

# 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.*

### ACCESSING THE PAF DATA MANAGEMENT SYSTEM



**Note:** Only one user account per grantee organization. You will share this account among users.

To obtain a PAF Data Management System (DMS) user account for your organization, please send an email request to the PAF Helpdesk: [paf-support@ccs.rti.org](mailto:paf-support@ccs.rti.org).

Once you have your login information for the site, please visit the site and log in. Upon login, you will be on the website's **Main Menu**, where you can:

- View or edit all your previously submitted data.
- Enter new data.
- Download an Excel spreadsheet template that you can use to upload your data.
- Upload a completed Excel spreadsheet template.

Home screen

### VIEWING/EDITING PREVIOUSLY SUBMITTED DATA

Select the data submission form for the data you want to review or edit by selecting the **Edit** button next to the applicable report period.

#### View / Edit Existing Data

This page displays previously submitted 'Performance Measure' forms. To view/edit performance measures, click the respective edit link below.

Performance Measures	
August 2013 - July 2014	<a href="#">Edit</a>

Edit screen

## ENTERING NEW DATA

To enter new data, select the *Enter New Data* link on the Main Menu page.

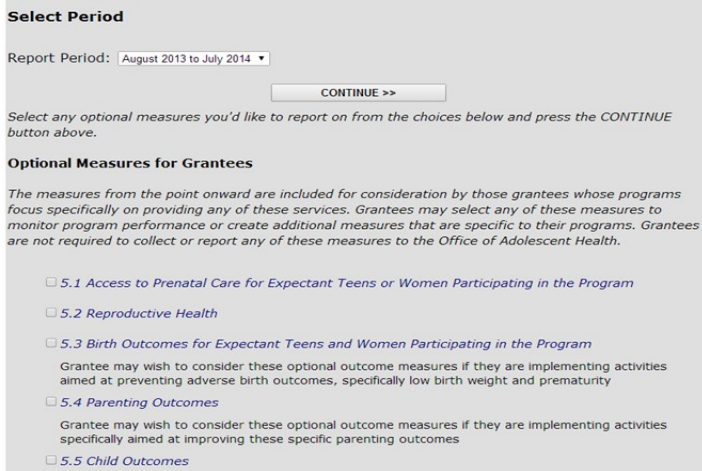
Once on the data entry page, you will choose the report period for your data submission from the drop down menu,

Select any optional measures you wish to report on from the list of Optional Measures for Grantees.

Click *Continue*.

### Enter New Data

This page allows grantees to enter Performance Measure data for the chosen reporting period. In addition to the required performance measures, you may also add Optional Performance Measures on which you'd like to report.



Enter New Data screen



### Grantee Categories:

- Category 1: working with Institutes of Higher Education (IHEs)
- Category 2: working with High Schools or Community Service Centers
- Category 3: working with women who have experienced stalking, sexual assault, or intimate partner violence
- Category 4: working on increasing public awareness and education

## VIEW/ENTER/EDIT DATA

To submit data, select the *Edit* button in the last column and enter the number in the Answer column. Select *Update* to save your entry.

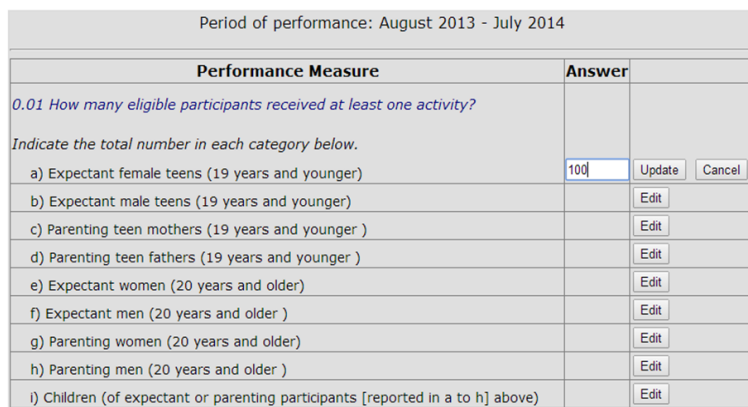
To edit an entry, follow the same steps. Edit the entry and select *Update* to save.

The Performance Measures data entry is divided up into three pages. When you have completed data entry for a page, select *Continue to Next Page* at the bottom of the screen.

### View/Enter/Edit Data

This page allows grantees to view, enter, or edit Performance Measure data.

Press "EDIT" to enter your answer/response for a particular performance measure. Once entered, press "UPDATE" to save your information for that measure.



