

# Using GrantSolutions to Report

RESIDENT OPPORTUNITY & SELF SUFFICIENCY PROGRAM

# Resources for Reporting

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**ROSS Reporting: Overview and Requirements:** <https://youtu.be/xCVZHt9z1n0>

**The ROSS Data Guide 3.0:** <https://files.hudexchange.info/resources/documents/ROSS-Data-Guide.pdf>

**ROSS Reporting Webinar Part I: Overview of ROSS Data Guide 3.0 (June 13, 2020):**  
<https://www.hudexchange.info/trainings/courses/ross-reporting-ross-data-guide-3-0/>

**ROSS Reporting Webinar Part II: How to Report in GrantSolutions (July 16, 2020):**  
<https://www.hudexchange.info/trainings/courses/resident-opportunity-self-sufficiency-report-how-to-report-in-grant-solutions/>

**ROSS Data Dashboard:** <https://public.tableau.com/profile/abt.associates4039#!/vizhome/ROSS-SCDataDashboardbyGrantee/Home>

**How to Access the Dashboard Webinar:** <https://www.hudexchange.info/trainings/courses/ross-sc-data-dashboard-webinar-1-how-to-access-and-use-the-dashboard/>

**Quick Reference Guide: Data Quality:** <https://files.hudexchange.info/resources/documents/ROSS-SC-Data-Quality-Quick-Reference-Guide.pdf>

**ROSS HUD Exchange page:** <https://www.hudexchange.info/programs/ross/>

# Reporting Period and Due Date

Grantee	Report	Report Due Date	Reporting Period
Fy17 (ROSS18...)	Year 4 (Final Report)	July 13, 2021, or 90-days from your grant term end date	October 1, 2020, to Grant Term End date
FY18 (ROSS19...)	Year 3 Report	October 30, 2021	October 1, 2020, to September 30, 2021
FY19 (ROSS20...)	Year 2 Report	October 30, 2021	October 1, 2020, to September 30, 2021
FY20 (ROSS21...)	Year 1 Report	October 30, 2021	June 1, 2021, to September 30, 2021

# FY 2017 Grantee Final Report

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If your grant term was extended and the extended grant term end date is before September 30, 2021, (the normal report end date) then your reporting period is from October 1, 2020, to your grant term end date.

- Your final report due date is 90-days from the grant term end date.

If your amended (extended) grant term end date is after September 30, 2021, then your reporting period is from October 1, 2020, to September 30, 2021.

- This report will be due October 30, 2021. This **will not** be considered your final report.
- Your final report will be due 90 days after your grant extension period ends and will cover that last period of your grant.

# Report Submission Due Dates

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Reports are due October 30 of each year except for the final report.

The ROSS grant agreement specifies the due date for each report.

For example, FY17 Grantees' final reports are due July 13, 2021, unless the grant term was extended

You must ensure your data is submitted by the report due date.

If you submit an **annual** report after October 30, it will be considered a late submission.

If you submit your **final** report after the due date, it will also be considered a late submission.

If your report does not follow reporting requirements (incorrect template, incomplete), then it will not be considered a submission.

# Case Management Software

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- We encourage you to use an electronic case management or other tracking system to collect and store information about individual participant services and outcomes
- You can choose the system that best meets your needs and satisfies minimum requirements for data privacy and security
- Case management software often has broader functionality, including a full range of features such as assessment tools and databases to record notes from client meetings and from outside service providers
- The Online Data Collection is more of a reporting tool
- ROSS grant funds may be used to purchase case management software
- Be sure that your case management software can track data elements for the ROSS program

# Grant Solutions Access

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If you are planning to use the Online Data Collection or your own case management software, you will need access to Grant Solutions, Online Data Collection module

Email was sent to ROSS Listserv on instructions for requesting access.

Once individuals have access to the Online Data Collection tool, they **will not** need to request access again.

Data from a previous ROSS grant may be cloned to the new grant. Stay tuned.

If the Help Desk has not responded to your email for access, please let the ROSS team know by emailing [ROSS-PIH@hud.gov](mailto:ROSS-PIH@hud.gov)

# Reporting Tools

There are currently four options that grantees can use to submit their Standards for Success reports to HUD.

1. GrantSolutions Online Data Collection (OLDC)
  - Formerly referred to as “inForm”
2. American Association of Service Coordinators (AASC) Online
3. FamilyMetrics Software
4. Other case management system



# Reporting Framework: Standards for Success

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HUD no longer requires or accepts submission of the Logic Model to evaluate performance.

**ROSS grantees are part of the Standard for Success Program.**

The framework's three main tenets are:

1. Standardization of data elements
  2. Alignment of reported data elements to higher-level agency goals
  3. Utilization of record-level (individual service/recipient-level) reports
- **NOTE: HUD cannot accept any Personal Identifiable Information (PII)**

# Common Reporting Issues

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Waiting until the last month to collect data for reporting

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Submit Data with Personal Identifiable Information (PII)

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Did not meet with partner/service provider to collect information

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Use of “own case management software” without IT support

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Did not select a response option for a data element

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Not working on activities as said in the application and/or under areas of need

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Do not request access to GrantSolutions until the month of October

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Did not review ROSS Data Guide 3.0 or webinars

# Questions

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ROSS-PIH@HUD.GOV