PROGRAM PLAN REPORTING SYSTEM

USER GUIDE

This user guide has been created by West Virginia Interactive for your reference. This document provides detailed instructions on how to enter and submit your program plan within the online reporting system.

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Introduction

The West Virginia Center for Local Health Online Program Plan Reporting System enables local health departments to report annual program plan information electronically to the West Virginia Bureau of Public Health.

We have prepared this user manual to assist you in becoming familiar with the Online Program Plan Reporting System.

Information You Should Know

System Requirements: The Program Plan Reporting System is an internet based application. There is no software to download or install. You will simply access the online system from any computer with a web browser and internet connection and login.

Back Button on Brower: We recommend that the navigation controls provided within the application be used rather than the back button on the web browser.

Data Entry & Saving Data: You must complete all required fields on a data entry section tab before you may proceed or save the applicable tab. All required fields are denoted by a red asterisk.

Input Mask Features: Some data entry section tabs utilize input mask technology to format currency data to make it easier to enter the data. In older browsers, this technology can raise a script error popup message prompting you to stop running the script. Be sure to say no and let the script continue running. If you encounter this error message, you may want to consider updating your browser to the latest available version.
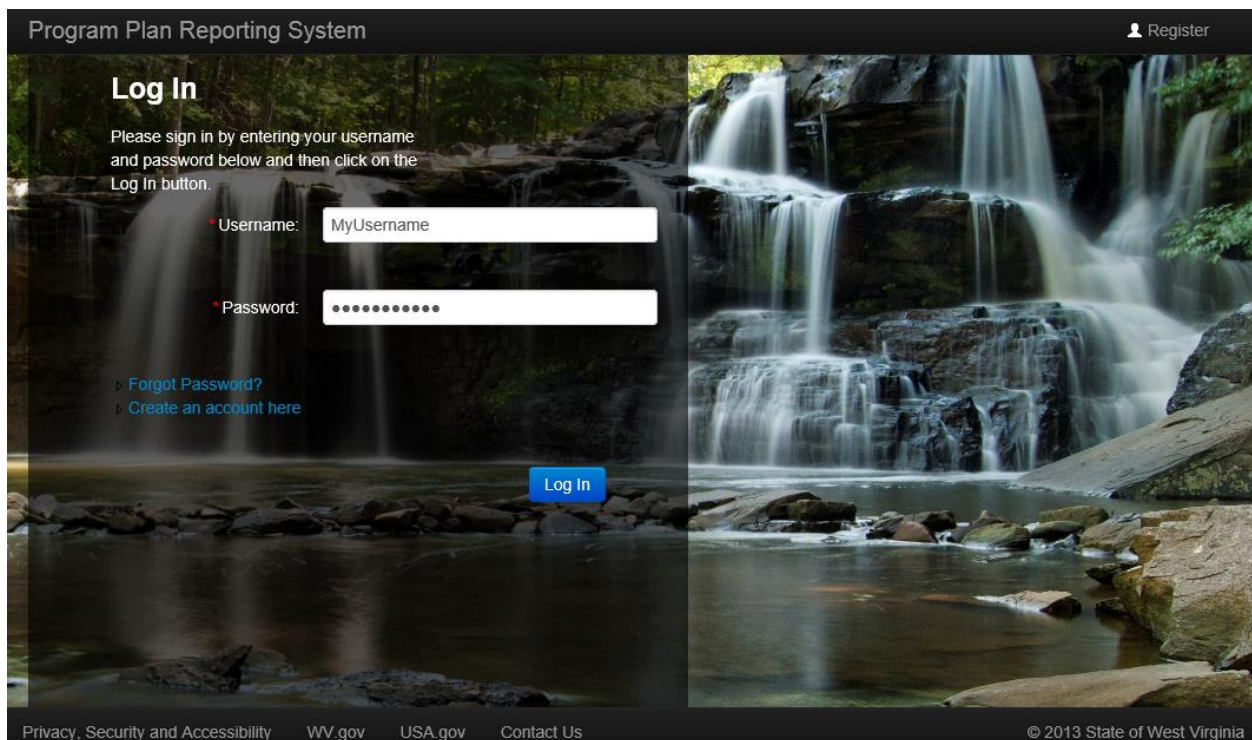
Logging In

