

MyPBC Portal: Data Submission Portal

Office of Developmental Programs (ODP)

SCO User Guide

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Purpose



This user guide was created to assist users by providing an overview of the Performance-Based Contracting (PBC) MyPBC Data Submission Portal (referred to in this document as "MyPBC Portal"). This includes:

- Accessing the system
- General navigation
- Creating, answering questions, and submitting a Data Submission Form (referred to in this document as "Form")

This user guide displays call out boxes on each of the following screens to highlight important areas, system usage, and functionality.



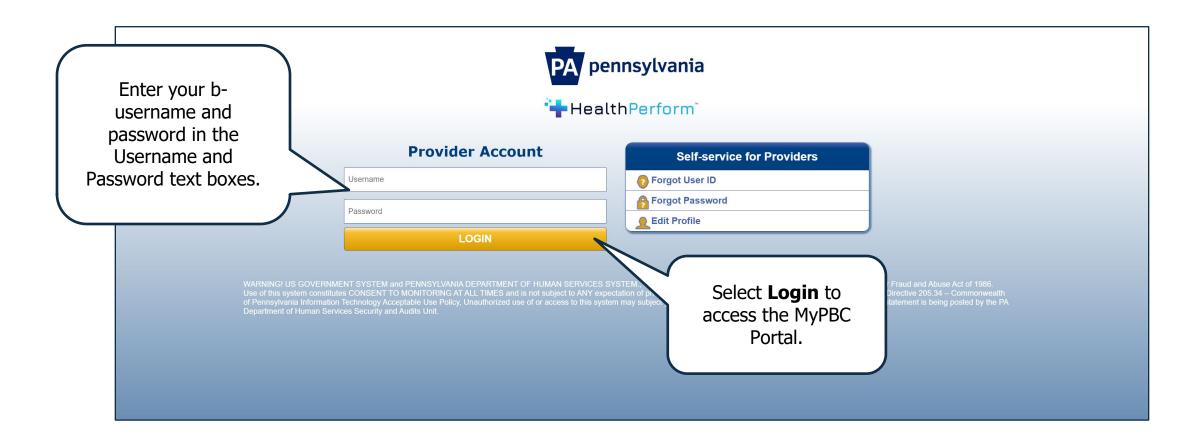
System Navigation

Screens in the Data Submission Portal

User Login & Multi-Factor Authentication (MFA)



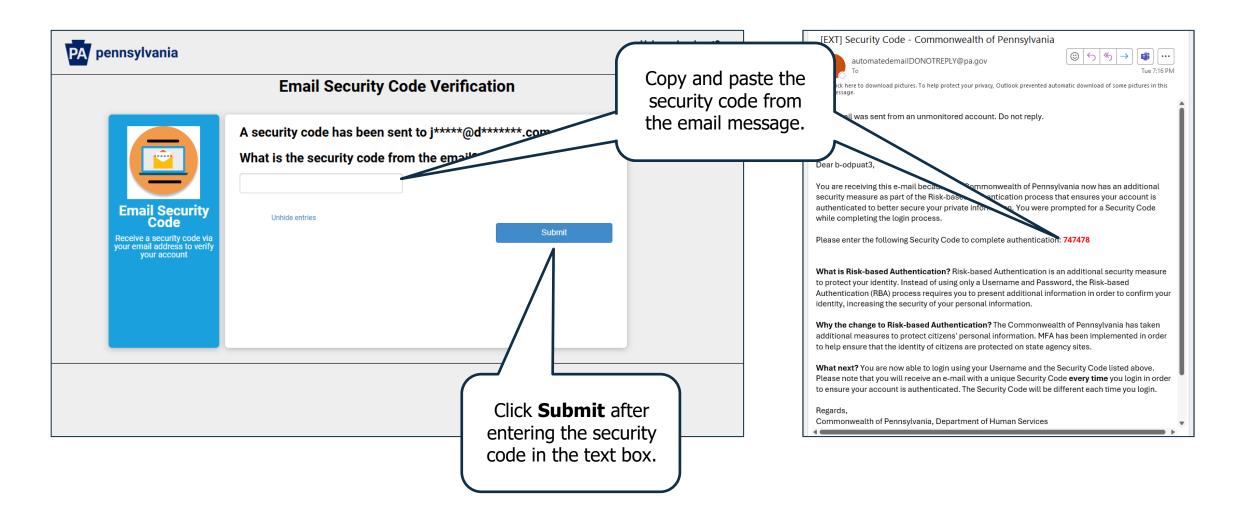
Users will navigate to the Keystone Key log-in page and enter their business partner account credentials to access the MyPBC Portal.



User Login & MFA – Security Code



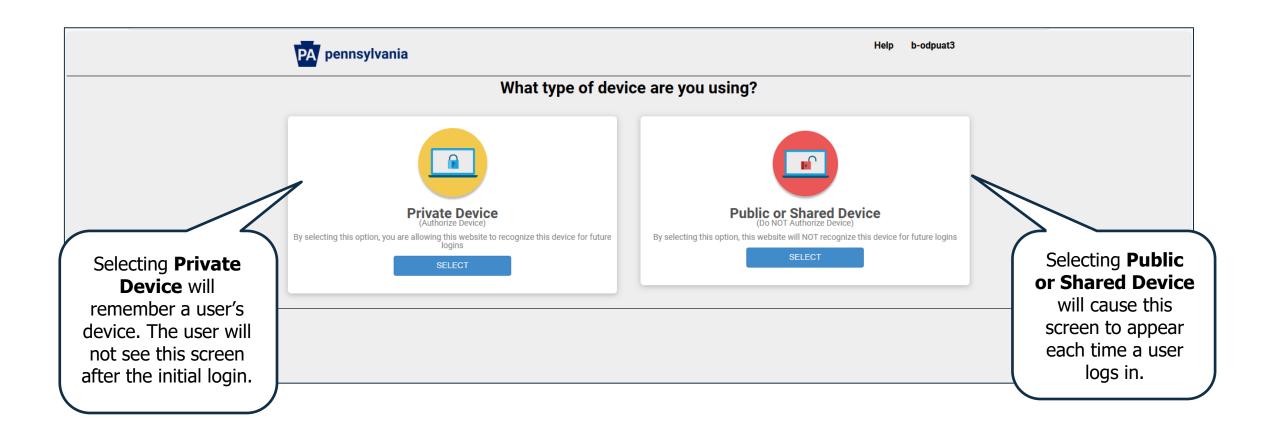
After clicking Login, users will be prompted to enter a security code they will receive via email.



