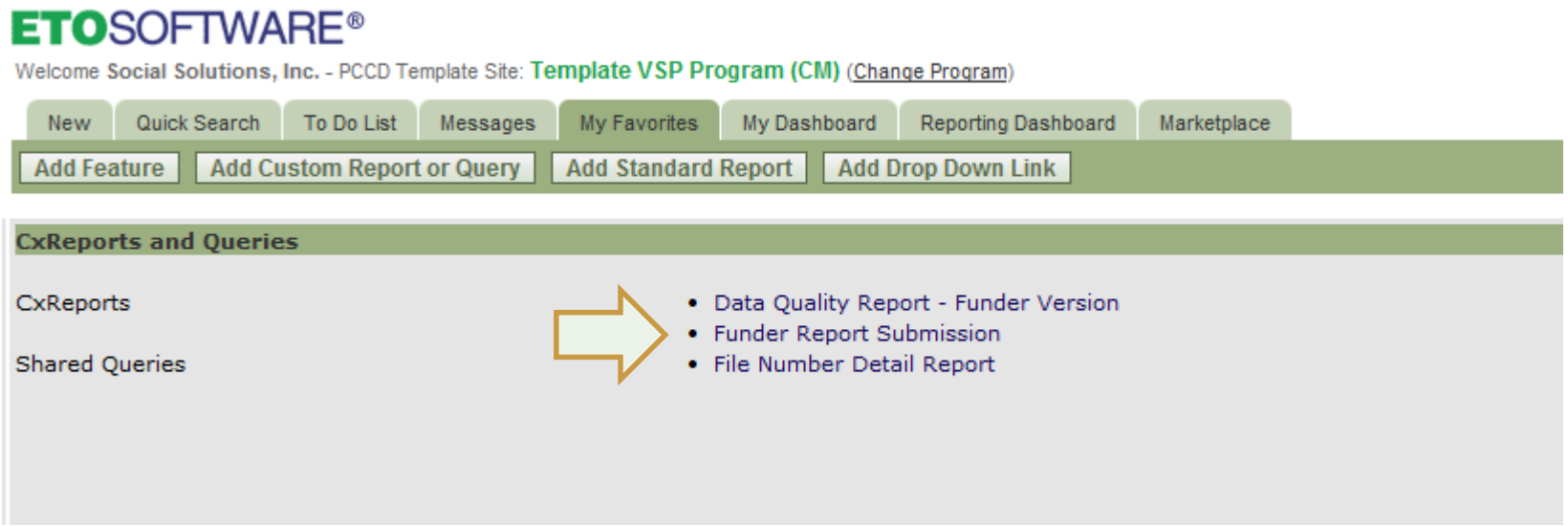
PCCD Report Submission

Agency/Organization Work-Flow

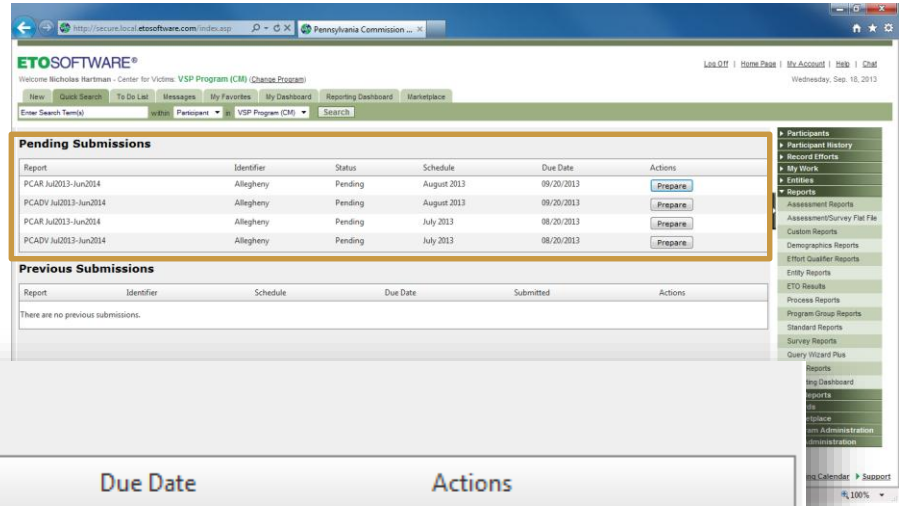
Open the Funder Report Submission Tool

- Once you are logged into ETO, navigate to your **My Favorites** tab at the top of your screen
- Select the link that says “Funder Report Submission”



Pending Submissions

- The top section of the page lists “Pending” report submissions that are due soon or past-due.
- The report name, County, and due date are listed for the user to see at-a-glance.



