

# Instructions for Accessing Your Agency's Monitoring Report

If you are the **Project Director**, **Financial Officer**, or **Primary Contact** for any PCCD grants that have just been monitored, you will receive an alert in Egrants under your **Work Manager** tab when the report is ready for you to view. The screen shot below displays how the task will appear in **Work Manager**. It is your responsibility to coordinate with your fellow co-workers and determine who will be responsible for responding to any issues associated with the report.

**TASKS AND ALERTS**

**Search Criteria:**  
 Title:   
 Category:   
 Action:   
 Type:    
 Status:

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"/>	Alert ABC Victim Service Agency - 601	Program Monitoring Reports	Report Released to Agency	New	5/6/2010 9:01:57 AM

Click on the **Alert Title** and you will be taken to the page you see below.

Main Menu
User Management
Funding Announcement
Project Management
Work Manager

Search Program Monitoring

**PROGRAM MONITORING REPORT SEARCH**

**Search Criteria:**  
 Report ID:   
 Monitored Agency:   
 Monitor:

Report ID	Date of Last Visit	Programs	Grants	Issues/Comments	Letter of Compliance
601	5/31/2007	VOJO	19766	1 / 0	

If you click on the **Printer Icon** beside the **Report ID**, it will open up a PDF version of the complete report as displayed below. However, this will not display any Issues or Comments that may have been created.

By clicking on the numbers highlighted in **BLUE** under the **Issues/Comments Section**, any **Issues** and/or **Comments** that have been created, will be displayed.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**

VOJO Only Visit

Monitored Agency: Delaware County Executive Director      Monitor: Ms. Victoria L. Wagner  
 Program Monitor Report ID: 601      Grant(s): 19766

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**Cover Page**

I. Persons Interviewed

1

I.1. Name

I.2. Title

**Program Profile VOJO**

II. Did the agency submit policies and procedures to address the following PCCD Consolidated Victim Service Center Standards?

II.1. Assessment

Yes  
 No

II.2. Accompaniment

Yes  
 No

EXTERNAL ISSUES/COMMENTS LISTING						
Preview External Issues			Preview External Comments			
I/C#	Created By	Date Created	Short Title	Section	Type	Status
1	Mr. Robert K Merwine	5/6/2010	<a href="#">Policies</a>	Report	Issue	In-Process
2	Mr. Robert K Merwine	5/6/2010	<a href="#">Test</a>	Assessment	Issue	In-Process

Cancel

By clicking on the Short Title of the [Issue](#) or [Comment](#), the text of the full [Issue](#) or [Comment](#) will be displayed. If something is listed as a [Comment](#), then it is a recommendation for your agency (no action is required). If there is an [Issue](#), then it is a **Requirement** and a **Corrective Action** is needed to bring your agency into compliance.

PROGRAM MONITOR REPORT ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Individual Advocacy

Created By: Ms. Rebecca Slavinsky    Created Date: 1/25/2010 11:15:08 AM

Last Updated By: Ms. Rebecca Slavinsky    Last Updated Date: 5/3/2010 10:56:31 AM

Type of Entry: Issue

Due Date: **5/5/2010**

Completion Status: In-Process

Short Title: \* Where is

Description: \* I did not see d

Add New Response

Number	Response Description	Last Updated	Updated By
Cancel			

Take note of the **Due Date**. In order to resolve the Issue, click on **Add New Response**. This must be completed prior to the **Due Date**.

ISSUE/COMMENT RESPONSE

Created By: Ms. Rebecca Slavinsky    Created Date: 1/25/2010 11:15:08 AM

Last Updated By: Ms. Rebecca Slavinsky    Last Updated Date: 5/3/2010 10:56:31 AM

Affected Section: Individual Advocacy


Type of Entry: Issue

Issue Short Title: Where is

Completion Status: In-Process

Response Number: Not Yet Assigned

Response: \*

New Attachment: 

< Previous Response    Next Response >

Save    Delete    Cancel

Type your response in the text box that appears. If the **Issue** requires you to make revisions to your agency's **Policies & Procedures**, attach the revised **Policy & Procedure** by clicking on the **Green Plus Sign**.

Search Program Monitoring

Attachment Upload

Short Description: \*

File Attachment:  [Browse...](#)

Maximum attachment size is 4096 KB (4 MB)

Save    Cancel

Type the description of what you are attaching. (Example: Revised Court Events Policy) Then click on the **Browse** button to access your computer's files. Once you have located the computer file, click **Save**.

You will then be brought back to this screen. Click **Save** again. The **Monitor** will be notified that a response has been submitted.

If you do not have any additional responses to add, click the **Cancel** button. Once you have responded to all of the Issues, you are now finished. The **Monitor** will review your responses. If the Monitor finds that there are still revisions needed, you will receive another **Alert** in your **Work Manager**.

If the Issues have all been resolved, you will receive an **Alert in Work Manager** indicating that the Program Monitoring Report is **Compliant**. Click on the title of the **Alert**.

**TASKS AND ALERTS**

Search Criteria:  
 Title:   
 Category: [All]  
 Action: [All]  
 Type: [All]  
 Status: [All] Search

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".

Clear All Selected Alerts

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert: ABC Victim Service Agency - 601	Program Monitoring Reports	Program Monitoring Report is Compliant	New	5/3/2010 11:35:27 AM

**NOTE: If your report had NO Issues to begin with, you will receive this notice in your Work Manager right from the start.**

**PROGRAM MONITORING REPORT SEARCH**

Search Criteria:  
 Report ID:   
 Monitored Agency: [All]  
 Monitor: [All] Search

Report ID	Date of Last Visit	Programs	Grants	Issues/Comments	Letter of Compliance
601	5/31/2007	VOJO	19766	1 / 0	<a href="#">5/3/2010</a>

If you click on the **Date displayed** under the **Letter of Compliance** column, you will be able to open a PDF version of your **Compliance Letter**. You may print the letter for your records.

**Please Note: This will be the ONLY letter you will receive.**

**PCCD will no longer be mailing letters to monitored agencies.**