DBH
DIVISION OF BEHAVIORAL HEALTH

Domestic Violence Prevention Initiative (DVPI) Portal Training

April 11, 2018

Agenda

I. What is the DVPI Portal?
II. What is the purpose of the DVPI Portal?
III. What goes into the DVPI Portal?
IV. Who has access to the DVPI Portal?
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What is the DVPI Portal?

- The DVPI Portal is an online reporting system where DVPI funded projects submit their Annual Progress Report (APR) and other documents.

- The portal is located on the DVPI Webpage

  https://www.ihs.gov/dvpi/dvpiportal/

What is the purpose of the DVPI Portal?

- DVPI projects report on their yearly activities according to their scope of work and Purpose Area.

- The APR opens on **October 1** and the reports are due on **October 31.**

- **Reporting Period:**
  - September 30, 2017-September 29, 2018
  - September 30, 2018-September 29, 2019
  - September 30, 2019-September 29, 2020

What goes into the DVPI Portal?

- If you are identified as a **federal awardee**, you are required to complete your APR via the portal and upload documents in the DVPI Portal.

- If you are a **grantee**, you are required to submit a **copy** of the APR in GrantSolutions.

What goes into the DVPI Portal? cont'd

Grantees	Federal Awardees
*Annual Progress Report	*Annual Progress Report
	Continuation Application
	Quarterly SF-425
	Carryover Request
	Change in PI/PD Request
	Budget Modification

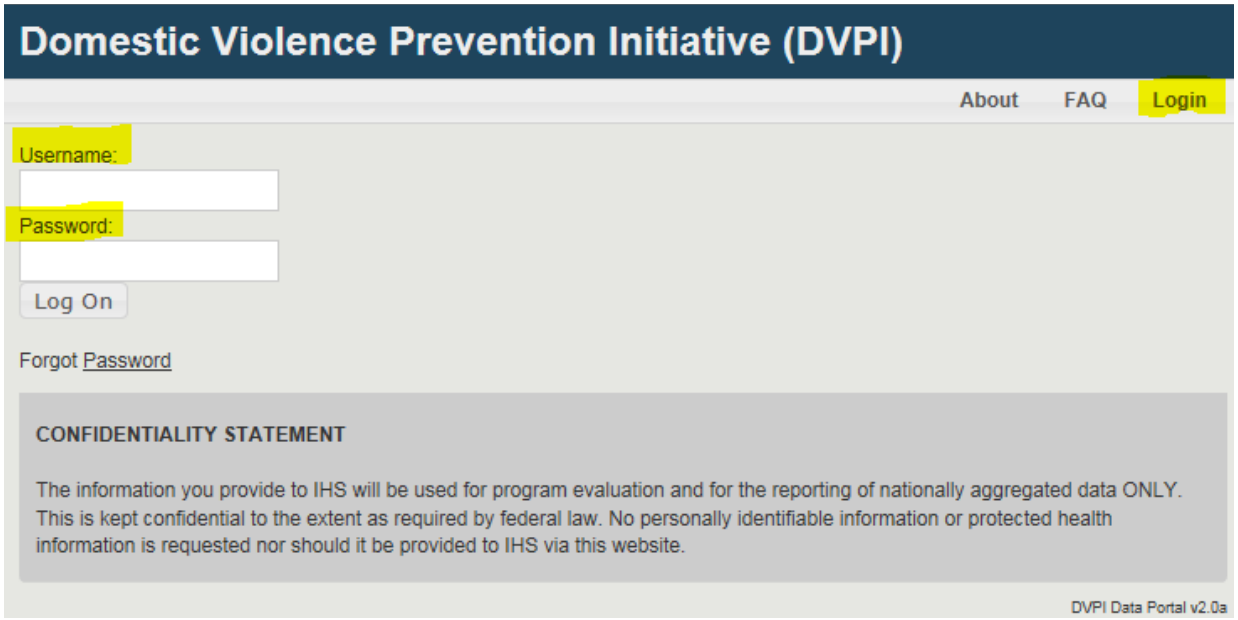
*The APR is completed via the DVPI portal and you cannot submit the APR using a Word document.

Who has access to the DVPI Portal?

- Authorized Project Official(s) are responsible for completing the **annual progress report via the portal.**
  - Program Coordinator
  - Project Director

How do you login to the DVPI Portal?

- Step 1: Go to the DVPI webpage.
- Step 2: Select the **DVPI Portal** on the left tab.
- Step 3: Click on the **DVPI Portal** on the right.
- Step 4: Select **Login** at the top right.