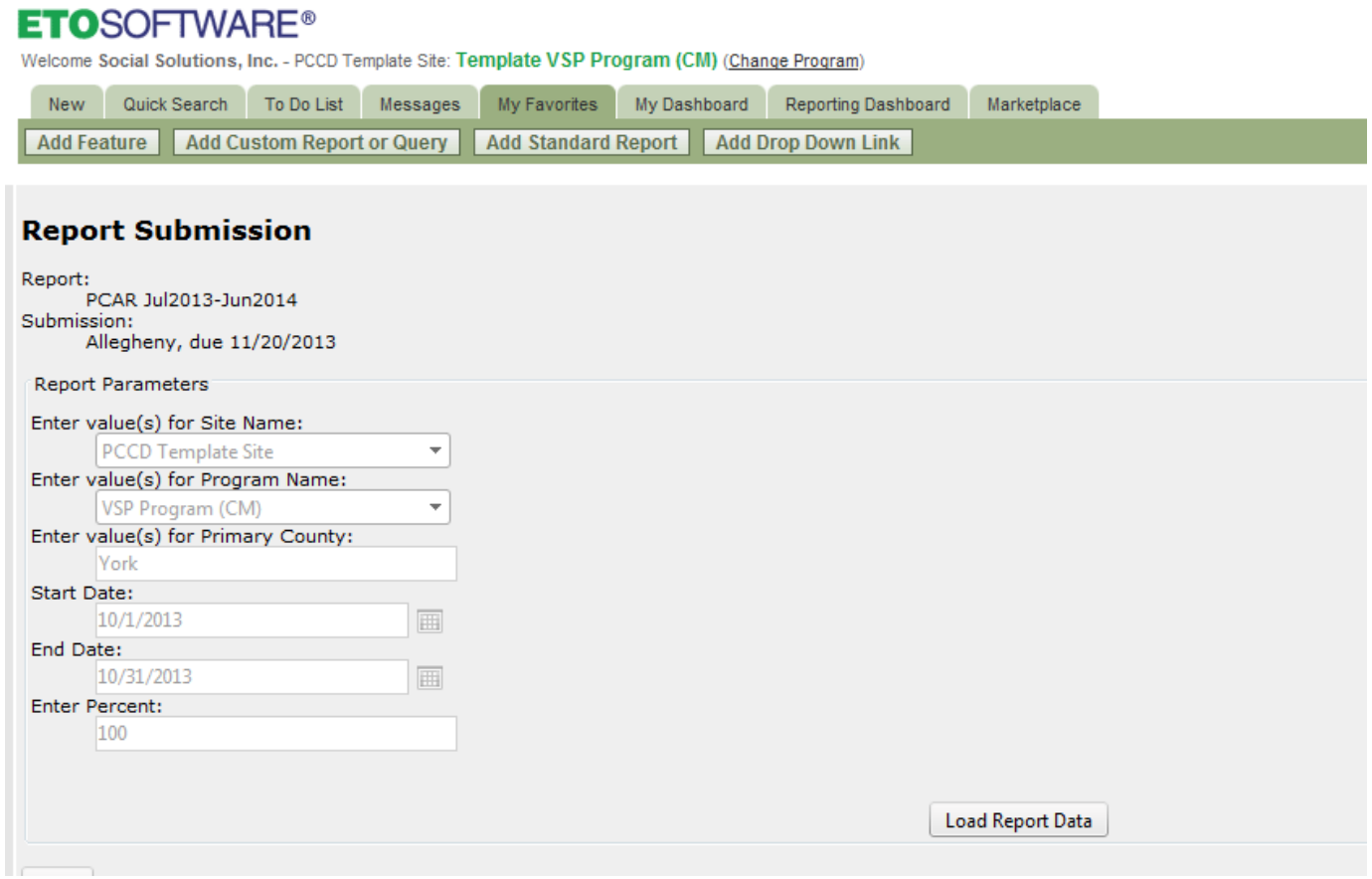
Pending Submissions

Report	Identifier	Status	Schedule	Due Date	Actions
PCAR Jul2013-Jun2014	Allegheny	Pending	August 2013	09/20/2013	Prepare
PCADV Jul2013-Jun2014	Allegheny	Pending	August 2013	09/20/2013	Prepare
PCAR Jul2013-Jun2014	Allegheny	Pending	July 2013	08/20/2013	Prepare
PCADV Jul2013-Jun2014	Allegheny	Pending	July 2013	08/20/2013	Prepare

- Clicking the “Prepare” button allows the user to run the report to review the report for accuracy before submitting it to the funder.

