

# Formula State Administrator Guide

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## Project Overview

The Office on Violence Against Women (OVW) and the Violence Against Women Act Measuring Effectiveness Initiative (VAWA MEI) developed a web-based tool for STOP and SASP Formula State Administrators to collect subgrantee performance report data. This tool will better facilitate the collection, reporting, reviewing, monitoring, and submitting of subgrantee data.

## Purpose of the Guide

This guide provides an overview of how to access the new web-based tool, navigate and use the state dashboard to collect subgrantee data, and review and submit subgrantee data directly to VAWA MEI.

For additional information on how to use the Formula Subgrantee Progress Reporting Tool, please access our website at [vawamei.org](http://vawamei.org) or reach out to us directly ([vawamei@maine.edu](mailto:vawamei@maine.edu) or 1-800-922-8292).

## Getting Started: How to Access the Tool

### State Administrator (SA) Access

SAs will receive an emailed invitation from MEI with a link to set up the account for their state or territory. Users need to be invited by MEI to create an account and cannot generate an account on their own.

Once logged in, SAs will be able to access their dashboard to:

- Generate links to blank and in-progress reports for subgrantees;
- View subgrantee reports in progress;
- Review, change request, and approve subgrantee reports; and
- Submit final subgrantee reports to MEI.

***Note: SAs who are administrators for both STOP and SASP will have access to the reports and data for both programs under one account.***

If an additional person needs access to the state's dashboard, email MEI ([vawamei@maine.edu](mailto:vawamei@maine.edu)) to request they be granted access. MEI will invite them to set up an account via email in the same way as the SA.

## Subgrantee Access

Formula subgrantees **will not** have accounts. SAs will generate and send links to subgrantees to fill out a report online. Subgrantees will be able to save their progress and return to their report via their unique link at any time. When complete, subgrantees will submit their report directly to their State Administrator through the tool.

## Account Management

### Adding and Removing Users

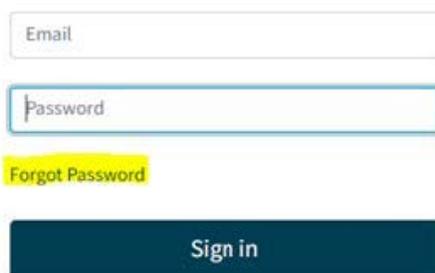
To add a user, SAs should email MEI the person's name and email address to the same [vawamei@maine.edu](mailto:vawamei@maine.edu). MEI will invite them to set up their account.

To remove a user, SAs should email MEI with the person's name and email address. MEI staff will disable their account.

### Forgot password?

To reset your password, click "Forgot Password" on the login page. You will be brought to a new page titled "Forgot Password" where you will enter your email address and click "Submit." Once you click submit, you will receive an email to the entered email address with a link and instructions for how to reset your password.

### Login



The screenshot shows a login interface with the following elements:

- An "Email" input field.
- A "Password" input field.
- A "Forgot Password" link highlighted in yellow.
- A dark blue "Sign in" button.

### Locked Account

You will be temporarily locked out of your account for 10 minutes if you incorrectly enter your password five times in a row. You will receive an email notification when you are temporarily locked out. If you still do not know your password once your account is unlocked, try resetting your password using the "Forgot Password" function. If you need

assistance accessing your account or received a “Locked Account” email when you were not trying to log in, please let us know at [vawamei@maine.edu](mailto:vawamei@maine.edu).

## State Dashboards

The State Dashboard is where SAs can:

- Generate links to blank and in-progress subgrantee reports;
- View subgrantee reports currently in progress;
- Review, change request, and approve subgrantee reports; and
- Submit subgrantee data to MEI.

***Note: SAs cannot directly communicate with subgrantees through the tool, e.g. send questions or notes on a submitted report. SAs will need to communicate with subgrantees outside of the tool in whatever way works best for them.***

## Navigating the Dashboard

Once logged in to the tool, SAs will first be brought to the homepage. Navigate to the Dashboard by clicking “Dashboard” at the top of the page.



From the Dashboard, SAs can generate links to blank subgrantee reports, monitor subgrantee reports in progress, review submitted subgrantee reports, and approve and submit subgrantee reports to MEI.

The Dashboard has two main tabs: “Pending Submissions” and “Approved Submissions.”

