ACF Grants Extranet Administrative Procedures User's Guide

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August 1999

Table of Contents

Introduction

About This User's Guide

The Administration for Developmental Disabilities Extranet Administrative Activities User's provides step-by-step instructions for performing various administrative functions, such as changing your profile, changing your password, or changing your organization information on the Administration for Children and Families' Extranet. It does NOT provide information on activities that you must perform to fill out forms, such as the PA-PPR, the PA-SOP, the DDC-PPR, or the DDC Three Year State Plan. Please see the accompanying form-specific *User's Guides* for information on how to perform these functions.

How This User's Guide Is Organized

The User's Guide is organized in four primary sections: this *Introduction*, *Beginning Your Work*, *Step-by-Step Instructions* for each section (with accompanying screen shots), and a *Glossary* of important terms.

The *Step-by-Step Instructions* use several conventions: Keyboard actions (clicking your mouse, scrolling, pressing Enter or Tab) are noted in **boldface type**. Instructions are indented and preceded by bullets. Explanatory material is printed within a box.

### ACF Grants Extranet Administrative Procedures Overview

The ACF Grants Extranet is designed to handle all World-Wide-Web-originated electronic data collection with the established ACF grant recipient community. To date, Administration on Developmental Disabilities forms have been piloted on the system.

The ACF Grants Extranet uses a structured workflow process to ensure that electronic data is properly submitted and processed. Grantee organizations log on to the ACF Grants Extranet with a user name and password that has been established and approved by ACF. The grantee organization fills out a form and submits it to the proper Community Administrator in the appropriate ACF Regional Office.   Once a form has been submitted to the Community Administrator, it cannot be edited by the grantee organization unless it is rejected and returned for revision or correction. A form that has been accepted is routed to the ACF Central Office for final disposition.   The Central Office may also reject a form and return it for revision or correct.

The ACF Grants Extranet administrative procedures described in this *User's Guide* enable external users to maintain current information about themselves and their grantee organizations, to communicate with their Community Administrators, to access information of relevance to their Community on a bulletin board, to download and print copies of *User's Guides*, and to submit forms for review.

Beginning Your Work

- **Log in** to ACF Grants Extranet at https://www.extranet.acf.dhhs.gov
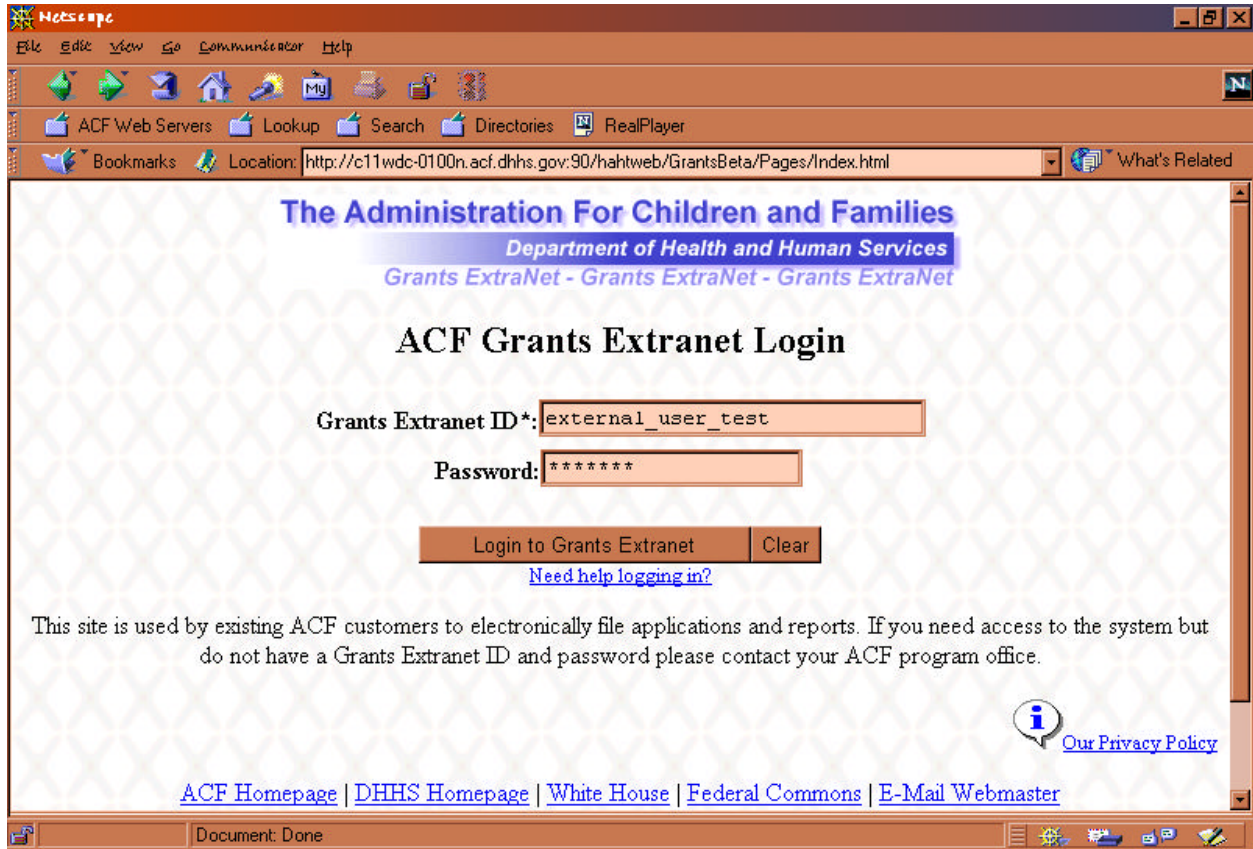
Step-by-Step Instructions

