**FVPSA Statistical Report Instructions**

This Guidance Document provides the steps for the preparation of the quarterly Family Violence Prevention Services Act (FVPSA) Performance Progress Report. Centers are required to use Osnium WS software as its database for case management services. Centers are to provide accurate recording and accessibility of data for monitoring and evaluation purposes.

**Reporting Procedure**

Centers shall export the Osnium report in the Excel format and submit to its assigned Contract Manager and [HQW.DV.FloridaReports@myflfamilies.com](mailto:HQW.DV.FloridaReports@myflfamilies.com) Due within 15 calendar days after the end of each federal fiscal year quarter. Reports that are not submitted in the Excel report will not be accepted.

# To submit the Quarterly FVPSA Report via Osnium WS follow the steps below:

1. From the navigation menu, select **Reports** then select **Spreadsheet Report**.
2. Select **Quarterly Performance Progress Report** (Be sure to select the one with the most recent version date).
3. When the report opens, enter the Global Parameters on the left side.
4. Enter the start date and end date (this is a quarterly report, therefore start to end should cover a three-month period). Blackout dates are based on federal fiscal year. The below table is to be used as a guide.

|  |  |  |
| --- | --- | --- |
| Report Due | Report Period | Black Out Date |
| October 15, 2024 | July 1, 2024 – September 30, 2024 | October 1, 2023 |
| January 15, 2025 | October 1, 2024 – December 31, 2024 | October 1, 2024 |
| April 15, 2025 | January 1, 2025 – March 31, 2025 | October 1, 2024 |
| July 15, 2025 | April 1, 2025 – June 30, 2025 | October 1, 2024 |

1. Select **Submit**.
2. Once the report appears, review your data, and select **Export to Excel** in the top right corner.
3. Email Excel spreadsheet to assigned Contract Manager and [HQW.DV.FloridaReports@myflfamilies.com](mailto:HQW.DV.FloridaReports@myflfamilies.com)