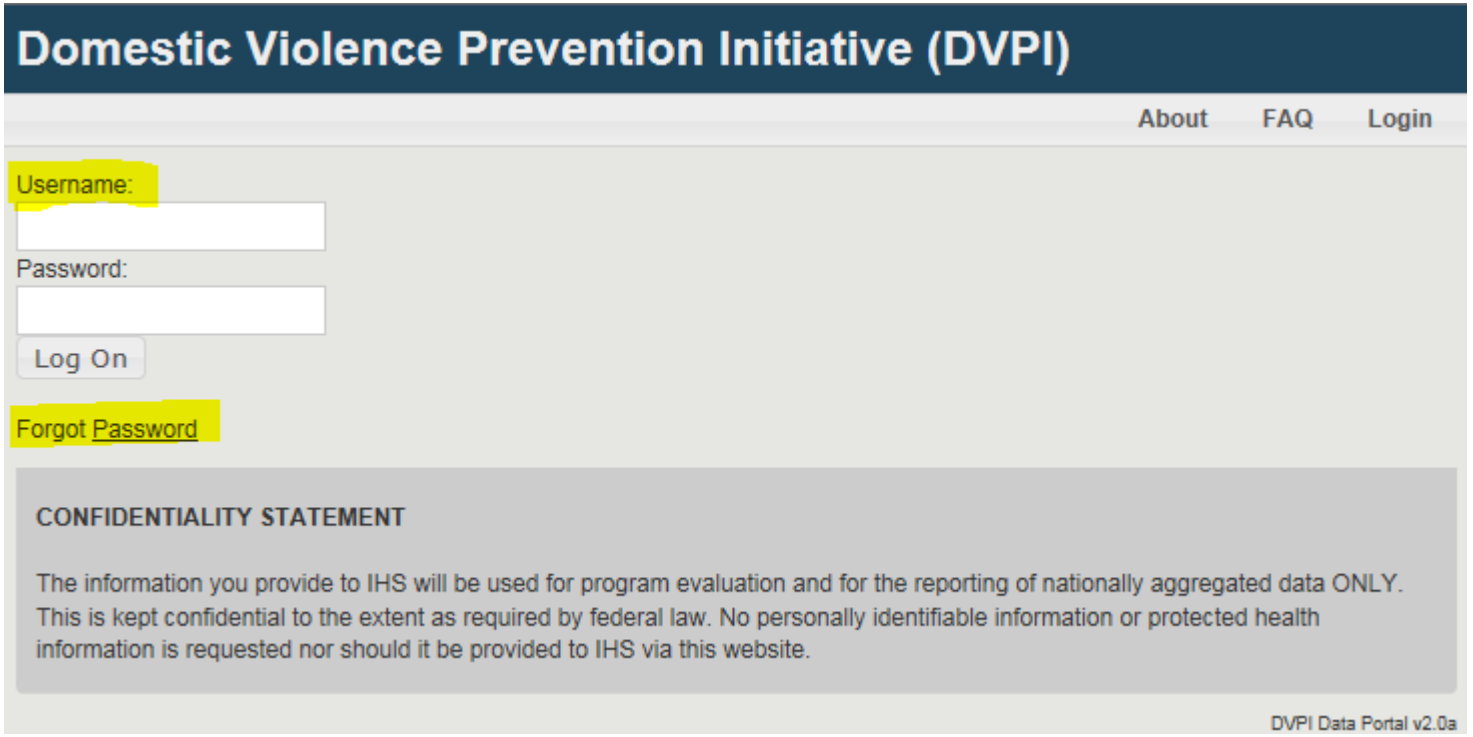
Live Demonstration of the DVPI Portal

- We will take a pause now and while Steven logs into the DVPI portal to demonstrate the login process and show you how to navigate the portal. https://www.ihs.gov/dvpi/dvpiportal/

  – Review the tabs for the APR – grantees and federal awardee.
  – How to upload document(s) – federal awardees only.