User Login & MFA – Type of Device



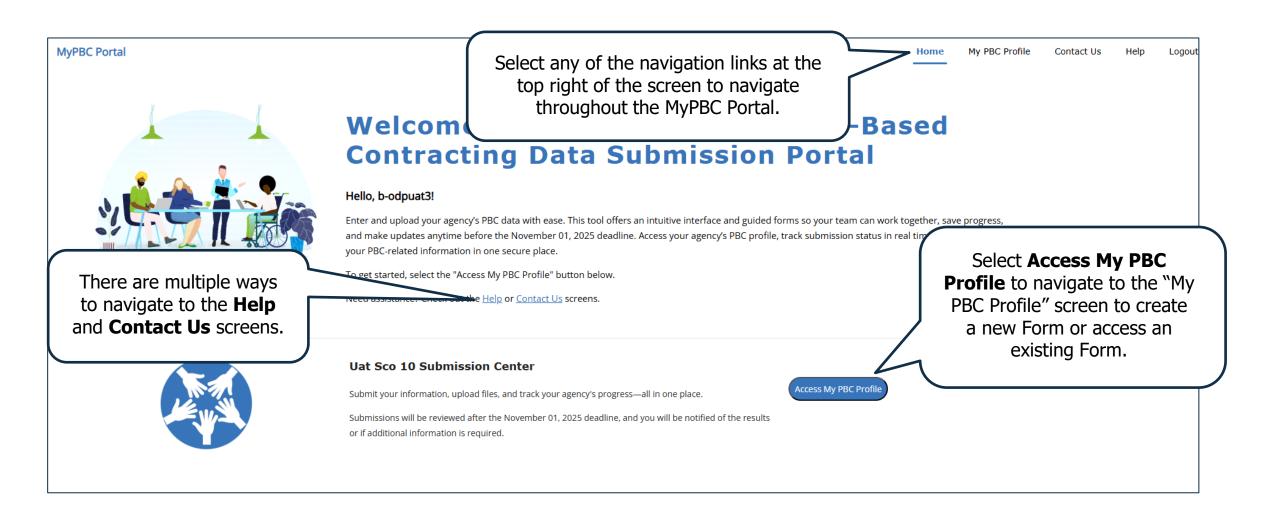
When users initially login from a device, they will be prompted with an additional question.



Home Page



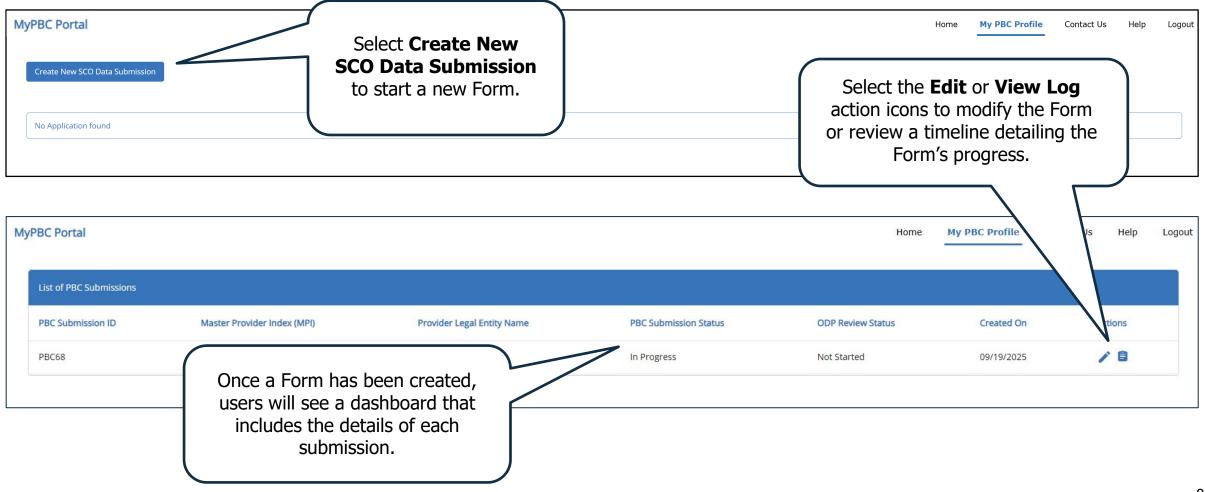
Users can access key areas of the MyPBC Portal from the Home Page screen.



My PBC Profile



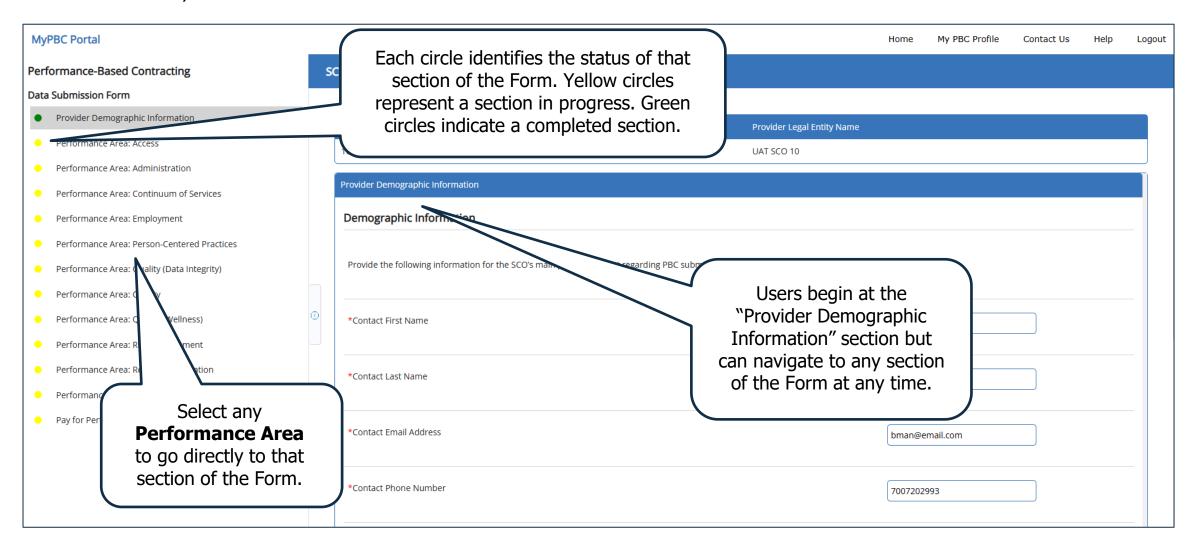
The My PBC Profile screen serves as a dashboard for users. This allows users to create a new Form, edit an in-progress Form, or modify a previously submitted Form.