Preparing a Report for Submission

- The user is shown the report's parameters for review.



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Reviewing the Report for Accuracy

- 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.

The user can page through the report using Next/Previous page buttons

After review, the user clicks “Submit Report Data”

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Welcome Social Solutions, Inc. - PCCD Template Site: Template VSP Program (CM) (Change Program)

New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard | Marketplace

Add Feature | Add Custom Report or Query | Add Standard Report | Add Drop Down

Log Off | Home Page | My Account | Help | Chat

Wednesday, Sep. 18, 2013

Report Submission

Report:
PCAR Jul2013-Jun2014
Submission:
Allegheny, due 11/20/2013

Cancel

Submit Report Data

Report Preview

PCAR Monthly Reporting Form

1/ 1+

PCAR Monthly Reporting Form

Report Criteria:

Site(s): PCCD Template Site

Program(s): VSP Program (CM)

PCAR Monthly Reporting Form

2/ 2+

PCAR Monthly Reporting Form

DIRECT SERVICES

Clients: Unduplicated Totals

	Females	Males	Total
(1) Number of New Adult Victims	45	5	50
(2) Number of New Child Victims (0-11)	31	22	53
(3) Number of New Child Victims (12-17)	24	6	30
(4) Number of New Significant Others	51	8	59
TOTAL NUMBER OF NEW CLIENTS	151	41	192
(5) Number of Continuing Adult Victims	0	0	0
(6) Number of Continuing Child Victims	0	0	0
(7) Number of Continuing Significant Others	0	0	0
TOTAL NUMBER OF CONTINUING CLIENTS	0	0	0
TOTAL NUMBER OF ALL CLIENTS	151	41	192

