



Program Information Module

Version 2.0



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Introduction

The *Program Information* tab allows you to enter and maintain your contact and program summary information. The Program Information section provides a quick reference to general information about a state program and its key staff and allows you to manage the information. The section includes program contact information, a program summary, identifies the role of each staff member in the state program, and also lists organization charts

Chronic Disease MIS: DELTA FOCUS (CE13-1302)

Alaska Network on Domestic Violence and Sexual Assault

System Admin **FOAs & Recipients** **Program Information** **Resources** **Financial** **Planning** **Action Plan** **Community Information**

Contact Information | [Program Summary](#)

2014-2015 Program Information Year: 2014-2015

[Contact Information edit](#)

View Contact Information

Organization Name: Alaska Network on Domestic Violence and Sexual Assault

Grantee Number: 2278

The *Program Information* tab contains the following sections:

- **Contact Information** – maintains contact information for your program.
- **Program Summary** – maintains summary information for your program.

Contact Information

Use the *Contact Information* section to maintain contact information such as the telephone number, Principal Investigator name, mailing address, etc. for your program.

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Alaska Network on Domestic Violence and Sexual Assault



Contact Information | Program Summary

2014-2015 Program Information

Year: 2014-2015

Click **edit** to modify your program's contact information.

[Contact Information edit](#)

[View Contact Information](#)

Organization Name:	Alaska Network on Domestic Violence and Sexual Assault
Grantee Number:	2278
Announcement Number:	CE13-1302
DUNS Number:	942891789
*Telephone:	(907) 586-3650
FAX:	(907) 586-3182
Web Address:	http://www.andvsa.org
*Program Mailing Address:	130 Seward St Suite 214 Juneau , AK 99801
*Program Shipping Address:	130 Seward St Suite 214 Juneau , AK 99801
Principal Investigator:	No Principal Investigator entered.
Business/Financial Official:	No Business/Financial Official entered.
Program/Project Manager/Director:	Lori Grassgreen (907)586-6564

Editing contact information

When you access the *Contact Information* section, the page is view-only. To edit the information displayed, click the **edit** link.



Note

The following fields cannot be changed.

- **Organization Name:** defaults from EPMIS. For the RPE FOA, the Organization Name defaults from NEXT.
- **Grantee Number:** defaults from an existing MIS database. For the RPE FOA, the Organization Name defaults from NEXT.
- **Announcement Number:** defaults from an existing MIS database. For the RPE FOA, the Organization Name defaults from NEXT.

- **DUNS Number:** defaults from EPMIS. For the DELTA and RPE FOAs, the DUNS Number defaults from NEXT.
- **Awardee Specific Timeframe:** start and end dates of Awardee’s performance period in MM/DD/YYYY format. This field displays only for specific FOAs.
- **Principal Investigator:** The Principal Investigator’s name, telephone number, and E-mail address default from the *Personnel* section and cannot be changed. If no principal investigator name exists in the *Personnel* section, this field displays "No Principal Investigator entered".
- **Business or Financial Official:** The Business or Financial Official's name, telephone number, and E-mail address default from the *Personnel* section and cannot be changed. If no principal investigator name exists in the *Personnel* section, this field displays "No Business or Financial Official entered".
- **Program/Project Manager/Director:** The Program Director's name, telephone number, and E-mail address default from EPMIS and cannot be changed. If no principal investigator name exists in the *Personnel* section, this field displays "No Program/Project Manager/Director entered".
- **CDC Grants Management Specialist:** The CDC Grant Specialist's name, telephone number, and E-mail address default from EPMIS. For the DELTA and RPE FOAs, the CDC Grants Management Specialist defaults from NEXT.
- **CDC Project Officer:** The CDC Project Officer's name, telephone number, and E-mail address defaults from EPMIS. For the DELTA and RPE FOAs, the CDC Grants Management Specialist defaults from NEXT.

1. Click the **edit** link on the same row as the section heading.

Result: The system displays the *Edit Contact Information* page.

