

PREGNANCY ASSISTANCE FUND

Data Management System

This Tip Sheet provides basic guidance to the U.S. Department of Health and Human Services Office of Adolescent Health (OAH) Pregnancy Assistance Fund (PAF) grantees on the use of the PAF Data Management System for submission of their performance measures data.

ACCESSING THE PAF DATA MANAGEMENT SYSTEM



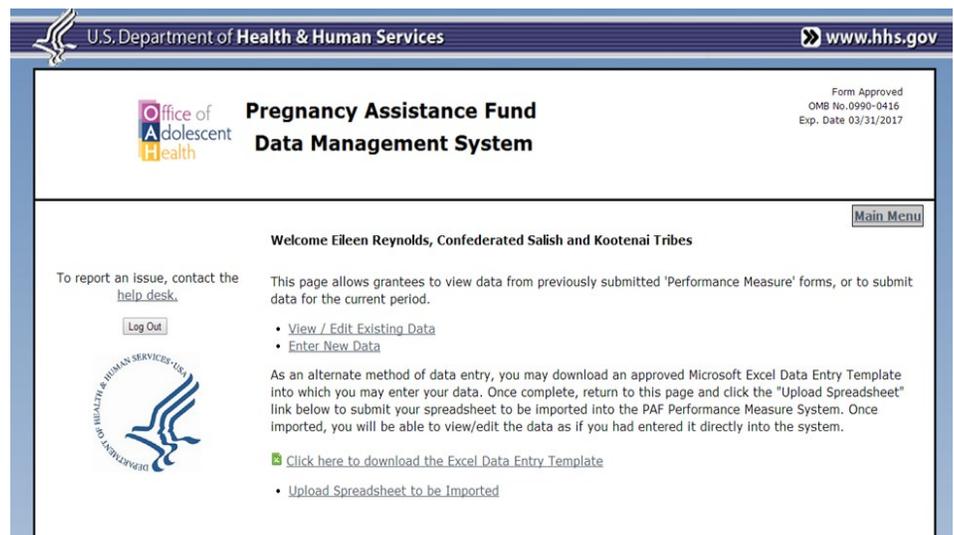
To obtain a PAF Data Management System (DMS) user account for your organization, please send an email request to the PAF Helpdesk: paf-support@ccs.rti.org.

Once you have your login information for the site, please visit the site and log in. Upon login, you will be on the website's *Main Menu*, where you can:

- View or edit all your previously submitted data.
- Enter new data.
- Download an Excel spreadsheet template that you can use to upload your data.
- Upload a completed Excel spreadsheet template.



Note: Only one user account per grantee organization. You will share this account among users.



Home screen

VIEWING/EDITING PREVIOUSLY SUBMITTED DATA

Select the data submission form for the data you want to review or edit by selecting the *Edit* button next to the applicable report period.

View / Edit Existing Data

This page displays previously submitted 'Performance Measure' forms. To view/edit performance measures, click the respective edit link below.



Edit screen

ENTERING NEW DATA

To enter new data, select the *Enter New Data* link on the Main Menu page.

Once on the data entry page, you will choose the report period for your data submission from the drop down menu,

Select any optional measures you wish to report on from the list of Optional Measures for Grantees.

Click *Continue*.

Enter New Data

This page allows grantees to enter Performance Measure data for the chosen reporting period. In addition to the required performance measures, you may also add Optional Performance Measures on which you'd like to report.

Enter New Data screen



Grantee Categories:

- Category 1: working with Institutes of Higher Education (IHEs)
- Category 2: working with High Schools or Community Service Centers
- Category 3: working with women who have experienced stalking, sexual assault, or intimate partner violence
- Category 4: working on increasing public awareness and education

VIEW/ENTER/EDIT DATA

To submit data, select the *Edit* button in the last column and enter the number in the Answer column. Select *Update* to save your entry.

To edit an entry, follow the same steps. Edit the entry and select *Update* to save.

The Performance Measures data entry is divided up into three pages. When you have completed data entry for a page, select *Continue to Next Page* at the bottom of the screen.

View/Enter/Edit Data

This page allows grantees to view, enter, or edit Performance Measure data.

Press "EDIT" to enter your answer/response for a particular performance measure. Once entered, press "UPDATE" to save your information for that measure.

Period of performance: August 2013 - July 2014

Performance Measure	Answer	
<i>0.01 How many eligible participants received at least one activity?</i>		
<i>Indicate the total number in each category below.</i>		
a) Expectant female teens (19 years and younger)	100	Update Cancel
b) Expectant male teens (19 years and younger)		Edit
c) Parenting teen mothers (19 years and younger)		Edit
d) Parenting teen fathers (19 years and younger)		Edit
e) Expectant women (20 years and older)		Edit
f) Expectant men (20 years and older)		Edit
g) Parenting women (20 years and older)		Edit
h) Parenting men (20 years and older)		Edit
i) Children (of expectant or parenting participants [reported in a to h] above)		Edit

Edit Data screen



Note: The View/Enter/Edit Data page is customized to the grantee according to grantee category. This means that, in addition to the common measures, you will only see measures specific to your category. You will also see any optional measures that you select to report on at the end of the data entry form.