Data Submission Form



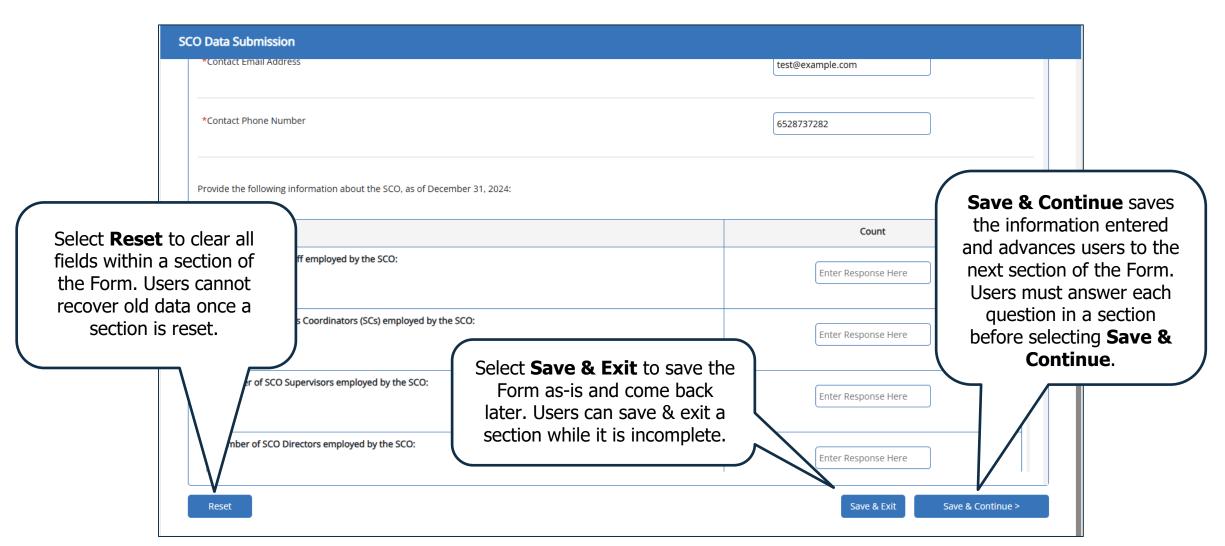
The Form contains multiple sections. Each section collects data related to PBC Performance Measures. When finished, the user can submit the Form to ODP.



Data Submission Form – Save & Reset Buttons



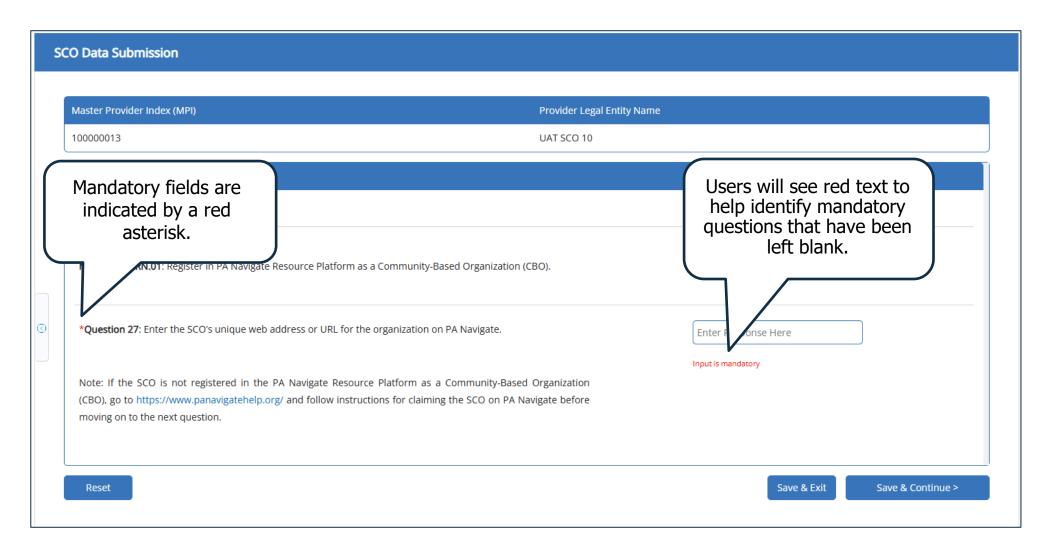
The Form contains navigation buttons at the bottom of the screen.



Data Submission Form – Data Requirements



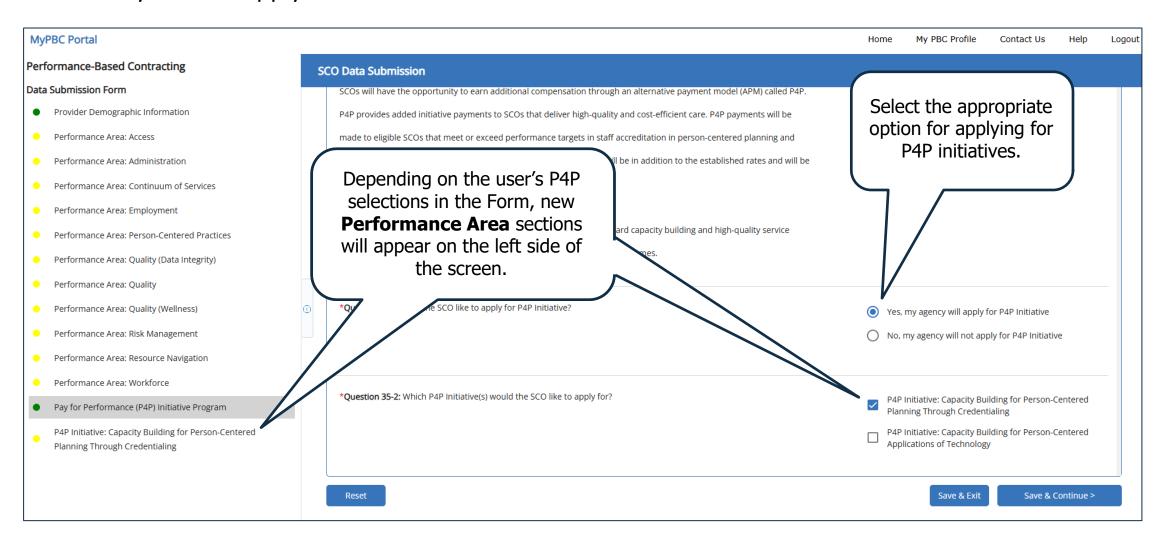
As users move throughout the Form, mandatory fields will be identified by red asterisks and red text.