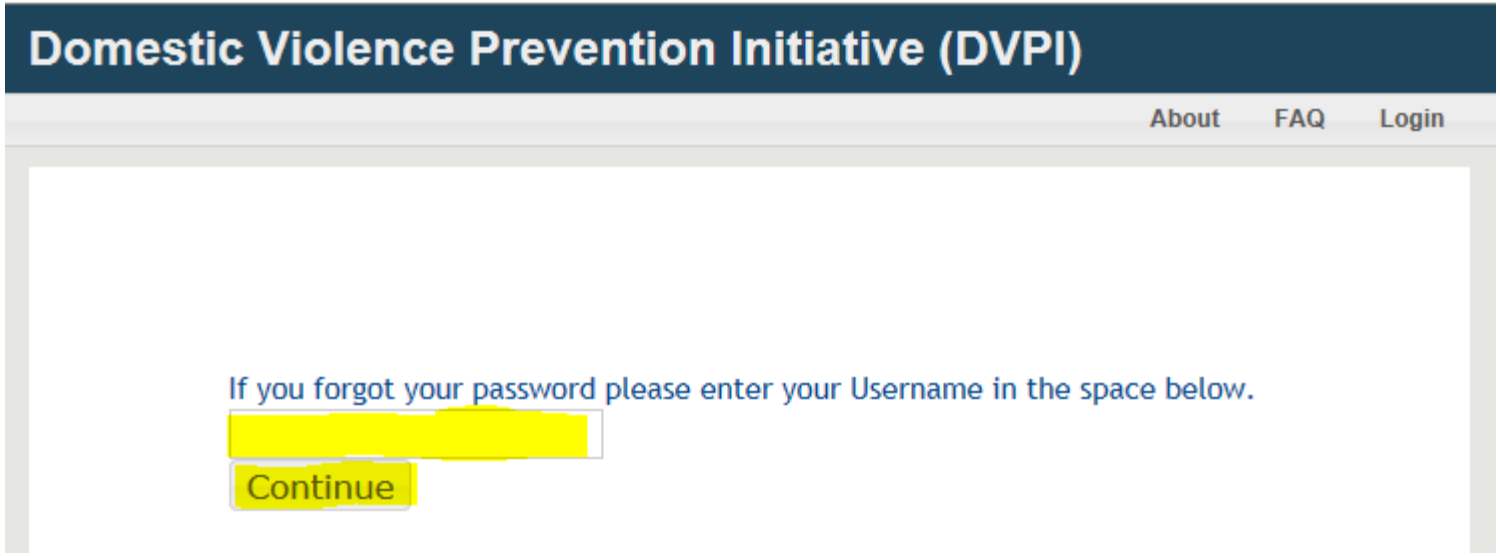
Recovering a Password

- Step 1: Enter **Username**
- Step 2: Click on **Forgot Password**



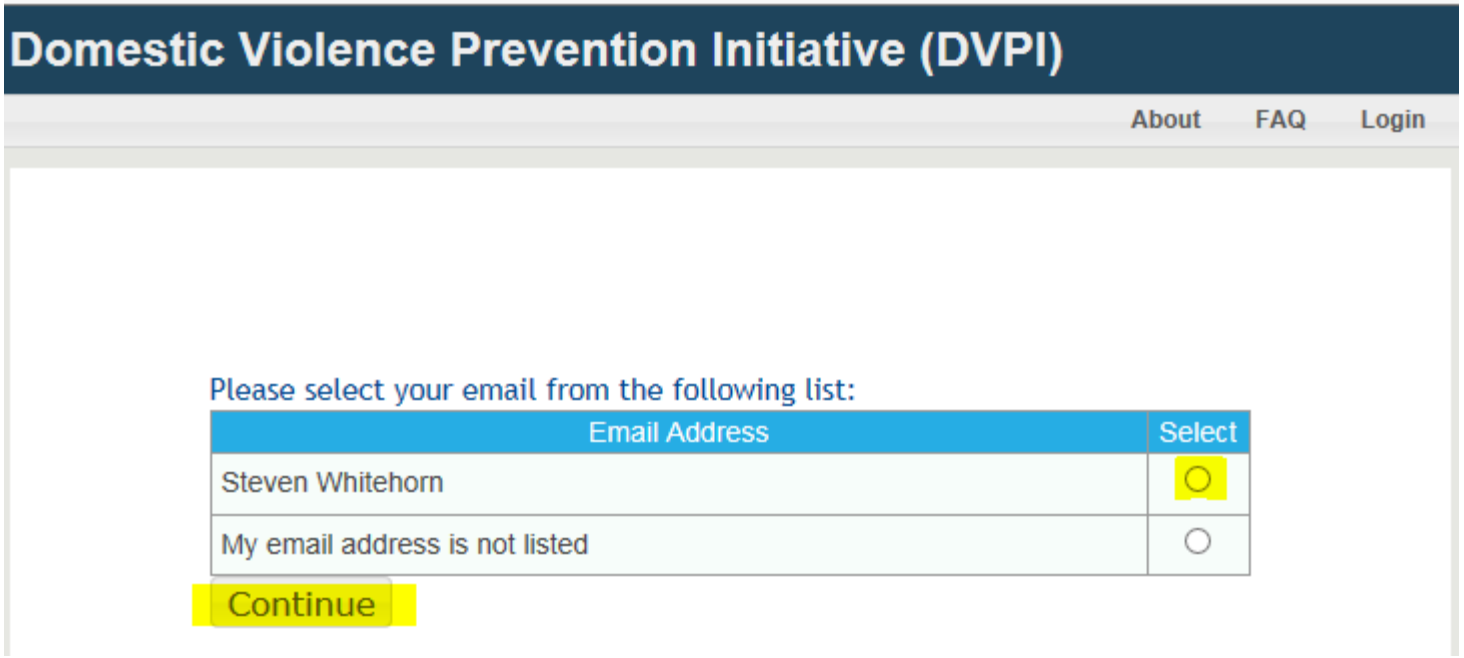
Recovering a Password, cont'd