Clients: Hotline

TOTAL NUMBER OF VICTIM RELATED CALLS	14
TOTAL NUMBER ON-LINE VICTIM CONTACTS	0

Hours: Counseling/Advocacy-Individual

(1) Number of Hours to All Adult Victims	83.72

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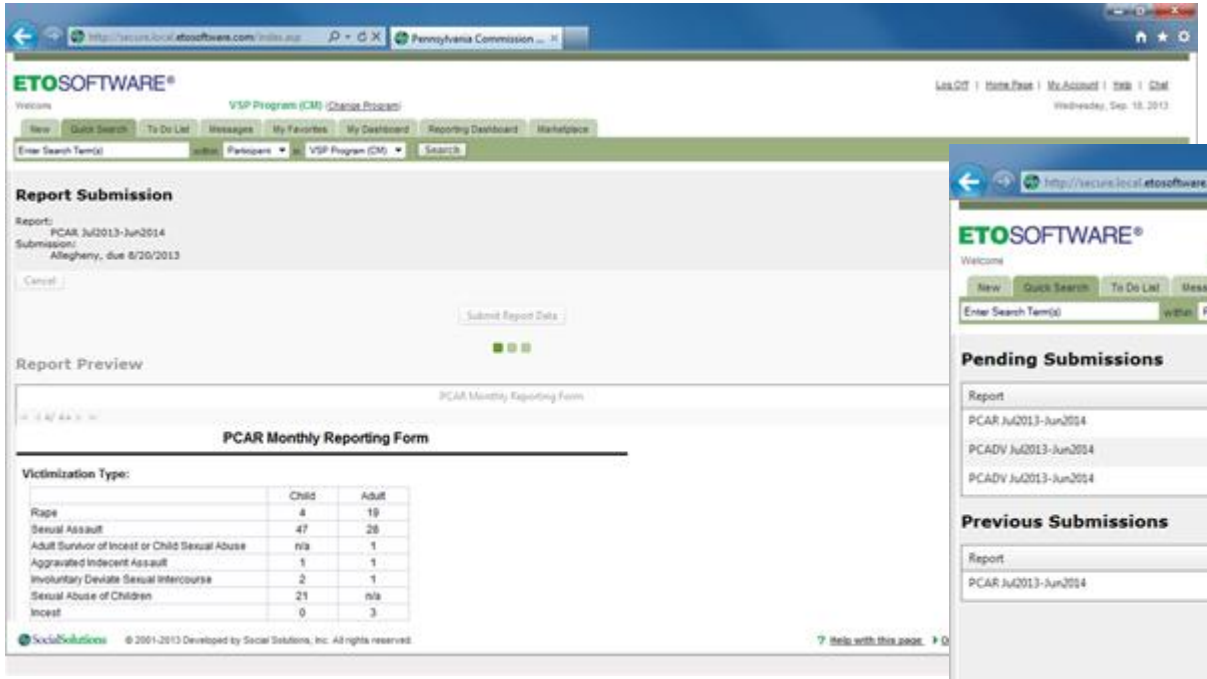
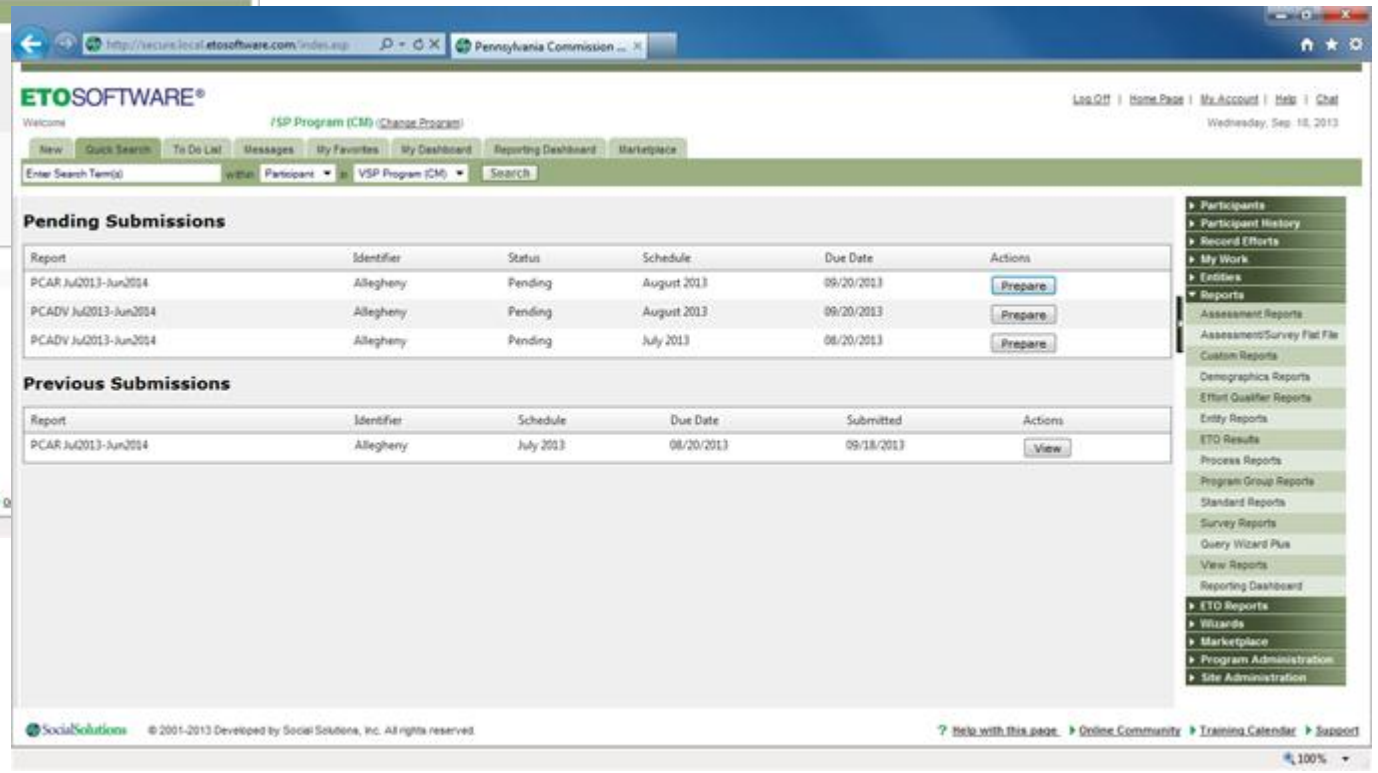
Submit Data

- 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”





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View a Submission

- Clicking “View” for a previous submission takes the user to a read-only view of the TouchPoint response for the submission.