Data Submission Form – P4P Initiatives



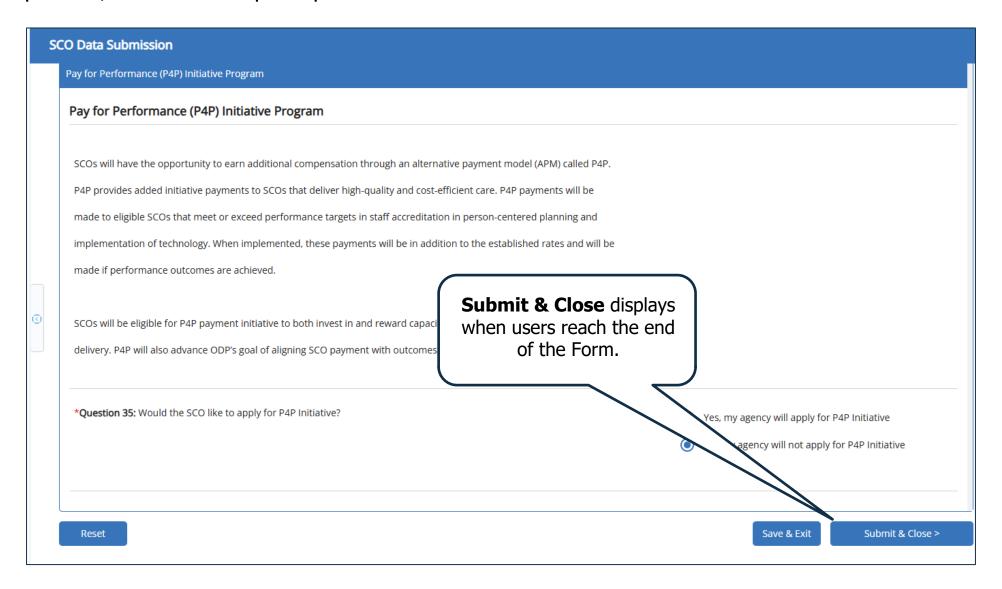
The Pay-For-Performance (P4P) application appears at the end of the Form. Users are prompted to answer whether they want to apply for P4P initiatives.



Data Submission – Submit & Close



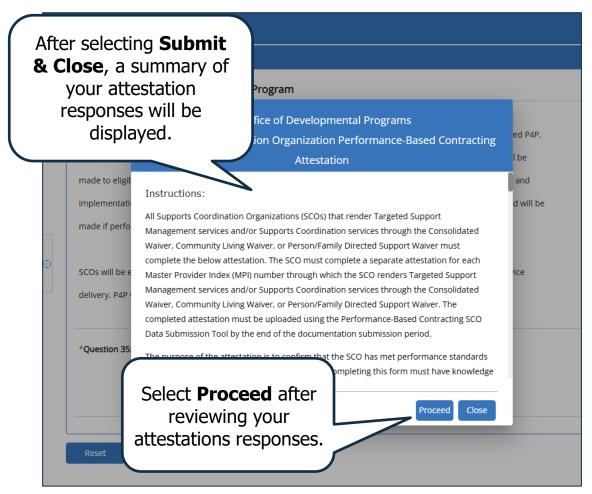
Upon completion, users will be prompted to submit the Form.

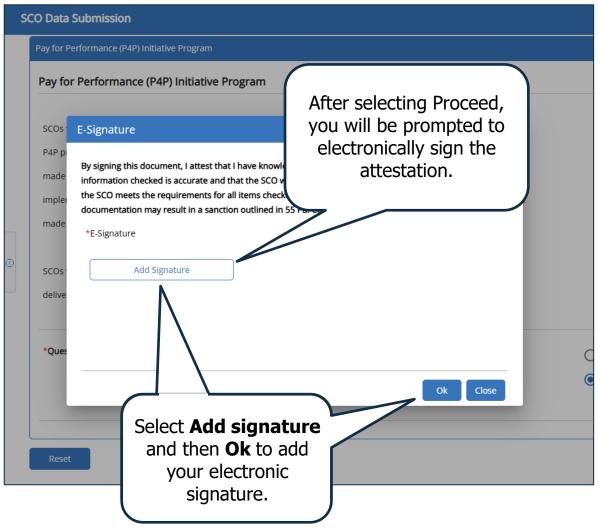


PBC Data Submission – Attestation & E-Signature



A review of the Attestation Form and E-Signature are required before submitting the Form.