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Alaska Network on Domestic Violence and Sexual Assault

My Reports

System Admin	FOAs & Recipients	Program Information	Resources	Financial	Planning	Action Plan	Community Information	Reports	Search
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Contact Information | Program Summary

2014-2015 Program Information

Edit Contact Information	Last Update
Organization Name:	Alaska Network on Domestic Violence and Sexual Assault
Grantee Number:	2278
Announcement Number:	CE13-1302
DUNS Number:	942891789
*Telephone:	<input type="text" value="907"/> <input type="text" value="586"/> <input type="text" value="3650"/> ext. <input type="text"/>
FAX:	<input type="text" value="907"/> <input type="text" value="586"/> <input type="text" value="3182"/>
Web Address:	<input type="text" value="http://www.andvsa.org"/>
*Program Mailing Address:	*Address Line 1 <input type="text" value="130 Seward St"/> Address Line 2 <input type="text" value="Suite 214"/> *City, State Zip <input type="text" value="Juneau"/> <input type="text" value="Alaska"/> <input type="text" value="99801"/>
*Program Shipping Address:	<input checked="" type="checkbox"/> Same as Program Mailing Address *Address Line 1 <input type="text" value="130 Seward St"/> Address Line 2 <input type="text" value="Suite 214"/>

2. In the *Telephone* field, enter the program's primary telephone number by entering the first three digits in the first text box, the next three digits in the second, and the last four digits in the third text box. Specify a five-digit extension number in the *ext.* field if one has been assigned to the program.
3. In the *Fax* field, enter the program's fax number by entering the first three digits in the first text box, next three digits in the second, and the last four digits in the third text box.
4. In the *Web Address* field, enter the program's full web site address, for example, <http://www.cdc.gov>.
5. Complete the *Program Mailing Address* field as follows:
 - Address Line 1: Enter the first line of the address, for example, 100 Peachtree Street. Maximum text is 100 characters, about 20 words.
 - Address Line 2 (optional): Enter the second line of the address if necessary, for example, Koger Center, First Floor. Maximum text is 100 characters, about 20 words.
 - City: Enter the city, for example, Atlanta. Maximum text is 50 characters, about 10 words.
 - State: Select a state from the drop-down list.
 - Zip: Enter the five-digit zip code in the first text box. Specify a four-digit extension of the zip code if necessary.



- Address Line 2 and the four-digit zip code extension fields are optional.
-

- Select the *Same as Program Mailing Address* text box if the program mailing address is the same as the program shipping address. The system populates the shipping address fields with the previously entered mailing address.
- If the mailing address and shipping address are not the same, complete the shipping address fields as follows:

Address Line 1: Enter the first line of the address, for example, 100 Peachtree Street. Maximum text is 100 characters, about 20 words.

Address Line 2: Enter the second line of the address if necessary, for example, Koger Center, First Floor. Maximum text is 100 characters, about 20 words.

City: Enter the city, for example, Atlanta. Maximum text is 50 characters, about 10 words.

State: Select a state from the drop-down list.

City, State, Zip: Enter the five-digit zip code in the first text box. Specify a four-digit extension of the zip code if necessary.



- Address Line 2 and the four-digit zip code extension fields are optional.
-

6. In the *Principal Investigator* field, the Principal Investigator's name, telephone number, and E-mail address default from the *Personnel* section and cannot be changed. If no principal investigator name exists in the *Personnel* section, this field displays "No Principal Investigator entered". Select the Same as Program Mailing Address text box if the Principal Investigator's mailing address is the same as the program mailing address. The system populates the address fields with the previously entered program mailing address. If the program mailing address and Principal Investigator's address are not the same, complete the address for the principal investigator as follows:
- Address Line 1: Enter the first line of the address, for example, 100 Peachtree Street. Maximum text is 100 characters, about 20 words.
- Address Line 2: Enter the second line of the address if necessary, for example, Koger Center, First Floor. Maximum text is 100 characters, about 20 words.
- City: Enter the city, for example, Atlanta. Maximum text is 50 characters, about 10 words
- State: Select a state from the drop-down list.
- Zip: Enter the five-digit zip code in the first text box. Specify a four-digit extension of the zip code if necessary.



