



Fact Sheet – inForm Tool

Entering Data regarding Dates in inForm



Purpose

This Fact Sheet provides guidance for selecting appropriate dates to enter in the inForm tool.

Summary

Standards for Success includes dates associated with funding and reporting periods, data collection and delivery of services. The following information provides guidance to facilitate the selection of appropriate dates to enter into the inForm tool. It builds on existing definitions of terms, reflects refinements made to Standards for Success through September 30, 2017, and uses examples for the year 2017.

- **Funding/Grant Period** – The Funding/Grant Period identifies the beginning and end dates of the grant award. inForm populates the dates for the selected program in a dropdown menu on the Form Selection page. Select the date identified in the drop-down menu.
- **Report Period** – The Report Period reflects the Reporting Period Beginning Date and the Reporting Period End Date. It is populated in the inForm tool on the Form Selection page. Select the “radio dial” button to the left of the reporting period.

On-Line Data Collection Name: Strategy Gen
Last Login: 09/07/2017 10:11:18 PM [Help / FAQ](#)
[End OLDC](#)

OLDC Home **Form Selection** [Page Help](#)

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#) Resident Opportunity Self-Sufficiency (ROSS) Service Coordinat

Step 2: [Grantee Name:](#) AZ [866000266] (2016-----) City of Tucson

Step 3: [Report Name:](#) Standards for Success Annual Report (HUD - PRL)

Step 4: [Funding / Grant Period:](#) 10/01/2016 - 09/30/2017 ROSS0 (ROSS171075)

Step 5: [Report Period:](#)

	Reporting Period	Type	Report Status
<input checked="" type="radio"/>	10/01/2016 - 09/30/2017	Annual	Submitted

Step 6: [Select Action:](#) View / Print / Status / Approve Report

Figure 1: Funding Grant Period and Report Period



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- **Data Collection Date** – The Data Collection Date is the date that information is first collected for the Participant record. The inForm tool has one data field for Data Collection Date. Enter the date that information regarding an individual was first collected. (This date may be the same as the Intake Date and the Service Start Date.)
- **Intake Date** – Follow your program’s practices in selecting the Intake Date. The Intake Date may be the:
 - first date the person is eligible to enroll into the program;
 - date a Participant moves into the residence or property; or
 - first date a Service Coordinator works with the Participant.
 Record the Intake Date as the earliest date if multiple dates apply. The Intake Date may be earlier than the Reporting Period Beginning Date.

The screenshot shows the 'On-Line Data Collection' interface. At the top, there is a navigation bar with 'OLDC Home', 'Form Selection', 'Report Sections', 'Report', and 'Report Form Status'. Below this is a 'Report Progress' bar with stages: 'Initialized' (checked), 'Edit-Saved' (checked), 'Validated', 'Certified', 'Submitted', 'In Review', 'R/O Approved', and 'C/O Approved'. A summary box contains the following information:

- Program Name: Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators
- Grantee Name: Thomas Bean Local Resident Council
- Report Name: HUD-PRL Report
- Funding/Grant Period: 10/01/2016 - 09/30/2017 ROSS0 (ROSS171025)
- Report Period: 10/01/2016 - 09/30/2017
- Report Status: Saved
- Section Status: Saved

Below the progress bar are buttons for 'Previous Section', 'Save', 'View/Add Attachments', and 'Validate'. The main content area shows 'Household Identifier #: 987654ab32 & Personal Identifier #: 12345ba67'. A header box identifies the report as a 'Participant Record-level Report (HUD - PRL)'. The 'Data Collection Date' and 'Intake Date' fields are highlighted with a green box. Below these fields is a table with columns for 'Data Element Name', 'Indicator Number', and 'Response Options'. The first row shows '1. Gender Code' with an indicator number of 'N/A'.

Figure 2: Data Collection Date and Intake Date

- **Service Start Date** – The Service Start Date represents the date the Participant enrolled in the grant-funded services or benefits identified in the Data Integrity Reference Manual. Enter the first date the Participant enrolled in or received a service within the reporting period (2/1/2017-9/30/2017). If the Participant is continuing to receive services which began prior to 2/1/2017, enter 2/1/2017.
- **Service End Date** – The Service End Date is the date the Participant’s grant-funded services or benefits (as identified in the Data Integrity Reference Manual) were completed or terminated. If a Participant is continuing to receive services at the end of the reporting period (9/30/2017), leave this field blank.



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19. Substance Abuse Treatment Code	N/A	Select	
21. Activities of Daily Living (ADL) Count	N/A	<input type="text"/>	Information Not Collected <input type="checkbox"/>
22. Instrumental Activities of Daily Living (IADL) Count	N/A	<input type="text"/>	Information Not Collected <input type="checkbox"/>
23. Service Start Date	N/A	<input type="text"/>	Information Not Collected <input type="checkbox"/>
24. Service End Date	N/A	<input type="text"/>	Information Not Collected <input type="checkbox"/>
25. Opportunity Area Census Tract	N/A	Select	
27. Primary Health Care Provider Code	12,13,14	Select	

Figure 3: Service Start Date and Service End Date