- **Pending Submissions** is the default view. This tab shows all the subgrantee reports that are in progress, reports that have been completed and submitted for review and approval, as well as reports the SA has denied and requested edits be made. Once a subgrantee report has been approved, the report is moved to the “Approved Submissions” tab.
- **Approved Submissions** displays all of the subgrantee reports that have been approved by the SA, but have not yet been submitted to MEI. Once you click the button to “Submit and Finalize” the data, a pop-up will appear asking if you are

sure you want to submit your approved reports. Clicking “OK” will submit all approved reports to MEI and remove them from your dashboard and clicking “Cancel” will return you to your dashboard without moving any reports from the “Approved Submissions” tab to MEI.

 reporting.vawamei.org

Are you sure you want to submit your approved reports?  
 Doing so will alert VAWA MEI to begin processing your reports for this period.

Both the “Pending Submissions” and “Approved Submissions” tabs will remain empty until subgrantees begin filling out reports. Once a subgrantee begins to fill out a report, a row will appear in the pending submission table showing the subgrantee's information. Subgrantee reports can be filtered and sorted in a variety of ways.

### Filtering Reports

- **Program:** If an SA is an administrator for both STOP and SASP, this dropdown will allow SAs to view either the STOP subgrantee reports or the SASP subgrantee reports. If an SA is the administrator for either STOP or SASP, only one option will appear in this dropdown.

#### State Dashboard



Blank Form URL | Download Reports

Program: SASP ▾ | Date Range:

Pending Submissions 84 | Approved Submissions 18

- **Date Range:** This feature will filter the reports by their “Last Updated” date. Click into the Date Range field to select the dates you want to review. If a date range is not selected, all pending reports will show.

## Sorting Reports

SAs can sort the reports in each tab by clicking on the column headers. Once clicked, the dashboard will automatically sort by that column. To sort by a different column, simply click on a different column's header. Headers that you can sort by include: Subgrantee, Name, Email, Last Updated, Status.

Subgrantee	Name	Email	Last Updated	Status	Actions
Subgrantee Test	Subgrantee Test	casey.thompson@maine.edu	04/03/2024	Pending	<a href="#">View</a> <a href="#">URL</a> <a href="#">Delete</a>

## Creating a Blank Report

To provide subgrantees access to their individual progress reports, SAs must first generate a blank progress report URL. To do this, click the “Blank Form URL” button above the “Pending Submissions” and “Approved Submissions” tabs in the Dashboard. Once clicked, the system will generate a link (or two if the SA is responsible for both STOP and SASP) to a blank report. SAs will then copy and paste the link(s) into their communication with subgrantees.

## State Dashboard

Blank Form URL | Download Reports

Program: SASP | Date Range:

Pending Submissions 24 | Approved Submissions 11

**Note: SAs need to communicate with and provide link(s) to subgrantees outside of the tool.**

The system is set up to generate only one link per form, per state. An SA will only have one link for STOP and/or one link for SASP, and that one link will be sent to all STOP and/or SASP subgrantees for the state. Once subgrantees begin to fill out reports and enter their contact information, a unique link for each individual report will be generated.

**Note: SAs can fill out reports on behalf of subgrantees. To do this, the SA should access a blank report using the link generated from the State Dashboard and proceed as a subgrantee would. Once the SA moves past the initial page, they will need to click “Edit This Report.” The “Edit This Report” function will only appear for SAs.**

## Dashboard Features

Both the “Pending Submissions” and “Approved Submissions” tabs in the Dashboard are organized into tables with the following columns:

- **Subgrantee:** Subgrantee name entered into the subgrantee’s report.
- **Name:** The first and last name of the Point of Contact entered into the subgrantee’s report.
- **Email:** Email address of the Point of Contact entered into the subgrantee’s report.
- **Last Updated:** The date the report was last modified.
- **Status:** Indicates if the subgrantee’s report is pending (i.e., in progress), has been submitted, or has edits requested.
- **Actions:** The SA can view a subgrantee’s report, generate the report’s unique link, as well as delete, deny, or approve a report.

### State Dashboard



## Pending Submissions Tab Actions

The Actions column in the “Pending Submissions” tab is where SAs will be able to view subgrantee reports, generate unique links, as well as delete, deny, or approve reports.

