Hello, Welcome to ACRES Training!

A couple of tips before we get underway….

Do you have an ACRES Account?

- No? You may register for an account by following the ACRES Registration guide at, http://epa.gov/acres/acres-registration-cqrg.pdf

Etiquette

- To mute your line, press either the mute button on your phone, or if you do not have a mute button, press *6. You can un-mute at any time by pressing *6 again.
- If you must take another call during the webinar, please hang up and call back in. *Please do not place the conference call on hold.*

Copies of the Presentation

- Copies of the presentation and other helpful user guides may be found online at http://epa.gov/acres/

Questions?

- If you have any questions throughout the training, feel free to ask the presenter over the phone or through the chat feature (found on the lower right hand corner).
- If you have any questions after today's call, the ACRES Help Desk is available from 9am to 5PM EST, Monday through Friday at acres_help@epa.gov or 703-284-8212.

ACRES 5

Training for the EPA Job Training Project Officer

October 1, 2014

Agenda

- Introduction to ACRES
- Quality Assurance Process
- Getting into ACRES
- JT Home Screen
- Job Training Performance Measures Screen – Reviewing work packages
- Report Tools

What is ACRES?

- **Assessment, Cleanup and Redevelopment Exchange System (ACRES)**
  - The system of record for calculating GPRA measures
  - Electronic version of the Job Training Form
  - Continuously incorporates feedback received from each user group
  - Team ACRES is working on making ACRES a beneficial tool for project management

What is my role in ACRES as a Project Officer?

Project Officers:

- **Review the data your grantee submits**
- **Ensure accuracy in reporting**
  - Data is consistent with the workplan
  - Data is accurate
  - Data is consistent with the quarterly reports

- **DISCUSSION:**
  - What do you see as your role in ACRES?
  - What are the challenges you encounter that keep you from having a successful PO review?

Why is my role important to ACRES?

Whose job is it anyway?

- **Grantees: Responsible for entering the data**
  - Enhances credibility of the data
  - Streamlines the data collection and management processes
  - Reduces lag time in data appearing in reports and performance measure calculations
- **Project Officers (POs):** Responsibility and accountability for data quality are with the Regions. POs are responsible for ensuring that the data meets our data quality standards.
- **Headquarters:** Responsible for overall data quality and system maintenance, enhancements, and improvements.

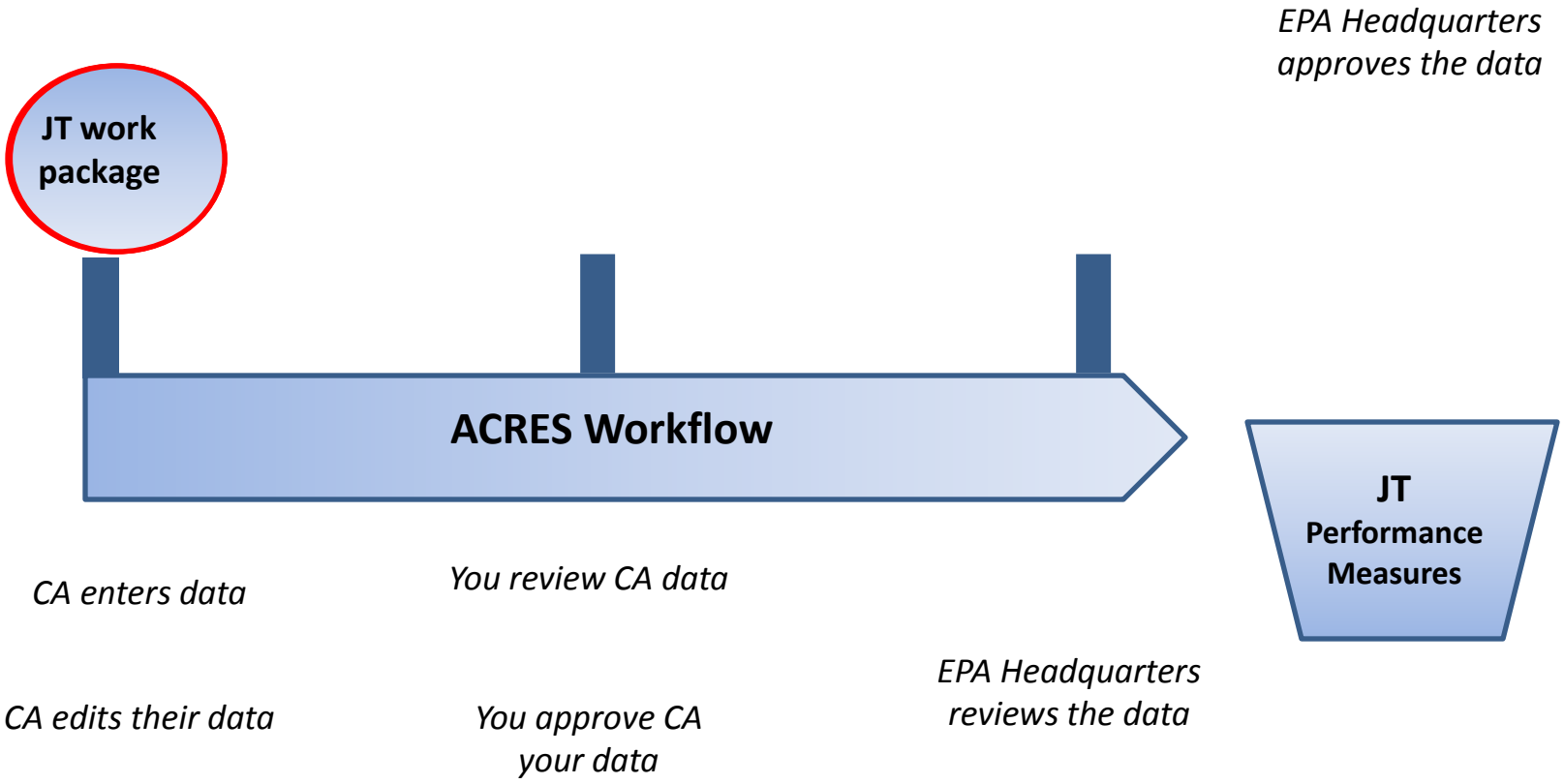
Why is my role so important for ACRES?