Edit Data screen



**Note:** The View/Enter/Edit Data page is customized to the grantee according to grantee category. This means that, in addition to the common measures, you will only see measures specific to your category. You will also see any optional measures that you select to report on at the end of the data entry form.

## VIEW/ENTER/EDIT DATA (continued)


When you have finished your data entry, select *I'm Finished* at the bottom of the screen. This brings you back to the Main Menu page.



**Note:** Another way to get back to the Main Menu is to click the **Main Menu** link on the top right hand side of the screen.

2.5 How many expectant and parenting participants who either graduated from high school or obtained a GED that are accepted into an IHE?	<input type="text"/>	<input type="button" value="Edit"/>
2.6 How many parenting participants 19 years and younger reported a new pregnancy during the program year?	<input type="text"/>	<input type="button" value="Edit"/>

To make any changes, click the Edit buttons above.



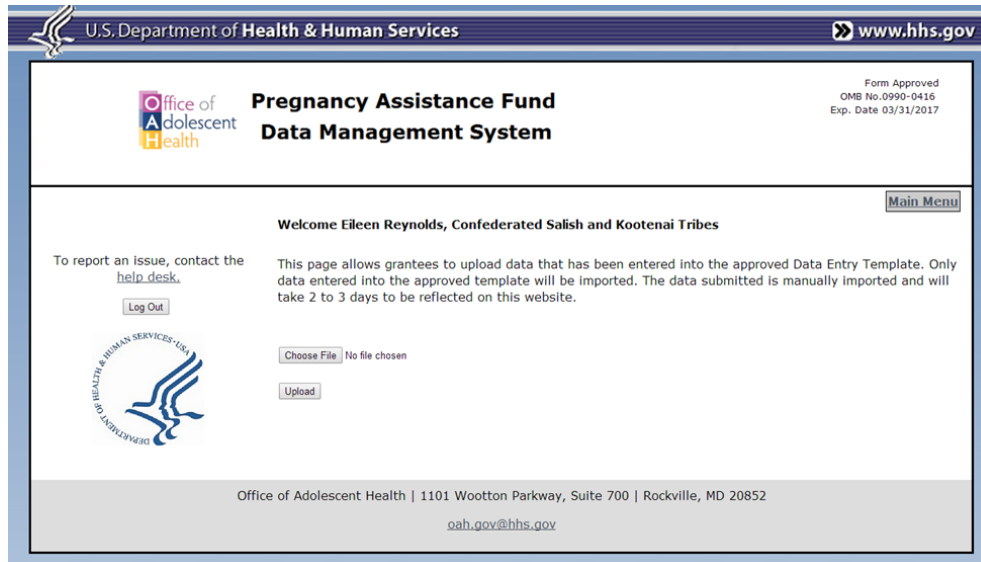
Enter data screen

## USING THE DATA UPLOAD FUNCTION

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*.

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.



Upload screen

Once you have clicked *Upload*, you will receive a message that your file has been uploaded. These data are manually imported and will be available on the website within 2-3 days. After this time, you can view or edit the data as if you had entered it into the system directly.



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

No file chosen

The file has been uploaded. Please allow 2 to 3 business days for processing.

Upload confirmation

## GETTING HELP

If you experience any problem, or need assistance in using the PAF DMS, please submit an email to the PAF Helpdesk: [paf-support@ccs.rti.org](mailto:paf-support@ccs.rti.org).

You will find a link to this email address on the upper left hand side of the *Main Menu*.



Need help? Just email  
[paf-support@ccs.rti.org](mailto:paf-support@ccs.rti.org)

The screenshot shows the 'Main Menu' screen of the Pregnancy Assistance Fund Data Management System. The header includes the U.S. Department of Health & Human Services logo and the Office of Adolescent Health logo. The title is 'Pregnancy Assistance Fund Data Management System'. A 'Main Menu' button is in the top right. The main content area welcomes 'Eileen Reynolds, Confederated Salish and Kootenai Tribes'. It includes a 'Log Out' button and a red circle around the text 'To report an issue, contact the help desk.' Below this is a circular logo for the Department of Health & Human Services. The right side of the screen provides instructions on how to view or enter data, including links for 'View / Edit Existing Data', 'Enter New Data', and 'Click here to download the Excel Data Entry Template'. The footer contains the address of the Office of Adolescent Health and the email [oah.gov@hhs.gov](mailto:oah.gov@hhs.gov).

Main Menu screen