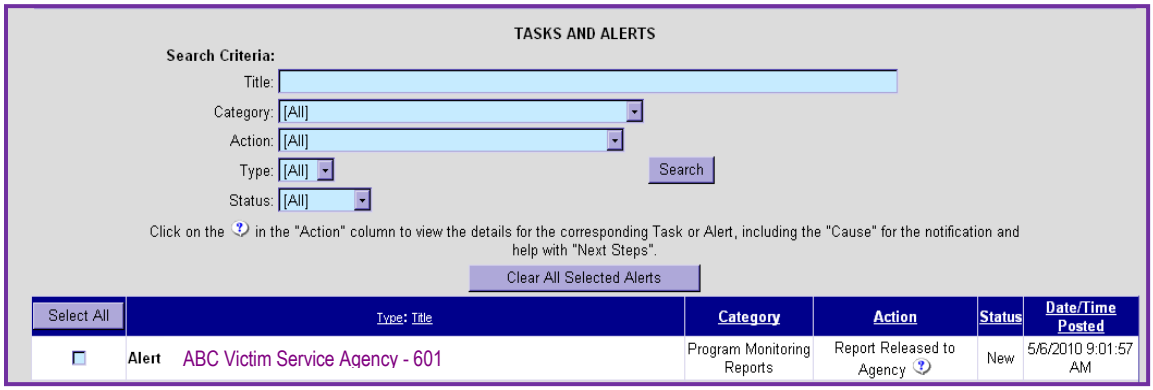
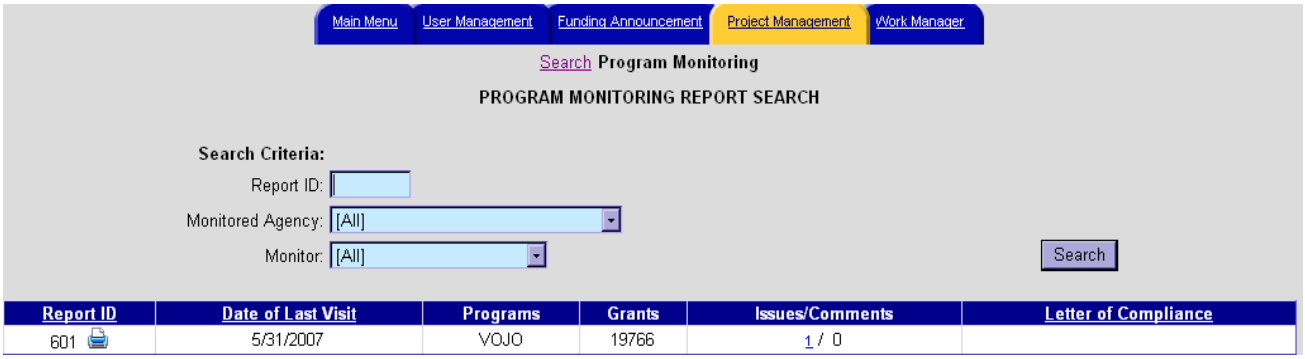
Instructions for Accessing Your Agency's Monitoring Report

If you are the **Project Director**, **Financial Officer**, or **Primary Contact** for any PCCD grants that have just been monitored, you will receive an alert in Egrants under your **Work Manager** tab when the report is ready for you to view. The screen shot below displays how the task will appear in **Work Manager**. It is your responsibility to coordinate with your fellow co-workers and determine who will be responsible for responding to any issues associated with the report.

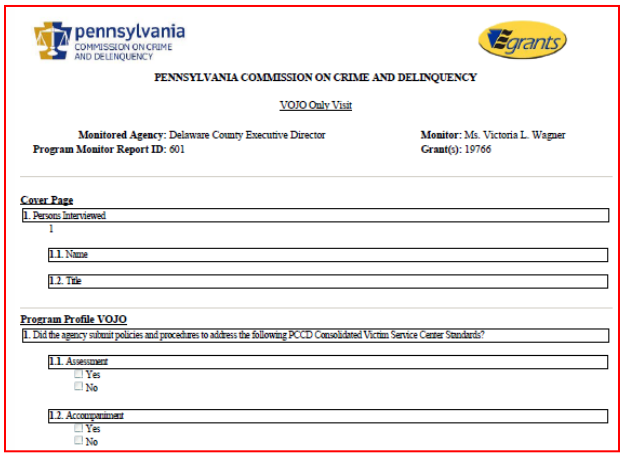


Click on the **Alert Title** and you will be taken to the page you see below.



