



Checking LIHEAP Data Across Multiple Reports

The LIHEAP statute requires grantees to submit reports each fiscal year. Each state, tribe, and territory must submit an application to receive funds that includes a plan for how the funds will be used. All grantees are asked to provide a report on any carryover or reallocation funds, plus preliminary and final reports on the number of households that have received assistance with LIHEAP funds. State grantees are required to submit a Performance Data Form that details sources and uses of LIHEAP funds in the Grantee Survey section. Starting in FY 2016, state grantees will be required to submit information on LIHEAP Performance Measures in Section II of the LIHEAP Performance Data Form and, at their option, will be able to furnish information on Optional Measures in Section III. The following sections of the LIHEAP statute refer to required reports:

- LIHEAP Plan - [Sections 2605\(a\)\(1\) and \(c\)\(1\)](#)
- Carryover and Reallocation - [Section 2607](#)
- Household Report - [Sections 2605\(c\)\(1\)\(G\) and 2610\(b\)](#)
- Performance Data Form, [Section 2610\(b\)](#)

Beginning in FY 2013, the Department of Health and Human Services (HHS) has required LIHEAP grantees to submit reports using the On-Line Data Collection (OLDC) system. Using OLDC to submit reports has many advantages for grantees; prepopulated data reduces staff time, while data validation and cross checks increase accuracy and consistency of submitted LIHEAP data. For state grantees, each required LIHEAP report is checked

Resources for LIHEAP Reports

The following is a list of resources for more information about required reports, using OLDC, and data validation:

- The FY 2015 Household Report: Online Data Collection (OLDC) System, December 10, 2015
[\[YouTube Video\]](#)
- The FY 2015 Performance Data Form Section I. Grantee Survey Online Data Collection (OLDC) System, January 5, 2016
[\[YouTube Video\]](#)
- Creating a LIHEAP Model Plan in OLDC, July 8, 2015
[\[YouTube Video\]](#)
- Using OLDC to Submit Your Grantee Survey, January 8, 2014
[\[YouTube Video\]](#)
- [LIHEAP AT 2016-03](#) Performance Data Form for FY 2015, January 5, 2016
- FY 2015 LIHEAP Performance Data Form Instructions
[\[PDF\]](#)
- Obligation of Funds and Carryover - New York, April 9, 2014
[\[PDF\]](#) ~ [\[Video\]](#)
- List of Forms/Deadlines
[\[U.S. Department of Health and Human Services website\]](#)
- LIHEAP Action Transmittals
[\[U.S. Department of Health and Human Services website\]](#)

against other LIHEAP reports in OLDC. This issue brief illustrates how data are cross checked between reports and years.

Reports discussed in this issue brief include: LIHEAP Plan, Carryover and Reallotment Report, Household Report (preliminary and final), the Grantee Survey section of the LIHEAP Performance Data Form (state grantees only), Leveraging Report, and Residential Energy Assistance Challenge (REACH) Program Plans.

Data Validation in OLDC

In OLDC, data validation is built into the electronic report forms. Data validation is an automatic process that checks for mathematical errors and data consistency when a user clicks “Validate” in the reporting form. There are two types of validation issue messages **that will** appear when inconsistent data are detected – a “Fatal Error” or a “Warning” message. When a validation issue is present, a red line item will appear at the top of the reporting form. The item contains a hyperlink to the inconsistent data field and a pop-up link with a detailed description of the data inconsistency.

- A “Fatal Error” message indicates inconsistent data that must be corrected before the report or form is submitted. For example:
 1. The grantee reports an inconsistent unduplicated count of households that received “Any type of LIHEAP assistance” in the state’s Household Report Form:

I. Number of Assisted Households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	<input type="checkbox"/>	60,000
2. Cooling	<input type="checkbox"/>	
3. Crisis		
a. Year Round	<input type="checkbox"/>	15,000
b. Winter	<input type="checkbox"/>	20,000
c. Summer	<input type="checkbox"/>	10,000
d. Emergency Furnace Repair & Replacement	<input type="checkbox"/>	3,000
e. Deposits	<input type="checkbox"/>	3,000
f.	<input type="checkbox"/>	
4. Weatherization	<input type="checkbox"/>	1,000
5. Any type of LIHEAP assistance	<input type="checkbox"/>	150,000
6. Bill Payment Assistance	<input type="checkbox"/>	95,000
7. Nominal Payments	<input type="checkbox"/>	35,000

2. When the grantee clicks “Validate” in the LIHEAP Household Report form, the following fatal error message will display:

The page at https://staging.acf.hhs.gov says:

In Section I, the Total Households Assisted for Line 5 - Any type of LIHEAP assistance should be less than the sum of Total Households Assisted for Lines 1-4. This number can be equal to but no greater than the sum of Total Households Assisted for Lines 1-4 if households can only receive one type of LIHEAP assistance per year. If this is the case, please indicate so in the Notes Section.

