Transformation Accountability (TRAC) Center for Mental Health Services

Annual Goals and Budget Information Training Presentation for Grantees

Version 7
December 2011

Objective

At the end of today's session, you will know more about:

- TRAC Annual Goals and Budget Information: Reporting activities
- Completing the Annual Goals and Budget Information: Reporting forms in TRAC

Key Definitions

For reference, you can find key definitions for TRAC by referring to the following training guides:

- NOMs Client-level Measures "Services Activities":
  - ✓ Question-by-Question Instruction Guide
- IPP Activities:
  - ✓ Overview of Indicators Guide
  - ✓ TRAC System Overview and How to Enter Results Guide

All guides can be found on the TRAC website at: https://www.cmhs-gpra.samhsa.gov/index.htm > General Info & Training

Refresher Trainings

For other questions about TRAC, please register for refresher trainings when offered:

- Client-level Measures “Services Activities” (refresher trainings)
- Infrastructure Development, Prevention & Mental Health Promotion “IPP” (Q&A sessions)
- Annual Goals and Budget Information (Q&A sessions)

Training dates and registration information are announced via the TRAC Help Desk

Agenda

- Overview of the TRAC Annual Goals
- Setting your annual goals & estimating your budget information
- Accessing the TRAC System
- Entering your annual goals
- Entering your budget information
- Updating your annual goals and budget information
- How to access the TRAC Help Desk
- Questions & Answers

Overview

- Purpose
- General Process
  - ✓ Grants awarded on or after 7/1/10 report Annual Goals & Budget information for all years of grant
  - ✓ Grants awarded before 7/1/10 report Annual Goals & Budget information for all years of grant that include July 2010 or later

What are TRAC Annual Goals?

- Specific to TRAC
- Limited to relevant TRAC activities

  Please note: You don't need to choose your relevant activities. The system will customize what you see.
- Use pre-approved goals, if applicable

How to set your TRAC Annual Goals

- Review existing plans and reports such as:
  - ✓ Requirements for grant program
  - ✓ Grant Application
  - ✓ Notice of Grant Award
  - ✓ Work plans
  - ✓ Annual reports
- Identify the goals you need to set by:
  - ✓ Logging into TRAC and going to the Annual Goals & Budget Information section
- Set a numeric or percentage goal for each item, based on your plans

TRAC Budget Information

Report by Grant Years

- Client-level Measures “Services Activities”
- Infrastructure Development activities
- Data Collection, Evaluation, and Performance Measurement and Assessment
- Mental Health Prevention and Mental Health Promotion activities
- Grant Administration
- Technical Assistance

How to Estimate your Budget Information

- Approximate percentages or dollar amounts
- Your award amount per grant year may include activities not being reported on for TRAC

Accessing TRAC

- Web-based system:
  - ✓ https://www.cmhs-gpra.samhsa.gov/
- TRAC Help Desk creates user account

Public vs. Password-Protected Sections

- Public section does not require a password and contains general information about GPRAMA law and TRAC activities
- Password-protected section requires a password and is used by grantees to:
  - ✓ Access Annual Goals and Budget Information
- Use privacy practices
  - ✓ Do not post user IDs or passwords where others may view them
  - ✓ Do not share usernames and passwords

System Demonstration

TRAC system

Navigating to Your Grant

STAGING

TRAC | Transformation Accountability
Center for Mental Health Services

User: Michelle Kiser
Roles: Admin

Home > Data Entry > Annual Goals & Budget

- Home
- General Information
- TRAC Information
- Contact Us
- Admin
- Data Entry
- Annual Goals & Budget
- Services
- IPP
- Reports
- Data Download
- Change Password
- Logout

Find Grant

Available Programs
- Child Mental Health Initiative
- Circles of Care
- Earmark- IPP
- Garrett Lee Smith Campus Suicide Prevention (

Selected Programs

GrantID:

Organization Name:

City:

State:

Annual Goal Status:

Find

NOMs Client-level Measures "Services Activities" Goals

- Enter # of estimated consumers to be served
- Enter cumulative unduplicated # of consumers to be served

STAGING

TRAC | Transformation Accountability
Center for Mental Health Services

User: Michelle Kiser
Roles: Admin

Home > Data Entry > Annual Goals & Budget > Services

Print | Cancel | Save | Previous | Next

Grant #:

- Home
- General Information
- TRAC Information
- Contact Us
- Admin
- Data Entry
  - Annual Goals & Budget
    - Services
    - IPP
- Reports
- Data Download
- Change Password
- Logout

Services

Instructions:
For your current grant year and all future grant years, please enter the goal for the number of consumers to be served, then the unduplicated cumulative goal of consumers to be served during the grant performance period. Once complete, please select "Save" to save the data; select "Next" to go to the next screen.

