

Reminders for Completing the FY 2018 Household Report

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Families and Children (ACF) presented by APPRISE under contract to OCS

October 18, 2018

Welcome:

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Presenters:

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Welcome

- **Purpose of This Webinar**

- To provide a refresher on the requirements for the Household Report– Long Form.
- To furnish updates on the FY 2018 Household Report status and expected due date.
- To provide LIHEAP Coordinators and staff with key reminders.

- **Audience for This Webinar**

- Coordinators who have previously completed the Household Report- Long Form.
- Staff that assist with completing the Household Report.

Household Report Training

What if I am new?

- This is the first of three webinars on completing the FY 2018 Household Report.
- Upcoming Additional Webinars:

Webinar #2: Step-by-Step Overview – November 2018

- This will be an in-depth webinar for new Coordinators and staff.

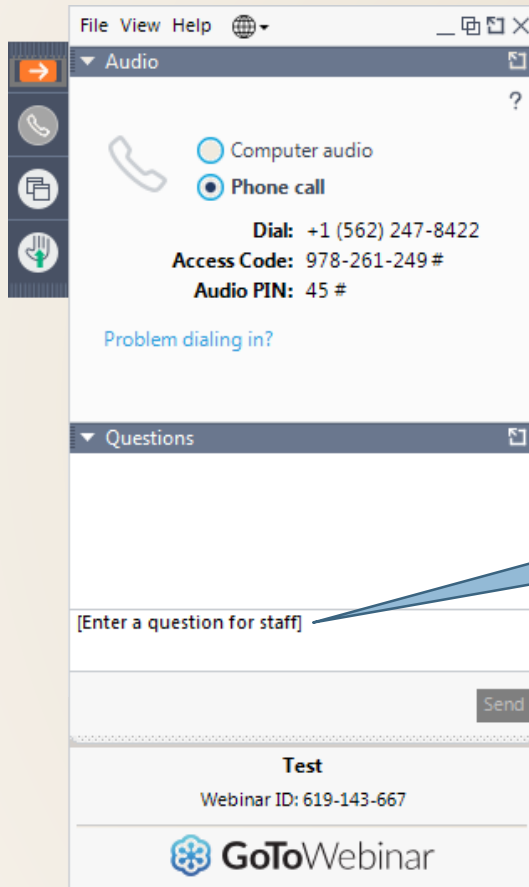
Webinar #3: Final Reminders Webinar – December 2018

- Brief final review of the report requirements and nuances.

Webinar Overview

- **Structure of The Webinar**
 - 30-minutes to review key information.
 - Slides available for download now under “Handouts” in the GoToWebinar Sidebar.
 - The webinar is being recorded and will be published on the ACF YouTube channel.
- **Have a question?**
 - You are encouraged to ask questions as you have them by typing them into the GoToWebinar “Question” box.
 - Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.

GoToWebinar Question Box



Enter text here to ask a question.

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Click this button to expand sidebar.



Overview of the Household Report

- The Household Report has been submitted by grantees since the 1980s.
- The Report allows OCS to report information to Congress about LIHEAP outcomes, as required by the statute.
- Data are reported in the annual *LIHEAP Report to Congress* and in the *LIHEAP Data Warehouse*.
- Grantees must...
 - Submit preliminary data in September as part of their application for LIHEAP funds. Data can be estimated.
 - Submit final non-estimated data by the specified due date data (generally in December).

Update on the FY 2018 Report *Status & Due Date*

- Approval for the Household Report form expires on October 31st. The Office of Management and Budget (OMB) is currently reviewing a request to renew the Household Report for three more years.
- OMB is expected to approve the renewal of the Household Report in December.
- Upon approval by OMB, HHS will publish an Action Transmittal with the final due date and instructions for accessing and submitting the form in OLDC.
- **Grantees are encouraged to prepare their final data for submission in anticipation of a December due date.**

FY 2018 Household Report: *What Has Changed from Last Year?*

- **There are no changes to the FY 2018 Household Report. The requirements remain the same as those for last year's FY 2017 Report.**
- Grantees can review last year's instructions for reporting each item in the Household Report – Long Form:
https://www.acf.hhs.gov/sites/default/files/ocs/liheap_at_2018_2_attachment_a_fy_17_hhrp_instructions_long_form.pdf
- Grantees are also encouraged to review issues identified during the prior year review.

