

How to Access the Community Services Block Grant (CSBG) Model State Plan in the ACF On-Line Data Collection (OLDC) System

OLDC is a web-based data collection tool used throughout ACF. The Model State Plan is programmed into OLDC as an interactive form. Instructions, definitions and other helpful tools for completing the form are interspersed throughout the form as hyperlinks. By clicking on blue underlined words the instructions associated with those words will appear. The form also has edit checks and auto-calculations built-in that assure grantees complete all required fields in the proper manner.

Step 1: Before logging into OLDC, make sure the Internet browser pop-up blocker is disabled.

Step 2: Log into OLDC. We will be able to provide log-in information to a testing site upon request.

Step 3: Click the blue button in the middle of the screen that says OLDC. This will launch OLDC in a new browser window.

United States Department of Health & Human Services

Current User: CTEST11
Current Environment: Staging
Last Login: 05/04/15 03:50:59 PM

[Personal Information](#)
[Change Password](#)
[Change Challenge Question](#)
[Log Off](#)
[Privacy](#)
[Accessibility](#)
[Help / FAQ](#)

Please choose Application then press the Application Button. System alerts and announcements are displayed below the Application Launch table.

Select Application

OLDC

Alerts & Announcements

[HHS Home](#) | [Questions?](#) | [Contact HHS](#) | [Site Map](#) | [Accessibility](#) | [Privacy Policy](#) | [Freedom of Information Act](#) | [Disclaimers](#)

[The White House](#) | [FirstGov](#)

Step 4: Click on the link at the top left of the page called “Report Form Entry”.

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: CSBG TEST1
Last Login: 05/04/15 04:08:30 PM

OLDC Home

[Report Form Entry](#)
[User / System Settings](#)
[End OLDC](#)
[Privacy](#)

My Recent Activity | Activity Report | Report Due

- Step 5:** On the next screen, make the following selections and click the blue ENTER button:
1. Select "Community Services Block Grant" in the drop-down box labeled Program Name.
 2. Select any grantee in the drop-down box labeled "Grantee Name." (This may take time to load)
 3. Select "Model Plan (CSBG)" in the drop-down box labeled "Report Name."
 4. Then click enter

- Step 6:** On the next screen, make the following selections and click the blue ENTER button:
1. Select a "Funding / Grant Period"
 2. Select a "Reporting Period" by selecting the radio button to the left
 3. Select "New/Edit/Revise Report" in the drop-down box labeled "Select Action."
 4. Click enter

Select	Reporting Period:	Status:
<input checked="" type="radio"/>	10/01/2014 - 09/30/2015	
<input type="radio"/>	10/01/2013 - 09/30/2014	
<input type="radio"/>	10/01/2012 - 09/30/2013	Saved -- with Errors

Step 7: The next screen will bring up a table of contents for the form. The form is broken up into multiple sections, all of which will need to be completed before the form can be submitted. To begin entering data in any given section of the form, select “Edit Section” in the drop-down box for a given section and click on the blue GO button.

Step 8: The next screen will bring up the content of the selected section. To view instructions for given fields, click on any blue underlined text in the form. Use the buttons at the top and bottom of every page to navigate from section to section.



Step 9: To test built-in auto-calculations, click the blue VALIDATE button at the top or bottom of any section.