- Data is publically available via Cleanups in My Community
- Data entered into ACRES is available to any requesting party through FOIA
- Results are frequently reported to Congress
- Senior management relies on the data to measure the success of the program
- Incomplete or inaccurate data negatively skews the data set
- Critical PO review will improve overall data quality
- Audit trail

Definitions

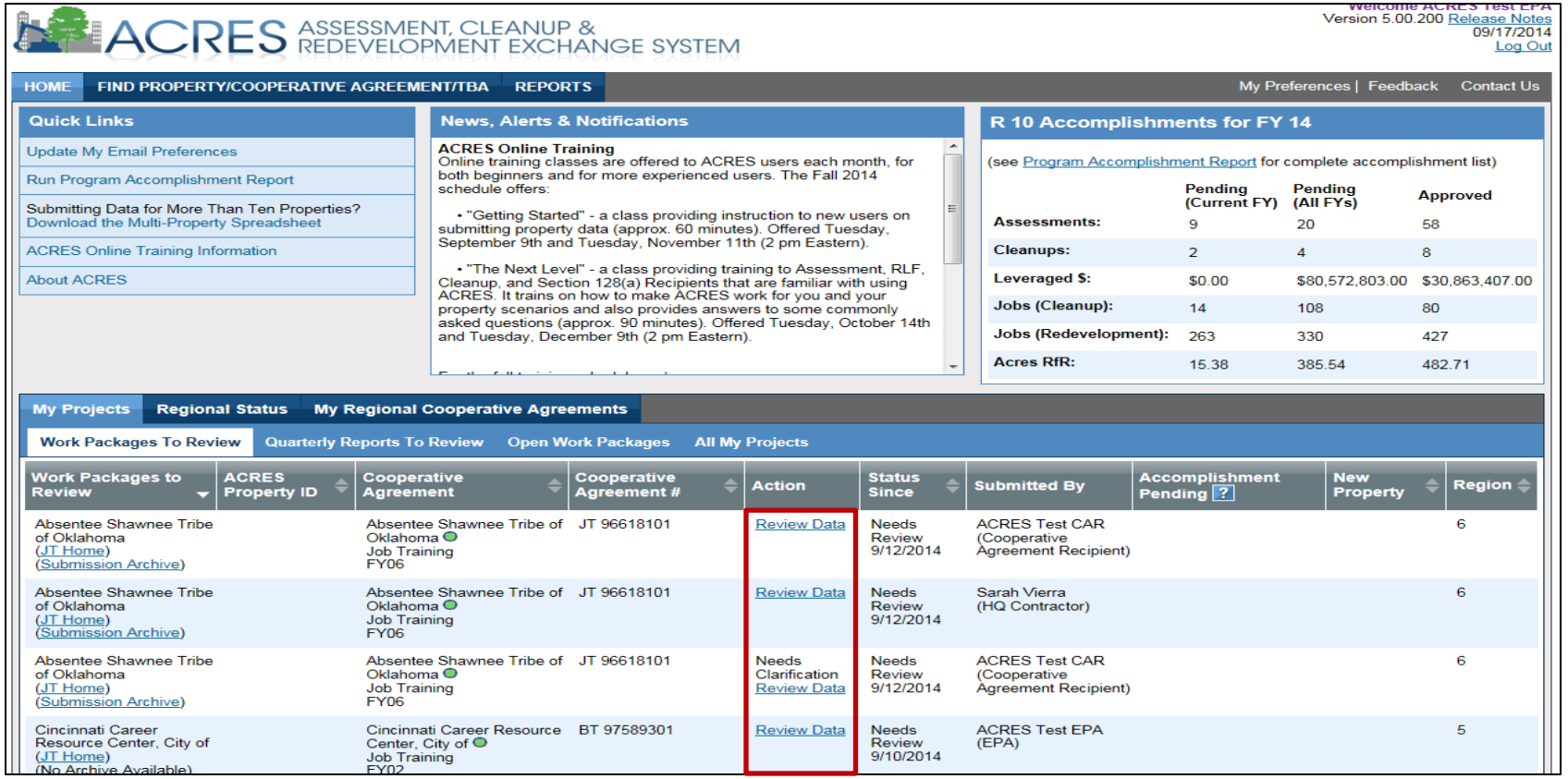
- **Work Package**
  - Any set of related data that need to be entered, edited and/or approved together. For example, all data entered on the Performance Measures page for a quarter constitute a single work package
- **Workflow**
  - The series of actions and states that a work package must pass through before being completed/approved
- **Status**
  - The condition of the work package at a given point within the workflow
  - Indicates where the work package is in the process of being entered, reviewed, edited, and/or approved
- **Job Training Performance measures**
  - Permanent record in ACRES containing all job training data in a format based on the hard-copy Job Training Reporting form.
  - Updated when a property work package is approved