- Address Line 2 and the four-digit zip code extension fields are optional.
-

7. Click **Save** to save the information you entered.

Result: The system saves the information and returns you to the *View Contact Information* page. If any fields on the page are incomplete or invalid when you click Save, the system displays an error. Correct all invalid fields and click Save again.

Program Summary

Use the Program Summary section under the Program Information tab to maintain summary information for the program.

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The screenshot shows a navigation bar with tabs: System Admin, FOAs & Recipients, Program Information, Resources, Financial, Planning, Action Plan, and Community Information. Below the tabs is a breadcrumb trail: Contact Information | Program Summary. The main heading is "2014-2015 Program Information". To the right is a "Year:" dropdown menu set to "2014-2015" with a "Go" button. Below this is a link "Program Summary edit" and a "View Program Summary" button. A yellow callout box points to the "edit" link with the text: "Click edit to modify program summary information." Below the buttons, it says "No information entered."

Editing program summary information

1. Click the **edit** link on the same row as the sector heading.
Result: The system displays the *Edit Program Summary* page.

The screenshot shows the "Edit Program Summary" page. It has the same navigation tabs as the previous page, plus a "Reports" tab. The breadcrumb trail is "Contact Information | Program Summary". The heading is "2014-2015 Program Information". Below the heading is the "Edit Program Summary" link. The "Grantee Type:" field has a radio button selected for "State/Territorial Domestic Violence Coalition (STDVC)". Below this is the "Executive Summary:" field, which is a large empty text area.

2. In the *Grantee Type* field, select a grantee type, e.g. State/District of Columbia, Tribe/Tribal Organization, State/Territorial Domestic Violence Coalition (STDVC), etc. The grantee types displayed in this field are based on the FOA.
3. In the *Funding Level* field, select the applicable optional funding levels. The funding levels displayed in this field are based on the FOA.

4. In the *Executive Summary* field, enter a detailed summary of the program. Maximum text is 5000 characters, about 1000 words.



- You can use the spell checker to check your entry. The character count also allows you to keep track of how much data you have entered and how many characters you have left.

5. Click **Save** to save the information you entered. The system saves the information and returns you to the View Program Summary page. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

What do I do differently for my FOA when editing program summary information?

[ACHIEVE](#) | [CCC](#) | [CTG](#) | [CTG-National](#) | [PHC](#) | [REACH](#) | [SAH](#) | [SODPP](#)

Editing Program Summary information: ACHIEVE

1. In the *Funding Level* field, select the level for which this program is funded, e.g. *Planning, Implementation*, etc. The funding levels displayed in this field are based on the FOA.
2. In the *Provide examples of local level successes* field, enter specific examples of instances where your program has achieved success at the local level. Maximum text is 5000 characters, about 1000 words.

Editing Program Summary information: CCC

1. In the *Funding Level* field, select the level for which this program is funded, e.g. *Planning, Implementation*, etc. The funding levels displayed in this field are based on the FOA.

Editing Program Summary information: CTG

1. In the *Funding Level* field, select the level for which this program is funded, e.g. *Planning, Implementation*, etc. The funding levels displayed in this field are based on the FOA.

Editing Program Summary information: CTG-National

1. In the *Funding Level* field, select the level for which this program is funded, e.g. *Planning, Implementation*, etc. The funding levels displayed in this field are based on the FOA.

Editing Program Summary information: PHC

1. In the *Provide examples of local level successes* field, enter specific examples of instances where your program has achieved success at the local level. Maximum text is 5000 characters, about 1000 words.

Editing Program Summary information: REACH

1. In the *Service Area* field, select the service area associated with this program. The available options are *National* and *Multi-State*. If you select *Multi-State*, be sure to specify the states, tribal nations, and/or territories in the *Executive Summary* field.

Editing Program Summary information: SAH

1. In the *Provide examples of local level successes* field, enter specific examples of instances where your program has achieved success at the local level. Maximum text is 5000 characters, about 1000 words.

Editing Program Summary information: SODPP

1. In the *Funding Level* field, select the level for which this program is funded, e.g. *Planning, Implementation*, etc. The funding levels displayed in this field are based on the FOA.



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- The system will not allow you to add a PPO if you do not select a funding level.
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