Reminders of Reporting Rules for the Household Report



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Reminder of Reporting Rules

#1 – *Report According to the Instructions*

- LIHEAP is a block grant, giving grantees the freedom to design unique and diverse programs.
- OCS must report consistent information to Congress. The Household Report allows OCS to report uniform information on households that receive LIHEAP assistance.
- Grantees should...
 - Review the instructions for guidance on how to correctly report each item.
 - Contact their OCS liaison when encountering challenges in reporting according to the instructions.

Reminder of Reporting Rules

#1 – *Report According to the Instructions*

- Examples:
 - A grantee may have a program year that differs from the federal fiscal year (October 1 to September 30). However, all grantees are instructed to report information in the Household Report corresponding to the federal fiscal year.
 - Grantees may have reporting systems designed to report the count of individual benefits provided. However, all grantees are instructed to report information in the Household Report on the number of households served, rather than the number of benefits issued.

Reminder of Reporting Rules

#2 - *Explain Unique Program Features/Nuances*

- The Household Report includes a **Notes section** to allow grantees to explain any reported information that is out of the ordinary, generates a warning in OLDC, or requires clarification.
- If there is anything about your program operation that requires explanation to explain your Household Report data, please add a note in the Notes section.
- Notes allow for an accurate understanding of your reported data and OCS uses these notes in tables and footnotes in the annual Report to Congress.

Reminder of Reporting Rules

#2 - *Explain Unique Program Features/Nuances*

- Examples:
 - A grantee reports the same number of households served with Heating Assistance and served with “Any Type of LIHEAP Assistance” because the grantee always provides heating assistance prior to other types of assistance. For the Household Report, the grantee should include a note to indicate this.
 - A grantee receives a Warning message in OLDC alerting them that the number of households they reported for Cooling Assistance is substantially different from the prior year. If the grantee confirms the data are correct, the grantee should provide an explanation for this difference in the Notes Section.

Reminder of Reporting Rules

#3 – *Provide a Consistent Report with Final Data*

- The Household Report requires grantees to report using the best information available at the time of reporting.
- To meet the reporting requirements, grantees need to use their data reporting system to identify and count households for each reporting item using data tracking systems and program records.
- OCS provides data validation and checks to assist grantees with reporting:
 - OLDC Warning and Error Messages
 - APPRISE Review

Data Validation and Checks



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Data Validations and Checks

OLDC Warning and Error Messages

- Several validation checks are programmed into OLDC, and a warning or error message will appear if a check fails.
- Warning Messages indicate data that may be correct, but require confirmation and additional explanation in the “Notes” section of the form.
- Fatal Error Messages indicate inconsistent data that must be corrected before grantees are able to submit their Household Report in OLDC.

Data Validations and Checks

Addressing Warnings and Fatal Errors

- If a warning message appears, but you have an explanation for the warning (and have confirmed that the data is correct), add a note addressing the warning.
- If a warning message appears and you do not know how to resolve it, contact APPRISE for assistance.
- If a fatal error occurs and you do not know how to resolve it, contact APPRISE and we will work together to resolve the reporting issue.

Data Validations and Checks

APPRISE Review

- APPRISE checks data in the Household Report following submission in OLDC.

- Three types of checks:

1. Internal consistency checks within the Household Report

- Example = Do your counts by poverty interval add up to the total amount that was reported?

2. Comparing to the Model Plan

- Example = Do you report households served for each type of assistance indicated in your Model Plan?

3. Comparing to the Previous Year's Data

- Example = Did any type of assistance show a change of more than 10 times the amount reported in the prior year?

Data Validations and Checks

Updating and Revising Report

- After you submit your report...
 - APPRISE will e-mail grantees to alert them to any issues or questions based on reviewing their submitted Household Report.
 - Grantees should provide a response and make any corrections to their submitted report.
 - When your report is confirmed to be complete, your liaison will accept your report in OLDC. Your final approved report information will be used for the LIHEAP Report to Congress.
- If you later identify a correction or change is needed, you will need to submit a revision in OLDC.

Data Validations and Checks

How Do I Check My Report Before Submitting?