Program Name: Low Income Home Energy Assistance
Grantee Name: WISCONSIN
Report Name: Household Report - Long Form
Report Period: 10/01/2014 - 09/30/2015
Report Status: Saved -- with Errors

Report Progress

Validated Certified Submitted

Error #1: [15349] Section I - The Total Households Assisted for Line 5.
[\[Goto Error\]](#) [\[Long Description\]](#)

- A “Warning” message alerts the grantee to a data inconsistency that may need to be corrected. If the inconsistency is an accurate reflection of the grantee’s program, the grantee should submit further explanation in the “Notes” field of the form. For example:

1. The grantee reports the state’s planned program components (heating, cooling, crisis and weatherization) in the LIHEAP Plan.

Section 1 Program Components			
Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)			
1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)		Dates of Operation	
		Start Date	End Date
<input checked="" type="checkbox"/>	Heating assistance	10/1/2014	7/15/2015
<input checked="" type="checkbox"/>	Cooling assistance	5/15/2015	9/30/2015
<input checked="" type="checkbox"/>	Crisis assistance	10/30/2014	06/15/2015
<input checked="" type="checkbox"/>	Weatherization assistance	1/1/2015	3/2/2015

2. The grantee reports no cooling assisted households in the state’s LIHEAP Household Report Form:

I. Number of Assisted Households		
Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	<input type="checkbox"/>	60,000
2. Cooling	<input type="checkbox"/>	
3. Crisis		
a. Year Round	<input type="checkbox"/>	15,000
b. Winter	<input type="checkbox"/>	20,000
c. Summer	<input type="checkbox"/>	10,000

3. When the grantee clicks “Validate” in the LIHEAP Household Report form, the following warning message will display:

The page at <https://staging.acf.hhs.gov> says:

Your Model Plan indicates that you planned to provide cooling assistance with LIHEAP funds. If the Model Plan is still accurate, you must report the number of households that received cooling assistance in question 2.B of Section I. If the Model Plan is no longer an accurate representation of your program, you must submit a Plan Amendment BEFORE you submit the Household Report.

Program Name: Low Income Home Energy Assistance
Grantee Name: WISCONSIN
Report Name: Household Report - Long Form
Report Period: 10/01/2014 - 09/30/2015
Report Status: Validated - with Warnings

Report Progress

Validated	Certified	Submitted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Warning #1: [15176] Section I 2.B - Cooling Assistance: Model Plan does not match reported households.
[\[Goto Error\]](#) [\[Long Description\]](#)

Please note: In addition to the data validations that are incorporated in OLDC, HHS contracts with APPRISE to run further validations on grantees' submitted reports.

LIHEAP Reports

The following reports furnish information about grantees' FY 2015 LIHEAP programs:

- FY 2014 LIHEAP Carryover and Reallotment Report¹
- FY 2015 LIHEAP Annual Plan²
- FY 2015 LIHEAP Carryover and Reallotment Report
- FY 2015 LIHEAP Household Report - Preliminary
- FY 2015 LIHEAP Household Report - Final
- FY 2015 LIHEAP Performance Data Form - Section 1. Grantee Survey

Subject to funding availability, grantees may also submit Leveraging Reports and Residential Energy Assistance Challenge (REACH) Program Plans to the Federal LIHEAP Office. These activities are optional for grantees. Grantees awarded funds must also describe planned leveraging activities in their annual LIHEAP Plan.

The following furnishes details on the purpose of each report, the normal filing date for the report, and which other reports the report is compared to for consistency checking. [Note: The planned, rather than actual, FY 2015 reporting dates are used for reference.] The reports are listed in the order that they are normally filed by grantees. This order is important since a report can only be checked against other reports that have already been filed for that program year.

- LIHEAP Carryover and Reallotment Report – Previous Year
 - Purpose: To indicate the amount of LIHEAP funds the state intends to carryover to the next fiscal year.
 - Planned FY 2014 Filing Date: August 1, 2014
 - Review Procedure: Your Offices of Community Services (OCS) liaison will review the report for compliance with LIHEAP requirements.
- LIHEAP Plan
 - Purpose: The Plan provides information to the federal government and the public regarding the grantee's LIHEAP program.

¹The FY 2014 LIHEAP Carryover and Reallotment Report is filed in CY 2014, but provides information on what funds will be carried into FY 2015.

²The FY 2015 LIHEAP Annual Plan is filed in CY 2014, but provides information on FY 2015 LIHEAP activities.

- Planned FY 2015 Filing Date: September 1, 2014
- Review Procedure: Your OCS liaison will review the Plan for compliance with LIHEAP requirements.
 - * Note: If grantees make any changes to their LIHEAP program during FY 2015, they should update their LIHEAP Plan at that time.

