

**Transformation Accountability (TRAC)**  
Center for Mental Health Services

**Annual Goals and Budget Information**

**GUIDE FOR GRANTEES**



October 2013  
*Version 7*

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## GENERAL OVERVIEW

This guide provides an overview of the Transformation Accountability (TRAC) online reporting system for the Annual Goals and Budget Information module. The TRAC system provides a platform for grantees to enter, review, and update their annual performance goals and budget information, as required by the Center for Mental Health Services (CMHS).

This guide contains the following sections:

**Section A:** Key Terms

**Section B:** Accessing the TRAC System

**Section C:** Obtaining a TRAC User Account

**Section D:** Set Your Annual Goals

**Section E:** Entering Annual Goals and Budget Information

**Section F:** Summary and Submit for GPO Approval

**Section G:** Updating your Annual Goals and Budget Information

After you have entered your annual goals and budget information, your CMHS Government Project Officer (GPOs) will review your goals and budget information and approve them based on consistency with SAMHSA's goals for your grant program, the original grant application or contract work plan. After your annual goals and budget information is approved, they will be used by CMHS for performance management and oversight.

## SECTION A: KEY TERMS

This section presents brief definitions of terms used throughout the Annual Goals and Budget Information Guide.

**Client-level Measures for Discretionary Programs Providing Direct Services (Services Activities):** TRAC Activities that grantees undertake to provide treatment to consumers. See Appendix A: TRAC Activities by CMHS Program for a list of CMHS Programs that provide Services Activities data.

**Consumer:** A person who is actively in treatment with a CMHS-funded program.

**Infrastructure Development, Prevention and Mental Health Promotion (IPP):** Activities grants are doing to build infrastructure, to prevent mental illness and promote mental health. See Appendix A: TRAC Activities by CMHS Program for a list of CMHS Programs that report IPP data.

**IPP Categories and Indicators:** Indicators are designated by CMHS program leads to reflect critical activities to be completed as part of the grant program as specified within the Request for Application. Please note that while Indicators are required at the program level, they may not be required of an individual grant with GPO approval. Indicators are organized by category (for example, Policy Development, Workforce Development, etc.). See Appendix B: IPP Indicators for a list of categories and indicators.

**Federal Fiscal Year (FFY):** The federal fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and commonly is referred to as “FFY.” For example, FFY2011 began October 1, 2010, and ends September 30, 2011.

**Grant Year:** One year within a grant performance period, and is individual to each grant. It begins the day the grant is awarded and ends 365 days later; during leap years it ends 366 days later. For example, a grant that was awarded September 1, 2010 begins its first grant year on September 1, 2010 and ends August 31, 2011.

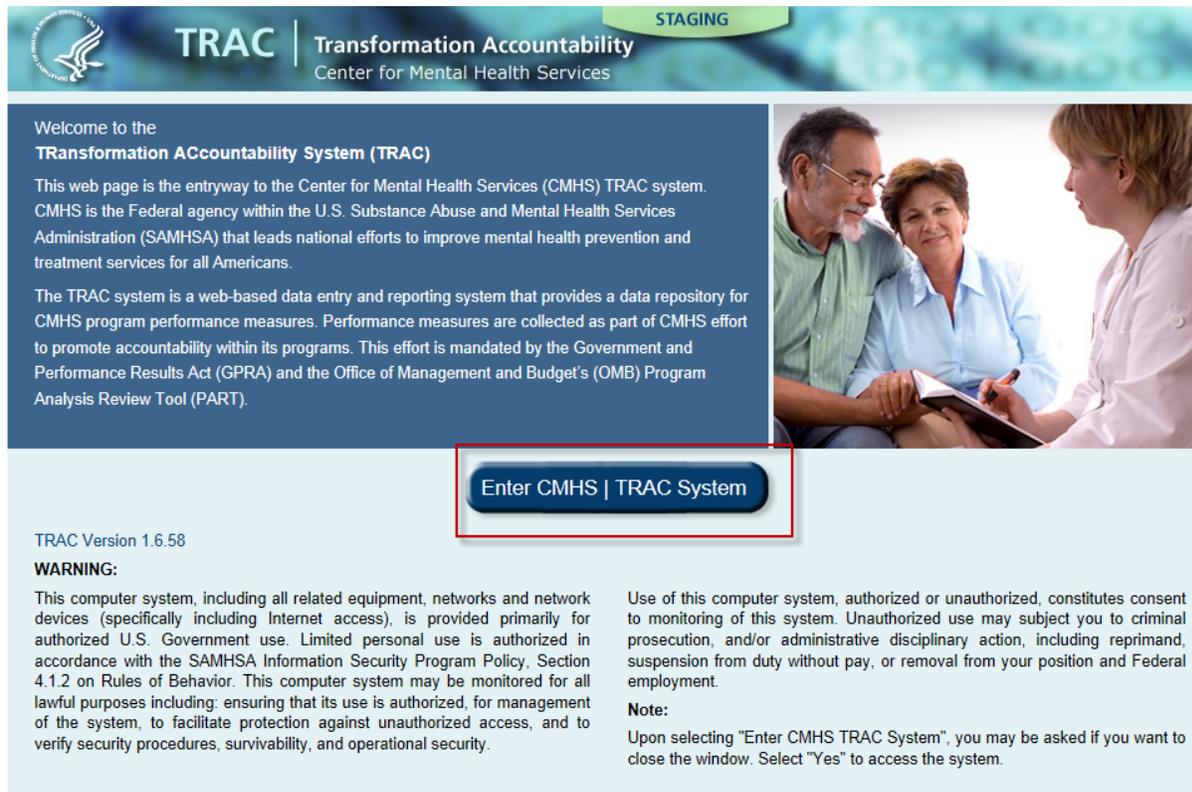
**Please note:** Some one-year grants have a year that is slightly more than 365 days. For these grants, the TRAC system will place the extra days in a second year. It is understood that this is not a true grant year. Please provide all of your information for the first year, and put a zero (0) in the extra year.

**Annual Goal (For Services Activities):** The planned number of consumers that will receive services that are impacted by CMHS grant-funds in a given grant year. **(For IPP activities):** Varies depending on the Infrastructure and/or Prevention and Promotion indicators that are required by your grant program. Goals are set by grantees in collaboration with their GPOs.

## SECTION B: ACCESSING THE TRAC SYSTEM

The web address for the TRAC system is <https://www.cmhs-gpra.samhsa.gov>. We encourage you to create a bookmark to easily access to the website.

