

# 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.



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

### USING THE DATA UPLOAD FUNCTION—IN DEPTH

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*.

U.S. Department of Health & Human Services | www.hhs.gov

Office of Adolescent Health | **Pregnancy Assistance Fund Data Management System** | Form Approved OMB No. 0990-0416 Exp. Date 03/31/2017

Welcome Eileen Reynolds, Confederated Salish and Kootenai Tribes

To report an issue, contact the [help desk](#). | This page allows grantees to view data from previously submitted 'Performance Measure' forms, or to submit data for the current period.

[Log Out](#)

- [View / Edit Existing Data](#)
- [Enter New Data](#)

As an alternate method of data entry, you may download an approved Microsoft Excel Data Entry Template into which you may enter your data. Once complete, return to this page and click the "Upload Spreadsheet" link below to submit your spreadsheet to be imported into the PAF Performance Measure System. Once imported, you will be able to view/edit the data as if you had entered it directly into the system.

[Click here to download the Excel Data Entry Template](#)

- [Upload Spreadsheet to be Imported](#)

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Download file screen

Save the Excel file to your computer and then use this template to complete your data entry. Be sure to fill out the very first tab with information about your program.

Pregnancy Assistance Fund Performance Measures Reporting Template

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer

Clipboard | Font | Alignment | Number

B24

	A	B	C	D
1	<b>Grantee Name:</b>			
2	<b>Grantee Location:</b>			
3	<b>Grantee Category:</b>			
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19				

ALL - Grantee Information | ALL - Performance Measures | Category 1 | Catego1

Ready

First spreadsheet tab

The Performance Measures tab, called *ALL—Performance Measures*, must be filled out. Add your aggregated participant data to the blank cells in the *Response* column (column C) only.

1	Performance Measure	Performance Question	Response
2	0.01 Number and percentage distribution of eligible participants enrolled in the program, by participant category	How many eligible participants received at least one activity? Indicate the total number in each category below.	
3		a) Expectant female teens (19 years and younger)	
4		b) Expectant male teens (19 years and younger)	
5		c) Parenting teen mothers (19 years and younger)	
6		d) Parenting teen fathers (19 years and younger)	
7		e) Expectant women (20 years and older)	
8		f) Expectant men (20 years and older)	
9		g) Parenting women (20 years and older)	
10		h) Parenting men (20 years and older)	
11		i) Children (of expectant or parenting participants [reported in a to h above])	
		How many non-participant extended family	

**Note:** Do not modify any other cell text, or put performance measure data in gray cells in the Response column. The PAF DMS will not accept the spreadsheet.

