populating.)

		Prompts		13
Search Q	20	С	Site Name	3 0
i Site Name	Search o	or enter value(s)	manually	+ 9
Please select at least one value	Site	Name		
VSP Program Name (3) VSP Program (CM); VSP Program (A); Attorney	O AC	hild's Place at M	Nercy	
Services Program	O AS	afe Place - Warn	en County Office	
Fiscal Year Start Date (1) 10/1/2022 12:00:00 AM	O AW	Vay Out		
🛃 Begin Date m	O AW	Voman's Place		
10/1/2022 12:00:00 AM	O Abu	use and Rape Cr	risis Center	
End Date (1) 12/31/2022 12:00:00 AM	O Ada	ams County Chile	dren's Advocacy Center	
Enter Protation Percentage	O Ada	ams County Sexu	ual Assault Services	
Please select at least one value	O Ada	ams County Victi	im Witness Assistance Program	
	O Adv	/oz		
	O Alic	e Paul House		
	O Alle	-Kiski Area HOP	E Center, Inc.	

b. Site Name: Select your ETO Site Name from the list.

- c. **Program Name and Primary County are no longer needed.** Your report will run for your site and include all of these elements automatically.
- d. **Fiscal Year Start Date**: This should automatically prompt to 10/1/2022, but if it does not, set the fiscal year to 10/1/2022.

Reporting Period	Report Start Date
July – September 2022	July 1, 2022
October – December 2022	October 1, 2022
January – March 2023	January 1, 2023
April – June 2023	April 1, 2023
July – September 2023	July 1, 2023

e. **Begin Date**: Enter the **Date** for the Beginning of the Reporting Quarter.

f. End Date: Enter the Date for the End of the Reporting Quarter

Reporting Period	Report End Date
July – September 2022	September 30, 2022
October – December 2022	December 31, 2022
January – March 2023	March 31, 2023
April – June 2023	June 30, 2023
July – September 2023	September 30, 2023

- g. **VOCA Proration**: Enter the VOCA Proration percentage your agency has identified for the reporting period.
 - i. Enter the percentage that your agency identified after completing the VOCA Proration Form.
 - ii. Do not enter an actual % sign after the number. (Example: Enter 70, NOT 70%)
 - iii. If you determine you do not need to prorate your data, please enter a proration percentage of <u>100</u>.
- h. Once all report prompts are entered, select **OK** and your report will generate.

		Pro	ompts		53
Search	٩		Enter Proration Percentage	3	0
🗹 Site Name (I)		Enter a value	e manually	+	Q,
Alice Paul House		Selected val	lue(s)		
Program Name (4) VSP Program (CM); VSP Program (A); Attorney Services Program; "VSP Program (CM)		100			8
Fiscal Year Start Date (1) 10/1/2022 12:00:00 AM					
Begin Date (3) 10/1/2022 12:00:00 AM		1			
End Date (1) 12/31/2022 12:00:00 AM					
Enter Proration Percentage (1) 100					
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				• 💌	Incel

If you need to edit a prompt, select the prompt, click the (X) on the right-hand side and reenter the correct data.

		Prompts		EN EN
Search	Q C	Enter Proration Percentage)	0
Site Name (1)	Enter a	value manually	+	Q
A Child's Place at Mercy	Selecte	d value(s)		
Program Name (3) VSP Program (CM); VSP Program (A); Attorney Services Program	100			\otimes

5. VOCA Report

a. After 1 or 2 minutes, your report should generate. There are multiple TABS located at the bottom of the Report. Select the one titled **Main Report** to view the full report.

File		Query	Analyze	1
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Main Report	Proration	Count	ies Served	
VOCA Report				

6. Saving VOCA Report

a. At the top of the report screen SELECT the download arrow:



b. An EXPORT Screen will appear. You will now be able to save this document to your computer. On the left side, you have the option to select PDF; Excel, CSV, or Test. If you are attaching a report to EGrants, select PDF and make sure you ran the VOCA Summary Report without any tabs! Then select Export and your report will generate in that format.



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Submitting your VOCA Report

1. EGrants

a. Once you confirm that the data in your report is accurate, you will need to enter the report into EGrants. (You will need an EGrants account to enter information.)

b. <u>This information is due in EGrants no later than the 15th of each corresponding quarter.</u>

1.	It should take less than 5 minutes to complete.
	Main Menu User Management Work Manager Internal Menu
	Welcome to PCCD Egrants! Please select a menu tab or prompt link to continue.
CLICK HERE	To access an existing project (Grant Application, Continuation Application, Modification) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).
CLICK HERE	To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).
CLICK HERE	To view any Alerts and/or Tasks assigned to you (Work Manager tab).
CLICK HERE	To update your profile information (Name, Address, Phone Number) or to request security in order to maintain or view grants for your organization/county (User Management tab).
CLICK HERE	To Subscribe to receive an email when new granting opportunities become available.
CLICK HERE	To Unsubscribe from Email notifications when granting opportunities become available.

c. You will enter a PROGRAM REPORT into EGrants for <u>each VOCA grant</u> your agency receives. (You will run one combined report for all of your VOCA grants.)

	PRO	GRAM REPORT			
Report Status: Draft Approval Status: Pending Status Updefed By:			Report Due Date: 12/31/2018 Submitted Date: Return Date: Resubmitted Date:		
s The Project On Schedule?	· 💙				
not, please explain:					
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riefly List Activities Conduct	d During This Period: *				
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				0	
	Re	port Sections			
		the second se	Last Undate Date	Last Updated By	
Sections	Open Corrective Actions	Status	Cast optimie Date		
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Sections Machinerits Performance Indicators	Open Corrective Actions 0 0	In Process In Process	Cast Optime Dane		
Sections Machments Performance Indicators	Open Corrective Actions 0 0 Add New Corrective Action	In Process In Process View Corrective Ac	tions Report		
Sections Machments Performance Indicators	Open Corrective Actions 0 0 Add New Corrective Action Corr	View Corrective Ac	tions Report		

- **d.** Indicate if the project is on schedule.
- e. Write a brief description regarding the activities that your agency conducted.
- **f.** In the ATTACHMENT SECTION you will need to attach your agency's VOCA report in a PDF Format. Then select SAVE COMPLETE.
- **g.** Because ETO generates a comprehensive VOCA report that encompasses all of your VOCA grants, you will upload the same physical VOCA report into each grant in EGrants.
- **h.** In the PERFORMANCE INDICATORS SECTION, you do not have to do anything except select SAVE COMPLETE.

i. Once all the sections have been completed, select SUBMIT at the bottom of the screen.

2. PCCD Staff VOCA Report Review

- a. PCCD staff will review the VOCA report you submitted in EGrants.
- b. Any issues regarding the report will be sent to the agency through EGrants with a due date to respond.
- c. All correspondence back and forth between PCCD and the VOCA recipient agency will occur in EGrants.