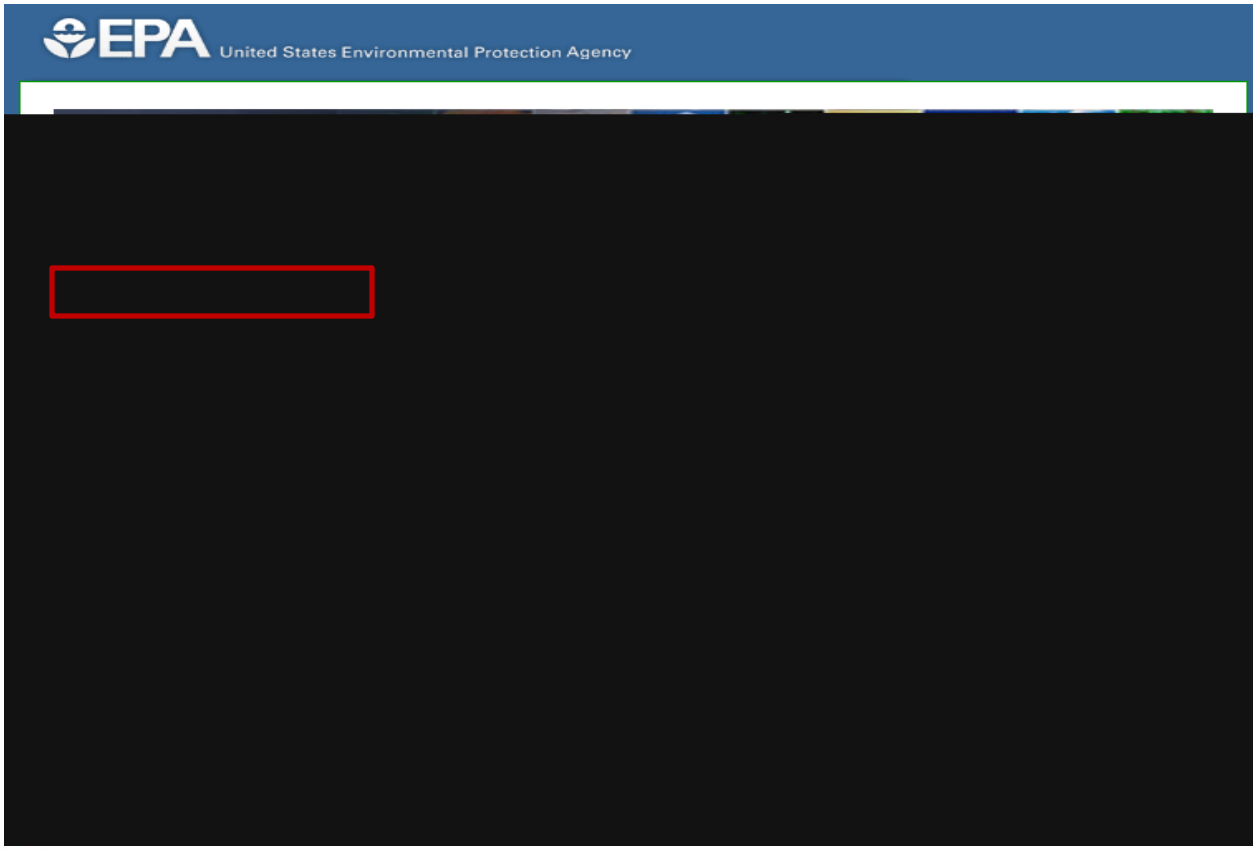
- The ACRES workflow is a series of actions and states that a work package must pass through before being completed
- The status of a work package indicates where it is in the workflow



What is the PO role in the Q/A process?

- The PO reviews CAR data for accuracy and completeness.
- Any data that is inadequate or incorrect should be updated.
- Once all data is verified as correct, the PO accepts the work package and sends it to HQ for final review.



Getting into ACRES

- EPA users request ACRES access by adding ACRES to ‘My Communities’ via the EPA Portal.
- Each EPA user should login into ACRES using their EPA LAN credentials.