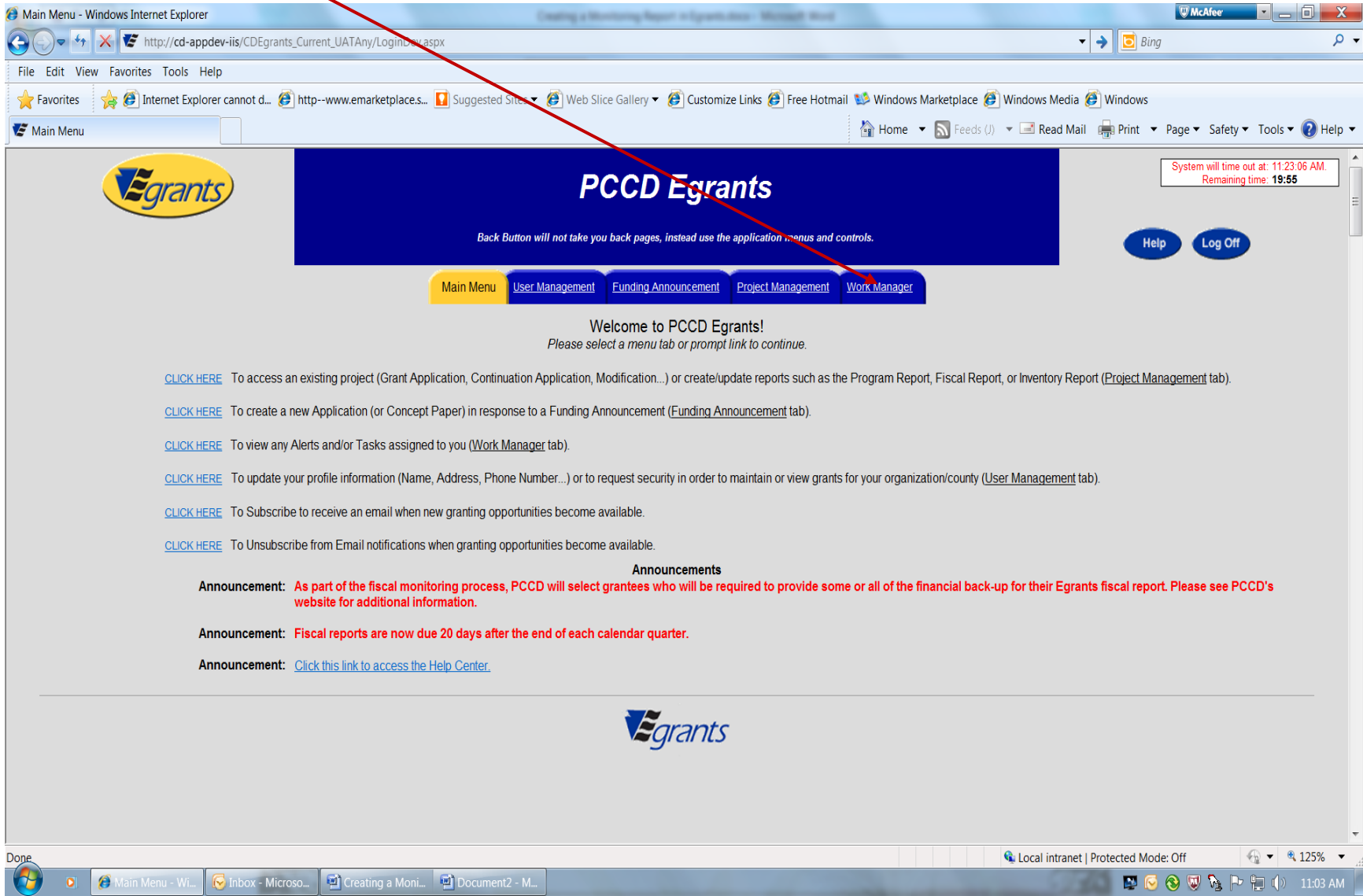


How to complete the PCCD Monitoring Tool in Egrants

1. Log In into Egrants
2. Click on the Work Manager Tab at the top of the page



3. Click on the monitoring task listed.

The screenshot shows a web browser window displaying the 'PCCD Egrants' application. The page title is 'Task Alert Summary'. The browser address bar shows the URL: http://cd-appdev-iis/CDEgrants_Current_UATAny/WorkManager/TaskAlertSummary.aspx. The application header includes the 'Egrants' logo and the text 'PCCD Egrants'. A navigation menu contains 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', and 'Work Manager' (which is highlighted). A system message in the top right corner states: 'System will time out at: 11:33:25 AM. Remaining time: 19:57'. Below the navigation menu, the user is identified as 'Ms. Denise Drake' and the date is '02/04/2014'. The main content area is titled 'TASKS AND ALERTS' and includes a search criteria section with fields for Title, Category, Action, Type, and Status, along with a 'Search' button. Below the search criteria, there is a 'Clear All Selected Alerts' button and a table of tasks and alerts. A red arrow points to the 'Report Due' action in the table.