Cumulative Goal: This is the unduplicated goal of all consumers for the total grant period. This is different than adding up all the annual goals of each grant year, since that figure may contain duplicated consumers.

	Previous Year		Current Year		Next Year	
Grant Year	(10/1/2010 - 9/30/2011)	(10/1/2011 - 9/30/2012)	(10/1/2012 - 9/30/2013)	(10/1/2013 - 9/30/2014)	(10/1/2014 - 9/29/2015)	Cumulative
Training Grant (10/1/2010 - 9/29/2015)	100	380	500	600	520	2100

IPP Goals

- Infrastructure Development activities
- Prevention & Mental Health Promotion activities

TRAC | Transformation Accountability
Center for Mental Health Services
STAGING
User: Michelle Kiser
Roles: Admin

Home > Data Entry > Annual Goals & Budget > Infrastructure Indicators

Print | Cancel | Save | Previous | Next

Grant #:

Home
General Information
TRAC Information
Contact Us
Admin
Data Entry
Annual Goals & Budget
Services
IPP
Reports
Data Download
Change Password
Logout

Infrastructure Indicators

Instructions:
For your current grant year and all future grant years, please enter a goal for each Indicator that you will collect during the grant performance period. Once complete, please select "Save" to save the data then "Next" to go to the next screen.

	Previous Year	Current Year	Next Year		
Categories & Indicators	**(10/1/2010 - 9/30/2011)**	**(10/1/2011 - 9/30/2012)**	**(10/1/2012 - 9/30/2013)**	**(10/1/2013 - 9/30/2014)**	**(10/1/2014 - 9/29/2015)**
Workforce Development					
WD1 - The number of organizations or communities implementing mental health-related training programs as a result of the grant.	16	20	12	8	4
Organizational Change					
OC1 - The number of organizational changes made to support improvement of mental health-related practices/activities that are consistent with the goals of the grant.	8	5	6	5	3
Partnership/Collaboration					
PC1 - The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.	20	12	8	6	4
Types/Targets of Practices					
T2 - The number of programs/organizations/communities that implemented evidence-based mental health-related practices/activities as a result of the grant.	16	18	16	8	4

Entering Budget Information

Dollar amount vs. percent of annual grant award amount

Entering Budget Information (Continued)

Home
General Information
TRAC Information
Contact Us
Admin
Data Entry
Annual Goals & Budget
Services
IPP
Reports
Data Download
Change Password
Logout

Home > Data Entry > Annual Goals & Budget > Budget Screen #2

Print | Cancel | Save | Previous | Next

Grant #:

