

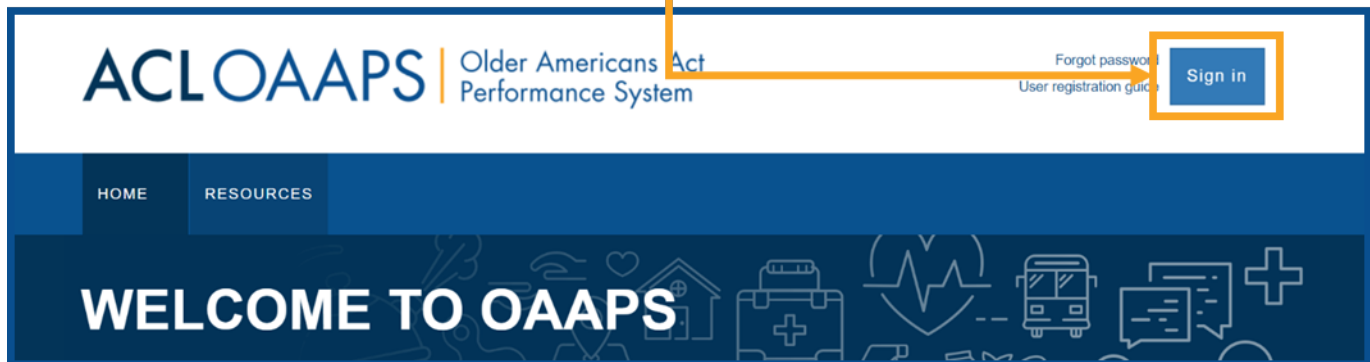
Generating and Explaining Variances

This guide shows how to generate and explain variances in your Program Performance Report (PPR) data in OAAPS. This is the next step after validating your data.

Variance is the percent difference in the number of people or services that your program provided from the previous to the current reporting cycle. If a data element increased or decreased by 30% or more, you must provide an explanation. Previously, your Regional Administrator would contact you about variances after you submitted your data. Now, the OAAPS system calculates the variances, and you must provide an explanation before submitting your data.

If you have any questions, please contact your Regional Administrator or the OAAPS Help Desk.

1. Go to <https://oaaps.acl.gov/app/welcome> and sign in with your account email and current password. The best browsers to access OAAPS are Chrome, Firefox and Safari.

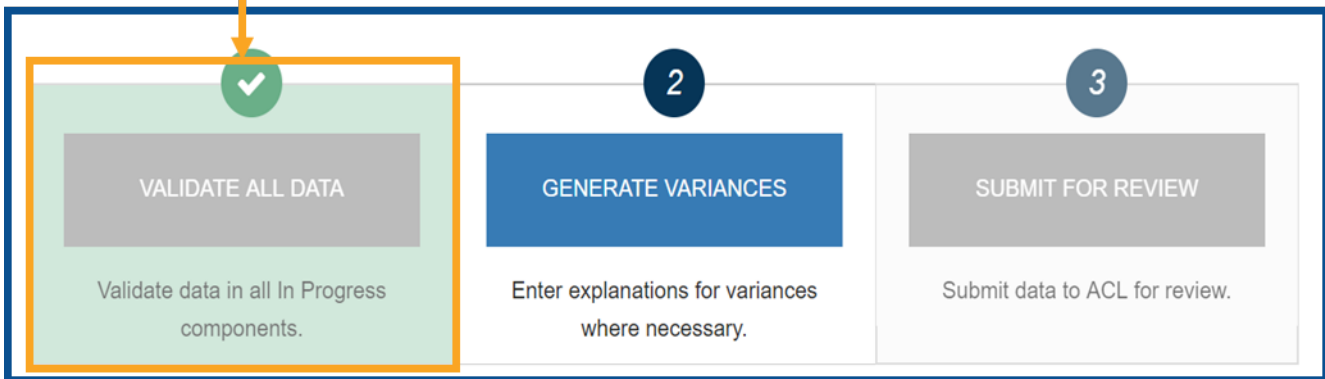


2. On the main navigation bar, select “PPR Submissions.”

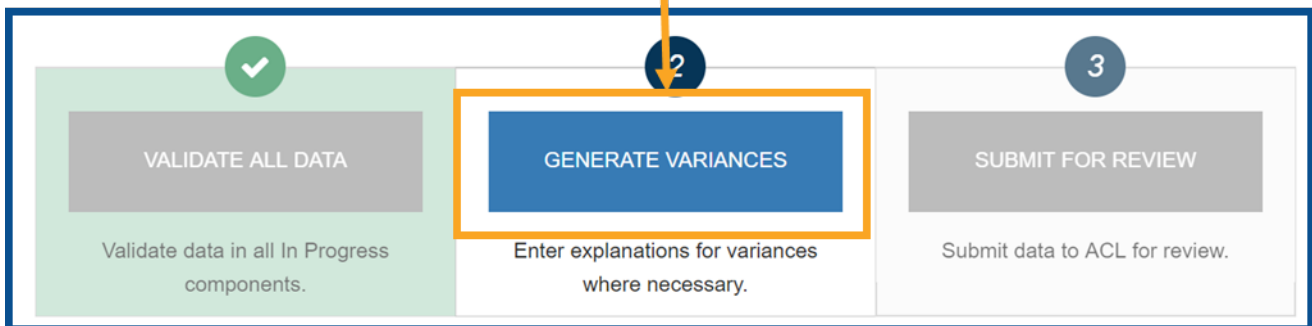


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3. At the bottom of the page, check that the data has been validated. The “Validate All Data” button should have a check mark above it and be greyed out.



4. Select the “Generate Variances” button to generate variances. This compares the PPR data you entered or uploaded with the PPR data from the previous year. Variations of more than 30 percent increase or decrease require an explanation.



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5. The Data Entry Status will show which sections require a variance explanation. Select the “Enter explanations” button to begin entering an explanation for the variance.

| Part A/B | | | |
|----------------------|----------------------------------|--------------------------------------|---|
| Section | Data Entry Status | Last Updated | Actions |
| Staffing Information | ✔ No Significant Variances | 07/21/2020 at 10:22 AM by [redacted] | Update data |
| Nutrition Services | ⓘ Variance Explanations Required | 07/21/2020 at 10:22 AM by [redacted] | Update data Enter explanations |

6. Enter Variance Explanations in the text boxes. After all corrections are made in each section, save the new entries selecting “Save and next” or “Save” at the bottom of the section. “Save and next” will take you to the next data section.

| Data Field | 2018 | 2019 | % Variance |
|---------------------------------------|------|------|------------|
| Total one-way trips of Transportation | 23 | 805 | ⓘ 3,400.0% |

Looks like you had **782 more Total one-way trips of Transportation** this year compared to last year. Please provide an explanation for this difference.

We received a new grant through our state Department of Transportation that allowed our program to purchase a new reliable vehicle to offer transportation to our elders. As a result, we were able to provide more trips of transportation this year.

246 of 3400 characters

[Save and next](#)
[Save](#)
[Return to Overview](#)

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7. Once you enter and save all the required variance explanations, the status box at the bottom of the page will turn green. You are now ready to submit your data.