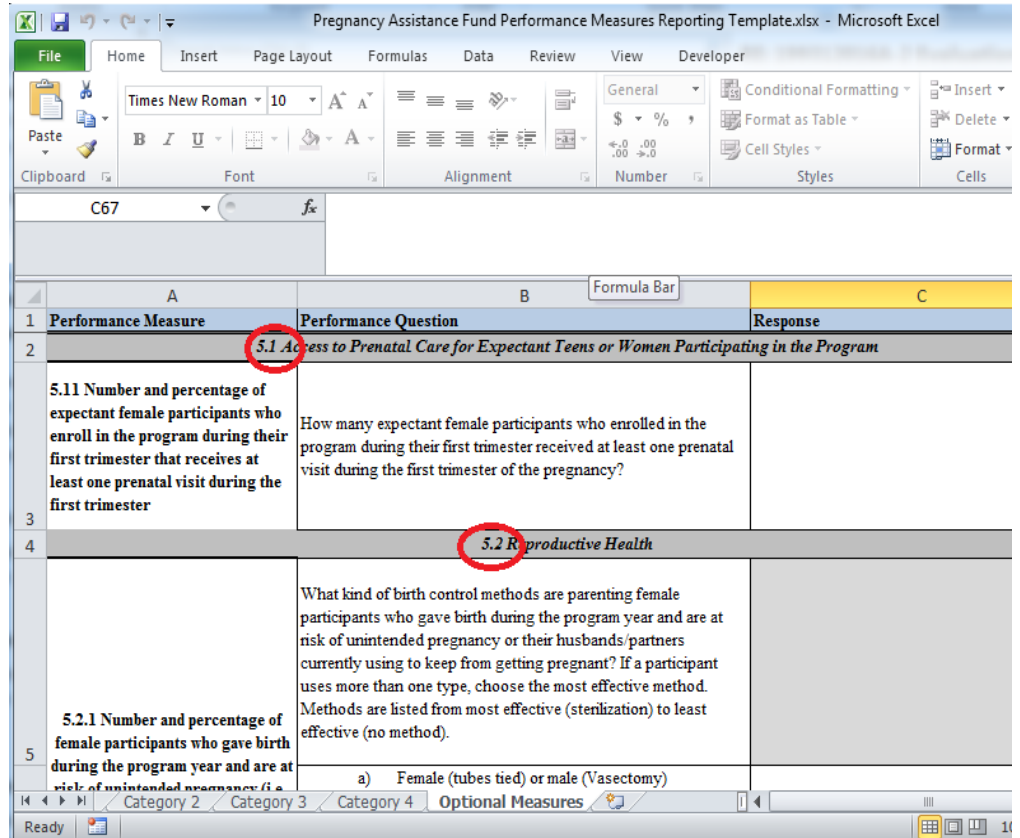
Performance Measures tab

There are individual tabs for each grantee category. Enter the performance measure data in the appropriate category tab.

1	Performance Measure	Performance Question	Response
2	1.1 Number and percentage distribution of expectant and parenting IHE student participants, by type of Institution of Higher Education (IHE) where they are enrolled	How many expectant and parenting IHE student participants does the program serve?? Indicate the number for each category below.	
3		a) Vocational/Technical School (Nursing certification, computer certification, etc.)	
4		b) Community College	
5		c) 4 year College or University	
6		d) Other	
7	1.2 Number and percentage of expectant and parenting IHE student participants that graduates from the IHE	How many expectant and parenting IHE student participants graduated from the IHE? Indicate the number for each category below.	
8		a) Vocational/Technical School (Nursing certification, computer certification, etc.)	
9		b) Community College	
10		c) 4 year College or University	
11		d) Other	

Category tab

The final tab in the spreadsheet is for reporting any optional measures that you are collecting. The measures are arranged by category and associated number. Scroll down through the tab to view all optional measures.



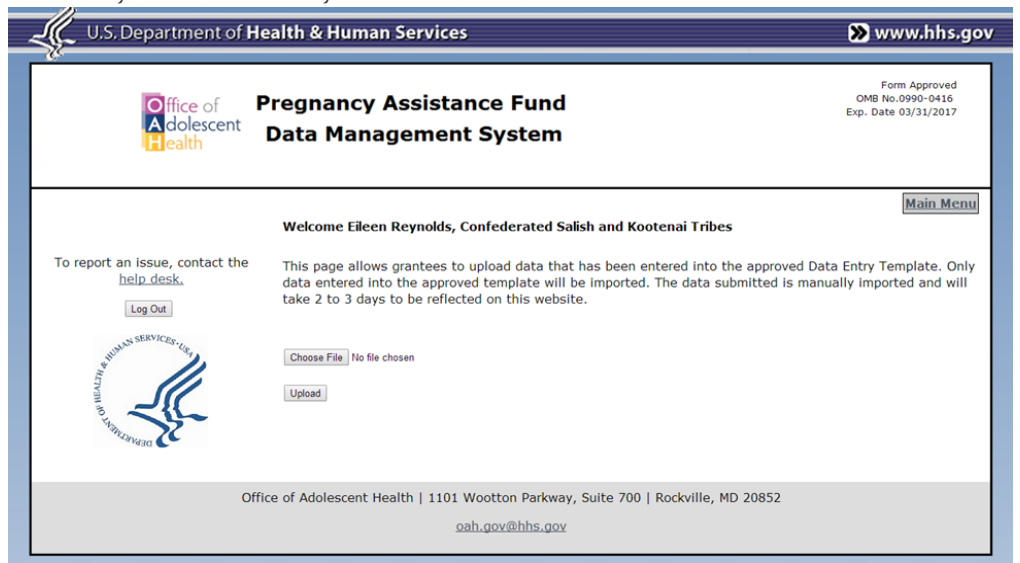
Optional Measures tab

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.



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



Upload screen

Once you have clicked *Upload*, you will receive a message that your file has been uploaded. Your data will be available to view or edit within 2-3 days.