Tasks/Alerts For: Ms. Denise Drake Date: 02/04/2014

Search Criteria:


Title:


Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the  in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Task : Northampton County Executive - 883	Program Monitoring Reports	Report Due 	In-Process	2/4/2014 11:02:45 AM

- Click on the Report Sections Tab and begin to complete each of the listed sections.

PCCD Egrants

Back Button will not take you back pages, instead use the application menus and controls.

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Search Program Monitoring

PROGRAM MONITORING REPORT DETAIL

Report ID: 883
 Monitored Agency: * Northampton County Executive
 Counties: *

Created By: Ms. Daisy Pagan
 Created Date: 1/28/2014 12:40:23 PM
 Last Update By: Ms. Daisy Pagan
 Last Update Date: 2/4/2014 11:02:45 AM

Programs: *

Program Contact: * Ms. Daisy Pagan
 Agency Contact: * Ms. Denise Drake
 Date of Last Visit: 1/8/2009

Grant ID's: *

Monitor Report Format: * RASAVOJO Monitoring

Visited Agencies | **Report Sections**

Action	Visited Agency	RASA Visit Date	VOJO Visit Date
	Northampton County District Attorney's Office	7/29/2013	7/29/2013

Date Agency Contact Notified: 2/4/2014
 Report Due Date: 7/1/2013
 PCCD Due Date to send Report:
 Approval Request Date:

Date Report Sent to Agency:
 Compliance Date:

System will time out at: 11:38:57 AM. Remaining time: 19:56

Local intranet | Protected Mode: Off | Tuesday, February 04, 2014

PROGRAM MONITORING REPORT DETAIL

Report ID: 883
 Monitored Agency: * Northampton County Executive
 Counties: *

Created By: Ms. Daisy Pagan
 Created Date: 1/28/2014 12:40:23 PM
 Last Update By: Ms. Daisy Pagan
 Last Update Date: 2/4/2014 11:02:45 AM

Programs: *

Program Contact: * Ms. Daisy Pagan
 Agency Contact: * Ms. Denise Drake
 Date of Last Visit: 1/8/2009

Grant ID's: *

Monitor Report Format: * RASAVOJO Monitoring

Visited Agencies | **Report Sections**

Section Name	Status	Last Update Date	Last Updated By
General Information	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Assessment(s)	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Program Services	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Collaboration with Community Agency(ies)	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Victims Compensation Filing Assistance	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Program Administration - Accessibility	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Program Administration - Fiscal Management	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Program Administration - Personnel Management	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Success Stories	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Challenges and Solutions	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan
Questions/Concerns/Technical Assistance	Draft	1/28/2014 12:40:23 PM	Ms. Daisy Pagan

Submit to PCCD

System will time out at: 11:38:57 AM. Remaining time: 17:54

Local intranet | Protected Mode: Off | 125% | 11:21 AM

5. Once each section has been completed and you have saved the section as complete you will then be able to click on the Submit to PCCD button.

PROGRAM MONITORING REPORT DETAIL

Report ID: 883
 Monitored Agency: * Northampton County Executive
 Counties: *

Name
Northampton

Created By: Ms. Daisy Pagan
 Created Date: 1/28/2014 12:40:23 PM
 Last Update By: Ms. Denise Drake
 Last Update Date: 2/4/2014 11:32:24 AM

Programs: *

Name
RASA
VOJO

Grant ID's: *

Grant ID
23568
24660

Program Contact: * Ms. Daisy Pagan
 Agency Contact: * Ms. Denise Drake
 Date of Last Visit: 1/8/2009