Change My Organization's Profile

- At the **Welcome** screen, **click on** the link for **Change My Organization's Profile**.
- To change your **Organization Name**, **enter** the correct name (using up to two lines) and press **Tab** to move to the next field.
- To change your organization's **Address**, **enter** the correct address (using up to three lines) and press **Tab** to move to the next field.
- To change your organization's **City**, **enter** the correct city (using one line) and press **Tab** to move to the next field.
- To change your organization's **State**, **enter** the correct State two-letter abbreviation and press **Tab** to move to the next field.
- To change your organization's **Zip Code**, **enter** the correct zip code (five-digits or ZIP+4) and press **Tab** to move to the next field.
- To change your organization's **Office Email Address**, **enter** the correct address (using up to one line) and press **Tab** to move to the next field.
- To change your organization's **Office Web Page**, **enter** the correct web page URL (using up to one line) and press **Tab** to move to the next field.
- To change your organization's **Regular Phone Number, Toll Free Phone Number, TTD Phone Number, Toll Free TTD Phone Number or Fax Number**, **enter** the correct telephone number (the area code, exchange, and number, followed by extension, if any, are each entered into a separate text box) and press **Tab** to move to the next field.
- To change your organization **Chairman's Name**, **enter** the correct name (first name, MI, last name) and press **Tab** to move to the next field.
- To change your organization **Chairman's email address**, **enter** the correct address and press **Tab** to move to the next field.
- To change your organization **Executive Director's Name**, **enter** the correct name (first name, MI, last name) and press **Tab** to move to the next field.
- To change your organization **Executive Director's email address**, **enter** the correct address and press **Tab**.
- **Click on** the **Update** button to save your work and return to the **Welcome** screen.