To access the TRAC system data entry main menu, please click the **Enter CMHS | TRAC System** hyperlink.



Welcome to the **TRansformation ACCountability System (TRAC)**

This web page is the entryway to the Center for Mental Health Services (CMHS) TRAC system. CMHS is the Federal agency within the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) that leads national efforts to improve mental health prevention and treatment services for all Americans.

The TRAC system is a web-based data entry and reporting system that provides a data repository for CMHS program performance measures. Performance measures are collected as part of CMHS effort to promote accountability within its programs. This effort is mandated by the Government and Performance Results Act (GPRA) and the Office of Management and Budget's (OMB) Program Analysis Review Tool (PART).

**Enter CMHS | TRAC System**

TRAC Version 1.6.58

**WARNING:**

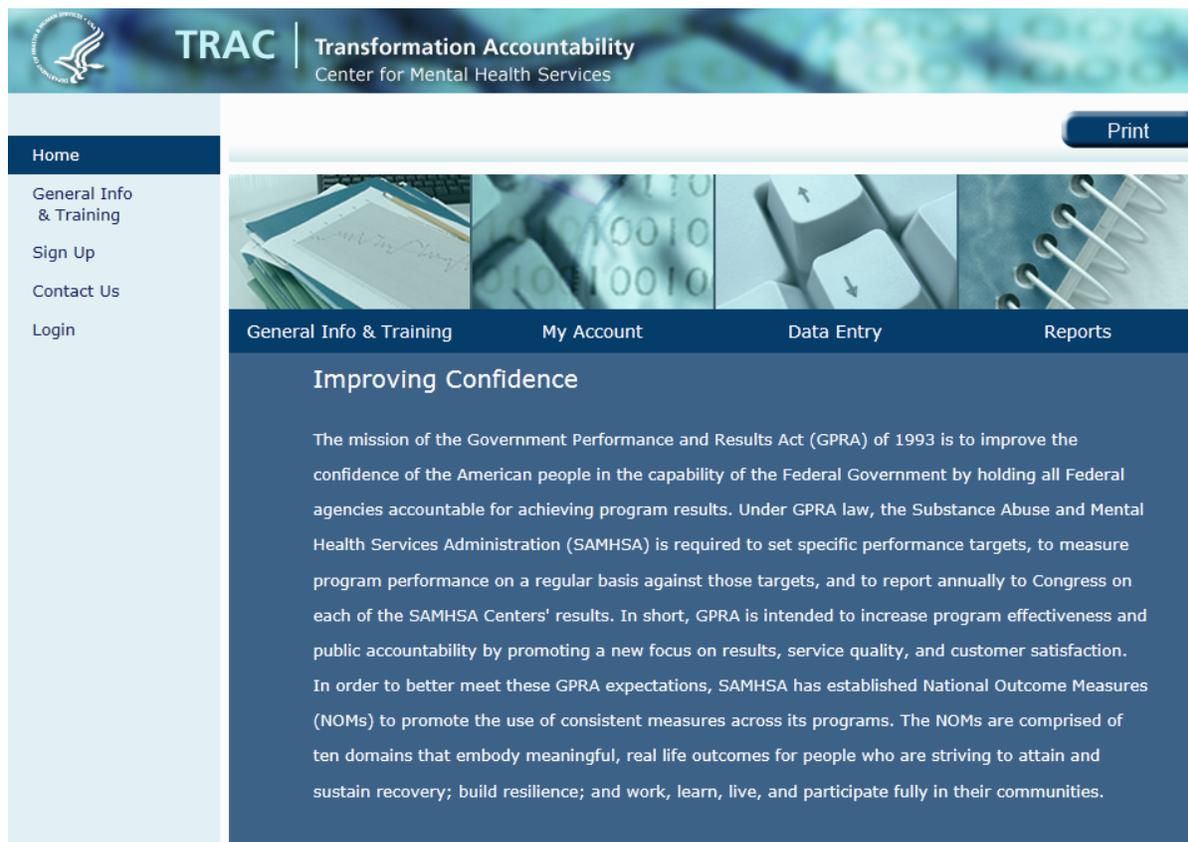
This computer system, including all related equipment, networks and network devices (specifically including Internet access), is provided primarily for authorized U.S. Government use. Limited personal use is authorized in accordance with the SAMHSA Information Security Program Policy, Section 4.1.2 on Rules of Behavior. This computer system may be monitored for all lawful purposes including: ensuring that its use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security.

Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution, and/or administrative disciplinary action, including reprimand, suspension from duty without pay, or removal from your position and Federal employment.

**Note:**

Upon selecting "Enter CMHS TRAC System", you may be asked if you want to close the window. Select "Yes" to access the system.

The TRAC Home page will appear after clicking the CMHS | TRAC button. It is composed of the following sections: **General Info & Training**, **Sign Up**, **Contact Us**, and **Login**.