- Review any Warning messages received in OLDC
- Compare your report to your prior year report.
- Use the “Check Before You Submit” Document:

https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/Household-Report-Check-Before-You-Submit-Document.pdf

| <u>Section II “Number of Assisted Households by Poverty Interval”</u> | | | |
|--|---|-----|----|
| 11. | Do all households that received LIHEAP assistance have incomes at or below the poverty threshold for income-eligible households that you indicated in your Model Plan? If not, you should either modify your Model Plan to reflect the way your program operated during the fiscal year or include a note which explains the discrepancy. | YES | NO |
| 12. | Do the “By Poverty Interval” Counts for assisted households (Section II) add up to the Total Number of Households that are reported in Section I for each type of assistance, and did all households have poverty interval information? If any household were missing poverty interval information, you should include a note in the “Notes” portion of the form to explain the issue and how you accounted for these households. | YES | NO |

Common Reporting Issues & Reminders



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Common Reporting Issues

Reminder #1 – Indicating Data are Final

- The preliminary Household Report (due in September) may contain non-final or estimated data. However, the final Household Report must contain final data from grantee data tracking systems and program records.
- **Once all data in the Household Report are final, grantees must:**
 - Select “no” in response to the question in the Instructions Section: *“Do the data below include estimated figures?”*
 - Uncheck any “estimated data” checkboxes in Sections I and IV.

Common Reporting Issues

Reminder #2 – Consistency with Model Plan

- If a grantee indicated that it planned to provide a particular type of assistance in their FY 2018 Model Plan, we would expect to see households reported under that type of assistance in their FY 2018 Household Report.
- We would expect grantees to only report households that fall within the gross income thresholds specified in their Model Plans for each type of assistance.
 - **REMINDER:** Grantees should assign each household to a poverty interval using the [2017 HHS Poverty Guidelines](https://www.acf.hhs.gov/ocs/resource/liheap-im-2017-02-fy-2017-hhs-federal-poverty-guidelines), which were in effect at the beginning of FY 2018. They are available here:
<https://www.acf.hhs.gov/ocs/resource/liheap-im-2017-02-fy-2017-hhs-federal-poverty-guidelines>
- Grantees should add notes to explain any inconsistencies with their Model Plan.

Common Reporting Issues

Reminder #3 – Reporting Unduplicated Counts

- Grantees should report an unduplicated count for each data element.
- If a household received multiple benefits for the same type of assistance...
 - That household is only counted once when reporting the count of households that received that type of assistance.
- If a household receives more than one time of assistance...
 - That household should be included in the unduplicated count for each type of assistance.
- When you are calculating the number of households that received Bill Payment Assistance or Any Type of LIHEAP Assistance...
 - Each household should only be counted once.

Common Reporting Issues

Reminder #4 – Weatherization and Crisis

- Some grantees may not directly capture information about weatherization assistance or crisis assistance in their primary LIHEAP data tracking systems.
- In this situation, Grantees do need to obtain household-level data from their subgrantees or program partners who record this information. Grantees need this to identify which households received other types of LIHEAP assistance in order to calculate and report the count of households that received Any Type of LIHEAP Assistance.
- Please contact APPRISE if you need assistance with this.

Final Reminders



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Final Reminders

FY 2018 Report Status

- Upon approval by OMB, HHS will publish an Action Transmittal with the final due date and instructions for accessing and submitting the form in OLDC.
- Grantees are encouraged to prepare their final data for submission in anticipation of a December due date.
- There are no changes to the FY 2018 Household Report. The requirements remain the same as those for last year's FY 2017 Report.

Final Reminders

Household Report Resources

- **“Check Before You Submit” Tool:**

https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_to_ols/best_practices/Household-Report-Check-Before-You-Submit-Document.pdf

- **FY 2017 Household Report Instructions:**

https://www.acf.hhs.gov/sites/default/files/ocs/liheap_at_2018_2_attachment_a_fy_17_hhrp_tinstructions_long_form.pdf

- **Past Years’ Household Report Data:**

https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage

Final Reminders

OLDC Resources

- OLDC is accessed through Grant Solutions.
- Log-in to Grant Solutions at <https://www.grantsolutions.gov/gs>
- Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
- If you need assistance, please contact Grants Center Of Excellence Systems Help Desk:
 - (202) 401-5282 or (866) 577-0771
 - help@grantsolutions.gov

Final Reminders

Support Resources

OCS liaisons

<http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>

APPRISE Team

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Questions & Answers

- If we do not respond to your question during the webinar, we will follow-up via e-mail.
- If you have additional questions, please e-mail us:
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org
 - Melissa Torgerson, melissa@verveassociates.net

Thank you for attending the webinar!