Each user authorized to access the system must register with WV.gov to create a unique username and password. Visit http://apps.wv.gov/accounts to create an account. Once you have completed the WV.gov registration and activated your account, contact the system administrator:

Linda Lipscomb
Public Health Administrative Coordinator
Center for Local Health

350 Capital Street, Room 515
Charleston, WV 25301
Phone: (304) 356-4240
Email: Linda.F.Lipscomb@wv.gov

After your WV.gov account is granted access to the system by the system administrator, you will receive an auto-email notification. Proceed to the Log In page http://apps.wv.gov/dhhr/pprs and enter your WV.gov username and password and click the Log In button.

If you forget your password, click the Forgot Password link on the Log In page, enter your WV.gov username and email address and click the Submit button to retrieve your password. If you are unable to retrieve your password, contact Technical Support at 304-414-0265 or support@wvinteractive.com.

Program Plan Year Selection

Select the applicable program plan year and click the continue button to proceed to the Main Menu.

Main Menu

1. **Local Health Department Name:** Displays the currently selected LHD.
2. **Program Plan Year:** Displays the currently selected program plan year.
3. **Overall Program Plan Status:** Displays the overall program plan status:
    a. Not Started
    b. In Progress
    c. Complete
4. **Data Entry Section Icon & Text Link**

5. Individual Section Status: Displays the status for each section.
    a. Not Started
    b. In Progress
    c. Submitted: Data entry disabled until approved, conditionally approved or disapproved.
    d. Disapproved: Data entry enabled for changes and shall allow resubmit.
    e. Conditionally Approved: Data entry enabled for changes and shall allow resubmit.
    f. Approved: Section complete and approved. Locked for remainder of reporting year.
6. Submit Button
7. Print Preview Button
8. View Full Program Plan Report
9. Upload Attachments
10. Sign Out Link
11. Help Page Link
12. Page Footer

Data Entry & Grids

Click on the applicable section icon or section name hyperlink to access the data entry screens for a section:
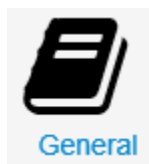
General

You must complete all required fields on a data entry section tab before you may proceed or save the applicable tab. All required fields are denoted by a red asterisk:

*Mailing Street Address

If you fail to input a required field, you will receive a validation message when you click continue:

The Mailing Street Address field is required.

You may navigate through a section by using the tab hyperlinks at the top of the page or by using the Previous and Continue buttons at the bottom of each tab:

Transmittal Info   Emergency Info   Services   Fees   Mission Statement   Operations   Location   Standards   Board Of Health   Municipalities

Previous   Continue

The grid controls throughout the system function the same:

Board of Health Members Information

+ New	Salutation	First Name	Last Name	Title	Office Contact Phone	Term Start Date	Term End Date
Edit Delete	Dr.	Test	Test	Test	(555) 555-5555	09/2013	09/2013

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Click the New button to add a new record. Click the Edit link to edit a record. Click the Delete link to delete a record. Required fields are denoted by a red asterisk.

Click the **Update** link to save the record. Click the **Cancel** link to cancel the edit:

Update Cancel
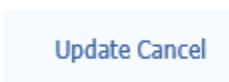
Print Preview

The Print Preview feature enables you to view or save the applicable section data in a print friendly format. To view the section report, click the Print Preview button for the applicable section:
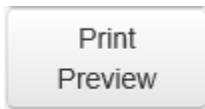
Print
Preview

Note: The Print Preview button is not visible until a section has been started.

Once in print preview, use the print preview tools to navigate the report:

Page 1 ▼ of 5 Pdf ▼
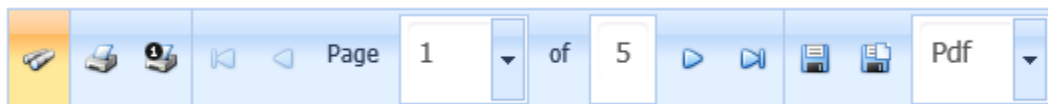
The print preview tools enable you to search the report, print the report, print the current page of the report, page through the report, go to a specific page of the report, save the report or open the report in a new browser window.