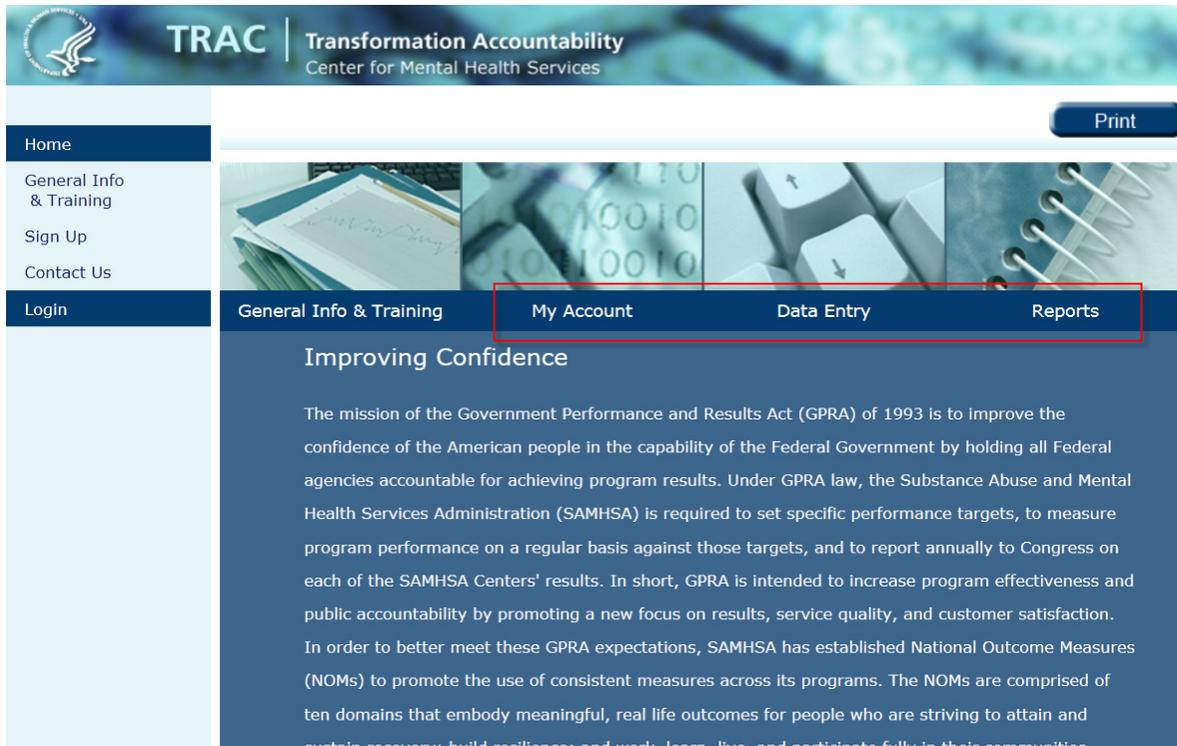


The **General Info & Training** hyperlink allows access to the public section of the site; it does not require a username or password. Anyone with Internet access can retrieve information from this section. The public section is used to disseminate general information about the TRAC project.

Once you select General Info & Training you will see links to:

- A brief overview of TRAC;
- The Government Performance and Results Act (GPRA) Law;
- TRAC's Annual Goals and Budget Information;
- TRAC's Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities;
- TRAC's NOMs Client-level Measures (Services Activities);
- TRAC's Technical Assistance (TA) Annual Survey; and
- TRAC's Privacy Policy

The password protected portions of the site allow access to **Data Entry, Reports, Data Download**, and the grantee specific **My Account Page**. These sections of the site are for authorized users to view and/or download restricted TRAC documents or information and to enter data and/or run reports.



## NUMBER OF USERNAMES AND PASSWORDS PER GRANTEE

The TRAC system allows each user to have his/her own username and password. There is no limit to the number of usernames and passwords that can be issued to a grantee. Grant project directors are responsible for identifying who should have access to the TRAC system. (More details on how to obtain a TRAC user account will be provided in the Obtaining a TRAC User Account section.)

## ACCESSING MULTIPLE GRANTS

If you have access to more than one grant, you may or may not be assigned more than one username and password for each grant that you are associated with. This depends on what organization your grant falls under, as well as what role you are assigned to on that grant. Either way, you can use the same email address for all associated grants when requesting a username and password. (Please refer to the System Roles section for more information.)

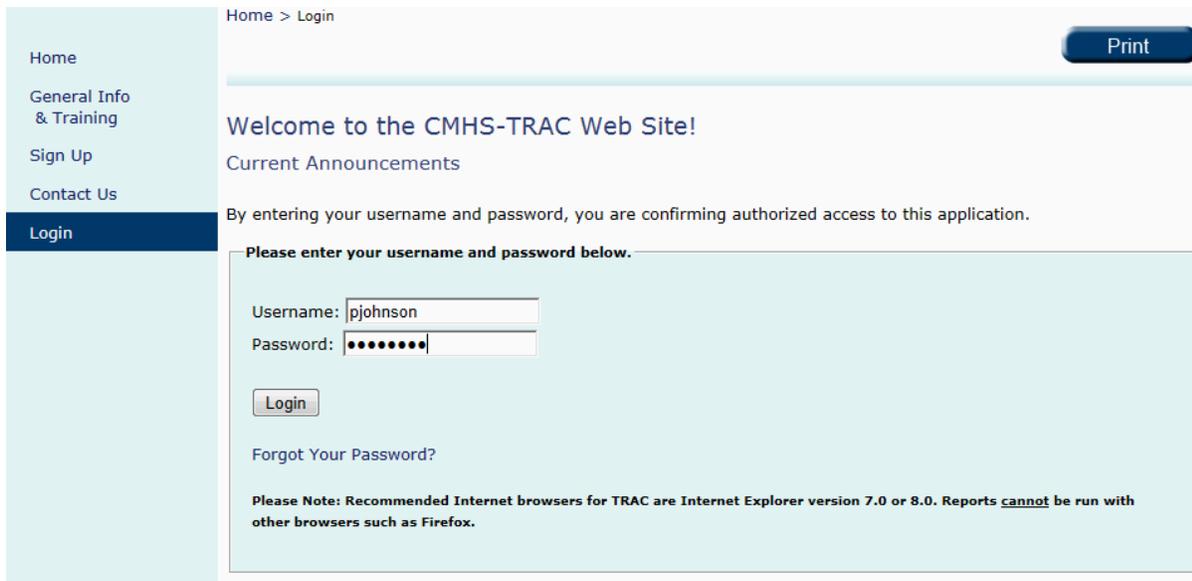
## USERNAMES AND PASSWORDS

Your username will be based on your name. For example, if your name is Paul Johnson, your username will most likely be pjohnson (the first initial of your first name followed by your full

last name). Once you have been granted access to the system, a password is randomly generated for you by the TRAC system. You will then be sent an email from the TRAC Help Desk with your initial username and temporary password.

## LOGGING IN

To login, select the **Login** hyperlink. This screen will then prompt you to enter your username and password.



## CHANGING INITIAL PASSWORD

The first time you log on to the TRAC system, you will be prompted to change your password. A password can be any combination of numbers and letters; however, it must contain at least one capital letter and one number in order to minimize identity theft. Passwords must also be different from your username, be between 6 and 15 characters in length and contain no blanks. Passwords are also case sensitive. The password should be something easy for you to remember but difficult for someone else to guess.

## EXPIRATION OF PASSWORDS

Passwords automatically expire every 180 days. The TRAC system will prompt you to create a new password when yours expires. The new password must be different from any password you have used before.

## CHANGE PASSWORD HYPERLINK

Once you log in, you may change your password by selecting the **Change Password** hyperlink on the left menu bar. Note: You must know your username and current password in order to use the Change Password feature. If you do not, please contact the TRAC Help Desk.