Budget

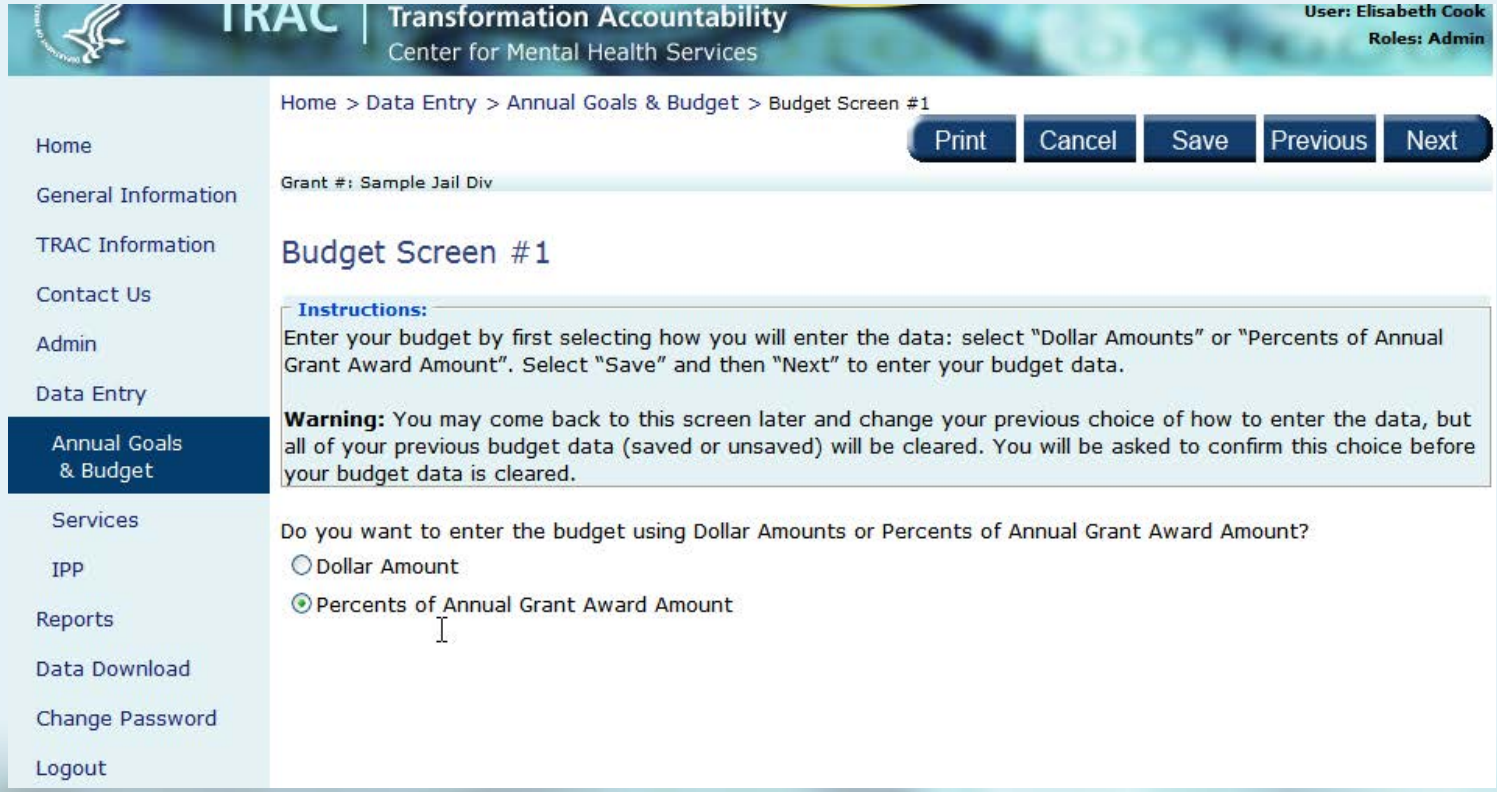
Instructions:
You selected "Dollar amounts" as the method for entering your data. Enter the budget data for your current grant year, and if possible any future grant years. Enter whole dollar amounts using numbers only (with no commas, decimal points, or $ signs). Complete the following steps:
1. Enter the grant's award amount for each year in the "Award Amount per Grant Year" row.
2. Enter the dollar amount for each category in the "Dollar Amount" rows.
3. Select "Save" to save the data.
4. Select "Next" to go to the Summary screen.

Note: You will receive an error message if the total amount you entered as your grant award (either the sum of all the "Award Amount per Grant Year" amounts entered or the sum of all "Sum of Dollar Amounts per Grant Year") exceeds the "Total Grant Award on Record" (in the TRAC system). The message will display the Total Grant Award on Record. If you think the "Total Grant Award on Record" amount is incorrect, please contact the TRAC Helpdesk.

	Previous Year	Current Year		Next Year	
Category	**(10/1/2008 - 9/30/2009)**	**(10/1/2009 - 9/30/2010)**	**(10/1/2010 - 9/30/2011)**	**(10/1/2011 - 9/30/2012)**	**(10/1/2012 - 9/30/2013)**
Award Amount per Grant Year		1554000	1544000	1544000	1388000
Services Provision					
Dollar Amount		585000	620000	620000	581000
Infrastructure Development					
Dollar Amount		397000	342000	342000	230000
Data Collection, Evaluation, Performance Measurement and Assessment					
Dollar Amount		310000	310000	310000	305000
Grant Administration					
Dollar Amount		262000	272000	272000	272000
Technical Assistance					
Dollar Amount		0	0	0	0
Sum of Dollar Amounts per Grant Year		1554000	1544000	1544000	1388000
Percentage of Award Amount Accounted for:		100%	100%	100%	100%

Entering Budget Information (Continued)

Dollar amount vs. percent of annual grant award amount



Summary and Submit for Approval

Home > Data Entry > Annual Goals > Grantee Approval/Submission

Print | Cancel | Save | Previous | Next

Grant #:

Save and Quit | Submit for Approval

Summary/Approval

Instructions:
Please review your Goals data. Select one of the following:

"Cancel" to cancel out of your data entry. (Changes will not be saved)
"Save" to save your data. (Note: data will not be submitted for approval until "Submit for Approval" button is selected.
"Previous" to go back to previous sections to make any changes.
"Save and Quit" to save your data and exit the Annual Goals form. (Note: data will not be submitted for approval until "Submit for Approval" button is selected.)
"Submit for Approval" to submit your data for your GPO to approve. Please note, once you select "Submit for Approval", the form will be locked. If you need to unlock the form, please contact the TRAC Helpdesk.

