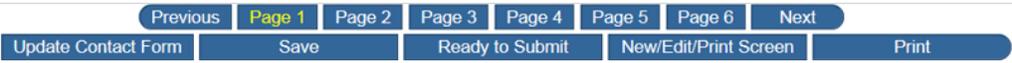
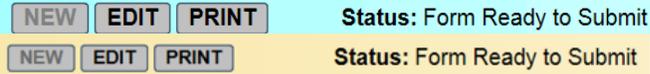


CCC Annual Summary Report (ASR) Quick Reference Guide for 2015 Reporting Year

General Information		
Reporting deadline	September 2, 2016	
Data import feature	Not available this reporting year	
Exiting website	Click Logout (upper right of screen) or Exit (left Site Directory) <i>before</i> you close your browser. You'll be prompted to save your work.	
Session timer	Data entry sessions timeout after 30 minutes . At the top of each webpage, the timer displays the minutes remaining. Changing pages and clicking navigation buttons resets the timer (data entry does not).	
Session timeout pop-up warning	A session timeout pop-up warning displays when 5 minutes remain on the timer. Click OK to reset the timer and auto save your form. <i>Warning: if your session times out, you will lose all data entered after the last save.</i>	
Initial Steps – Login, Choose Year, and Update Contact Information		
1	Access website	https://fortress.wa.gov/doh/ccc/
2	Log in	Enter PWS ID and PIN (assigned by DOH). See DOH notification letter. Click LOGIN .
3	Choose Year Screen	Click GO! for the current reporting year. Use dropdown box on this screen or View/Print Forms from Past Years to access, view, and print past ASR forms.
4	Navigation Screen Step 1	Click Step 1: PWS Contact Info to access the Contact Information Screen.
5	Contact Information Screen	<p>Fill in all required fields. Click Submit to prompt the system to check your data.</p> <ul style="list-style-type: none"> • You must complete this step to access new ASR forms for this reporting year. • If the Navigation Screen displays a "Submit confirmation" message at the top of the page, proceed to Navigation Screen Step 2 (step 6 in this guide) to access new ASR forms. • If you remain on the Contact Information Screen, you have data errors, such as missing required fields or invalid email or phone number formats. <ul style="list-style-type: none"> ○ Correct all data errors noted. ○ Repeat the submission process until you get the Navigation Screen with the "Submit confirmation" message.
Completing ASR Forms		
6	Navigation Screen Step 2	Click Step 2: Start a New Form to access the New/Edit/Print Forms Screen .
7	Access New Forms	Click NEW to start a new ASR form. Complete your blue and cream forms first. <i>All ASR systems must complete both blue and cream forms.</i>
8	Completing Blue and Cream Forms	Fill out forms from top to bottom, left to right, and in chronological page order for the best user experience. Note: you can't enter data in grayed out fields, because the website completes these fields for you.

9	Navigation within Forms and Website	<p>Use page number buttons to move within a form. Use navigation buttons to move to other web pages.</p> 
10	Save, Edit Buttons	<p>Use the Save button to save draft forms (as works in progress). Click EDIT on the New/Edit/Print Screen to continue working on a saved form.</p>
11	Blue Form Pages 2 and 3	<p>We've changed some Table 9 categories:</p> <ul style="list-style-type: none"> • Dedicated fire lines with chemical addition or using unapproved auxiliary supplies. • Chiropractor offices with water connected X-ray equipment. • Assisted Living Facilities (formerly Boarding Homes). • Mortuaries with embalming equipment.
12	Blue Form Page 4	<p>You must enter data in each field on this page. Enter "0" if none.</p>
13	Ready to Submit Button	<p>When you've entered all data on a form, click Ready to Submit. This prompts the system to check your data (for missing required fields and illogical data) within the form.</p>
14	Data Errors Screen	<p>If the Data Errors Screen displays, click the page links (for example, Page 1) to go to the page containing the error(s). Required fields messages and data logic messages will display to help you identify the data errors on the page.</p>
15	Correct Data Errors within Form	<p>Complete all fields marked <input type="checkbox"/> Required. Correct all fields marked as having illogical data. Example: Water use questionnaires must be greater than zero.</p>
16	Repeat Steps 13 -15	<p>Repeat steps 13-15 until the New/Edit/Print Screen displays. When you've resolved all errors, your ASR form's status will change to Ready to Submit. Example:</p> 
17	Complete Gray Form, if Required	<p><i>Systems serving Severe Health Hazard Facilities must complete gray forms.</i> The system uses the data you entered on page 2 of the blue form to control your access to the gray form.</p> <ul style="list-style-type: none"> • Access a new gray form from the New/Edit/Print Screen. • This form now allows you to report multiple connections to the same facility. • Complete the form and repeat Steps 13-16 until your gray form's status changes to Ready to Submit.