## **FORGOT YOUR PASSWORD HYPERLINK**

The TRAC system will allow you up to five unsuccessful password attempts before your account will become disabled. These attempts do not necessarily have to be in immediate succession; it counts the attempts over time and on the fifth time, your account will automatically be disabled. You will need to contact the TRAC Help Desk if this occurs. If you do not remember your password, select the **Forgot Your Password?** hyperlink to receive your password via email. You will be instructed to follow the Change Initial Password instructions once you receive the temporary password. Note: You must know your username in order to use this feature. If you do not, please contact the TRAC Help Desk.

## **TRAC SYSTEM AUTOMATIC TIMEOUT**

For security reasons, the TRAC system is set to automatically log a user off after 20 minutes of inactivity. When entering data into the annual goals and budget screens, *make sure to save as you work* or the data will be lost when the TRAC system times out.

## **SYSTEM ROLES**

Each user is assigned a role within the TRAC system that dictates his/her function and access. In the Annual Goals and Budget Information module, the following roles are available:

### **Grantee**

- Designated Grantee Staff
- Can enter annual goals and budget information for the grant
- Can revise Results per GPO comment
- Has access to all grants to which he/she is associated

### **Government Project Officer (GPO)**

- CMHS staff
- Provides oversight of grantee data collection, annual goals, performance
- Ensures grantees' goals are in line with program requirements
- Has access to all grants to which he/she is associated

### **Federal Program Director (FPD)**

- CMHS staff
- Program Leader
- Responsible for data collection decisions for all grants within a program. This involves ensuring consistency in data collection and definitions
- Designated by CMHS leadership and may also be a GPO
- Has access to all grants to which he/she is associated

## SECTION C: OBTAINING A TRAC USER ACCOUNT

### SIGN UP

To request a TRAC user account go to the TRAC website at <https://www.cmhs-gpra.samhsa.gov>, select the **Sign Up** hyperlink, then select either the **here** hyperlink or the **Grantee Sign Up** tab located on the left-hand side of the screen.

Home > Sign Up Print

Home  
General Info & Training  
**Sign Up**  
Grantee Sign Up  
Contact Us  
Login

### Sign Up

CMHS Grantees: Click [here](#) to create your TRAC Account.

If you are not a CMHS Grantee but require a TRAC account, click [here](#) to contact the TRAC Help Desk. We will assist you with your request.

#### Privacy Policy

TRAC's privacy policy covers the types of information that are collected and maintained about visitors to our website, how the information is obtained, and how it is used. Of the information we learn from your visit on the TRAC website, we use only the following:

- The domain name from which you access the Internet
- The date and time you access our site
- The Internet address of the website from which you linked to our site
- The type of browser you use

This information is used to measure the number of visitors to various sections of our site and to help us make our site more useful to visitors.

The screen below is where you will request an account for TRAC. Enter the **Grant ID** and **Key** and click **Lookup**. The Grant ID and Key were sent to your Project Director and should have been forwarded to any staff who need TRAC access. Your Grant information will appear in the table. You should review this information to be sure it is the grant to which you are requesting access. You will then need to enter your contact information and click **Submit**. You will see a message that your request has been submitted and you will also receive a confirmation email. If you need to cancel your request you can click **Cancel** and it will clear the screen.

Home > Sign Up > Grantee Sign Up Print

### Grantee Sign Up Form

Enter your Grant ID and Security Key and then click Lookup.

Grant ID:  Key:  Lookup

Review to confirm you have entered the correct Grant ID. Repeat these steps if access to another grant is needed.

Grant Number	Project Director	Grant Title	Organization	Org City	Org State
NA	NA	NA	NA	NA	NA

Enter contact information below and click **Submit**

First Name:

Last Name:

Email Address:

Confirm Email Address:

Phone #1: Area Code  Number  Ext

Phone #2: Area Code  Number  Ext

Phone #3: Area Code  Number  Ext

Subscribe to Listserv:

Submit Cancel

After a request has been submitted, an email will be sent to the Project Director on file for approval of the request. When the request is approved, the new user will receive an email with their username and temporary password.

## MY ACCOUNT

The **My Account** section of the TRAC system allows users to view grant information, update their contact information, and manage TRAC user accounts (based on user role).

The **My Profile Page** has information specific to each TRAC grant. If you are a new grantee you may find it helpful to visit this page. If you have access to multiple grants, you will need to select the grant for which you want to see the My Profile Page.

There are three parts to a grantee’s profile: **My Grant’s Information**, **Staff with access to TRAC**, and **Data Reporting Requirements**.

The **My Grant’s Information** section provides the Grant program name, Grant ID, Grant start date and end date, and assigned CMHS Government Project Officer.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) interface. The header includes the TRAC logo, the text 'Transformation Accountability Center for Mental Health Services', a 'TRAINING' badge, and user information: 'User: Amy Dygan, Roles: Admin'. The breadcrumb trail is 'Home > My Account > My Profile Page'. Navigation buttons for 'Print', 'Previous', and 'Next' are visible. The left sidebar contains a menu with options like 'Home', 'General Info & Training', 'My Account', 'My Profile Page' (highlighted), 'Update My Grant', 'Update My Info', 'Manage Accounts', 'Contact Us', 'Admin', 'Data Entry', 'Reports', 'Data Download', and 'Change Password'. The main content area is titled 'My Profile Page' and features a section '1. My Grant's Information' (highlighted with a red box). This section contains the following data:

Grant Program:	AHP Training Program (AHP)
Organization Name:	AHP Training
Grant Cohort:	AHP
Grant Title:	AHP Training
<b>Grant ID:</b>	<b>AHP 1</b>
CMHS Government Project Officer:	None Assigned
Grant Start Date:	9/30/2009
Grant End Date:	9/29/2014
TRAC Inactive Date:	10/29/2014
	<i>NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.</i>
Technical Assistance(TA) Center Name:	N/A

The **Staff with access to TRAC** section contains the most updated staff information that has been entered into TRAC.

The **Data Reporting Requirements** section lists which TRAC module activities your grant is expected to conduct. This section also provides general timelines for data collection and direct links to related training materials including program specific guidance, if applicable.

Home > My Account > My Profile Page

Print Previous Next

### My Profile Page

**1. My Grant's Information**

Grant Program:	AHP Training Program (AHP)
Organization Name:	AHP Training
Grant Cohort:	AHP
Grant Title:	AHP Training
<b>Grant ID:</b>	<b>AHP 1</b>
CMHS Government Project Officer:	None Assigned
Grant Start Date:	9/30/2009
Grant End Date:	9/29/2014
TRAC Inactive Date:	10/29/2014
	<i>NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.</i>
Technical Assistance(TA) Center Name:	N/A

**2. Staff with access to TRAC**

The people listed below currently have access to your grant's TRAC data. If you need to add or remove a TRAC user from your grant, please use the Manage Accounts screen.