PCAR Data for Allegheny on 9/18/2013

Summary Information | DIRECT SERVICES | VICTIM PROFILE | SIGNIFICANT OTHER PROFILE | THERAPEUTIC SERV

Clients: Unduplicated Totals

(1) Number of New Adult Victims - Females 45

(1) Number of New Adult Victims - Males 5

(1) Number of New Adult Victims - Total 50

(2) Number of New Child Victims (0-11) - Females 31

(2) Number of New Child Victims (0-11) - Males 22

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Welcome Social Solutions, Inc. - PCCD Template Site: Template VSP Program (CM) (Change Program)

New | Quick Search | To Do List | Messages | My Favorites | My Dashboard | Reporting Dashboard | Marketplace

Add Feature | Add Custom Report or Query | Add Standard Report | Add Drop Down Link

Back

PCAR Data for Allegheny on 9/18/2013

Summary Information | DIRECT SERVICES | VICTIM PROFILE | SIGNIFICANT OTHER PROFILE | THERAPEUTIC SERVICES | ADDITIONAL PHHS

Program(s):

VSP Program (CM)

Primary County(ies):

Allegheny

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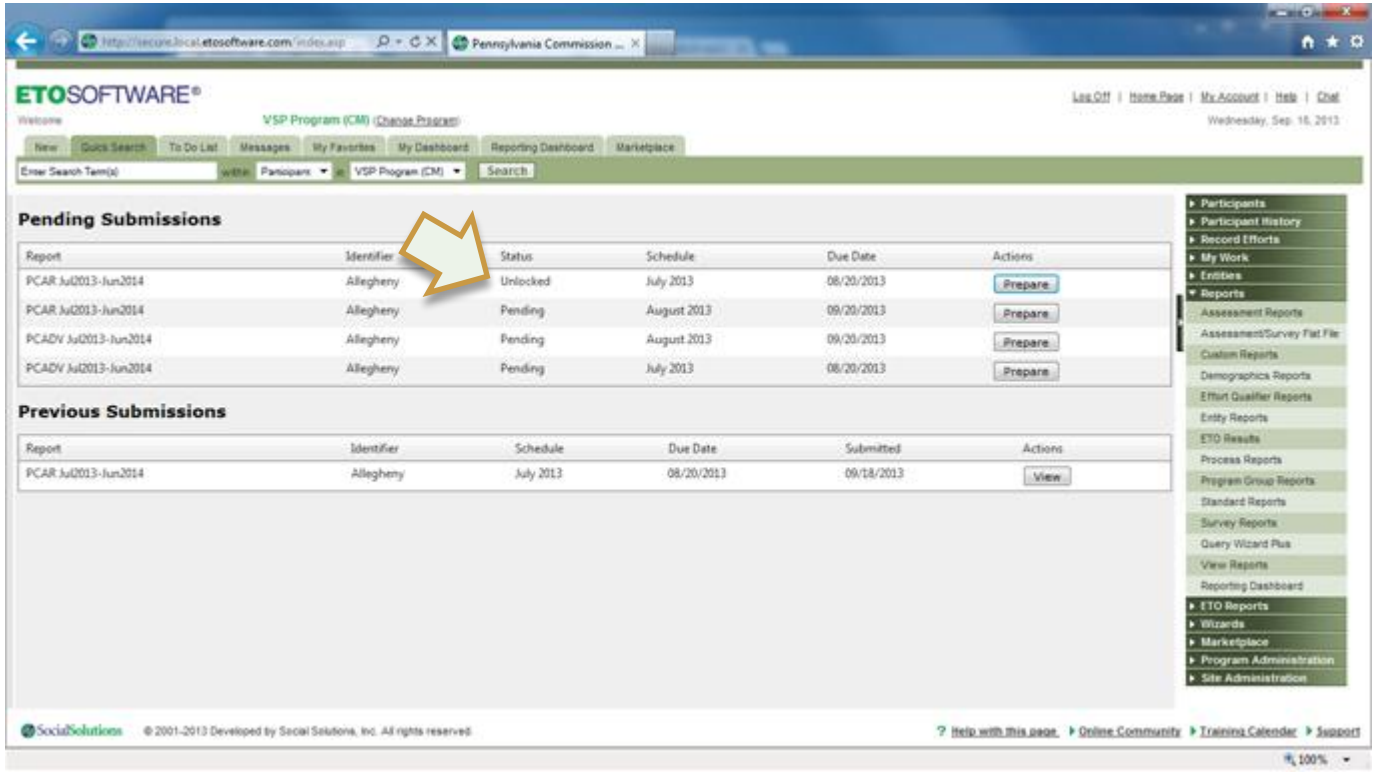
Re-submitting an Unlocked Submission

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

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