

## Instructions for Creating an Initial Submission Using SPRDIA

For states still correcting their client detail information using the SPRDIA software but need to submit their 2002 data to meet the January 31, 2003 submission deadline for the Nutrition Services Incentive Program (NSIP) can do so by following these instructions:

1. Start the SPRDIA software and enter your state, fiscal year, and select the second radio button, **Waiver – No Section IIB or IIC**, on the Logon screen (Figure 1).

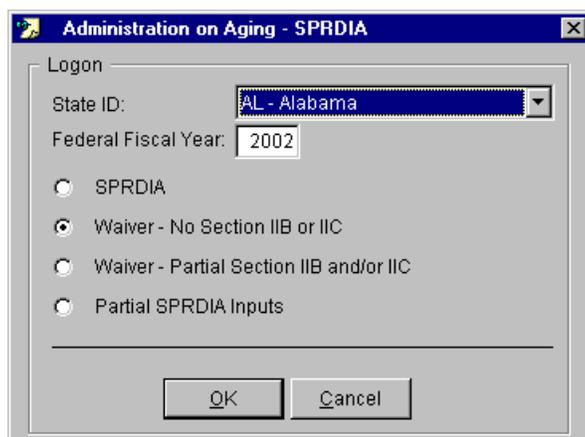


Figure 1

Click the **OK** button to display the application desktop.

2. For states without developmental accomplishments in Section V a note will need to be inserted and a development type will need to be set for the first accomplishment field for both accomplishment areas; *Home and Community Base Programs* and *A System of Elder Rights*. For states with developmental accomplishments in Section V proceed to step 3.

A. Select **File>Open>V. Developmental Accomplishments** on the menu bar to open Section V (Figure 2).

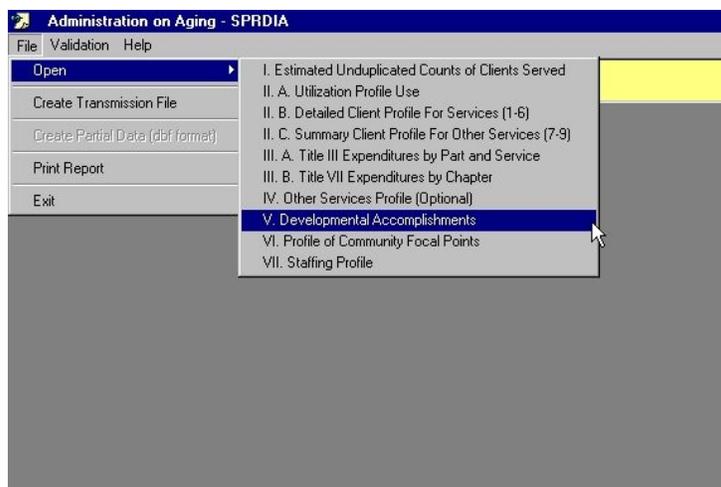


Figure 2

B. Set the first type of development to **1. Public education/awareness** and enter a note in the developmental accomplishment text field. **Note:** Be sure to do this for both accomplishment areas; *Home and Community Base Programs* and *A System of Elder Rights*. (Figure 3).

You can change between the accomplishment areas by clicking the appropriate radio button at the top of the accomplishment text input screen

Section V. Developmental Accomplishments

State ID: AL - Alabama Fiscal Year: 2002

A. For Home And Community Based Programs  B. For A System Of Elder Rights

1) Type Of Development: 1. Public education/awareness  
Submission pending

2) Type Of Development:

3) Type Of Development:

Exit Save Validate Print Continue Back

Figure 3

Click the **Save** button at the bottom of the window to save your data.

Click the **OK** button to close the data save message window (Figure 4).