E-Mail Your Community Administrator

- **Click on** the link for **E-mail Your Community Administrator**.
- **Click on** the *drop-down list arrow* to the right of the **To Community Administrator:** field. **Scroll** through the list to find your Community Administrator's name and **click on** the name.
- **Click on** the *text box* to the right of the **CC:** label. **Type** the e-mail address of anyone else to whom you want to send a carbon copy of your message. You may enter multiple e-mail addresses. Separate each e-mail address with a comma.
- **Click on** the *text box* to the right of the **BCC:** label. **Type** the e-mail address of anyone else to whom you want to send a *blind carbon copy* of your message. Names in the BCC field are not displayed to other recipients of the message.
- **Click on** the *text box* to the right of the **From:** label. Ensure that your correct e-mail address is displayed.   If an incorrect e-mail address is displayed, **highlight** the incorrect address by **dragging and clicking** your mouse and **press** the **Delete** key. **Type** your correct e-mail address.
- **Click on** the *text box* to the right of the **Subject:** label. **Type** a subject for your message.
- **Click on** the *text box* to the right of the **Your Message:** label. **Type** your message.
- **Click on** the *text box* to the right of the **Attach File** label. **Click on** the **Browse** button to display the **File Upload** dialog box. **Select** the file you want to attach using normal Windows navigation techniques. If your attached file(s) is large and you have a slow connection to the Internet, it may take a number of minutes to transmit the file. If the file is large, consider compressing it first using a program such as WinZIP to compress it. Your e-mail message will be sent through an ACF email server.
- **Click on** the **Send E-Mail** button to transmit your message.
- **Click on** the link for **E-mail the WebMaster** to send e-mail regarding technical problems or questions about the **web site**.

Community Bulletin Board

- **Click on** the link for **Community Bulletin Board**.

This function allows you to access information relevant to your community. At this time, the only project available on the ACF Grants Extranet is the **NICDD Database**, which allows you to search for information on NICDD projects by keyword, title, or summary.

- **Click on** the arrow to the right of the *drop-down box* to select your community. **Click on** the **Submit** button.
- **Click on** the link for the *Community Project* you wish to view.
- **Click on** the link for the **NICDD Database**.
- **Click on** the **Show all NICDD Projects** to bring up all projects. You can then move from project description to project description by clicking on the **Move First**, **Move Next**, **Move Previous**, or **Move Last** buttons.

<div align="center">OR</div>

- **Enter** a term in the **Title**, **Keyword**, or **Summary** text boxes to search for projects with that term in any of these fields. **Click on** the **Submit** button to begin your search.
- **Click on** the link for any of the NICDD projects returned by your search to view the project summary.

Change My Profile

- **Click on** the link for **Change My Profile**.

This function allows you to change your name, e-mail address and telephone number, and to change your password.

To change your name or telephone number:
- **Enter** your correct first name, middle initial, or last name.
- **Click on** the **Update Name & E-Mail** button.
- **Enter** the correct telephone number (area code, exchange, number, and extension).
- **Click on** the **Update Phone** button.

To change your password:

- **Click on** the **Change Password** button.

The new password must start with a letter, be at least 5 characters and as many as 20 characters. After your password is changed, you will be logged out automatically. If you need do more work in the Grant Extranet, please log in again using your new password.

- **Type** your new password in the **New Password** *text box*.
- **Re-type** your new password in the **Type New Password Again** *text box*.
- **Click on** the **Submit** button.

User Manuals

- **Click on** the link for **User Manuals**.

This function allows you to download and print out copies of ACF Grants Extranet User's Guides (including this one). As of August 1999, no User's Guides are available. The links, therefore, are not enabled (colored and underlined). As the Guides become available, the links will be enabled. In order to access the User's Guides, you must download and install a copy of **Adobe Acrobat Reader** on your computer. Directions for doing so are included below.

If you do not have Adobe Acrobat Reader already installed on your computer:

- **Click on** the link for **Adobe Acrobat Reader**.

WARNING: Clicking on this link takes you out of the ACF Grants Extranet. To return to the ACF Grants Extranet, **click on** the **Back** button on your browser. The **Back** button is the left-most button on your Navigation Toolbar (Netscape) and on the Standard Buttons Toolbar (Internet Explorer).

- Follow the instructions on the Adobe Acrobat Reader download page. You must:

    1. Select an Acrobat Reader Version (select your language, platform, and location nearest you).
    2. Indicate which areas you are most interested in and register with Adobe.
    3. Click the Download button.

- Once you have clicked Download, a Save As dialog box appears. Note the filename and to which directory the file will be saved. Click on the Save button.
- Click on the Back button to return to the ACF Grants Extranet and click on the link to Log Off. Exit your browser and close all Windows programs.
- Go to the directory to which the file was saved. Double-click on the file name to begin the installation process. Follow the instructions that appear on your screen.