- **View:** To view an individual subgrantee's report, locate their name in the table and click the "View" button in the corresponding row. The report will open in a new tab. To make edits to the report click the "Edit This Report" button at the top right corner of the page. SAs are able to edit the report while the report is in "Pending," "Edits requested," and "Completed" status.
- **URL:** Click the "URL" button to generate a link for an individual subgrantee report; this is helpful if the subgrantee has lost their link.
- **Delete:** Click the "Delete" button to delete a subgrantee's report. This button will only appear if the report is in "Pending" status. **Note: Once a report is deleted, you will not be able to retrieve it.**
- **Deny:** This button will only appear if the report is in "Completed" status. Once a subgrantee completes and submits a report, the report will be locked. The report can only be unlocked by the SA. If it is determined by the SA that changes to the report are required, click the "Deny" button to change the status of the report to "Edits Requested," which releases the report back to the subgrantee so they can make the requested edits. **Note: SAs need to communicate with subgrantees outside of the tool to request the needed edits.**
- **Approve:** This button will only appear if the report is in "Completed" status. Click the "Approve" button to change the status of the report to "Approved," which will move the report to the "Approved Submissions" tab. **Note: Each subgrantee report needs to be approved before it can be submitted to MEI.**

### Approved Submissions Tab Actions

The Actions column in the "Approved Submissions" tab is where the SA will be able to view submitted subgrantee reports, generate unique links, as well as download, unapprove, and submit final reports to MEI.

- **View:** The "View" button allows the SA to see the subgrantee's report. Clicking the "View" button will open the subgrantee's report in a new tab. If you would like to make edits to a subgrantee's report while in this view, you will need to first "Unapprove" the report and then click "Edit This Report" in the top right corner of the report in order to make edits.
- **URL:** Click the "URL" button to generate a link for an individual subgrantee report.
- **Download:** Click the "Download" button to download an individual subgrantee report's data as an Excel file.

- **Unapprove:** Click the “Unapprove” button to move a report back to the “Pending Submissions” tab. This button appears only when the report is in “Approved” status.

## Submitting Reports to MEI

When the SA has finished reviewing and has approved all of the subgrantee reports, they will submit the reports directly to MEI by going to the “Approved Submissions” tab on the Dashboard.

To submit all subgrantee reports click the “Submit and Finalize” button.

The screenshot shows a dashboard interface. At the top left, there are two filter sections: "Program:" with a dropdown menu currently set to "STOP", and "Date Range:" with an empty text input field. To the right of these filters is a dark blue button labeled "Submit and Finalize". Below the filters, there are two tabs: "Pending Submissions" with a badge showing the number "129", and "Approved Submissions" with a badge showing the number "32".

A pop-up will appear asking if you are sure you want to submit your approved reports to MEI. If yes, click “OK.” If you do not wish to submit the subgrantee data, click “Cancel.”

Once a report has been submitted to MEI, the status of the report will change to “Submitted.” The SA will no longer be able to “Unapprove” the report or view the report within the tool once it has been submitted to MEI. The SA will be able to download the report’s data as an Excel file at this point. If there is an issue with the submitted report, please contact VAWA MEI at [yawamei@maine.edu](mailto:yawamei@maine.edu) and detail the issue.

## Downloading Report Data

SAs can download the data reported by subgrantees using the “Download Reports” button located above the “Pending Submissions” and “Approved Submissions” tabs. The “Download Reports” button will download all of the data for the reports currently displayed in the dashboard table as an Excel file. If the SA is currently viewing the “Pending Submissions” tab and they click the “Download Reports” button, all pending report data will be downloaded. If they are viewing the “Approved Submissions” tab and they click the “Download Report” button, all approved report data will be downloaded.

## MAINE State Dashboard



Once a report has been approved by the SA and has moved to the “Approved Submissions” tab, SAs can download individual report data into an Excel file. Simply locate the subgrantee name in the table and click the “Download” button under the Actions column in the corresponding row.



Additionally, subgrantees are able to download a copy of their data and report as an Excel file once they have submitted the data to the SA.

### STOP Progress Report - SA Coalition

Thank you for taking the time to submit your progress report and helping to document and measure the work of OWW grantees nationwide.

This progress report has been submitted. If you need to make edits to your report, please reach out to your state administrator.

To download the submitted report, click the “Download Report” button.



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And as always, for additional information on how to use the Formula Subgrantee Progress Reporting Tool, or any other related questions, please access our website at [vawamei.org](http://vawamei.org) or reach out to us directly ([vawamei@maine.edu](mailto:vawamei@maine.edu) or 1-800-922-8292).