Submit

Once a section is complete and you are ready to submit the section for review, click the Submit button for the applicable section:
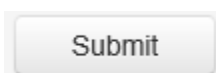
Submit

Note: The Submit button is not visible until a section has been started.

Be sure the section is complete before submitting it for review. You will not be able to edit the section once submitted. If a section requires changes, the reviewer will unlock the applicable section and you will be able to edit the section and resubmit.

Note: Once your program plan has been reviewed and approved for a given reporting year, you will be able to edit the General and Personnel sections in order to keep your data on file up to date. The data in the General and Personnel sections will be prefilled for subsequent reporting years from the previous reporting year when a new reporting year is activated in the system.
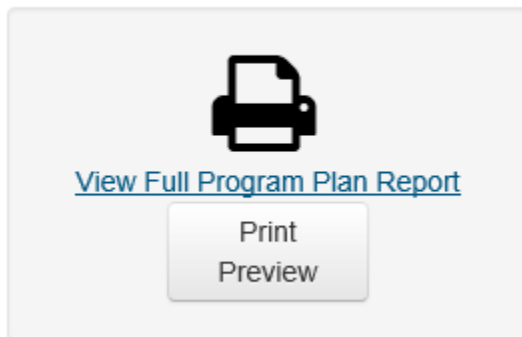
View Full Program Plan Report

The view full program plan feature enables you to view or save your complete program plan report in a print friendly format. To view the full program plan report, click the printer icon, text link or Print Preview button:

Report

View Full Program Plan Report

Print Preview

Upload Attachments

The upload attachments feature enables you to upload supporting documents for your program plan. To upload an attachment, click the Browse button and navigate to the file you wish to upload. Next, enter a short description for the file and click the Add Attachment button. To delete an uploaded file, click the Delete link for the applicable uploaded file.

Attachments

Filename	Description	
Test document.pdf		Delete

Filename: [ ] Browse...
Only jpeg, gif, png, bmp, and pdf. Must be < 20MB.

Short description: [ ]

Add Attachment

Change Program Plan Year

To change between program plan reporting years, click the Change link next to the program plan year in the page header:

Program Plan Year: 2013 Change

Next, select the applicable program plan year and click the Continue button.

Program Plan Fiscal Year

Home / Select Year

Select the program plan fiscal year and click continue

*Program Plan Year

| 2013 | ▼ |

Cancel   Continue

Change Location

If you are assigned to more than one local health department location, you can change between locations by clicking the Change link next to your local health department name in the page header:

Lewis County Health Department (Change)

Next, select the applicable local health department name from the dropdown list and click the Change Location button:

Change Location

Lewis County Health Department (Change)

Program Plan Year: 2013 Change
Overall Program Plan Status: In Progress

Home / Change Location

Select a new location: | Lewis County Health Departm ▼ |

Change Location

Logging Out

Click the Sign Out link in the upper right hand corner of any page to log out of the system:

Sign Out

FAQ

Who do I contact for help?

If you are having technical difficulty, contact the WV.gov Support Desk:
Phone: 304-414-0265
E-mail: support@wvinteractive.com

If you have questions concerning reporting procedures or access to the system, please contact the public health administrative coordinator:
Phone: (304) 356-4240
E-mail: Linda.F.Lipscomb@wv.gov

Do I need to install software on my computer?

No, the Program Plan Reporting System is an internet based application. You will simply access the online system and login.

I'm getting the following error on the Financial Section, Projected Budget tab and am not able to save or continue. What do I do?

> Additional revenue amount is not equal to the items that are recorded in the Additional Revenue Sources grid below. The total projected revenue amounts must be equal to the additional revenue amount.

The error is received because the amount entered for "Additional Revenue" in the Funding Sources section:

Additional Revenue	$5.00

Does not match the sum of the projected revenue amount(s) in the additional revenue sources grid.

Additional Revenue Sources

+ New	Funding Source Description	Projected Revenue Amount
	No data to display	
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