- Step 3: Enter your **Username** again
- Step 4: Click on **Continue**



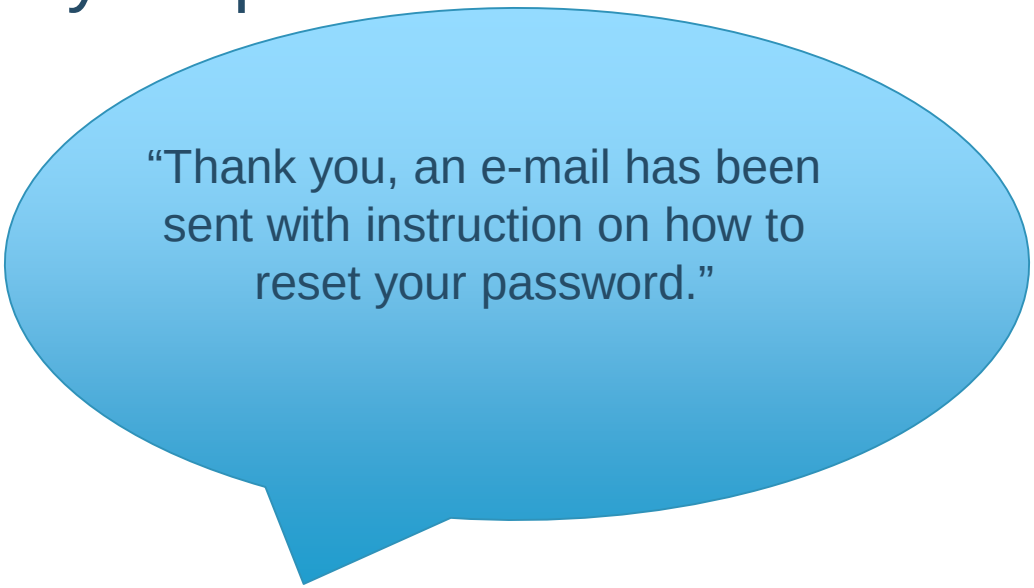
Recovering a Password, cont'd

- Step 5: Select your email from the following. list:
- Step 6: Click on **Continue.**



