



**TRAC**

Transformation Accountability  
Center for Mental Health Services

# 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



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# System Demonstration

TRAC system



# Navigating to Your Grant

The screenshot displays the TRAC web application interface. At the top, the TRAC logo and name are on the left, a 'STAGING' indicator is in the center, and the user information 'User: Michelle Kiser' and 'Roles: Admin' is on the right. A navigation menu on the left lists various options, with 'Annual Goals & Budget' highlighted. The main content area shows a breadcrumb trail 'Home > Data Entry > Annual Goals & Budget' and a 'Find Grant' section. This section includes a list of 'Available Programs' with a scrollable dropdown menu containing 'Child Mental Health Initiative', 'Circles of Care', 'Earmark- IPP', and 'Garrett Lee Smith Campus Suicide Prevention C'. To the right of this list are two arrow buttons for navigation. Below the list are input fields for 'GrantID:', 'Organization Name:', 'City:', 'State:', and 'Annual Goal Status:'. A 'Find' button is located at the bottom right of the form area.



# NOMs Client-level Measures “Services Activities” Goals

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

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STAGING

User: Michelle Kiser  
Roles: Admin

Home > Data Entry > Annual Goals & Budget > Services

Print Cancel Save Previous Next

Grant #: \_\_\_\_\_

### 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)	<input type="text" value="100"/>	<input type="text" value="380"/>	<input type="text" value="500"/>	<input type="text" value="600"/>	<input type="text" value="520"/>	<input type="text" value="2100"/>	



# IPP Goals

- Infrastructure Development activities
- Prevention & Mental Health Promotion activities

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STAGING

User: Michelle Kiser  
Roles: Admin

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

Print Cancel Save Previous Next

Grant #:

**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.

Categories & Indicators	Previous Year		Current Year		Next 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)	
<b>Workforce Development</b>						
WD1 - The number of organizations or communities implementing mental health-related training programs as a result of the grant.	16	20	12	8	4	
<b>Organizational Change</b>						
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	
<b>Partnership/Collaboration</b>						
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	
<b>Types/Targets of Practices</b>						
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

The screenshot shows the TRAC web application interface. At the top, there is a header with the TRAC logo, the text "Transformation Accountability Center for Mental Health Services", a "STAGING" indicator, and user information: "User: Michelle Kiser Roles: Admin". Below the header is a navigation menu on the left with items: Home, General Information, TRAC Information, Contact Us, Admin, Data Entry, **Annual Goals & Budget** (highlighted), Services, IPP, Reports, Data Download, Change Password, and Logout. The main content area shows a breadcrumb trail: "Home > Data Entry > Annual Goals > Budget Screen #1". To the right of the breadcrumb are buttons for "Print", "Cancel", "Save", "Previous", and "Next". Below the breadcrumb is a "Grant" label. The main heading is "Budget Screen #1". There is an "Instructions" section with the text: "Enter your budget by first selecting how you will enter the data: select 'Dollar Amounts' or 'Percents of Annual Grant Award Amount'. Select 'Save' and then 'Next' to enter your budget data." Below the instructions is a "Warning" section: "Warning: You may come back to this screen later and change your previous choice of how to enter the data, but all of your previous budget data (saved or unsaved) will be cleared. You will be asked to confirm this choice before your budget data is cleared." At the bottom of the main content area is a question: "Do you want to enter the budget using Dollar Amounts or Percents of Annual Grant Award Amount?" with two radio button options: "Dollar Amount" (selected) and "Percents of Annual Grant Award Amount".



# Entering Budget Information (Continued)

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

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	<input type="text"/>	1554000	1544000	1544000	1388000
Services Provision					
Dollar Amount	<input type="text"/>	585000	620000	620000	581000
Infrastructure Development					
Dollar Amount	<input type="text"/>	397000	342000	342000	230000
Data Collection, Evaluation, Performance Measurement and Assessment					
Dollar Amount	<input type="text"/>	310000	310000	310000	305000
Grant Administration					
Dollar Amount	<input type="text"/>	262000	272000	272000	272000
Technical Assistance					
Dollar Amount	<input type="text"/>	0	0	0	0
Sum of Dollar Amounts per Grant Year	<input type="text"/>	1554000	1544000	1544000	1388000
Percentage of Award Amount Accounted for:	<input type="text"/>	100%	100%	100%	100%



