

Instructions to complete the VOCA Annual Report:

After logging into ETO, please make sure you are on your Home Page in your VSP Program by clicking on Home Page in the upper right corner of your page:



Once on your Home Page, please click the link that says ***Click Here to Record Your VOCA Annual Report**

[Participant Assessments](#)

[Participant Efforts](#)

[Entity Efforts](#)

[General Assessments](#)

[*Click Here to Record Your VOCA Annual Report](#)

[Edit VOCA Annual Report](#)

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[Offender Search](#)

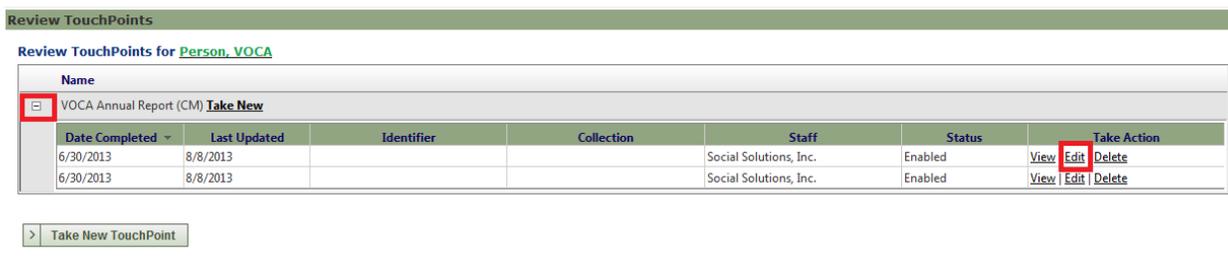
This will automatically launch you into the VOCA Annual Report.

*You will need to complete one report for each county.

Only the services that you check off under the question “Which services below were provided through VOCA funding?” will be counted in your report.

If you need to revise your VOCA Annual Report at any time, please click on the link on your Home Page that says **Edit VOCA Annual Report**

Once on the page, open the toggle next to VOCA Annual Report and select Edit.



Name	Date Completed	Last Updated	Identifier	Collection	Staff	Status	Take Action
VOCA Annual Report (CM) Take New							
	6/30/2013	8/8/2013			Social Solutions, Inc.	Enabled	View Edit Delete
	6/30/2013	8/8/2013			Social Solutions, Inc.	Enabled	View Edit Delete

Run your VOCA Report:

To run your VOCA report, please go to Reports > Custom Reports on your navigation bar and click on the “VOCA Report Jul2014 – Jun2015” link.



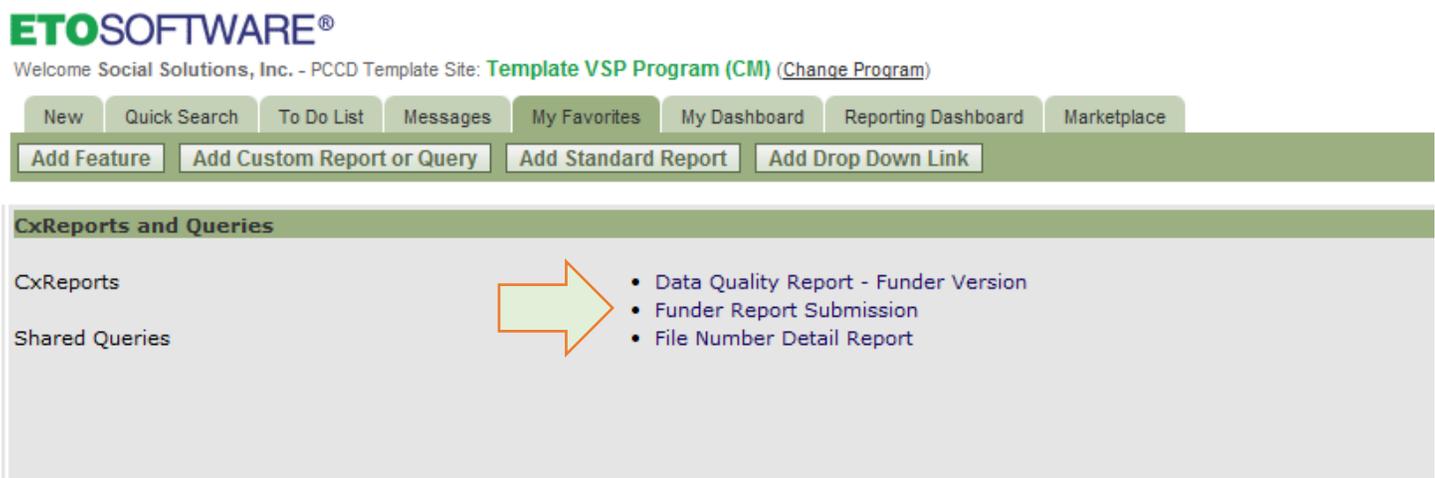
*This report will pull 100% of the services you provided through VOCA Funding

The VOCA Report Cover Sheet will provide you with additional information related to this report.

Submit your VOCA Report through the Funder Report Submission feature:

After verifying your number are complete and accurate, you will need to submit your report to your Funder by following these steps:

Go to your My Favorites tab at the top of your screen > Select Funder Report Submission:



On the following page, in the Pending Submissions section, it will list your reports that are due or are past due. The report name, County, and due date are listed here.

Click the **Prepare** button to the right of the report to run the report to review the data for accuracy before submitting it to the funder.

The user will be shown the report’s parameters for review, then click “**Load Report Data.**”

Clicking the “**Load Report Data**” button will process the report and display it for the user, so that the values can be reviewed for accuracy before submitting the data to the funder.

After review, click the “**Submit Report Data**” button.

The Submission process takes a few seconds and returns the user back to the main Pending/Previous submissions page. The submitted report is now listed under “**Previous Submissions**”

You may view a previously submitted report by clicking “**View**” to be taken to a read-only view of the TouchPoint response for the submission.

Re-submitting an unlocked submission:

In the event that a correction needs to be made to the submission, the funder can “Unlock” a submission. Unlocked submissions will re-appear within the “Pending Submissions” area of the main interface

The agency can then follow the Submission workflow to re-submit the report to the Funder.