Once you have Adobe Acrobat Reader installed on your computer and are logged in again to the ACF Grants Extranet:

- Click on the link for any of the User's Guides to open that Guide in Adobe Acrobat Reader.
- Click on the Adobe Acrobat Reader Print button to print a paper copy of the User's Guide.

Log Off

Remember to **Log Off** of the ACF Grants Extranet after you have finished your work. Simply closing your browser is not sufficient. Logging off the Extranet clears a connection right away for another customer. ***Do not hit the Back button after you have logged off***. If you forgot to complete a task, **click on** the **Log in again** button.

Actions Common to all Forms

All forms completed on the ACF Grants Extranet have several functions in common. The **Form Part Management** Screen contains several buttons that you may use to:
Update Comments
View Form History
Delete this Form
Submit Form for ACF Review
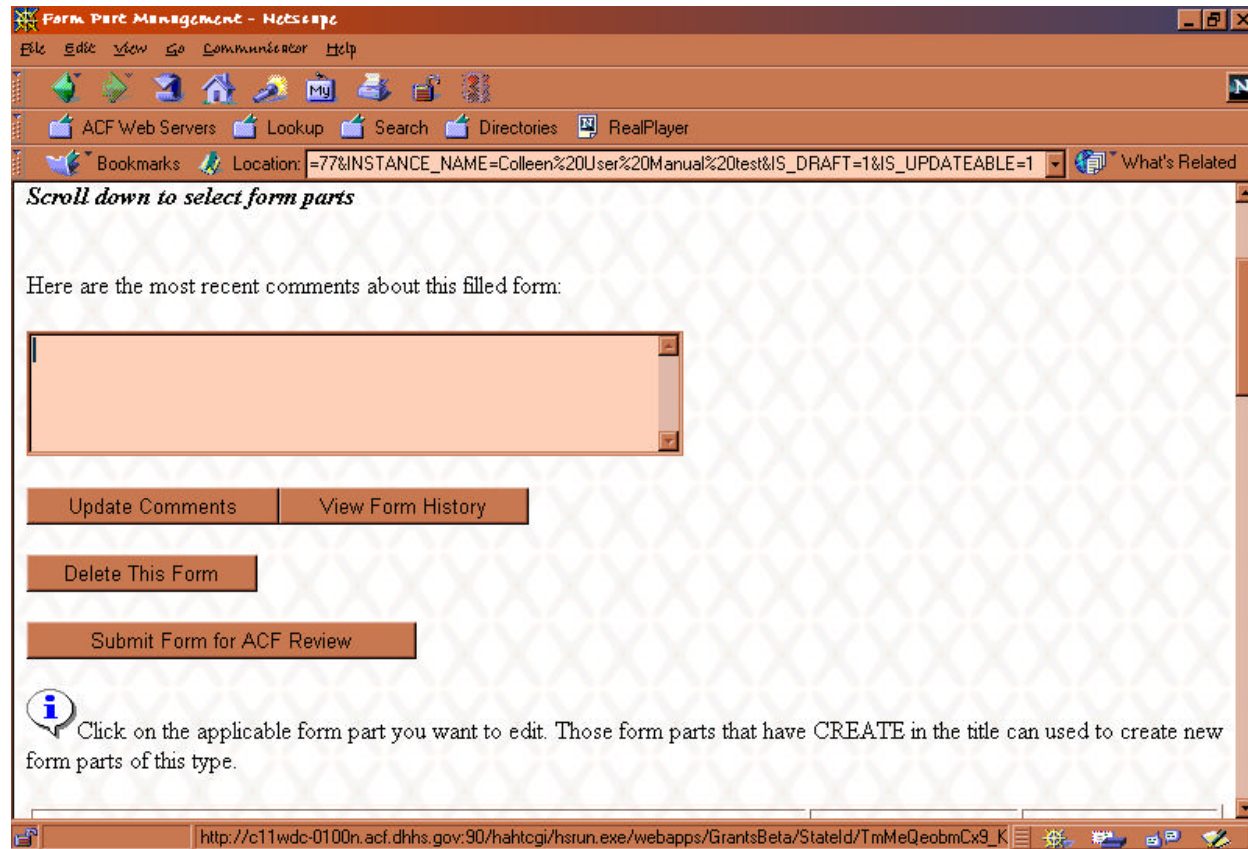
- **Enter updated comments** in the *text box* under the label *Here are the most recent comments about this form*. **Click on** the **Update Comments** button. Your new comments are now saved with the form.
- **Click on** the **View Form History** button to see specific information about the form's creation.
    - **Click on** the *drop-down arrow* to the right of the *text box* above the **Get Form Part History** button to see a list of form parts.
    - **Scroll** through the Form Part list and **Click on** the one for which you want information.
    - **Click on** the **Get Form Part History** button to see when changes were made to the form part and by whom.
    - **Click on** the **Back to Filled Form History** button to return to the previous screen.

