

## EXHIBIT E – QUARTERLY REPORTING, TXX ONLINE APPLICATION, and INVOICING PROCEDURES

The Subrecipient is required to report to DODD all qualified expenditures each quarter through a web-based program. The program will generate provider-specific quarterly reports for each service selected in Addendum A of the Grant Agreement. All information entered on the Quarterly Report(s) should be traceable to the Individual Plan and a units of service log. The quarterly summary will compile the cumulative information of all services reported each quarter. These forms provide the information needed to submit the Title XX Quarterly Report, which must be transmitted via the web application by October 30, January 30, April 30 and July 30 of each fiscal year.

### Accessing the Online Application for TITLE XX

To access the TXX reporting database, log into the DODD Gateway Portal through the Gold Key on the left side of the DODD Home Page. Select Applications and choose TXX from the Application drop-down menu.

- If you do not see TXX in the drop-down menu, you can add TXX by submitting a security affidavit.
- If you cannot log into the DODD Gateway Portal, you can choose “Forgot Password” on the log in page.
- If you have never logged into the DODD Gateway Portal, a new user account will be created for you when you add TXX by submitting a security affidavit.

### Filing out a security affidavit for TXX:

Go to the DODD home page at <http://dodd.ohio.gov> and click “Forms” near the bottom of the page. Select On-line Security Request (Security Affidavit) and follow the directions.

- If you are adding TXX to an existing account, choose Account Type: Change Access. This affidavit will not affect any other application you use; it will only **add** TXX.
- If you are a new user, choose Account Type: New.

All users should be sure to include the following on your security affidavit:

- System: Title XX Quarterly Report
- Role: Type in the name of the appropriate role based on the definitions below :
  - User: the person who is assigned to complete the form on line
  - Sign Off : the person authorized to review and sign off on the report
- Select Access Type: Choose “Add”

Print, obtain signatures, and email the affidavit to: [security-support@list.em.ohio.gov](mailto:security-support@list.em.ohio.gov)

If you have difficulty with this process, please email: [security-support@list.em.ohio.gov](mailto:security-support@list.em.ohio.gov)

## Instructions for Submitting Quarterly Reports

When logged in, each Subrecipient will have access to the data fields for services and fee schedule for federal fiscal year.

Below are the step-by-step instructions for entering data into the reporting system:

- Go to the DODD home page, <http://dodd.ohio.gov>
- Click on the golden key on the left side of the page to enter the portal
- The preparer should log in
- Click Applications
- From the Select Application dropdown box choose the TXX portal
- Click file and select “New”
- Select FFY and Quarter of the cost report you are preparing
- Click “Get Service List”
- Select that service you are reporting from the drop down box, then click “Continue”
- On the Details page, enter the units of service for (A), (B), and (C). Fields (D) and (E) will automatically populate based on the data you enter and the approved rate for that service.
- Enter number of recipients for (G), (H), and (I). Field (J) will automatically populate based on the data you enter.
- Complete contact information at the bottom of the screen.
- If you want to report costs incurred for another service, click “save and add another detail”.
- Once you’ve entered in all your cost information, click “save and go to summary”.
- On the summary page, you may print or save and log out.
- Once the report is completed, the submitter should log in as instructed above and review the report for accuracy.
- On the Summary page, the submitter should enter his/her name and title, then date. NOTE: the report must be saved first before submitting. Failure to do so will result in an error message.
- Print the report if desired.
- To submit, click “Submit”. The next page provides legal language. If you agree, click “Agree” and you will get a message confirming you want to submit the report. You may choose to print this page as well.

If you encounter problems while entering your reports, please contact: [TXX-support@list.em.ohio.gov](mailto:TXX-support@list.em.ohio.gov)

The federal government tracks the total amount of dollars spent on Title XX services. Therefore, you must not report any services paid with other federal funds or local dollars which are used for federal matching or level of effort requirements for other federal programs.

**\*Important Note:** Because policy decisions are based on data reported by the subrecipients, it is crucial to future funding efforts that you report ALL Title XX services provided and not just a portion to demonstrate full use of the award amount.

## Sub-Contractors/Subrecipient Documentation/Invoicing Procedures

Sub-contractors of Grantees have the same documentation and reporting responsibilities as the Grantee. Any subrecipient that employs sub-contractors or subrecipients must combine their own forms with any forms from their sub-contractors and enter one quarterly report package to the department within the timelines described above.