Monitor Report Format: * RASAVOJO Monitoring

Section Name	Status	Last Update Date	Last Updated By
General Information	Complete	2/4/2014 11:27:33 AM	Ms. Denise Drake
Assessment(s)	Complete	2/4/2014 11:28:06 AM	Ms. Denise Drake
Program Services	Complete	2/4/2014 11:29:31 AM	Ms. Denise Drake
Collaboration with Community Agency(ies)	Complete	2/4/2014 11:30:01 AM	Ms. Denise Drake
Victims Compensation Filing Assistance	Complete	2/4/2014 11:30:21 AM	Ms. Denise Drake
Program Administration - Accessibility	Complete	2/4/2014 11:30:48 AM	Ms. Denise Drake
Program Administration - Fiscal Management	Complete	2/4/2014 11:31:04 AM	Ms. Denise Drake
Program Administration - Personnel Management	Complete	2/4/2014 11:31:36 AM	Ms. Denise Drake
Success Stories	Complete	2/4/2014 11:31:55 AM	Ms. Denise Drake
Challenges and Solutions	Complete	2/4/2014 11:32:08 AM	Ms. Denise Drake
Questions/Concerns/technical Assistance	Complete	2/4/2014 11:32:24 AM	Ms. Denise Drake

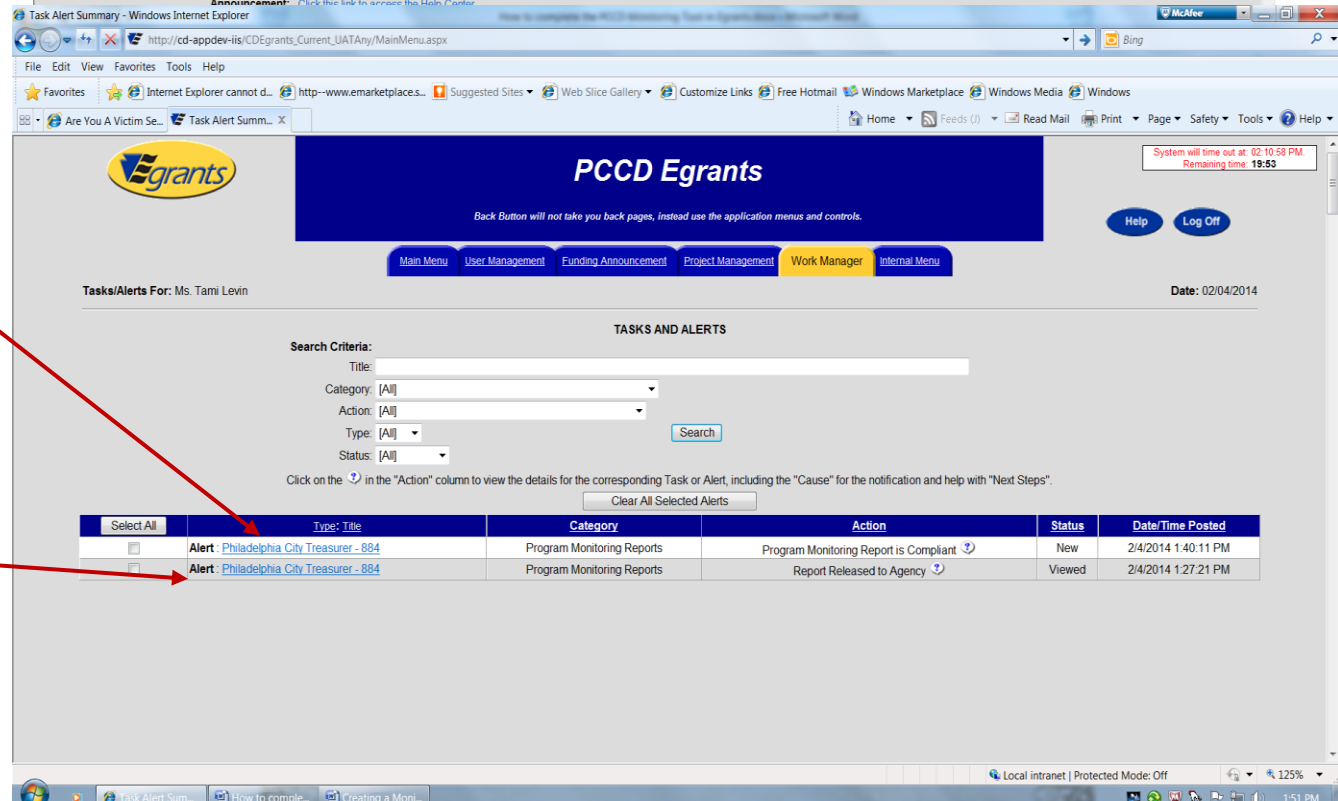
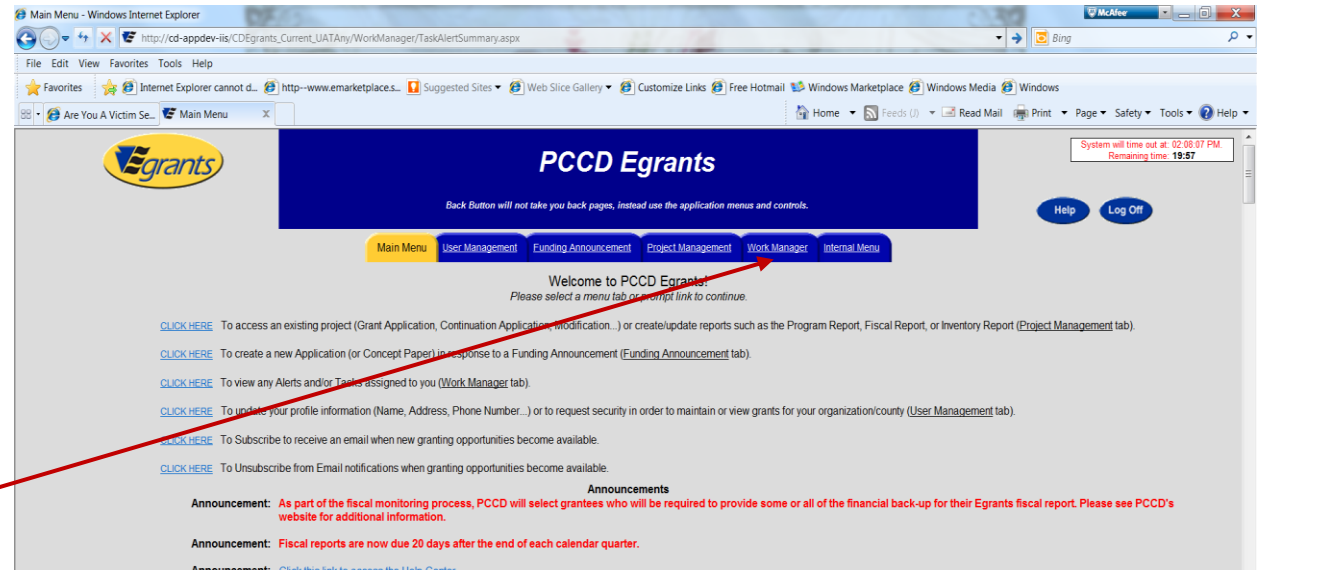
Submit to PCCD