Grantee Project Director:	AHP PD, fakeemailahp@fakeemail.com
Grantee Alternative Project Director(s):	None Assigned
Other Grantee Staff with access to TRAC:	None Assigned

**3. Data Reporting Requirements**

The data that your grant is required to collect and report for TRAC is briefly described below, with links to important training materials.

**Annual Goals and Budget Information**

In collaboration and conjunction with CMHS, grantees' annual performance goals and budget information will be used in TRAC reports as well as for performance management and oversight. The Annual Goals Data Entry is where:

- Project Directors can enter and view their goals and budget information; this data may be updated annually
- GPOs can view and approve goals and budget information that Project Directors enter

Reporting requirement: Enter your Annual Goals and Budget Information for the entire grant period within 60 days

The **Update My Info** page is available to all users and allows a user to update his/her contact information.

Home > My Account > Update My Information

Print Previous Next

### Update My Info

First Name:	Amy		
Last Name:	Dygan		
Email Address:	3580_Amy_Dygan_OTH@fakemail.com		
Confirm Email Address:	3580_Amy_Dygan_OTH@fakemail.com		
Phone #1:	Area Code	Number	Ext
	240	3142583	
Phone #2:	Area Code	Number	Ext
Phone #3:	Area Code	Number	Ext
Subscribe to Listserv:	Yes		

Submit Cancel

The **Update My Grant** and **Manage Accounts** screens are available to Project Directors and Alternate Project Directors only. The Update My Grant screen can be used to update grant information.

TRAC | Transformation Accountability  
Center for Mental Health Services

TRAINING

User: Amy Dygan  
Roles: Admin

Home > My Account > Update My Grant

Print Previous Next

### Update My Grant

Grant Funding Type:

Grant Title:

Target Population:

Seeking IRB Approval?

Anticipated IRB Approval Date:(MM/DD/YYYY)

For Consumer Service Program Grants Only:

Is your Organization currently providing direct services under this CMHS funded grant?

Do you have a contract or other relationship with another organization to provide direct services?

If Yes, list the organization name(s)?

Actions	Organization Name
Del	NA

Request no cost extension?

Extend TRAC access through:(MM/DD/YYYY)

Submit Cancel

The **Manage Accounts** screen is used to manage a grant's user accounts. On this screen a Project Director or Alternate Project Director can approve/disapprove accounts and inactivate/reactivate users.

Home > My Account Information > Manage Accounts Page

Print Previous Next

### Manage Accounts

**My Grant's Information**

Grant Program:	IPP Test (IPPT)
Organization Name:	Westat Test
Grant Cohort:	IPPTADB
Grant Title:	IPP Test Grant 2
Grant ID:	SM99999
CMHS Government Project Officer:	TA GPO
Grant Start Date:	8/1/2011
Grant End Date:	9/30/2011
TRAC Inactive Date:	10/30/2011
Technical Assistant(TA) Center Name:	N/A

**Requests for New Accounts**

Name	Email	User Roles	Action	Comments

**Current Users**

Name	Email	User Roles	Action	Comments
John Smith	John.Smith@fakemail.com	Grantee User	<input type="checkbox"/> Inactivate	
Jack Smith	Jack.Smith@fakemail.com	Alt PD	<input type="checkbox"/> Inactivate	

**Inactive Users**

Name	Email	User Roles	Action	Comments

Submit Cancel

## REMOVING A USER'S TRAC ACCESS

TRAC user accounts should be inactivated when a staff member leaves the project or if a staff member was given TRAC access in error. This process is done from the Manage Accounts Screen by either a Project Director or Alternate Project Director.

A Project Director's access can only be granted or inactivated by the TRAC Help Desk. The TRAC Help Desk should also be notified if a security breach has been suspected or if you need assistance at any time during this process.

## SECTION D: SET YOUR ANNUAL GOALS

Your goals should reflect the specific requirements for your grant program, the activities you proposed in your application, and the requirements in your Notice of Grant Award. Your GPO is available to discuss questions that are specific to your grant program or project with you. However, as you go through this section you may want to make an initial attempt at setting goals before contacting your GPO. The purpose of establishing TRAC goals is to *quantify what you were already planning* to accomplish with your SAMHSA grant or contract. The purpose is NOT to make you add new activities beyond your original proposal.

Each CMHS grant is required to set annual goals for what it intends to achieve for each year of the grant performance period. Each grant is asked to set goals only for the activities that are required by the grant program, based on whether the grant funds IPP activities, Services Activities, or both. Grants that engage in IPP activities are required to estimate annual goals for only the required IPP indicators. Appendix B: IPP Indicators provides a full list of all IPP indicators; however required IPP indicators do vary across different grant programs.

1. The first step in setting your goals is to identify whether your grant is required to submit IPP and/or Services Activities data. Your request for grant application should have specified this for you. If you are unsure, you can ask your GPO.
2. If you are required to submit IPP data, you will need to take these additional two steps. They are:
  - a. First, identify the IPP indicators relevant to your grant program. Your request for grant application should have specified this for you, and it can also be found on the TRAC website at <https://www.cmhs-gpra.samhsa.gov> by clicking on General Info & Training > IPP Training > Program Specific Guidance, and scrolling down to Indicators by Program. This information can also be found in the password protected area of the TRAC website (aft you have logged in) at <https://www.cmhs-gpra.samhsa.gov>> My Account > My Profile Page. (Be sure that you have identified the correct program and year your grant was funded, referred to as “cohort”.)
  - b. Second, review the definitions of the indicators for your grant program. You can find a brief summary description of these in this document under Appendix B: IPP Indicators or on the TRAC website at <https://www.cmhs-gpra.samhsa.gov>, by clicking on General Info & Training > IPP Training, and scrolling down to Training Guides: Description of all Indicators.

