Dear Colleague,

On January 13, 2017 you received an email informing the network that ACLReporting went LIVE. Instructions to help grantees get started in ACLReporting, 704 Part I and Part II report key program guidance, and report completion tips were provided. Since January, ACL staff and the ACLReporting development team has worked diligently to provide grantees support and technical assistance to ensure the timely entry of data for the Part I and Part II 704 reports. Since ACLReporting went LIVE in January, ACL has held two ACLReporting information webinars, provided many hours of direct technical assistance to grantees, and implemented enhancements based on user feedback. Enhancements included:

1.     Expanding text data fields to accept 20% more data;

2.     Expanding the numerical fields related to staffing to accept 4 digits;

3.      Expanding the Counties Served text data field to accept 50% more data; and

4.      Correcting the loss of sections/text when the 704 Part II “View Report” feature is selected.

**Please be reminded that 704 Part I and 704 Part II reports must be submitted into ACLReporting no later than 11:59PM March 26, 2017. Emailed or hard copy 704 Part I or Part II reports will not be accepted.**

As of March 2, 2017 the ACLReporting system shows the following:

In respect to the 704 Part I reports:

1. 75% of 704 Part I reports are in Not Started status
2. 23% of 704 Part I reports are in In Progress status
3. 0% of 704 Part I reports are in Submitted status

In respect to the 704 Part II reports:

1. 61% of 704 Part II reports are in Not Started status
2. 30% of 704 Part II reports are in In Progress status
3. 9% of 704 Part II reports are in Submitted status

A change in systems is always difficult and requires extra time and effort on your part.   However, timely completion of the 704 Part I and Part II reports is mandatory.  ACL is providing grantees all the technical assistance required to be successful during this transition. **If you have not begun or completed the processes, please do so as soon as possible and if have questions or concerns that are preventing you from completing the 704 report, contact your project officer immediately.**

Attached please find the 704 Part I and Part II User Guides. ACLReporting OnDemand training modules are available online at: <http://www.ilru.org/ACLReporting>. Below you will find information and guidance on the most common issues that have been encountered by grantees, steps to ensure your ACLReporting experience is successful and key guidance for Part I and Part II reports.

Reports that are not completed prior to the mandatory due date will be prohibited from accessing funds until the mandatory report is submitted.

Thank you in advance for your prompt and diligent attention to completing this important business process.

Bob Williams

Director, Independent Living Administration

**Common Issues Encountered by Grantees**

1. System timing out

In accordance with Department of Health and Human Services guidelines, the ACLReporting system will log out of the system if inactivity for 15 minutes is detected. At 10 minutes inactivity the user will see a warning on the screen. If it is not responded to, the system will log out after 5 additional minutes of inactivity.

1. Losing entered data

In accordance with Department of Health and Human Services guidelines, the ACLReporting system requires the user SAVE information minimally every 15 minutes. If the user does not save data minimally every 15 minutes, and the system times out, the data entered between Saves will not be retained in the system. NOTE: ACLReporting does NOT save data if you select Next to move screen to screen without selecting Save first. If you are entering data and leave the system for any period of time, it is strongly encouraged that you select Save before leaving the system idle.

1. Lockouts at log in

ACLReporting has no capacity in the system to generate a lock out regardless of how many times an incorrect username or password is entered. If you believe you are experiencing a lockout after repeated failed attempts to login to the system, ensure you are using the correct user login name and the correct case sensitive password. If you are certain the data you enter at login is correct, and you still cannot gain entry into ACLReporting, contact your state project officer.

1. Blank dashboard after login

When the Registrar logs into ACLReporting for the first time, the dashboard will not be populated with grant information. The Registrar must create user roles for individuals who will be entering, reviewing and submitting data. Once this step is completed, these individuals will have their dashboards populated with the appropriate grant.

1. Losing the Registrar role

Adding user roles requires the Registrar to hold down the CTRL key while selecting users. If the CTRL key is not held down when adding users, you may lose access to the Registrar’s role. If this happens, contact your state project officer.

**ACLReporting Data Entry Steps**

The following is intended to provide the steps you should follow to ensure your ACLReporting experience is successful.

BEFORE YOU GET STARTED

1. The Principal Authority reflected in GrantSolutions has already been assigned the “Registrar” role for your agency and will have the sole authority to create and manage ACLReporting accounts for your agency.

If the Principal Authority information in GrantSolutions is not up-to-date, you may have problems accessing ACLReporting. If you need to update any information for the Principal Authority, contact your state project officer who will determine if an update is required in GrantSolutions prior to updating your ACLReporting account.