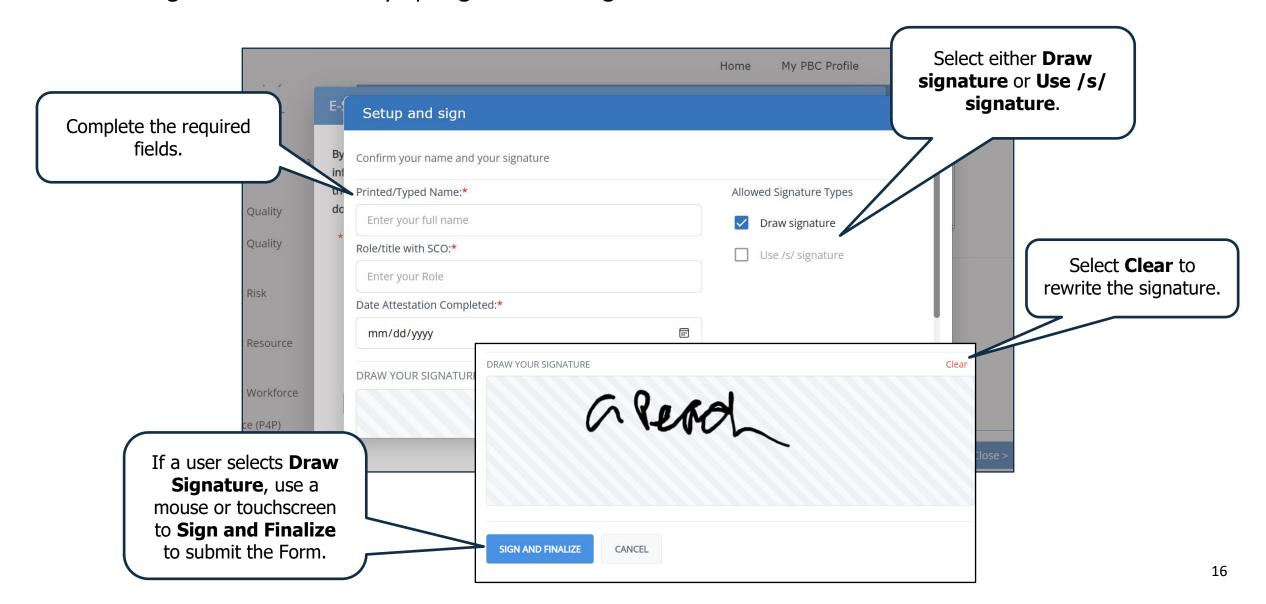




Setup and Sign – Draw Signature



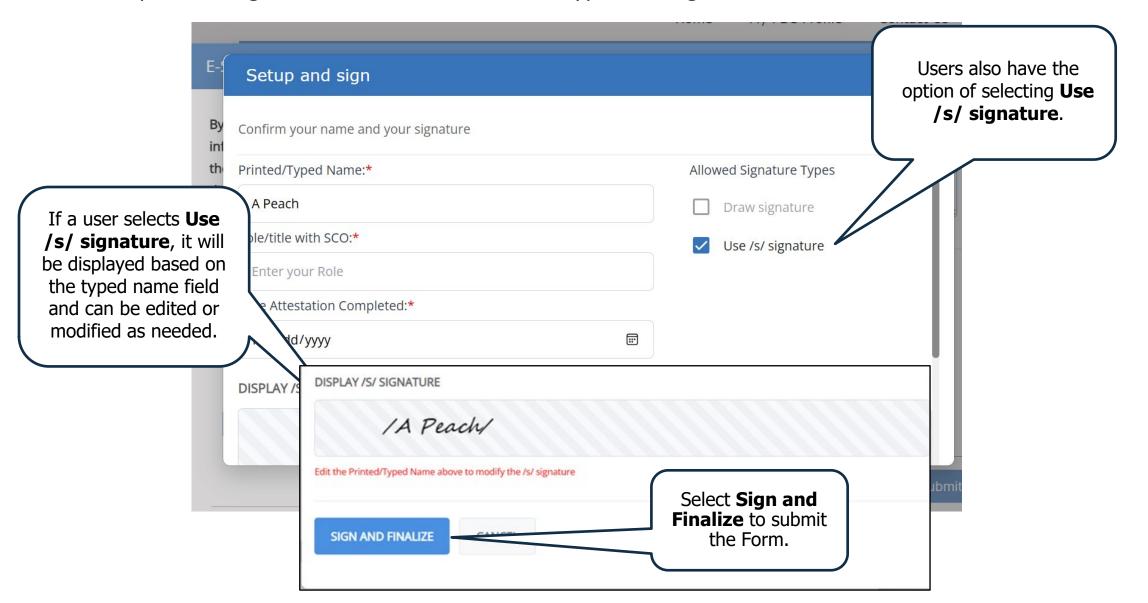
Users can sign the submission by opting to draw a signature.



Setup and Sign – Typed Signature



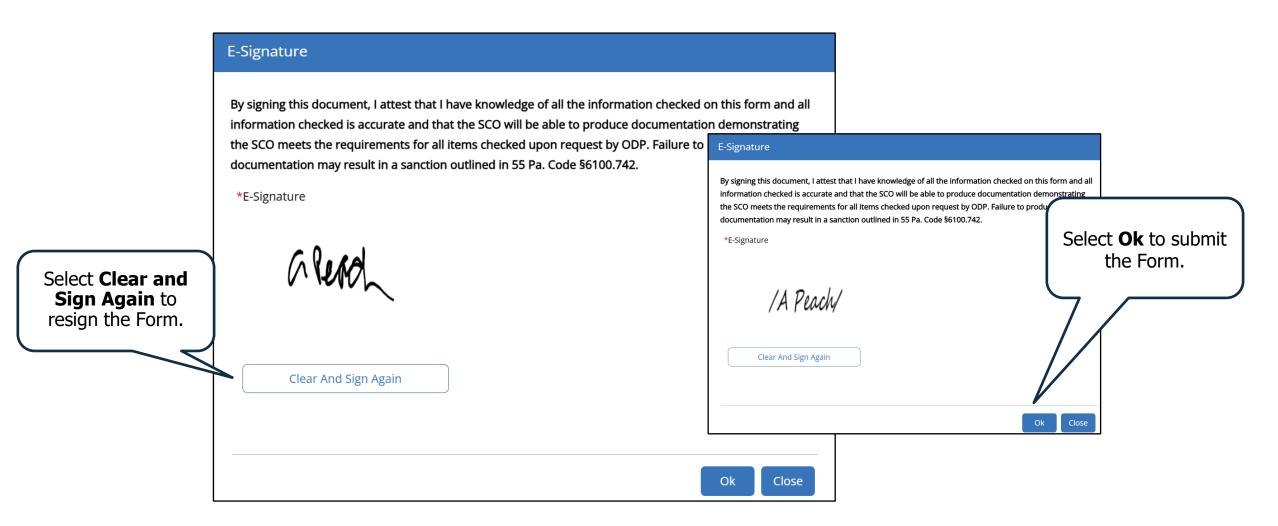
A second option to sign the submission is to use a typed /s/ signature.



Approve Signature and Submit



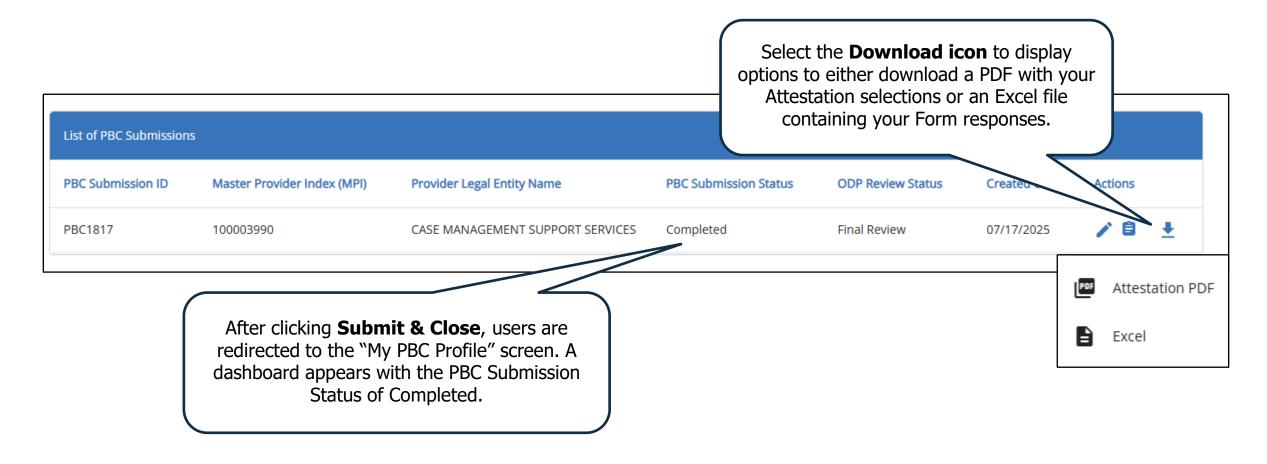
After signing the Form using one of the signature options, users can submit the Form.