VIEW/ENTER/EDIT DATA (continued)

When you have finished your data entry, select *I'm Finished* at the bottom of the screen. This brings you back to the Main Menu page.



Note: Another way to get back to the Main Menu is to click the **Main Menu** link on the top right hand side of the screen.

2.5 How many expectant and parenting participants who either graduated from high school or obtained a GED that are accepted into an IHE?	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>
2.6 How many parenting participants 19 years and younger reported a new pregnancy during the program year?	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>

To make any changes, click the Edit buttons above.

Enter data screen

USING THE DATA UPLOAD FUNCTION

As an alternate data entry method, you may download an approved Microsoft Excel data entry template. You will enter your data into this template, then upload it to the PAF DMS. The link to download this template is on the *Main Menu*.

After you have entered your data into the template, visit the *Main Menu* and click *Upload Spreadsheet* to submit your spreadsheet for upload into the PAF DMS.

Select *Choose File* to find the Excel file saved to your computer. Select *Upload* to submit your data to the system.

Upload screen

Once you have clicked *Upload*, you will receive a message that your file has been uploaded. These data are manually imported and will be available on the website within 2-3 days. After this time, you can view or edit the data as if you had entered it into the system directly.



Note: You can only import data using the approved template. Any other Excel files will not be imported.

No file chosen

The file has been uploaded. Please allow 2 to 3 business days for processing.

Upload confirmation

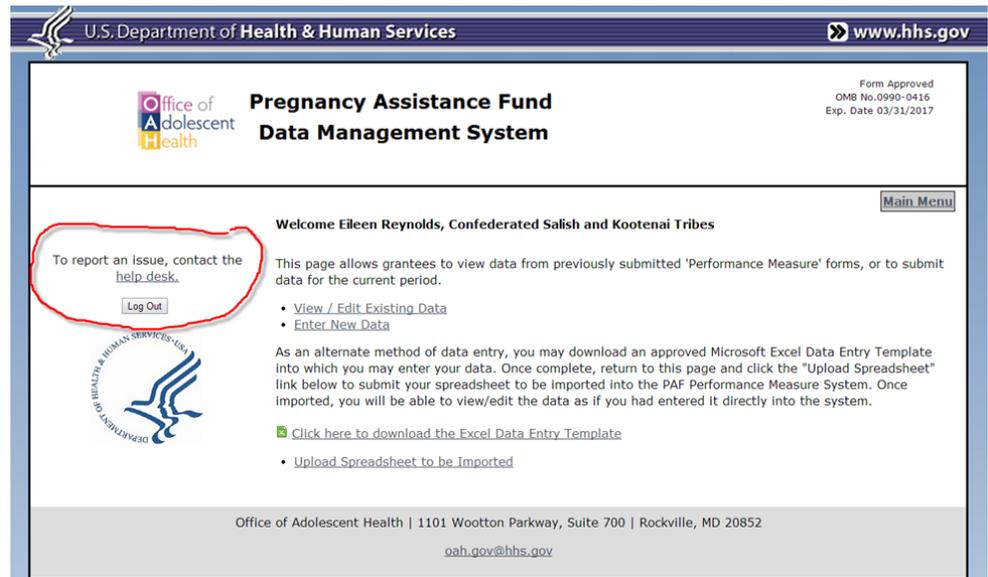
GETTING HELP

If you experience any problem, or need assistance in using the PAF DMS, please submit an email to the PAF Helpdesk: paf-support@ccs.rti.org.

You will find a link to this email address on the upper left hand side of the *Main Menu*.



Need help? Just email
paf-support@ccs.rti.org



The screenshot shows the 'Main Menu' screen of the Pregnancy Assistance Fund Data Management System. At the top, it displays the U.S. Department of Health & Human Services logo and the Office of Adolescent Health logo. The page title is 'Pregnancy Assistance Fund Data Management System'. A 'Main Menu' button is in the top right. The main content area includes a welcome message for Eileen Reynolds, Confederated Salish and Kootenai Tribes. A red circle highlights a text box that says 'To report an issue, contact the help desk.' with a 'Log Out' button below it. To the right, there are links for 'View / Edit Existing Data' and 'Enter New Data'. Below that, there is a section for downloading an Excel Data Entry Template and an 'Upload Spreadsheet to be Imported' link. The footer contains the Office of Adolescent Health address and website.

Main Menu screen