1. When you first access the system, you will be greeted with a login page. From the login page, click “Did you forget your password” and supply the email address that matches the email address used in this communication. You will then receive a link, through that email account, which will prompt you to change your password. Complete the steps to reset your password.
2. The Principal Authority should determine which ACLReporting role staff will be assigned to ensure appropriate and relevant training modules are completed. More than one role may be assigned to one person.

ACLReporting has three role assignments:

1. **Registrar**- Creates and deactivates user accounts
2. **Grantee**- Enters Program Report information
3. **Grantee Reviewer**- Verifies and Submits Program Report information

Additional details on role assignments can be found in the ACLReporting User’s Guide.

GETTING STARTED

1. Based on your assigned role, complete the applicable ACLReporting OnDemand training modules available at <http://www.ilru.org/ACLReporting> . The complete training package is approximately 90 minutes long. There is no limit on the number of times a user may access the training.

PLEASE NOTE: In an effort to ensure continual improvement, you may experience periodic updates in the live system that is not reflected in the training modules.

1. Familiarize yourself with the ACLReporting User’s Guide, attached for your convenience and also found on the training module webpage.

ENTERING DATA

1. **Before entering data, ensure you have completed the ACLReporting OnDemand training and that you have familiarized yourself with the ACLReporting User’s Guide.**
2. The 704 data you will submit has not changed; only the manner in which you input the data has changed. KEY PROGRAM GUIDANCE for the FY16 704 Part I and FY16 704 Part II is found at the end of this document.

TECHNICAL ASSISTANCE

1. Before requesting technical assistance, ensure you have (1) completed the ACLReporting OnDemand trainings and (2) familiarized yourself with the ACLReporting User’s Guide.
2. Your initial request for assistance should be to your state project officer. A list of project officers and their assigned states is attached. ILRU will NOT be providing technical assistance on ACLReporting at this time.

**Your initial request for technical assistance to your state project officer must be via email.**

When requesting technical assistance, make sure you include in your email: your full name, your agency’s full name, your state, how you would prefer to be contacted, and a BRIEF description of the issue you are encountering. When your email is received, you will be placed in the queue and assisted in a timely manner. If you have not been assisted within three business days you may contact Corinna Stiles at [Corinna.stiles@acl.hhs.gov](mailto:Corinna.stiles@acl.hhs.gov).

1. If you require technical assistance related to accessibility of the system, contact Corinna Stiles at [Corinna.stiles@acl.hhs.gov](mailto:Corinna.stiles@acl.hhs.gov).

**704 Part I and 704 Part II reports must be submitted into ACLReporting**

**no later than 11:59PM March 26, 2017.**

**KEY GUIDANCE for 704 Part I and Part II Reports**

We ask that grantees do their best with the current 704 Report format and ACLReporting system.

1. If your organization administers multiple CIL grants, each of the corresponding 704 Reports **must reflect the differences between each CIL**, including Sources and Amounts of Funds and Resources, Extent of CIL Compliance with the Six Evaluation Standards, and Annual Program and Financial Planning Objectives.
2. Consistent with federal regulations, the **704 Reports must include information from all of your CIL’s funding sources**, not just Part C, especially the consumer, IL service and IL goal data.
3. We ask that Designated State Entities (DSE) and Statewide Independent Living Councils (SILCs), do their best to work together to successfully submit the FY16 704 Part I report. Future guidance will be developed that intends to address the joint responsibility of report submission in the future. For the FY16 reporting period, ACLReporting will accept the submission signature of the DSE only, the SILC only OR both to signify a joint effort.
4. As a reminder, the passage of the Workforce Innovation and Opportunities Act of 2014 (WIOA), Public Law 113-128, expands the independent living (IL) core services. The 704 Part I and Part II Report instrument and instructions will be revised at a future date to incorporate the new core services and other WIOA provisions. CILs should consider reporting the additional IL core service activities in the following sections:
5. Nursing home transition- From institution to home and community-based living:

Significant Life Areas - Relocation from a Nursing Home or Institution to Community-Based Living

1. Diversion- Preventing at-risk individuals from entering an institution:

Significant Life Areas - Community-Based Living

1. Youth transition- From school to postsecondary life:

Individual Services - Youth/Transition Services

Additional data about the additional core services in Other Accomplishments, Activities and Challenges. For example this space could specify the number of diversion-related outcomes, separate from the other types of Community-Based Living outcomes. CILs could also distinguish between the number of school transition-related services and other kinds of Youth Service outcomes.

**Please contact your state project officer for additional assistance.**