



PCCD Report Submission

Agency/Organization Work-Flow

First: Run the Data Quality Report

- Navigate to your My Favorites tab at the top of your screen when logged into ETO
- Select “Data Quality Report”

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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

Enter Search Term(s) within Participant in Template VSP Program (CM) Search

Program Home Site Home

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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

CxReports and Queries

CxReports

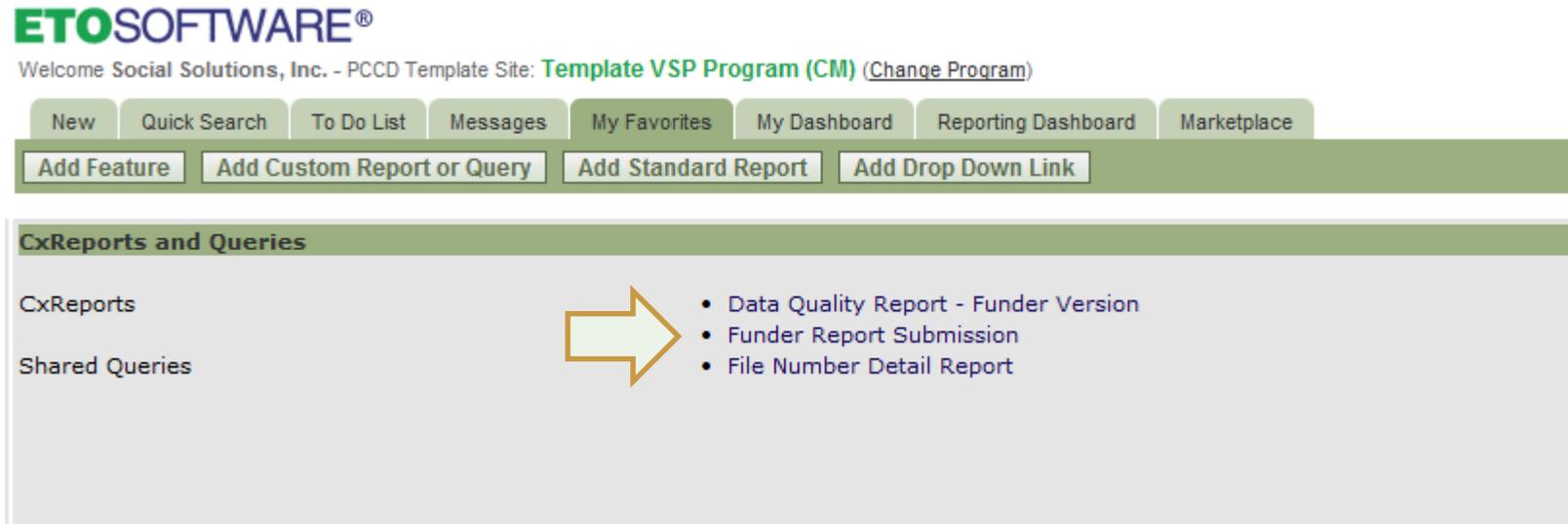
Shared Queries



- [Data Quality Report - Funder Version](#)
- [Funder Report Submission](#)
- [File Number Detail Report](#)

Open the Funder Report Submission Tool

- After you have verified that your data is accurate, go back to your My Favorites tab
- Select “Funder Report Submission”



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[New](#) [Quick Search](#) [To Do List](#) [Messages](#) [My Favorites](#) [My Dashboard](#) [Reporting Dashboard](#) [Marketplace](#)

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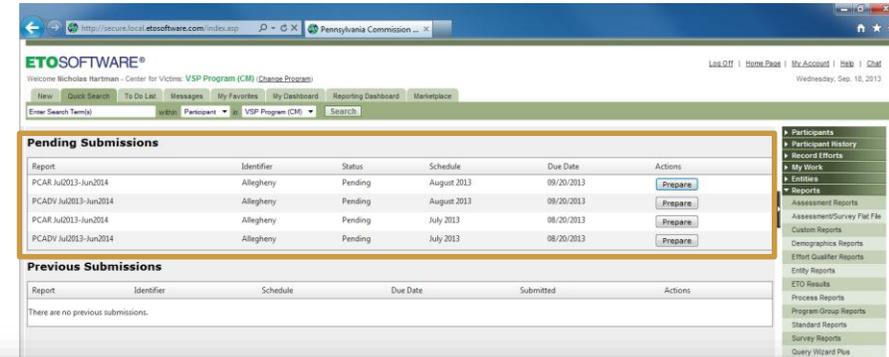
Shared Queries