PBC Data Submission – Form Submitted



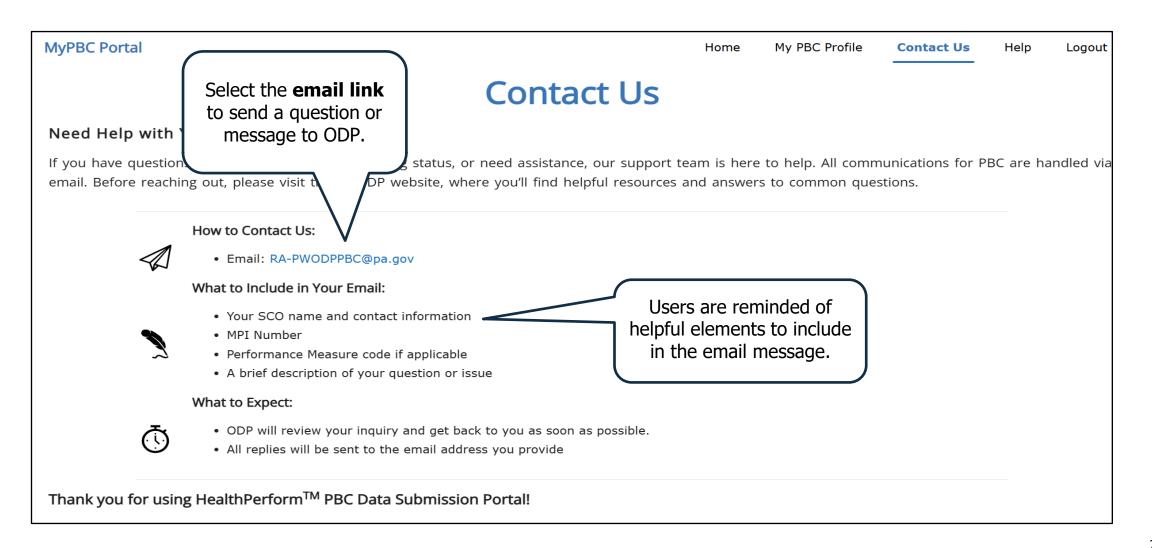
After completing the Form, users will see their submission listed on the My PBC Profile screen with a status of Completed.



Contact Us



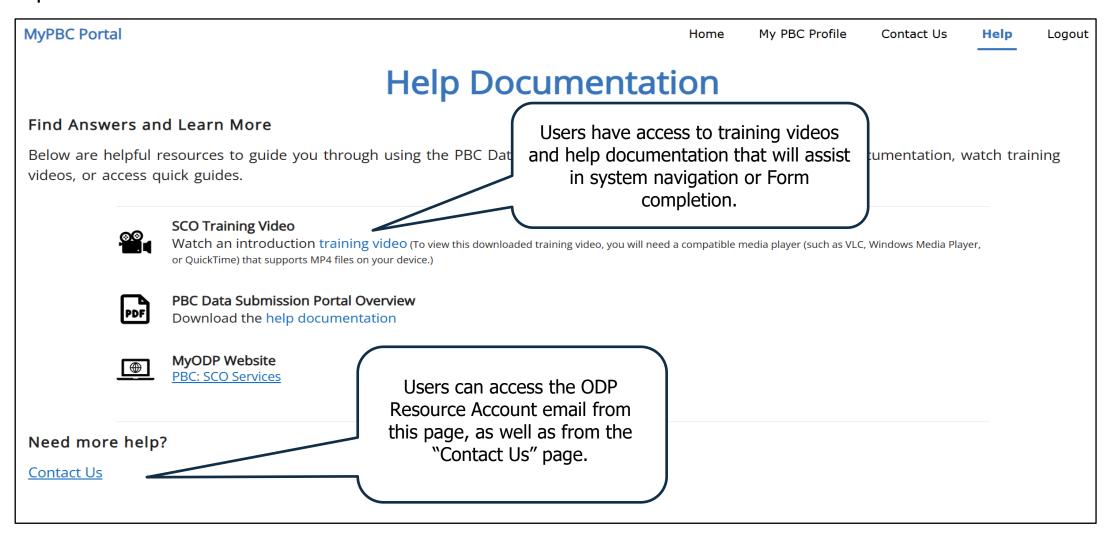
Users can refer to the Contact Us screen to find out how to communicate with ODP.



Help



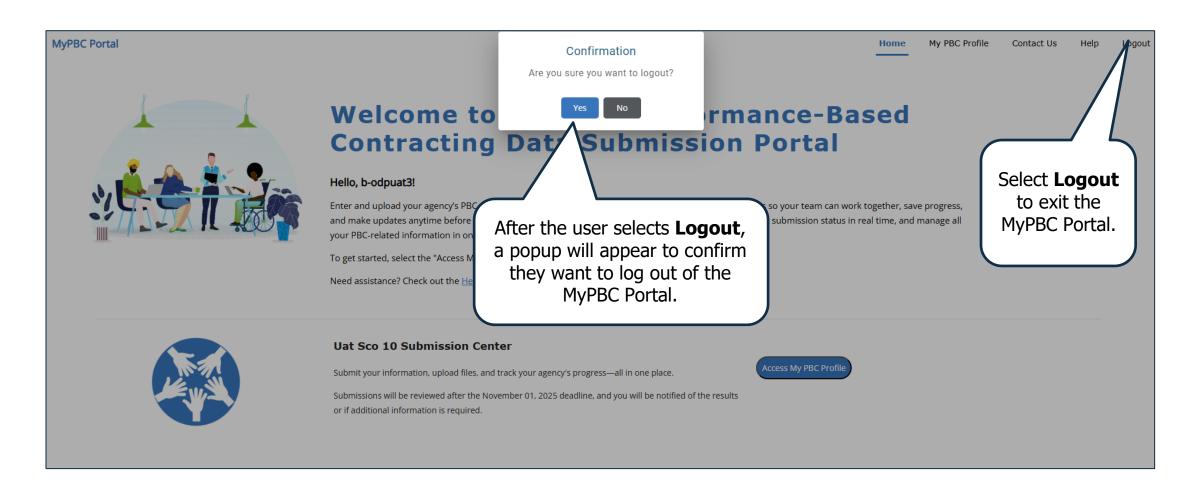
Answers to common questions regarding using the MyPBC Portal or completing the Form can be found on the Help screen.



Log Out



Users will see a confirmation prompt upon logging out of the MyPBC Portal.