18	Access and Submit <i>New Green Forms</i> , if Required	<p><i>ASR systems granting new exceptions in the reporting year must complete a new green form for each exception granted. The system uses the data you entered on page 5 of the blue form and page 3 of the cream form to control your access to new green forms.</i></p> <ul style="list-style-type: none"> • Access new green forms on the New/Edit/Print Screen by clicking NEW. • Complete the form and click Submit. Resolve all data errors listed. • Repeat process until you receive a Ready to Submit confirmation. • Your new exception will appear on the Exceptions List Screen. • Note: the number of new green forms submitted must equal the number of new exceptions granted as reported on blue form page 5.
19	Access Exceptions List Screen, and Address <i>Expired Green Forms</i> , if Required	<p><i>Systems must renew or cancel all expired exceptions from past reporting years.</i></p> <ul style="list-style-type: none"> • Go to the Exceptions Section at the bottom of the New/Edit/Print Screen. • Click EDIT/CANCEL/PRINT to display the Exceptions List Screen. • Renew <i>valid</i> exceptions by clicking Renew and submitting the renewal form. • Cancel <i>invalid</i> exceptions by clicking Cancel and submitting an Exception Cancellation Form. • Renewed and cancelled exceptions will appear on the Exceptions List Screen.
Certifying and Submitting Your ASR Forms Package		
20	Submit All ASR Forms Button	<p>When you're done filling out your required ASR forms, you're ready to start the certification and submission process. On the New/Edit/Print Screen, click Ready to Submit All ASR Forms. This will prompt the system to check the data you entered in all of your forms.</p>
21	Data Errors Screen with Between Form Errors	<p>If the Data Errors Screen displays, data logic errors exist between your ASR forms. The message(s) will identify which two forms have conflicting data and state the problem. The message will include links to both forms, so you can resolve the error(s). Example:</p> <p>Blue/Gray</p> <ul style="list-style-type: none"> • Your Blue form page 2 shows you serve 3 connections to WWTPs. Your Gray form shows you serve a total of 0 connection(s) to WWTPs. WWTP connection totals on the blue and gray forms must match. <p>Blue Form Page 2 Gray Form</p>
22	Resolve Data Errors	<p>Resolve all the data errors listed on the Data Errors Screen. Repeat Steps 20-22 until the ASR Forms Package Certification and Submission Screen displays.</p>
23	Certify and Submit ASR Forms Package	<p>On the ASR Forms Package Certification and Submission Screen:</p> <ul style="list-style-type: none"> • Type your name, as the PWS's Designated CCS/CCC Program Manager, in the certification statement box. • Click Submit ASR Forms Package to submit your final certified ASR forms to DOH.
24	Submission Confirmation	<p>When the ASR Forms Package Submission Confirmation Screen displays, click New/Edit/Print Screen. Click Print, and save (or print) your final ASR forms.</p>
25	Unsubmit Submitted Forms	<p>If you need to change or update your ASR forms after you've already submitted, click Unsubmit All ASR Forms on the New/Edit/Print Screen. Correct your form(s) and repeat the entire submission process.</p>