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- [File Number Detail Report](#)

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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[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](#)

Report Submission

Report:
PCAR Jul2013-Jun2014

Submission:
Allegheny, due 11/20/2013

Report Parameters

Enter value(s) for Site Name:

Enter value(s) for Program Name:

Enter value(s) for Primary County:

Start Date:

End Date:

Enter Percent:

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”

The screenshot displays the ETO SOFTWARE reporting interface. The main content area is titled "PCAR Monthly Reporting Form" and contains a table of data under the heading "DIRECT SERVICES". The table lists various metrics such as "Number of New Adult Victims", "Number of New Child Victims", and "Number of Continuing Clients", broken down by gender (Females, Males) and a Total column. Below the table, there are sections for "Clients: Hotline" and "Hours: Counseling/Advocacy-Individual".

	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

Navigation buttons for "Next" and "Previous" are visible above the table. A "Load Report Data" button is located at the bottom of the form. To the right, a "Report Submission" section includes a "Submit Report Data" button. Below that, a "Report Preview" section shows the report criteria: "Site(s): PCCD Template Site" and "Program(s): VSP Program (CM)".

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”

Report Submission

Report: PCAR Jul2013-Jun2014
Submission: Allegheny, due 8/20/2013

Submit Report Data

Report Preview

PCAR Monthly Reporting Form

Victimization Type:

	Child	Adult
Rape	4	19
Sexual Assault	47	28
Adult Survivor of Incest or Child Sexual Abuse	n/a	1
Aggravated Indecent Assault	1	1
Involuntary Deviate Sexual Intercourse	2	1
Sexual Abuse of Children	21	n/a
Incest	0	3

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
PCADV Jul2013-Jun2014	Allegheny	Pending	July 2013	08/20/2013	Prepare

Previous Submissions

Report	Identifier	Schedule	Due Date	Submitted	Actions
PCAR Jul2013-Jun2014	Allegheny	July 2013	08/20/2013	09/18/2013	View

Participants

- Participant History
- Record Efforts
- My Work
- Entities
- Reports
 - Assessment Reports
 - Assessment/Survey Flat File
 - Custom Reports
 - Demographics Reports
 - Effort Qualifier Reports
 - Entity Reports
 - ETO Results
 - Process Reports
 - Program Group Reports
 - Standard Reports
 - Survey Reports
 - Query Wizard Plus
 - View Reports
 - Reporting Dashboard
- ETO Reports
- Wizards
- Marketplace
- Program Administration
- Site Administration