If you click on the **Printer Icon** beside the **Report ID**, it will open up a PDF version of the complete report as displayed below. However, this will not display any Issues or Comments that may have been created.

By clicking on the numbers highlighted in **BLUE** under the **Issues/Comments Section**, any **Issues** and/or **Comments** that have been created, will be displayed.



EXTERNAL ISSUES/COMMENTS LISTING

Preview External Issues | Preview External Comments

I/C#	Created By	Date Created	Short Title	Section	Type	Status
1	Mr. Robert K Merwine	5/6/2010	Policies	Report	Issue	In-Process
2	Mr. Robert K Merwine	5/6/2010	Test	Assessment	Issue	In-Process

Cancel

By clicking on the Short Title of the **Issue** or **Comment**, the text of the full **Issue** or **Comment** will be displayed. If something is listed as a **Comment**, then it is a recommendation for your agency (no action is required). If there is an **Issue**, then it is a **Requirement** and a **Corrective Action** is needed to bring your agency into compliance.

PROGRAM MONITOR REPORT ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Individual Advocacy

Created By: Ms. Rebecca Slavinsky **Created Date:** 1/25/2010 11

Last Updated By: Ms. Rebecca Slavinsky **Last Updated Date:** 5/3/2010 10:

Type of Entry: Issue

Completion Status: In-Process

Due Date: 5/5/2010

Short Title: * Where is

Description: * I did not see d

Add New Response

Number	Response Description	Last Updated	Updated By

Cancel

Take note of the **Due Date**. In order to resolve the Issue, click on **Add New Response**. This must be completed prior to the **Due Date**.

ISSUE/COMMENT RESPONSE

Created By: Ms. Rebecca Slavinsky **Created Date:** 1/25/2010 11:15:08 AM

Last Updated By: Ms. Rebecca Slavinsky **Last Updated Date:** 5/3/2010 10:56:31 AM

Affected Section: Individual Advocacy

Type of Entry: Issue **Completion Status:** In-Process

Issue Short Title: Where is

Response Number: Not Yet Assigned

Response: *

New Attachment:

< Previous Response Next Response >

Save | Delete | Cancel

Type your response in the text box that appears. If the **Issue** requires you to make revisions to your agency's **Policies & Procedures**, attach the revised **Policy & Procedure** by clicking on the **Green Plus Sign**.

Main Menu | User Management | Funding Announcement | Project M

Search **Program Monitoring**

Attachment Upload

Short Description: *

File Attachment: Browse...

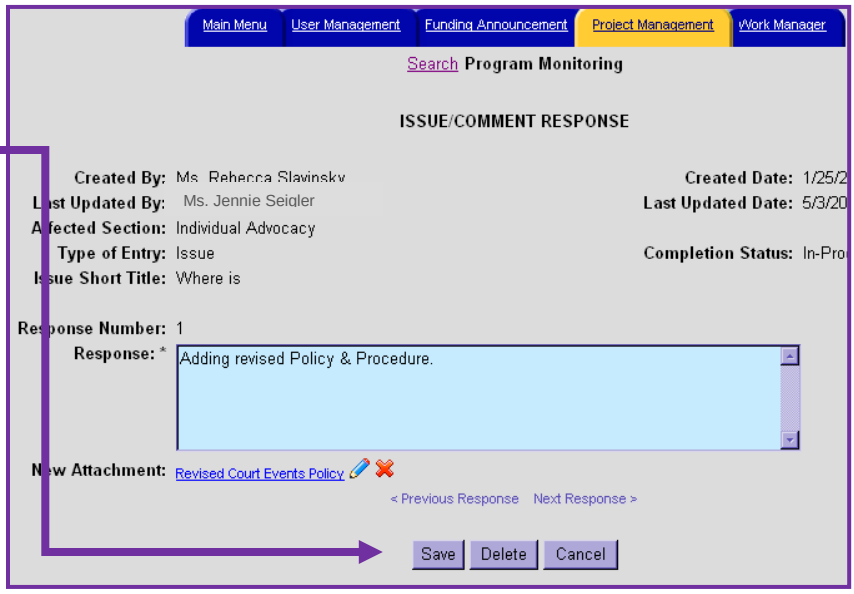
Maximum attachment size is 4096 KB (4 MB)

