New Feature

New RPPR Error Message for Inclusion Enrollment Data

Grantees who select the Check for Errors or Submit button on their RPPRs will encounter a new error message if cumulative inclusion enrollment data exists in the previous OMB-approved format.

The error message is as follows:

Section G. Special Reporting Requirements: (ID: 201320)

G.4.b Inclusion enrollment data must be provided in the IMS format and saved for record(s) # <IDR number>. Please navigate to G.4.b of the RPPR, click the Inclusion link, select the appropriate IDR, click “Edit Cumulative” and update the enrollment data in that format. Click save and update the next IDR or return to the RPPR if done. (ID: 206731)

Inclusion enrollment data last saved in the retired Population Tracking system and migrated to IMS must be submitted in the new IMS format. This data cannot be directly transferred to the new format and must be entered manually in IMS.

Follow the steps below to update inclusion enrollment data and resolve the error:

1. Select the Inclusion link located in question G.4.b of the RPPR.
2. From the Action column, select the View link to display the enrollment data in the previous OMB-approved format. This will be useful when updating the cumulative data in the new format. You can keep this window open as a reference while updating the IMS cumulative form.

3. From the Action column of the Inclusion – Manage Inclusion Data Records (IDRs) screen, select the Edit Cumulative Enrollment link to open the Edit Cumulative Inclusion Data screen.

4. Update the enrollment data on the Edit Cumulative Inclusion Data screen and select the Save button. This will close the form and display the Inclusion – Manage Inclusion Data Records (IDRs) displays again.
5. Repeat the steps above for all IDRs as applicable.

6. When all updates are done, select the Return to RPPR link from the Inclusion – Manage Inclusion Data Records (IDRs) screen.

7. From within the RPPR, select the Check for Errors button again. If the appropriate updates to cumulative data were entered and saved, the error should not appear.

NOTE: The enrollment data from the previous OMB-approved format is retained in a Prior Version IDR. You can access this information by selecting the date hyperlink next to the Prior Version label on the Inclusion Data Record (IDR) Details screen.

To access Inclusion Data Record (IDR) Details, select the View link from the Action column of the Inclusion–Manage Inclusion Data Record (IDRs) screen.