

## **PRC Soft Data Collection Tool Instructions**

### **Overview:**

Data reporting for PRC will be handled in several ways. First, hard services (benefits having cash value that are provided to clients) will be reported through CRIS-E. Screen changes to accommodate that are currently underway. Secondly, soft services (those without cash value) will be reported through this application. Fiscal data will be reported through existing fiscal mechanisms.

This tool was designed to provide a way for counties to enter aggregate units of service delivered at the end of each month, and electronically transmit it to ODHS. The tool could be given to vendors if they have the Paradox Database application which runs in the background to support the tool. If that option is chosen, vendors would need to transmit their monthly data back to the county via email or diskette to be aggregated into the county's transmission to ODHS. If your county would like to pursue that option and needs technical assistance, please contact the Bureau of Performance Management at the number below. An OWF Guidance Letter that describes all PRC data collection methods has been issued. Below are definitions of fields on the reporting form, and instruction for completing the form. If you need assistance please call Lynn Brant at (614) 466-1717.

### **Field Definitions**

1. Education - Education is generally classroom training oriented toward basic or general education such as GED classes, secondary education, and adult education.
2. Training - Training is generally job specific or skill specific training.
3. Other Work Activities - any other work related activities that do not fit into the above categories.
4. Transportation/Job Access - Transportation services to get to and from work.
5. Transportation/Education - Transportation to get to and from an education or training site.
6. Prevention of Out-Of-Wedlock Pregnancies - Any services provided for this purpose. Potential activities may include abstinence programs, teen pregnancy prevention campaigns, training, counseling etc.
7. Two-Parent Family Formation and Maintenance -Any services provided for this purpose. Potential activities may include parenting skills training, premarital and marriage counseling, mediation services, etc.
8. Transitional Services For The Employed - Any services to help an employed person retain and be successful in employment.
9. Child Welfare - Allowable Services provided for children in the child welfare system.
10. Early Start - All early start services funded with PRC funds.
11. School Readiness - In-school services, wrap-around services.
12. Early Intervention - Intensive early start services.
13. Preventive Services - Any prevention related services not covered in above categories.

14. Other Child Related Services - All other child related services.
15. Locally Defined Services - These spaces are provided recognizing that there are many services which do not fit into the other categories. Counties may enter those in the blank spaces provided. These should be categories of service rather than vender categories.

▶ **Opening The PRC Application**

- ▶ Go to Start - select ODHS Tools - select Link Global Shared  
(You are now linked to the Global Shared Drive, at this point your screen will be black, hit any key to return to the desktop)
  - ▶ Go to Start - select Program - select Window Explorer.
  - ▶ Click on Q:\Private
  - ▶ Select **Prc\_data**
  - ▶ Select your county
  - ▶ Click on **prcdct.fsl**
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prcdct.fsl
- ▶ When the PRC Data Entry Icon is double clicked, it opens the application.

▶ **Filling Out The Monthly PRC Soft Data Collection Tool Form**

- ▶ Press F9 or edit button to enter edit mode
- ▶ To enter data for a new month, click the **Insert a New Month** button.
- ▶ *County* and *Month & Year of Delivery* fields have drop-down lists. Select the appropriate county and date. Type the preparer's name in the *prepared by* field.
- ▶ To navigate inside the PRC Soft Data Collection Tool, use the Tab key or the Return key or Up - Down - Right - Left arrow keys. The tab or return key will automatically take you to the next field. At the end of Page 1, the tab or return key will take you to the next page. If you are using arrow keys, click on the **Go To Page 2** button. Use *Shift Tab* to go back one field.
- ▶ On the PRC Soft Data Collection Tool, in the fields under *category of services*, enter the total number of units of service delivered to OWF and Non-OWF clients during the Month and Year indicated in the *Month & Year of Delivery* field. If there was no activity in a category, please enter zero.
- ▶ At the end of Page 1, click **Go To Page 2**, or the tab or return key will

automatically take you to the next page. At the bottom of Page 2 is a **Go To Page 1** button should you wish to return to the first data entry page.

- ▶ The final step is to **Save** the data. The **Save** button is on the bottom of Page 2. When the form is saved, state staff will then be able to access it.
  - ▶ To exit the program, press the **Close Application** button that is found on either Page 1 or Page 2.
  - ▶ To look at a prior month's record, use the arrow keys on the toolbar to move back and forth, or use the **Previous Record** and **Next Record** buttons in Navigational Tool on Page 1 of the PRC Soft Data Collection Tool.
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- ▶ **Submission Requirements**
    - ▶ Initially complete forms and save them for both January and February if that data is available, then monthly thereafter.
    - ▶ Reports should be completed by the 15<sup>th</sup> of the month following the reporting month.
    - ▶ Enter units of service based on the month of delivery rather than the month of authorization.