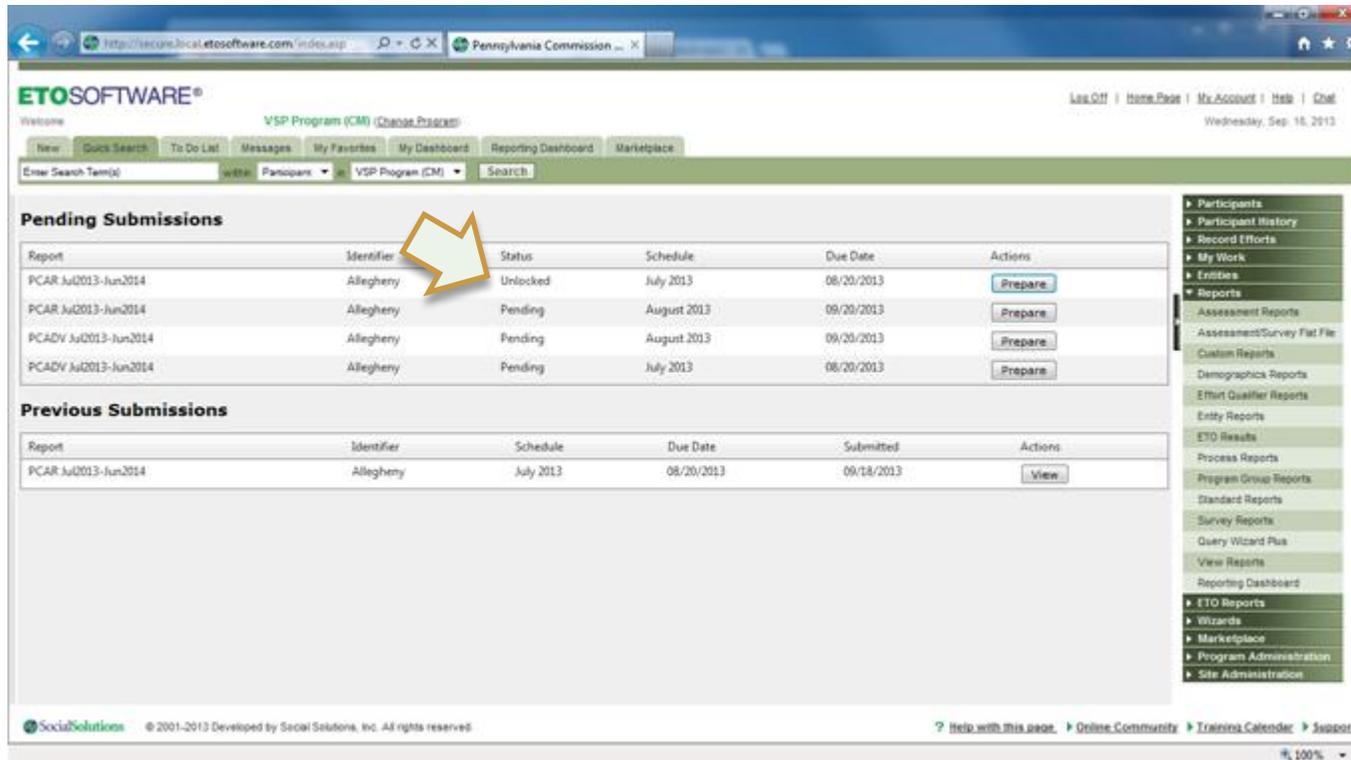
View a Submission

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

The screenshot displays the ETOSoftware interface for viewing a submission. The top navigation bar includes the ETOSoftware logo and a welcome message for Social Solutions, Inc. Below the navigation bar, there are several tabs: 'New', 'Quick Search', 'To Do List', 'Messages', 'My Favorites', 'My Dashboard', 'Reporting Dashboard', and 'Marketplace'. A secondary navigation bar contains buttons for 'Add Feature', 'Add Custom Report or Query', 'Add Standard Report', and 'Add Drop Down Link'. The main content area is divided into two sections. The left section, titled 'PCAR Data for Allegheny on 9/18/2013', shows a tabbed interface with 'DIRECT SERVICES' selected. It displays 'Clients: Unduplicated Totals' and several input fields for victim counts: (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), and (2) Number of New Child Victims (0-11) - Males (22). The right section, also titled 'PCAR Data for Allegheny on 9/18/2013', shows a 'Back' button and a tabbed interface with 'Summary Information' selected. It displays 'Program(s):' with a dropdown menu showing 'VSP Program (CM)' and 'Primary County(ies):' with a dropdown menu showing 'Allegheny'.

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 screenshot displays the ETO Software interface. At the top, there is a navigation bar with 'ETO SOFTWARE' and 'VSP Program (CM) (Change Program)'. Below this is a search bar and a sidebar menu. The main content area is divided into two sections: 'Pending Submissions' and 'Previous Submissions'.

Pending Submissions Table:

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

Previous Submissions Table:

Report	Identifier	Schedule	Due Date	Submitted	Actions
PCAR Jul2013-Jun2014	Allegheny	July 2013	08/20/2013	09/18/2013	View

A yellow arrow points to the 'Unlocked' status of the first submission in the 'Pending Submissions' table.

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