- LIHEAP Carryover and Reallotment Report – Current Year
 - Purpose: To indicate the amount of LIHEAP funds the state intends to carryover to the next fiscal year.
 - Planned FY 2015 Filing Date: August 1, 2015
 - Review Procedure: Your OCS liaison will review the report for compliance with LIHEAP requirements.

- LIHEAP Household Report – Preliminary
 - Purpose: To furnish data on households that applied for LIHEAP assistance and on households that received LIHEAP assistance in the most recent federal fiscal year.
 - Planned FY 2015 Filing Date: September 1, 2015
 - Review Procedure: If your report indicates that this is estimated data, your OCS liaison will review your Household Report for concurrence with your State Plan. If your report indicates that this is final data, the review procedure will be more extensive as outlined below.

- LIHEAP Household Report – Final
 - Purpose: To furnish data on households that applied for LIHEAP assistance and on households that received LIHEAP assistance in the most recent federal fiscal year. These data are included in the LIHEAP Report to Congress.
 - Planned FY 2015 Filing Date: December 15, 2015
 - Checked against: Your FY 2015 Household Report form will be checked against:
 - ◇ Your FY 2014 Household Report form
 - ◇ Your FY 2015 LIHEAP Plan

- LIHEAP Performance Data Form – Section I. Grantee Survey
 - Purpose: To furnish data on the state grantee’s sources and uses of available LIHEAP funds. These data are included in the LIHEAP Report to Congress.
 - Planned FY 2015 Filing Date: January 31, 2016
 - Checked against: Your LIHEAP Performance Data Form – Section I. Grantee Survey will be checked against:
 - ◇ Your FY 2014 Performance Data Form - Section 1. Grantee Survey
 - ◇ Your FY 2015 LIHEAP Plan
 - ◇ Your FY 2014 Carryover and Reallotment Report (showing the amount of funds from FY 2014 that were carryover into FY 2015)
 - ◇ Your FY 2015 Carryover and Reallotment Report (Showing the amount of funds from FY 2015 that were carryover into FY 2016)
 - ◇ Your FY 2015 LIHEAP Household Report form

- LIHEAP Performance Data Form – Section II. LIHEAP Performance Measures
 - Purpose: To furnish state grantee data on LIHEAP Performance Measures. These are developmental data that will be used by OCS to develop information on the performance of the LIHEAP program in meeting the home energy needs of low-income households.
 - Planned FY 2015 Filing Date: January 31, 2016 (Optional for FY 2015 / Required for FY 2016)
 - Checked against: Your LIHEAP Performance Data Form – Section II. LIHEAP Performance Measures will be checked against:
 - ◇ Your FY 2015 LIHEAP Household Report form (showing the number of Bill Payment Assistance Households).
 - ◇ Your FY 2015 LIHEAP Performance Data Form - Section I. Grantee Survey form (showing the Average Annual Total LIHEAP Benefit per Household for households with 12 consecutive months of bill data)

- LIHEAP Performance Data Form – Section III. Optional Measures
 - Purpose: To furnish state grantee data on Optional Measures. These are developmental

data that will be used by OCS to develop information on the performance of the LIHEAP program in meeting the home energy needs of low-income households.

- Planned FY 2015 Filing Date: January 31, 2016 (Optional for FY 2015 and FY 2016)
- Checked against: Your LIHEAP Performance Data Form – Section III. Optional Measures will be checked against:
 - ◇ Your FY 2015 LIHEAP Household Report form (showing the number of Bill Payment Assistance Households).
 - ◇ Your FY 2015 LIHEAP Performance Data Form - Section II. LIHEAP Performance Measures form (showing the duplicated counts of households where service was restored and the duplicated count of households where service loss was prevented)

Required Reports	Review Procedures
Carryover and Reallotment Report – Previous Year	Compliance with LIHEAP Regulations
LIHEAP Plan	Compliance with LIHEAP Regulations LIHEAP Plan (previous year)
Carryover and Reallotment Report – Current Year	Compliance with LIHEAP Regulations
Household Report – Preliminary	LIHEAP Plan
Household Report – Final	LIHEAP Plan Household Report (previous year)
LIHEAP Performance Data Form (LPDF) – Section I. Grantee Survey	LIHEAP Plan LPDF - Grantee Survey (previous year) Carryover and Reallotment Report (previous year) Carryover and Reallotment Report Household Report
LPDF – Section II. LIHEAP Performance Measures	Household Report LPDF - Grantee Survey
LPDF – Section III. Optional Measures	Household Report LPDF - LIHEAP Performance Measures
Additional Reports, subject to funding availability	
Leveraging Report	LIHEAP Plan LIHEAP Performance Data Form
REACH Plan	LIHEAP Performance Data Form

Summary and Resources

This issue brief highlights the data validation checks and consistency checks between LIHEAP reports in OLDC. These data checks are designed to alert the OLDC user to data reporting issues and provide an opportunity for the OLDC user to correct data inconsistencies and/or include explanatory notes before submitting reports.

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