Types of Questions

Data collection within the MyPBC Portal

Data Submission Form Question Formats



While completing a Form, users will encounter the following question formats:



User has the option to choose from several choices and select multiple responses



SINGLE CHOICE

User has the option to select one response of the listed options



User accesses a drop-down menu and selects one response



User submits an open response in a compact entry field, suitable for concise answers or integers



OPEN RESPONSE (LONG)

User submits an open response in an expanded entry field, ideal for detailed explanations or comprehensive narratives



GRID/TABLE RESPONSE

User inputs responses in a structured table format, allowing for organized data entry across multiple fields or categories



User uploads a document in an approved Format as the response to a question



CONDITIONAL QUESTIONS

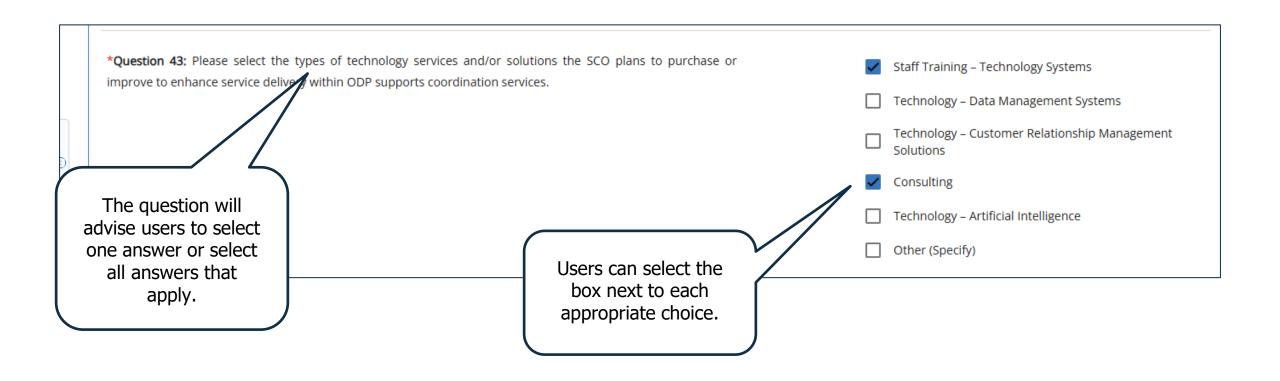
User will see additional questions appear based on their answer to certain questions in the Form



Multiple Choice



Users are presented a list of possible answers and prompted to select all that apply.

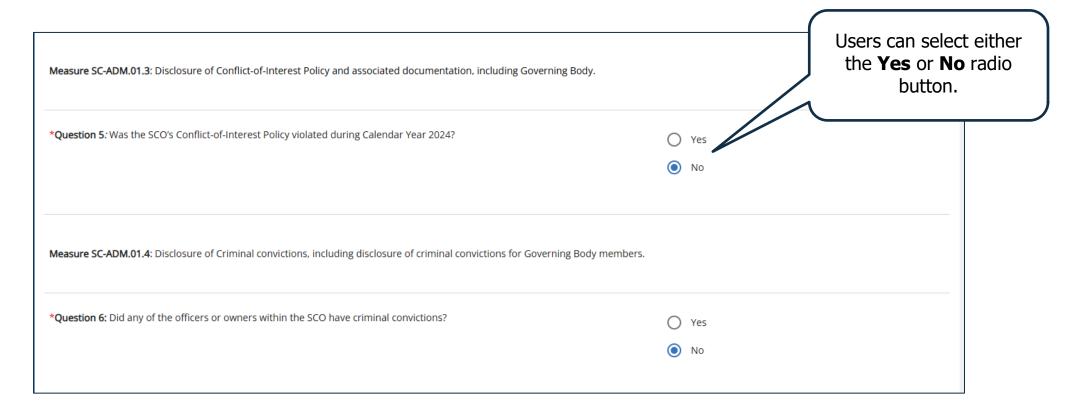




Single Choice



Single choice questions, such as a Yes/No prompt, allow the user to select only one response option.

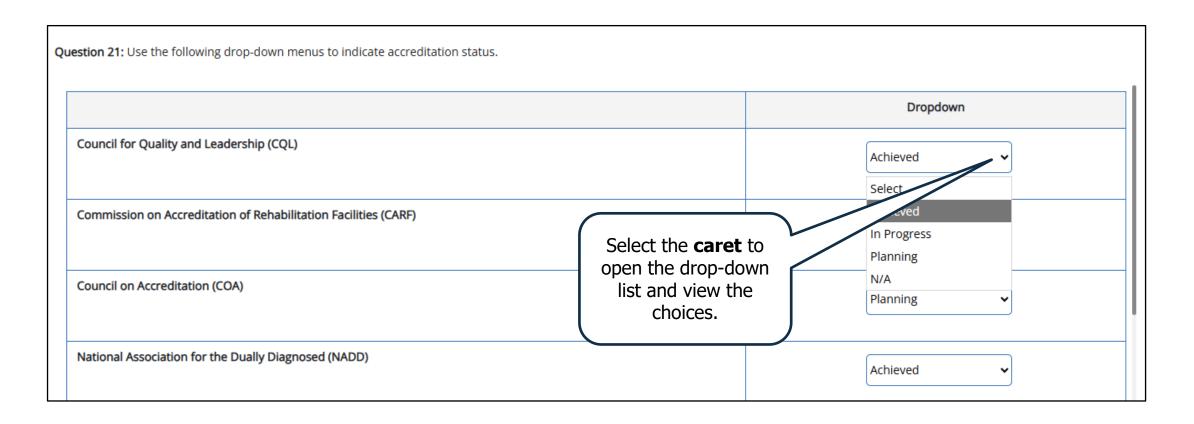




Drop-down Menu



Users will encounter questions that have pre-determined answers. These pre-determined answers will be listed in a drop-down.





Open Response (Short)



Compact text boxes will be used to collect brief text or numeric responses.

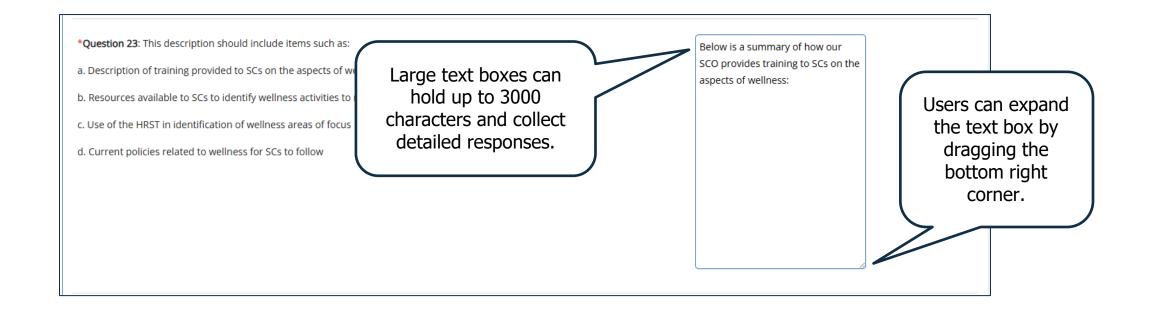
	Count
Total number of staff employed by the SCO:	10
Number of Supports Coordinators (SCs) employed by the SCO:	5
Number of SCO Supervisors employed by the SCO: Small text boxes can hold up to 300 characters	4
Number of SCO Directors employed by the SCO:	



Open Response (Long)



Larger text boxes will be used to collect responses that anticipate a narrative containing more detail.