11

- **Click on** the **Back to Form Part Management** button to return to the main **Form Part Management** screen.
- **The Routing History** of the form is also detailed on the **Filled Form History** screen. You can determine when a form was routed to another person, who sent it to whom, whether it is in draft form, whether it is updateable, and whether there are any comments about the form.
- **Click on** the **Delete This Form** button to delete the form from the ACF Grants Extranet. After you delete the form, it will not be retrievable, so use caution.
- **Click on** the **Submit Form for ACF Review** button to send the form to the appropriate reviewer.

⚠️ WARNING: Do not submit a form for review unless you have checked all parts of your form for accuracy and completeness. When you submit the form, the form will be unavailable for further editing unless ACF rejects the form and sends it back to you for revision.

- **Enter** updated comments if you choose to do so. **Click on** the *drop-down box* next to the **TO: ACF Point of Contact** label to choose the proper recipient of the form. **Type** the e-mail address(es) of any other parties to whom you wish to send a carbon copy or blind carbon copy of the form. **Check** your e-mail address in the **From** box to ensure that it is correct. **Type** a **Subject** in the appropriate *text box*. **BE SURE TO INCLUDE THE TYPE OF FORM AND YOUR STATE ABBREVIATION IN THE SUBJECT LINE (e.g., PA-PPR from MD)**. **Type** a **Message** in the appropriate *text box*, if desired.
- **Click on** the **Submit Form** button.

Glossary

ACF Grants Extranet
> An internet-based system that allows grantees and employees of the Administration for Families and Children to securely report, manage, monitor, and receive grantee-related information.

Adobe Acrobat Reader
> Adobe Acrobat Reader is free, and freely distributable, software that lets you view and print Portable Document Format (PDF) files. Acrobat Reader also lets you fill in and submit PDF forms online. PDF is an acronym for "Portable Document Format." PDF is a file format created by Adobe that lets you view and print a file exactly as the author designed it, without needing to have the same application or fonts used to create the file.

Community
> A set of internal users who work together to solve a common ACF problem. Typically, a community is a functional area of an ACF Program Office. For example, Protection and Advocacy is a community within the Administration on Developmental Disabilities program office. However, an ACF community may cross many program offices or be ACF-wide in scope.

Community Administrator
> A designated member of an ACF community who is empowered to facilitate access to the system for the internal and external users associated with their community.

Dynamic Form Parts
> Form parts that may be created multiple times as needed for each filled form (e.g., Priorities in the PA Statement of Objectives and Priorities)

External Users
> People who are not employed by ACF but who require access to the Grants Extranet. They typically work for a grantee organization.

Filled Form
> A blank form and its associated data. A filled form is always associated with a unique grantee organization.

Filled Form Part
> A logical section of a filled form.

Form
> A blank form, such as a state plan, program performance report, or the like, that can be accessed, completed, and submitted via the ACF Grants Extranet.

Form Part

A logical section of a blank form.

Reviewer

Anyone in ACF who is designated to review, to comment upon, or to recommend for approval or denial filled forms submitted by external users.

Static Form Part

Form part that can be created only once for each filled form (e.g., Identification section of the PA Statement of Objectives and Priorities).

Work Group

One or more internal users who work together as a collaborative group to review, process, and approve data submitted by external users.