Save | Cancel

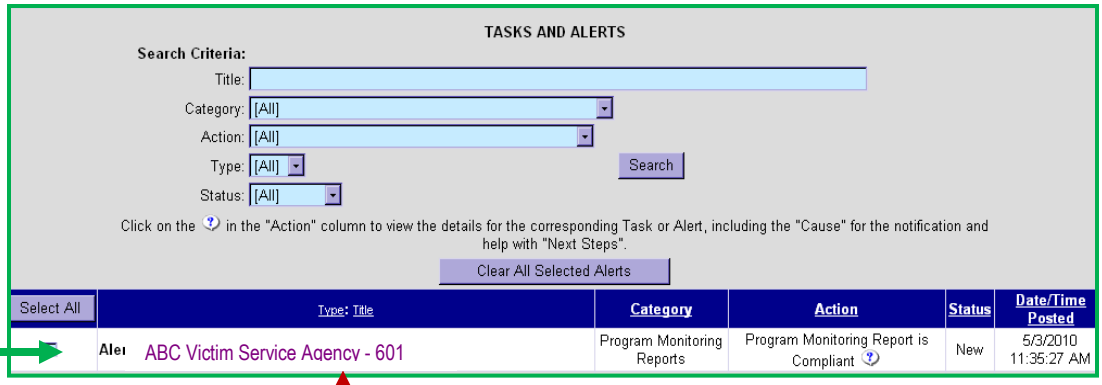
Type the description of what you are attaching. (Example: Revised Court Events Policy) Then click on the **Browse** button to access your computer's files. Once you have located the computer file, click **Save**.

You will then be brought back to this screen. Click **Save** again. The **Monitor** will be notified that a response has been submitted.

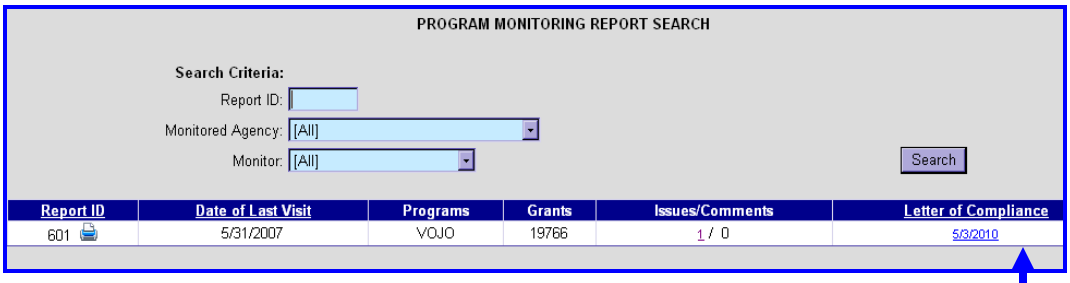
If you do not have any additional responses to add, click the **Cancel** button. Once you have responded to all of the Issues, you are now finished. The **Monitor** will review your responses. If the Monitor finds that there are still revisions needed, you will receive another **Alert** in your **Work Manager**.



If the Issues have all been resolved, you will receive an **Alert** in **Work Manager** indicating that the Program Monitoring Report is **Compliant**. Click on the title of the **Alert**.



NOTE: If your report had NO Issues to begin with, you will receive this notice in your Work Manager right from the start.



If you click on the **Date displayed** under the **Letter of Compliance** column, you will be able to open a PDF version of your **Compliance Letter**. You may print the letter for your records.

Please Note: This will be the ONLY letter you will receive.

PCCD will no longer be mailing letters to monitored agencies.