Services

Previous | Current | Next

Grant Year	(10/1/2008 - 9/30/2009)	(10/1/2009 - 9/30/2010)	(10/1/2010 - 9/30/2011)	(10/1/2011 - 9/30/2012)	(10/1/2012 - 9/30/2013)	Cumulative
Example Grantee (10/1/2008 - 9/30/2014)	0	50	50	50	50	250

Infrastructure Indicators

Previous | Current | Next

Categories & Indicators	(10/1/2008 - 9/30/2009)	(10/1/2009 - 9/30/2010)	(10/1/2010 - 9/30/2011)	(10/1/2011 - 9/30/2012)	(10/1/2012 - 9/30/2013)
Workforce Development					
WD1 - The number of organizations or communities implementing mental health-related training programs as a result of the grant.		11	8	3	3
Organizational Change					
OC1 - The number of organizational changes made to support improvement of mental health-related practices/activities that are consistent with the goals of the grant.		6	8	8	8
Partnership/Collaboration					
PC1 - The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.		17	12	10	8
Types/Targets of Practices					
T2 - The number of programs/organizations/communities that implemented evidence-based mental health-related practices/activities as a result of the grant.		9	8	4	0

Budget

Previous | Current | Next

Category	(10/1/2008 - 9/30/2009)	(10/1/2009 - 9/30/2010)	(10/1/2010 - 9/30/2011)	(10/1/2011 - 9/30/2012)	(10/1/2012 - 9/30/2013)
Award Amount per Grant Year		1554000	1544000	1544000	1388000
Services Provision					
Percent		40	40	40	40
Infrastructure Development					
Percent		30	20	20	20
Data Collection, Evaluation, Performance Measurement and Assessment					
Percent		20	30	30	30
Grant Administration					
Percent		10	10	10	10
Technical Assistance					
Percent		0	0	0	0
Sum of Percents per Grant Year		100%	100%	100%	100%
Sum of Dollar Amounts per Grant Year		1554000	1544000	1544000	1388000

Updating Annual Goals and Budget Information

STAGING

TRAC | Transformation Accountability
Center for Mental Health Services

User: Maureen Kelly
Roles: Admin

- Home
- General Info & Training
- TRAC Information
- Contact Us
- Data Entry
- Annual Goals & Budget
- Services
- IPP
- TA Survey
- Reports
- Data Download
- Change Password
- Logout

Home > Data Entry > Annual Goals & Budget > Infrastructure Indicators

Print | Cancel | Save | Previous | Next

Grant #: ITTP001

Annual Goals and Budget Information

Instructions:

UPDATES ARE DUE BY December 31, 2011.

You may now unlock and update your annual goals and budget projections for the current and future grant years. The current grant year is the grant performance period that overlaps this Federal Fiscal Year (10/1/2011 to 9/30/2012). **Warning:** Unlocking your data will require you to resubmit for approval and for your GPO to review and approve all current and future goals and budget information for your grant, whether or not changes are made.

NOTE: All AG&B data that are disapproved by your GPO will remain unlocked until you have made your updates and resubmitted.

Suggestion: Review your data first and print each screen before unlocking your current and future years' data.

Do you want to unlock your current/future Annual Goals and Budget Information? Select one of the following below then click on Next:

- (●) "No, I want to review my data" (read-only mode). You can unlock your data at a later time to make revisions if needed.
- ( ) "Yes, unlock my Annual Goals and Budget Information".

Click "Cancel" to exit this data entry screen.

Updating Annual Goals and Budget Information
(Continued)

STAGING

TRAC | Transformation Accountability
Center for Mental Health Services

User: Maureen Kelly
Roles: Admin

Home > Data Entry > Annual Goals & Budget > Infrastructure Indicators

Print | Cancel | Save | Previous | Next

Grant #: ITTP001

- Home
- General Info & Training
- TRAC Information
- Contact Us
- Data Entry
- Annual Goals & Budget
- Services

Annual Goals and Budget Information

Warning

If you select "YES", the current grant year and all future grant years will be unlocked for editing. You will need to click on "Submit for Approval" which will require your GPO to review and approve all current and future budget information, whether or not changes are made. Choose "Yes" only if changes are required.

Yes | No

How to Access TRAC

- Visit the TRAC website to view training guides and e-trainings at:
  - ✓ https://www.cmhs-gpra.samhsa.gov/index.htm > General Info & Training > Annual Goals and Budget Training
- Contact TRAC Help Desk with your questions at:
  - ✓ Phone: 1-888-219-0238
  - ✓ Email: TRACHELP@westat.com