# Entering Budget Information (Continued)

Dollar amount vs. percent of annual grant award amount

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User: Elisabeth Cook  
Roles: Admin

Home > Data Entry > Annual Goals & Budget > Budget Screen #1

Print Cancel Save Previous Next

Grant #: Sample Jail Div

### Budget Screen #1

**Instructions:**  
Enter your budget by first selecting how you will enter the data: select "Dollar Amounts" or "Percents of Annual Grant Award Amount". Select "Save" and then "Next" to enter your budget data.

**Warning:** You may come back to this screen later and change your previous choice of how to enter the data, but all of your previous budget data (saved or unsaved) will be cleared. You will be asked to confirm this choice before your budget data is cleared.

Do you want to enter the budget using Dollar Amounts or Percents of Annual Grant Award Amount?

Dollar Amount

Percents of Annual Grant Award Amount

Annual Goals & Budget

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



# 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

Grant Year	Previous		Current		Next		Cumulative
	(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)	(10/1/2013 - 9/30/2014)	
Example Grantee (10/1/2008 - 9/30/2014)	<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="250"/>				

#### Infrastructure Indicators

Categories & Indicators	Previous		Current		Next	
	(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)	(10/1/2013 - 9/30/2014)
<b>Workforce Development</b> WD1 - The number of organizations or communities implementing mental health-related training programs as a result of the grant.	<input type="text"/>	<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text"/>
<b>Organizational Change</b> 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.	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<b>Partnership/Collaboration</b> 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.	<input type="text"/>	<input type="text" value="17"/>	<input type="text" value="12"/>	<input type="text" value="10"/>	<input type="text" value="8"/>	<input type="text"/>
<b>Types/Targets of Practices</b> T2 - The number of programs/organizations/communities that implemented evidence-based mental health-related practices/activities as a result of the grant.	<input type="text"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text"/>

#### Budget

Category	Previous		Current		Next	
	(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)	(10/1/2013 - 9/30/2014)
Award Amount per Grant Year	<input type="text"/>	<input type="text" value="1544000"/>	<input type="text" value="1544000"/>	<input type="text" value="1544000"/>	<input type="text" value="1388000"/>	<input type="text"/>
Services Provision	<input type="text"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text"/>
Infrastructure Development	<input type="text"/>	<input type="text" value="30"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text"/>
Data Collection, Evaluation, Performance Measurement and Assessment	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text"/>
Grant Administration	<input type="text"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text"/>
Technical Assistance	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Sum of Percents per Grant Year	<input type="text"/>	<input type="text" value="100%"/>	<input type="text" value="100%"/>	<input type="text" value="100%"/>	<input type="text" value="100%"/>	<input type="text"/>
Sum of Dollar Amounts per Grant Year	<input type="text"/>	<input type="text" value="1544000"/>	<input type="text" value="1544000"/>	<input type="text" value="1544000"/>	<input type="text" value="1388000"/>	<input type="text"/>



# Updating Annual Goals and Budget Information

STAGING

User: Maureen Kelly  
Roles: Admin

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)

The screenshot shows the TRAC web application interface. At the top, there is a header with the TRAC logo and the text 'Transformation Accountability Center for Mental Health Services'. A green 'STAGING' badge is visible in the top right. The user is identified as 'Maureen Kelly' with the role of 'Admin'. The breadcrumb trail reads 'Home > Data Entry > Annual Goals & Budget > Infrastructure Indicators'. Below the breadcrumb, there are buttons for 'Print', 'Cancel', 'Save', 'Previous', and 'Next'. The 'Grant #' is 'ITTP001'. The main heading is 'Annual Goals and Budget Information'. A warning box contains the following text: '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.' Below the warning box are 'Yes' and 'No' buttons. The left navigation menu includes 'Home', 'General Info & Training', 'TRAC Information', 'Contact Us', 'Data Entry', 'Annual Goals & Budget' (highlighted), and 'Services'.



# 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](mailto:TRACHELP@westat.com)