

PREGNANCY ASSISTANCE FUND

Data Management System

This Tip Sheet provides basic guidance to the U.S. Department of Health and Human Services Office of Adolescent Health (OAH) Pregnancy Assistance Fund (PAF) grantees on the use of the PAF Data Management System for submission of their performance measures data.

USING THE DATA UPLOAD FUNCTION—IN DEPTH



Need help? Just email
paf-support@ccs.rti.org

As an alternate data entry method, you may download an approved Microsoft Excel data entry template. You will enter your data into this template, then upload it to the PAF DMS. The link to download this template is on the *Main Menu*.

Download file screen

Save the Excel file to your computer and then use this template to complete your data entry. Be sure to fill out the very first tab with information about your program.

First spreadsheet tab

The Performance Measures tab, called *ALL—Performance Measures*, must be filled out. Add your aggregated participant data to the blank cells in the *Response* column (column C) only.

Performance Measure	Performance Question	Response
0.01 Number and percentage distribution of eligible participants enrolled in the program, by participant category	How many eligible participants received at least one activity? Indicate the total number in each category below.	
	a) Expectant female teens (19 years and younger)	
	b) Expectant male teens (19 years and younger)	
	c) Parenting teen mothers (19 years and younger)	
	d) Parenting teen fathers (19 years and younger)	
	e) Expectant women (20 years and older)	
	f) Expectant men (20 years and older)	
	g) Parenting women (20 years and older)	
	h) Parenting men (20 years and older)	
	i) Children (of expectant or parenting participants [reported in a to h above])	
	How many non-participant extended family	

Note: Do not modify any other cell text, or put performance measure data in gray cells in the *Response* column. The PAF DMS will not accept the spreadsheet.