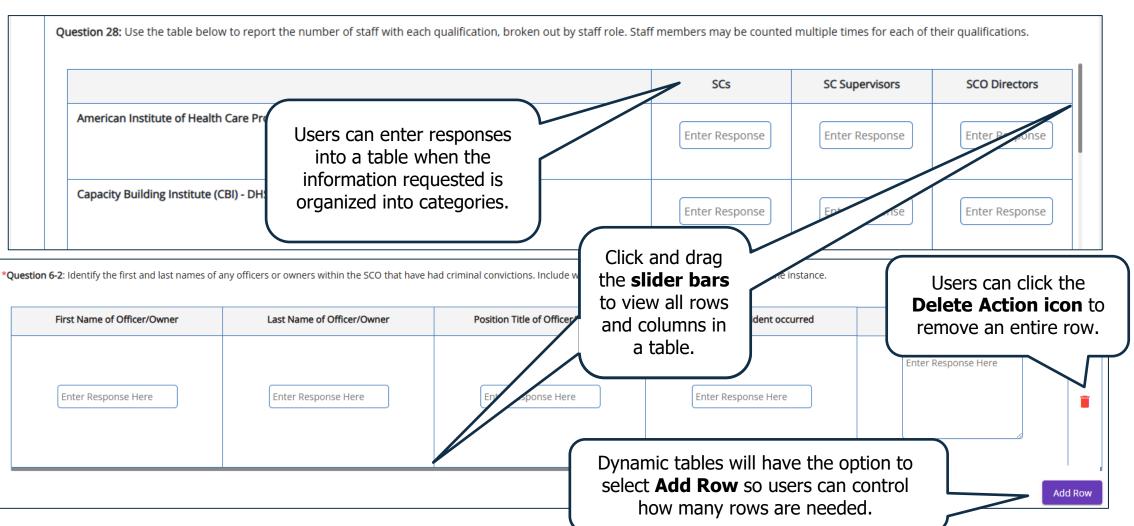




Grid / Table Response



Responses are collected in a grid / table format when the data requested includes multiple rows and columns.

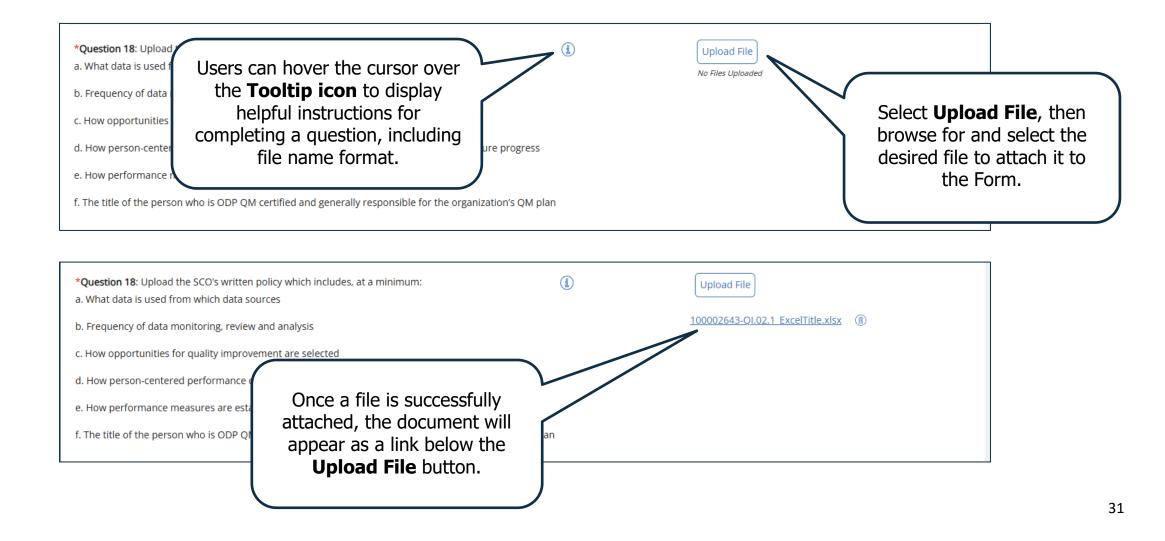




Data Upload



The Upload File button allows the user to attach documents, or other files directly to the Form. Acceptable upload file types are .pdf, .ppt, .pptx, .xls, .xlsx, .txt, .doc, and .docx.

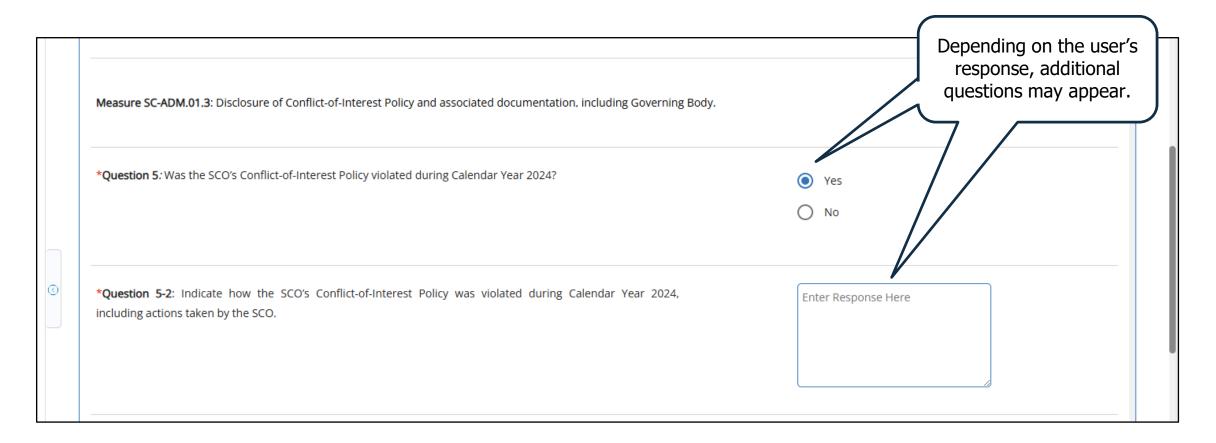




Conditional Questions



Conditional questions may appear depending on how the user answers certain questions in the Form.





Questions?

Please contact ra-odppbc@pa.gov for assistance.