This is all that is needed from you prior to the monitoring visit. The PCCD monitor will prepare for the visit by reviewing the completed sections of the tool you have submitted prior to the visit.

How to Access a Completed Monitoring Report

Once the visit has been completed and the monitor has notified you that the monitoring report is ready for your review you may access the completed report using the following instructions:

1. Log into Egrants as you normally do and on the Welcome screen click on the Work Manager Tab.
2. An alert stating that Program Monitoring Report was released to agency will be listed. You may click on this alert.
3. If compliance has been issued to the program a alert stating the Program Monitoring Report is Compliant will appear. You may click on this alert.



The following screen will appear in Egrants when clicking on either of the monitoring report alerts. To access your monitoring report you may click on the Report ID listed and you may print a copy of the report by clicking on the printer icon next to the Report ID number. If issues exist, a clickable number will appear under the column entitled Issues/Comments and will take you to the issues/comments related to the report.

In addition, if compliance has been issued a letter of compliance will be available by clicking on the date listed in the column entitled Letter of Compliance.

The screenshot shows the PCCD Egrants website interface. At the top, there is a navigation menu with options: Main Menu, User Management, Funding Announcement, Project Management (highlighted), Work Manager, and Internal Menu. Below the menu, there is a search bar and the text "PROGRAM MONITORING REPORT SEARCH".

Search Criteria:

- Report ID:
- Monitored Agency: [All]
- Agency Contact: [All]

Search button

Report ID	Date of Last Visit	Programs	Grants	Issues/Comments	Letter of Compliance
884	11/8/2009	RASA, VOJO	23578	0 / 0	2/4/2014

System will time out at: 02:14:20 PM. Remaining time: 19:43

Log Off