Figure 4

C. Repeat step **B** for A System Of Elder Rights.

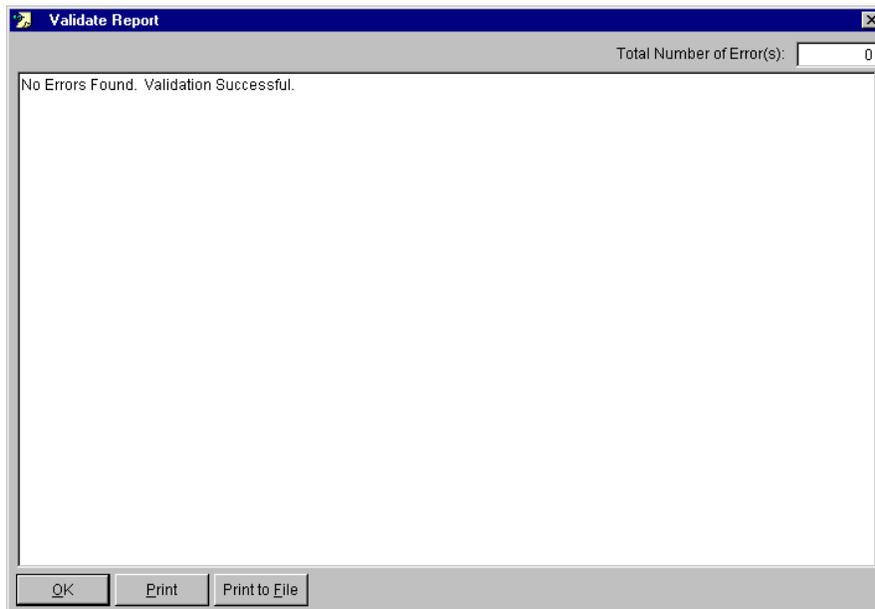
D. Click the **EXIT** button at the bottom of the screen to Exit Section V.

3. Select **Validation>Validate Report** on the menu bar to validate your data (Figure 5).



**Figure 5**

The Validate Report window will be displayed (Figure 6).



**Figure 6**

Click the **OK** button at the bottom of the Validation Report window to close the report.

4. Select **File>Create Transmission File** on the menu bar to create your data file for submission (Figure 7).



Figure 7

The **SPRDIA – Save Transmission File** dialog window will be displayed. Click the **Save** button to save the transmission file to the folder C:\SPRDIA (Figure 8).

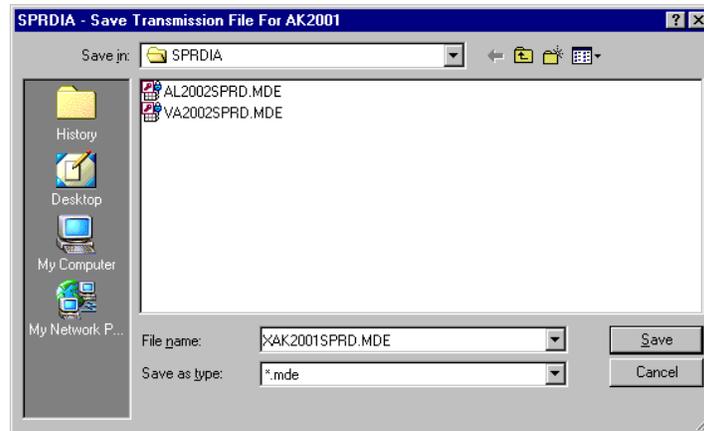


Figure 8

Note: If a transmission file was previously created using the software you will have to click the **Yes** button to replace the previously generated file (Figure 9).

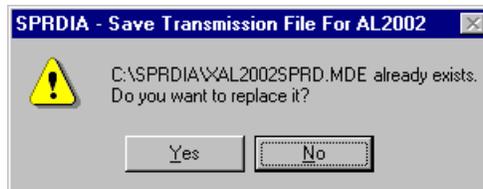


Figure 9

Click the **OK** button to close the Transmission File Creation Successful message box (Figure 10).

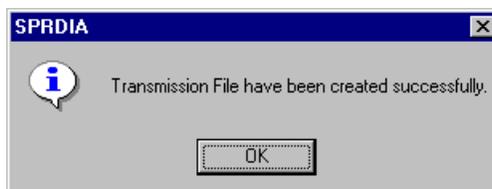


Figure 10



5. Select **File>Exit** on the menu bar to exit the SPRDIA application (Figure 11).



**Figure 11**

**Contact Information**

For further assistance please contact Steve Cordasco at (202) 357-3407 or at [Steve.Cordasco@aoa.gov](mailto:Steve.Cordasco@aoa.gov).