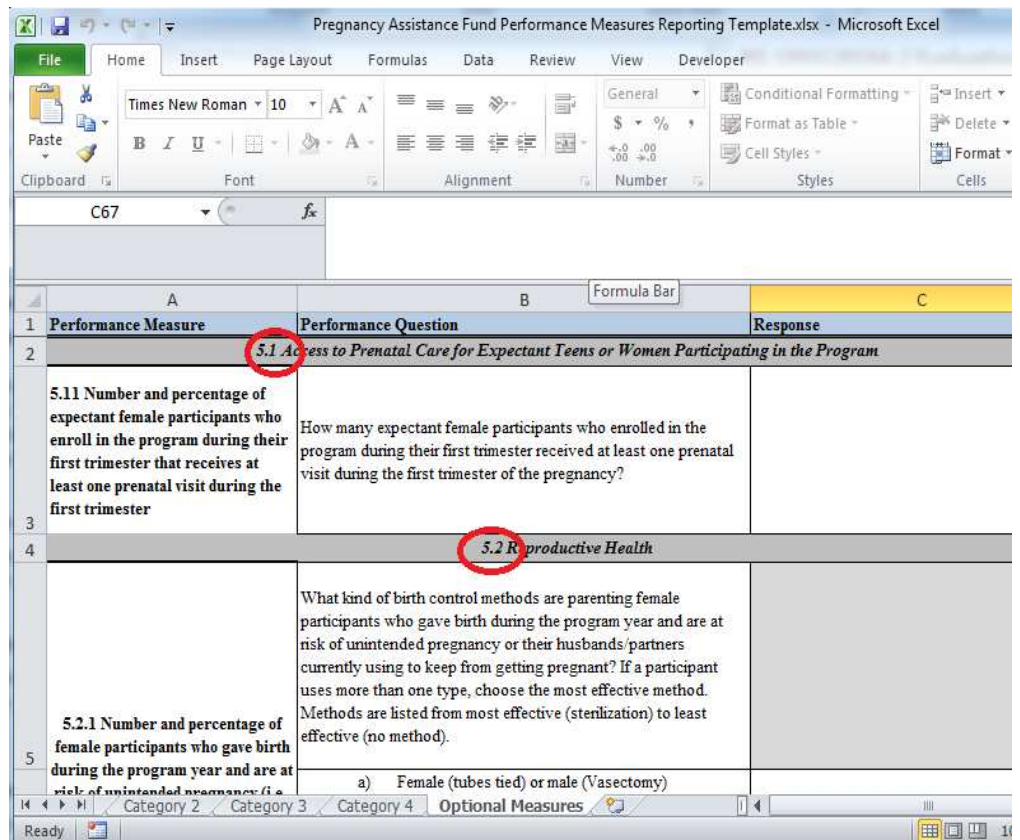
Performance Measures tab

There are individual tabs for each grantee category. Enter the performance measure data in the appropriate category tab.

Performance Measure	Performance Question	Response
1.1 Number and percentage distribution of expectant and parenting IHE student participants, by type of Institution of Higher Education (IHE) where they are enrolled	How many expectant and parenting IHE student participants does the program serve?? Indicate the number for each category below.	
	a) Vocational/Technical School (Nursing certification, computer certification, etc.)	
	b) Community College	
	c) 4 year College or University	
1.2 Number and percentage of expectant and parenting IHE student participants that graduates from the IHE	How many expectant and parenting IHE student participants graduated from the IHE? Indicate the number for each category below.	
	a) Vocational/Technical School (Nursing certification, computer certification, etc.)	
	b) Community College	
	c) 4 year College or University	
	d) Other	

Category tab

The final tab in the spreadsheet is for reporting any optional measures that you are collecting. The measures are arranged by category and associated number. Scroll down through the tab to view all optional measures.



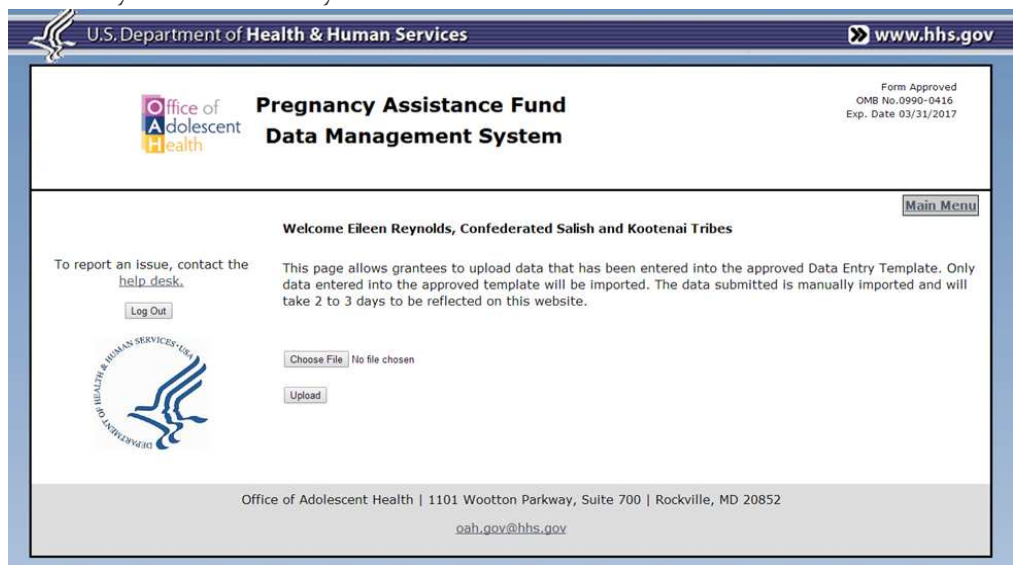
Optional Measures tab

After you have entered your data into the template, visit the *Main Menu* and click *Upload Spreadsheet* to submit your spreadsheet for upload into the PAF DMS.

Select *Choose File* to find the Excel file saved to your computer. Select *Upload* to submit your data to the system.



Note: You can only import data using the approved template. Any other Excel files will not be imported.



Upload screen

Once you have clicked *Upload*, you will receive a message that your file has been uploaded. Your data will be available to view or edit within 2-3 days.