



FY19 CSBG Annual Report Submission FAQ

General Questions

Q: When will the Data Dictionary be released?

A: *The Data Dictionary was released and posted to the CSBG Vendor Portal April 23, 2020.*

Q: Where are the CSBG Annual Report Instruction Manuals located?

A: *The instruction manual can be found on our website. Links to each Module are found [here](#).*

SmartForms

Q: How will states and local agencies receive SmartForms?

A: *SmartForms will be populated with local agency names, DUNS numbers, and FY18 data and will be sent to State Offices. The State Offices will distribute SmartForms to their local agencies.*

Q: Do SmartForms support the ability for symbols such as an ampersand to be used?

A: *Yes, the SmartForms support the ability for symbols to be used.*

Q: When will SmartForms be available?

A: *Modules 2 and 4 SmartForms will be available as soon as possible.*

Q: When will agencies submit their reports to their State Office?

A: *Agencies will submit their reports to their State Office based on their state's defined submission timeline.*

Q: We don't have a statewide database, but my local agencies have agency-wide databases. Will they be able to export data from their database to the SmartForm so they can submit it to the state?

A: *Yes. If a vendor can export the data into an XML, NASCS can provide unlocked SmartForms that the vendor can load with data.*

Q: How will states submit the new Annual Report to OCS?

A: For Modules 2 and 4, State Offices will upload an XML generated from either a SmartForm or your statewide system to OLDC by June 26, 2020. For Module 3, SmartForms will be submitted to OCS via OLDC as an attachment by June 26, 2020.

Q: States have had to pay for SmartForms in the past. Will they have to pay for the new SmartForms?

*A: No, SmartForms for Modules 2, 3, and 4 will be available to State Offices for **FREE**.*

Q: Do the SmartForms have data checks built in?

A: Yes, the SmartForms have some data validations built in to ensure that data was entered correctly. For example, users will receive an error message if they enter a number for the “number of participants served” and don’t enter anything for “actual results”.

Q: Will the new data be compared to previous year’s data?

A: Yes, FY19 data will be compared to FY18 data. For Module 2, previous year data will flag errors or warnings; however, for Module 4 only certain data points in Section C will flag an error or warning. All other year-to-year comparisons in Module 4 will be for TTA purposes only.

Q: What if my SmartForm isn’t working as I think it should? For example, I don’t see any highlighting or the XML export button.

A: It could be that the macros on the form are not enabled. Macros are programming on the back end of the form that allows for certain functionality to occur. If macros are not enabled, the form won’t function as expected. You will know if macros are enabled if you see a yellow bar at the top of the form when you first open the form. The bar will say “Enable Editing” or “Enable Content.” Users will need to click the “Enable Editing” button to ensure the SmartForms are working correctly. Additionally, macros will be disabled if the forms are “saved as” a different file type. If an agency does not see this, please contact NASCSP.

Module 2

Q: In Module 2, the prior year data did not show up on the right. Did we receive the right form?

A: There could be an error in the form. Contact Muska Kamran (mkamran@nascsp.org) to help problem solve a resolution.

Module 3

Q: Is it acceptable if a local agency is not doing community level work and has nothing to submit for Module 3?

A: If an agency isn't doing community level work, they are not required to submit a Module 3 form.

Q: Could spellcheck or a copy and paste option be added for Module 3?

A: Because Module 3 is built with Macros, the spellcheck functionality does not work. Please read through submissions and/or cut and paste from Word.

Module 4

Q: Should all sections in Module 4 C match the General Total?

A: Not entirely, there are actually some exceptions to this rule:

- *Module 4, Section C.3 would not be matching because 3 is a fixed subset of an age group.*
- *Module 4, Section C.5 may not match as health insurance could possibly be greater than the total because of the two coverages.*
- *Military Status in question #7 would only be collected on adults 18+ in age **AND** not enrolled in school.*
- *Some agencies may not count two households for Unrelated adults living together if there are two adults receiving benefits at the same address.*
- *Questions 14 and 15 will be different as there could be multiple other incomes and multiple non-cash benefit sources.*

Q: How do I submit comments into OLDC?

A: Comments cannot be entered in SmartForms and will not pass through XML schemas into OLDC. All comments must be submitted into OLDC as a separate attachment, one attachment per state.

Q: I am having an issue where Module 4, Section A is not printing out all of the wording. Can this be fixed so when I print it out for my records it shows all of the wording?

A: Yes, please follow these steps to fix the issue: Click "Page Layout" in the top menu.

- *Click "Print Area."*
- *Click "Clear Print Area."*
- *Click "File," then "Print."*
- *At the bottom of the list of settings in the scaling settings, select "Fit All Columns on One Page."*

Q: Where can I find additional tools and resources?

A: All available tools and resources can be found on the [NASCS website](#).

If you have any questions, contact **Muska Kamran** at mkamran@nascsp.org