3. Next, review the specific requirements for your program based on your Notice of Grant Award and the Request for Application (RFA) for your program. Information on the RFA is available on the SAMHSA website.
  - a. The current Federal Fiscal Year RFA announcements can be found at <http://www.samhsa.gov/grants/>
  - b. Previous Federal Fiscal Year RFA announcements can be found at <http://www.samhsa.gov/Grants/archives.aspx>
4. With this background on the general requirements and your required indicators the next step is to review your grant application where you provided a plan for what you intended to achieve with your grant. The information in your application should serve as a guide in developing your goals and budget, which are a quantification of your objectives. If you have modified your plans with the approval of your GPO since your last formal application or work plan, incorporate the approved modifications into your calculations. Consider all the activities you have planned and how each relates to the infrastructure, prevention, promotion or services categories.
5. You may find that your grant application (or contract work plan) was not specific enough to be able to quantify goals or budget. In that case, you must more specifically plan out your activities for the year before you set your TRAC goals. You may be less certain of goals for future years of the grant/contract because a future activity depends on earlier activities, or for other reasons. Nevertheless, make your best estimate of what you will reasonably be able to accomplish throughout the life of the grant. If you feel in later years that previously set goals should be changed due to unforeseen circumstances, you can work with your GPO to revise them.
6. If you do not have any activities planned for a particular IPP indicator selected for your program, you must enter a goal of zero (0). Depending on the structure and goals of the program and your specific project, your GPO can approve a goal of 0. As long as your GPO approves, there will be no negative consequences of having a goal of 0 for a particular indicator. You cannot leave a goal blank, the system will not let you save and submit your goals for approval if there are fields left blank.

Your goals should be realistic, tied to your work plans, and aligned with your budget. If you are required to submit IPP annual goals, you can find further guidance in this document under Appendix C: Setting IPP Goals.

## **SECTION E: ENTERING ANNUAL GOALS AND BUDGET INFORMATION**

When you enter each of your grant's annual performance goals and budget information into the TRAC system, you will need to specify goals only for the activities your grant conducts. For example, if your grant is working on infrastructure development but does not engage in Prevention and Mental Health Promotion activities or provide direct consumer Services Activities, you will only be required to submit annual goals for your infrastructure indicators.

You should specify goals for each grant year of your award, which will be in the TRAC system according to the information we received from your GPO.

Annual Goals and Budget Information should be entered into the TRAC system no later than 90 days from the date of AGB training. GPOs can review and recommend edits at any point during this 90 day period.

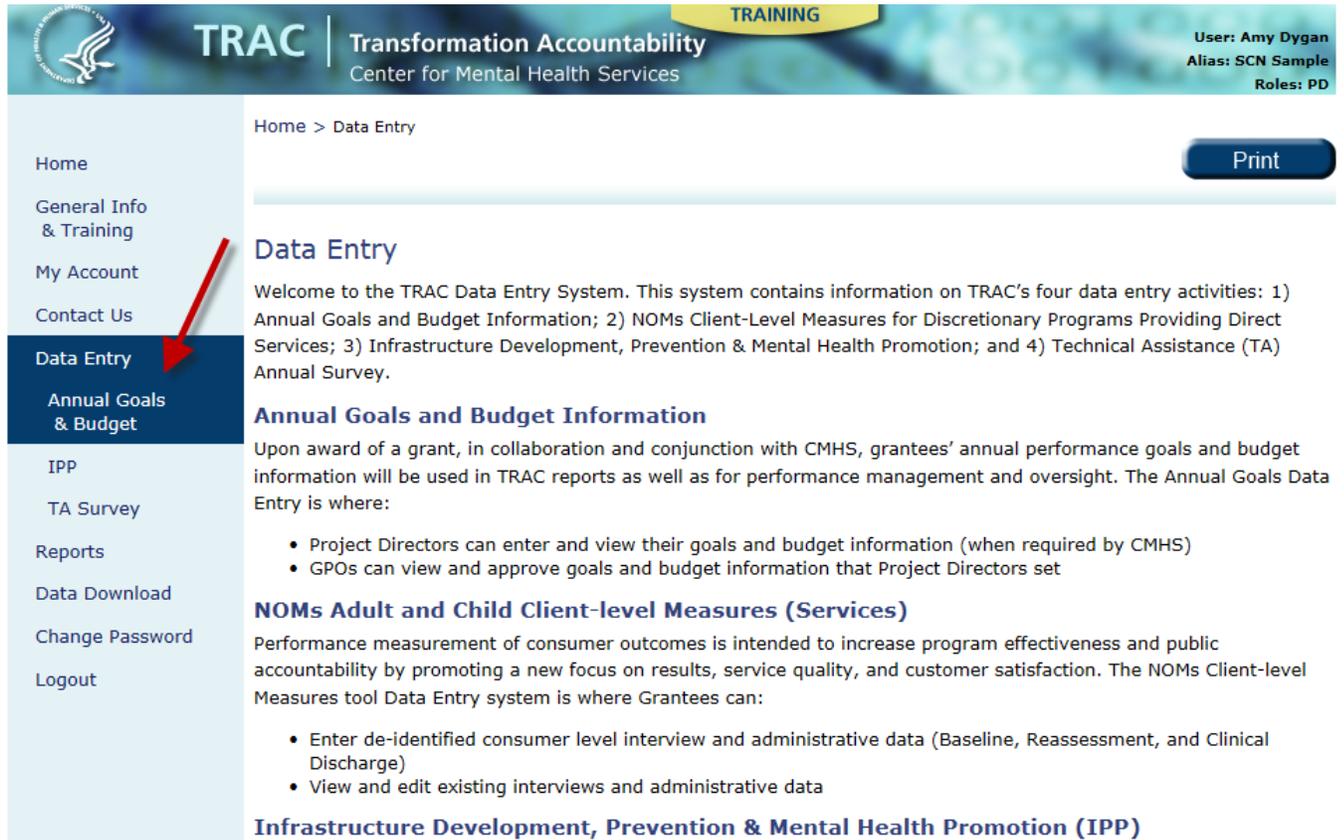
## STEP 1: LOGIN AND ACCESS THE DATA ENTRY SYSTEM

Once you log in to the TRAC system, you will see a menu bar on the left side of the screen that allows for navigation. To enter your Annual Goals and Budget Information, select **Data Entry** from either the left menu or the main screen area of the navigation screen.



The screenshot displays the TRAC (Transformation Accountability Center for Mental Health Services) system interface. The header includes the TRAC logo, the text "Transformation Accountability Center for Mental Health Services", and the user information "User: Amy Dygan Roles: Admin". A "Print" button is visible in the top right corner. The left navigation menu lists several options: Home, General Info & Training, My Account, Contact Us, Admin, **Data Entry** (highlighted with a red box), Reports, Data Download, Change Password, and Logout. The main content area features a navigation bar with four tabs: General Info & Training, My Account, **Data Entry** (highlighted with a red box), and Reports. Below the navigation bar, the "Data Entry" section is titled "Improving Confidence" and contains a paragraph of text explaining the mission of the Government Performance and Results Act (GPRA) of 1993 and the Substance Abuse and Mental Health Services Administration (SAMHSA).