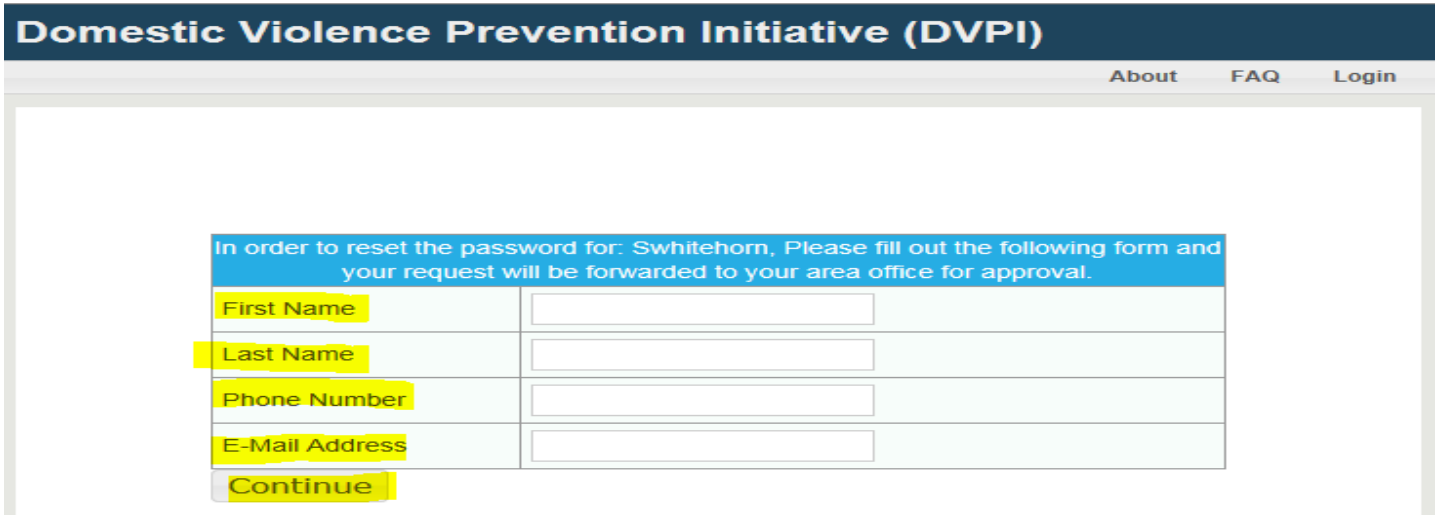
Recovering a Password, cont'd

- Step 7: You will receive the following email message that has instructions on how to reset your password.



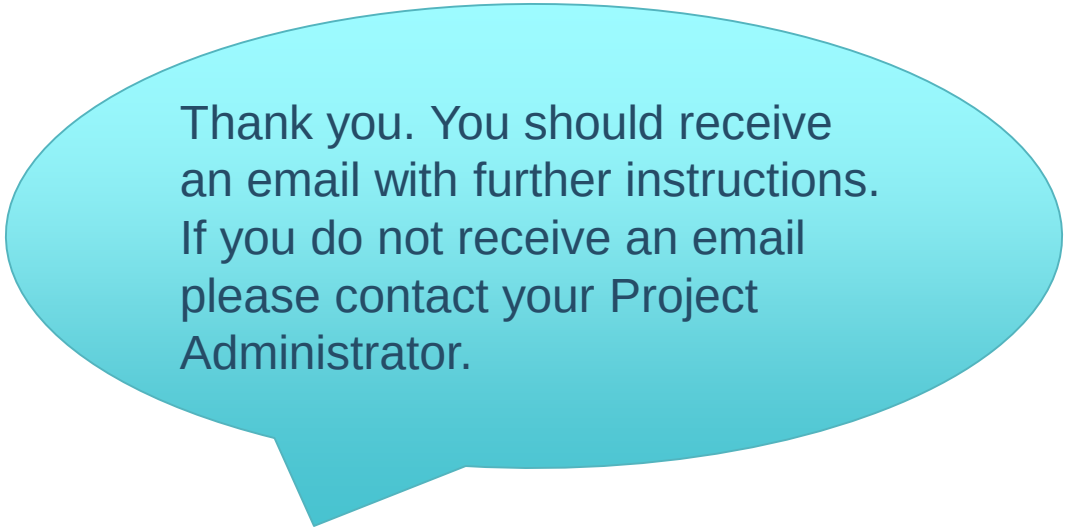
What if your e-mail does not appear on the list?

- Step 1: Then select **My E-mail address is not Listed**.
- Step 2: Click on **Continue.**
- Step 3 : Fill out the populated form and the request will be sent to the area office for approval.
- Step 4: Click on **Continue** again.



What if your e-mail does not appear on the list? Cont'd

- Step 5: you will receive an email with instructions on how to reset password.



Technical Assistance

- If you are having login issues, please contact your Area Project Officer (APO) to assist you.

- Your APO is listed on the DVPI Webpage under the tab, Technical Assistance, https://www.ihs.gov/dvpi/techassistance/projectofficers/

Area Project Officers

IHS Area	Area Project Officer	Email
Alaska	Elisa Bruns	Elisa.Bruns@ihs.gov
Albuquerque	Jennifer Nanez	Jennifer.Nanez@ihs.gov
Bemidji	Charles “Lee” Pelley	Charles.Pelley@ihs.gov
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California	Sarah Tillman	Sarah.Tillman@ihs.gov
Great Plains	Cleota “Rae” Burnette	Cleota.Burnette2@ihs.gov
Nashville	Charles “Lee” Pelley	Charles.Pelley@ihs.gov
Navajo	Elsie Joe	Elsie.Joe@ihs.gov
Oklahoma City	Amanda Bradley	Amanda.Bradley@ihs.gov
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Wrap Up & Questions