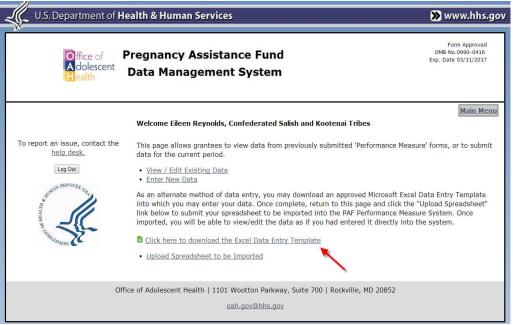
PREGNANCY ASSISTANCE FUND Data Management System

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



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.

X	Pregnancy	Assistance Fund P	erformance N	Aeasures Rep	porting	g Templat
File Home Insert	Page Layout Fo	ormulas Data	Review	View	Develo	oper
Times New Roman	• 10 • A A	= = = >>	-	General	-	Condi
			CINERCE CONTRACT	\$ ~ %		📑 Forma
Clipboard Is For	nt 🖂	Alignment	154	Number	l'si.	
B24 - 🦛	f _*					
A		В			С	D
1 Grantee Name:	-					
2 Grantee Location:						
3 Grantee Category:						
4						
5						
6						
7 8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
IN A > > ALL - Grantee Info	ormation 🦯 ALL -	Performance Meas	ures 🦯 Cat	tegory 1 🏑	Cate	go 1 4
Ready 2						



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.

	Home Insert	Page Layout Forr	nulas Data F	Review	View	Deve	loper		
1	Times New Roma	n * 10 * A A	= = *		General		Conditiona	I Formatting =	ansert ⊟
4				1000	\$ - %		Format as 1	labie -	🛱 Delete
Pa	ste 🦪 🖪 🛛 🖳 -	🖭 - 🆄 - A -		-	⊕.0 .00 0.∉ 00.		Cell Styles		Format
Clip	board 🖓 Fo	ont 👘	Alignment	15	Number	19	Sty	les	Cells
	C5 + (*	fx							
1	A		В			F	ormula Bar	D	E
1	Performance Measure	Performance Question	n	(F	Response	1			
2		How many eligible par one activity? Indicate category below.	the total number in e	ach		2			
3	-	a) Expectant younger)	female teens (19 yea	rs and					
4		b) Expectant younger)	t male teens (19 years	and					
5	0.01 Number and percentage distribution of	c) Parenting younger)	teen mothers (19 yea	irs and					
6	eligible participants enrolled in the program, by		teen fathers (19 year	rs and			Ĩ		
7	participant category	e) Expectant older)	women (20 years and	đ					
8			men (20 years and o						
9		g) Parenting older)	women (20 years an	đ					
10			men (20 years and o	lder)					
11	-		(of expectant or pares ported in a to h above						
	0.	How many non-partici	nant 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.

F	ile Home Insert Page Layout	Formulas Data Review View	Developer
213	Ste booard G Font	A* A* ≡ ≡ ⇒ ≫ □ A - ■ ≡ ≡ 車 車 車 ■ ■ - Alignment Number	Cell Styles -
	E7 ▼ (<i>f</i> x		
1	A	В	C
1	Performance Measure	Performance Question	Response
2 3 4 5 6	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 d) Other	
7	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.)	
9 10		b) Community College c) 4 year College or University	
		d) Other	
11			1

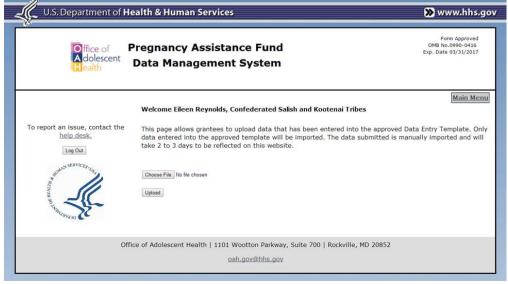
The final tab in the spreadsheet is for reporting any optional measures that you are collecting. The measures are arranged by category and associated number. Scroll down through the tab to view all optional measures.

E	🛃) + (≌ + <del ↓ Ie Home Insert Page L	Pregnancy Assistance Fund Performance N ayout Formulas Data Review	NUMBER OF CONTRACTOR	loper	
Pas lip	board is Font	 A A → A →<th>General ▼ \$ ▼ % ▼ *.00 .00 Number 5</th><th>Conditional Formatting ~ Format as Table ~ Cell Styles ~ Styles</th><th>insert insert insert Delete Forma Cells</th>	General ▼ \$ ▼ % ▼ *.00 .00 Number 5	Conditional Formatting ~ Format as Table ~ Cell Styles ~ Styles	insert insert insert Delete Forma Cells
	C67	ляка развити и странати на странати на В	ormula Bar		с
	Performance Measure	Performance Question		Response	
			28. UNA19/0425/051050	icipating in the Program	
	5.11 Number and percentage of expectant female participants who	How many expectant female participants wh			
			at least one pren		
	expectant female participants who enroll in the program during their first trimester that receives at least one prenatal visit during the	How many expectant female participants wh program during their first trimester received a	at least one pren .cy?		
Б.,	expectant female participants who enroll in the program during their first trimester that receives at least one prenatal visit during the	How many expectant female participants wh program during their first trimester received visit during the first trimester of the pregnan	at least one pren cy? r <i>Health</i> nting female ram year and are nds'partners nt? If a participar ffective method.	atal	_

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.



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.

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