Annual Goals and Budget Information is entered in the **Annual Goals and Budget** section of the TRAC system.



The screenshot shows the TRAC system interface. The header includes the TRAC logo, the text 'Transformation Accountability Center for Mental Health Services', a 'TRAINING' button, and user information: 'User: Amy Dygan', 'Alias: SCN Sample', and 'Roles: PD'. The breadcrumb trail is 'Home > Data Entry'. A 'Print' button is located in the top right. The left sidebar contains a menu with the following items: Home, General Info & Training, My Account, Contact Us, Data Entry (highlighted with a red arrow), Annual Goals & Budget, IPP, TA Survey, Reports, Data Download, Change Password, and Logout. The main content area displays the 'Data Entry' page, which includes a welcome message, a list of four data entry activities, and three sections: 'Annual Goals and Budget Information', 'NOMs Adult and Child Client-level Measures (Services)', and 'Infrastructure Development, Prevention & Mental Health Promotion (IPP)'. Each section contains a brief description and a list of actions that users can perform.

Home > Data Entry

Print

**Data Entry**

Welcome to the TRAC Data Entry System. This system contains information on TRAC's four data entry activities: 1) Annual Goals and Budget Information; 2) NOMs Client-Level Measures for Discretionary Programs Providing Direct Services; 3) Infrastructure Development, Prevention & Mental Health Promotion; and 4) Technical Assistance (TA) Annual Survey.

**Annual Goals and Budget Information**

Upon award of a grant, in collaboration and conjunction with CMHS, grantees' annual performance goals and budget information will be used in TRAC reports as well as for performance management and oversight. The Annual Goals Data Entry is where:

- Project Directors can enter and view their goals and budget information (when required by CMHS)
- GPOs can view and approve goals and budget information that Project Directors set

**NOMs Adult and Child Client-level Measures (Services)**

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. The NOMs Client-level Measures tool Data Entry system is where Grantees can:

- Enter de-identified consumer level interview and administrative data (Baseline, Reassessment, and Clinical Discharge)
- View and edit existing interviews and administrative data

**Infrastructure Development, Prevention & Mental Health Promotion (IPP)**

## STEP 2: SELECT PROGRAM(S) OR GRANT(S)

If you have access to multiple grants, you will see the **Find Grant** screen. If you leave the Find Grant form blank and select the **Find** button, the system will display a list of all grants you have access to.

Other ways to find a grant:

- To search by program, click on the program name in the left box and then click on the “>” button to move the desired program from the **Available Programs** side to the **Selected Programs** side. If the incorrect program was chosen, click the “<” button to move it back. After your program(s) has been selected, click the Find button at the bottom of the screen and the appropriate grant(s) appear in the grant list.
- You can also search for a grant by Grant ID, Organization Name, City and/or State, by entering information you know into the appropriate boxes, then clicking on the Find button. The TRAC system will list all records that matched the criteria you entered.

Home > Data Entry > Annual Goals & Budget

Print

### Find Grant

Available Programs		Selected Programs
A Report Training Example	>	
AHP Training Program	>	
Campus Sui_00036	>	
CCSTAC_00010	>	
	<	

GrantID:

Organization Name:

City:

State:

Annual Goal Status:

Find

Next, select the grant you want to enter the Annual Goals and Budget information for.

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Roles: Admin

3 record(s) found for the query criteria.

Home > Data Entry > Annual Goals & Budget

Print

### Find Grant

Available Programs

- A Report Training Example
- AHP Training Program
- Campus Sui\_00036
- CCSTAC\_00010

Selected Programs

GrantID:

Organization Name:

City:

State:

Annual Goal Status:

Find

	Program	GrantID	Organization Name	City/State/Zip	Status
Select	TRAC TRNG	Training 1	Training 1	Rockville/Maryland/20850	Approved
Select	TRAC TRNG	Training 2	Sample Org 1	Rockville/Maryland/20194	Incomplete
Select	PG 00033	TR76548	Sample PBHCI	Rockville/Maryland/20850	

### STEP 3: ENTER YOUR GOALS

Based on the grant you select, the TRAC system will display only the goals that are required. After completing a section, click on the **Save** button at the top of each screen. It is not necessary to complete all Annual Goals and Budget sections in one sitting; you can save your work and return to complete them later.

#### NOMS CLIENT-LEVEL MEASURES (SERVICES ACTIVITIES) GOALS

This section only applies to grants that provide data on a program's Services Activities (see Appendix A: TRAC Activities by CMHS Program for a list). The TRAC system will display each grant year in the grant's performance period.

For every grant year, enter the number of consumers that you plan to serve. Enter a zero (0) if you think your grant will not serve any consumers in a given grant year. You cannot leave any field blank.

If you anticipate that some consumers will be served in multiple years, you count them in each relevant year. For example:

- A grant that plans to serve the same 10 consumers every year for 5 years would enter 10 for each of the 5 grant years.
- A grant that plans to serve 10 different consumers every year for 5 years would also enter 10 for each of the 5 grant years.

Also enter the cumulative unduplicated number of consumers to be served during the entire performance period of your grant. If you plan to serve the same consumers in different years, count them only once in your cumulative total. For example:

- A grant that plans to serve the same 10 consumers every year for 5 years would enter 10 for its cumulative total.
- A grant that plans to serve 10 different consumers every year for 5 years would enter 50 for its cumulative total.

Five grant years are displayed on the screen. If your grant has more than 5 years, click on the hyperlinks labeled **Previous Year**, **Current Year**, and **Next Year** to navigate to the other years.

**Please note:** After you have entered your Services Activities goals, click the Save button at the top of the screen. If you do not click the Save button, your goals will not be saved in the system. Click on the **Next** button to move to the next applicable screen.

