Appendix E

Instructions for Completing the Performance Measurement Data Collection for the Healthy Marriage, Promoting Responsible Fatherhood and Reentry Grants

All Healthy Marriage, Promoting Responsible Fatherhood and Fatherhood Reentry Grantees are expected to participate in reporting and monitoring activities. These activities allow both grantees and the Office of Family Assistance (OFA) to document progress toward key project milestones.

Performance Progress Reports (PPRs) are one tool for providing important qualitative and quantitative information about your project's performance and progress. The Online Data Collection (OLDC) instruments you are being asked to complete, which is separate from the PPRs, was created to collect additional quantitative data about your project.

How to Answer Questions
The following questions are for the Allowable/Authorized Activities that your grant is funded to conduct. If you believe there is an error in the Allowable/Authorized Activity or Activities you are being asked to report on, please contact your Federal Project Officer. If you do not collect the data for a particular question, please check the box indicating that you do not collect this data. No component to a question should be left blank. If under a given Allowable Activity you did not provide curricula or activities to improve a specific skill, please check "did not conduct." You are able to save your data if you do not complete the data entry during a particular session. (See the Timing and Technical sections of these instructions for more details about saving data.) Only enter data for the indicated reporting period; do not enter cumulative data for the grant that covers multiple periods.

Timing
Performance data is collected in the same 6-month reporting periods (October–March and April–September) as the semi-annual reports. You will receive an e-mail notification in April and October, following the end of each reporting period, that the reporting system is open and that you can enter your project's information. You will have a 30-day window to input your data. Your answers may be saved on the tool, and you can return to the form to complete the data entry any time within the 30-day window. Following the submission of your data, your Federal Project Officer will have 10 days to review and approve the data.

Technical Questions
For questions about how to use the data collection tool, including technical difficulties and login information, please contact the OLDC help desk, app_support@acf.hhs.gov

Performance Measures Questions

For questions about the performance measures, how to collect the data, deadlines, or other non-data collection tool issues, please contact the Technical Assistance Team, hmrfta@icfi.com or 703-225-2263.