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Home > Data Entry > Annual Goals & Budget > Services

Grant #: TR76548

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	(10/1/2012 - 9/30/2013)	(10/1/2013 - 9/30/2014)	(10/1/2014 - 9/30/2015)	(10/1/2015 - 9/30/2016)	(10/1/2016 - 9/30/2017)	Cumulative
PBHCI Training example (10/1/2012 - 9/30/2017)	100	380	500	600	520	2100

### INFRASTRUCTURE DEVELOPMENT INDICATOR GOALS

This section only applies to grants that provide data on infrastructure activities (see Appendix A: TRAC Activities by CMHS Program for a list). The TRAC system will display each grant year in the grant’s performance period, and will list the infrastructure categories and indicators that are required (see Appendix B: IPP Indicators for indicator definitions). If you need additional information on indicator intent, key points, examples and definitions, please refer to the IPP Overview of Indicators Guide.

For each grant year, enter a goal for each required infrastructure indicator. Enter a zero (0) if you think your grant will not conduct one of the activities given grant year. You cannot leave any field blank. For additional guidance on setting these goals, please refer to Appendix C: Setting IPP Goals.



# TRAC

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

Print Cancel Save Previous Next

Grant #: TR76548

## 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	(10/1/2012 - 9/30/2013)	(10/1/2013 - 9/30/2014)	(10/1/2014 - 9/30/2015)	(10/1/2015 - 9/30/2016)	(10/1/2016 - 9/30/2017)
Policy Development					
PD1 - The number of policy changes completed as a result of the grant.	5	10	2	0	8
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
WD2 - The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.	87	34	56	100	88
WD3 - The number of people credentialed/certified to provide mental health-related practices/activities that are consistent with the goals of the grant.	34	44	43	22	67
WD5 - The number of consumers/family					

Unlike the Services Activities goals, you do not need to enter a cumulative goal for infrastructure indicators.

Five grant years are displayed on the screen. If your grant has more than 5 years, click on the hyperlinks labeled Previous Year, Current Year, and Next Year to navigate to the other years.

**Please note:** After you have entered your infrastructure goals, click the Save button at the top of the screen. If you do not click the Save button, your goals will not be saved in the system. Click the Next button at the top of the screen to move to the next applicable screen.

## PREVENTION AND MENTAL HEALTH PROMOTION INDICATOR GOALS

This section only applies to grants that provide data on mental illness prevention and mental health promotion activities (see Appendix A: TRAC Activities by CMHS Program for a list). The TRAC System will display each grant year in the grant's performance period, and will list the mental illness prevention and mental health promotion categories and indicators that are required (see Appendix B: IPP Indicators for indicator definitions). If you need additional information on indicator intent, key points, examples and definitions refer to the IPP Overview of Indicators Guide.

For each grant year, enter a goal for each required prevention and mental health promotion indicator. Enter a zero (0) if you think your grant will not conduct one of the activities in a given grant year. You cannot leave any field blank. For additional guidance on setting these goals, see Appendix C: Setting IPP Goals.

TRAC Transformation Accountability Center for Mental Health Services

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Home > Data Entry > Annual Goals & Budget > Prevention and Mental Health Promotion Indicators

Grant #: TR76548

Buttons: Print, Cancel, Save, Previous, Next

**Prevention and Mental Health Promotion 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 select "Next" to go to the next screen.

Categories & Indicators	Previous Year		Current Year		Next Year	
	(10/1/2012 - 9/30/2013)	(10/1/2013 - 9/30/2014)	(10/1/2014 - 9/30/2015)	(10/1/2015 - 9/30/2016)	(10/1/2016 - 9/30/2017)	
<b>Awareness</b>						
AW1 - The number of individuals exposed to mental health awareness messages.	120	132	100	90	147	
<b>Screening</b>						
S1 - The number of individuals screened for mental health or related interventions.	80	60	44	55	89	
<b>Outreach</b>						
O1 - The number of individuals contacted through program outreach efforts.	100	50	85	90	90	

Unlike the Services Activities goals, you do not need to enter a cumulative goal for prevention and mental health promotion indicators.

Five grant years are displayed on the screen. If your grant has more than 5 years, click on the hyperlinks labeled Previous Year, Current Year, and Next Year to navigate to the other years.

**Please note:** After you have entered your prevention and mental health promotion goals, click the Save button at the top of the screen. If you do not click the Save button, your goals will not be saved in the system. Click on the Next button to move to the next applicable screen.

## STEP 4: ENTER YOUR BUDGET INFORMATION

The budget screen follows the annual goals screens. On the first screen, indicate how you plan to enter your budget data by selecting either **Dollar Amounts** or **Percent of Annual Grant Award Amount**. Click on the Next button to move to the select budget entry screen.

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

Grant #: TR76548

**Budget Screen #1**

**Instructions:**  
Enter your budget information 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 information.

**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 information (saved or unsaved) will be cleared. You will be asked to confirm this choice before your budget information is cleared.

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

Dollar Amounts

Percents of Annual Grant Award Amount

Note: You may come back to this screen later and change your choice of either dollars or percents. However, all of your previous budget information (saved or unsaved) will be cleared.

## BUDGET BY DOLLAR AMOUNTS

Enter whole dollar amounts using numbers only. Enter the budget for your current grant year and any future grant years, as described below.

1. Enter the grant’s award amount for each year in the **Award Amount per Grant Year** row. The total award amount (for all years) has been entered in TRAC and appears right above the instruction box.
2. Enter the dollar amount for each category in the **Dollar Amount** rows; categories are explained below.
3. Click on Save at the top of the screen to save your data
4. Click on Next at the top of the screen to go to the **Summary** screen.

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

Grant #: TR76548

Print Cancel **Save** Previous **Next**

**Budget Info**  
 (OMB Number: 0930-0285; Expiration Date: 10/31/2013)  
**Total Grant Award: 500000**

**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	(10/1/2012 - 9/30/2013)	(10/1/2013 - 9/30/2014)	(10/1/2014 - 9/30/2015)	(10/1/2015 - 9/30/2016)	(10/1/2016 - 9/30/2017)
Award Amount per Grant Year	100000	100000	100000	100000	100000
Services Provision					
Dollar Amount	25000	25000	25000	25000	25000
Infrastructure Development					
Dollar Amount	25000	25000	25000	25000	25000
Data Collection, Evaluation, Performance Measurement and Assessment					
Dollar Amount	10000	10000	10000	10000	10000
Mental Illness Prevention and Mental Health Promotion Activities					
Dollar Amount	25000	25000	25000	25000	25000
Grant Administration					
Dollar Amount	5000	5000	5000	5000	5000
Technical Assistance					
Dollar Amount	10000	10000	10000	10000	10000
Sum of Dollar Amounts per Grant Year	100000	100000	100000	100000	100000
Percentage of Award Amount Accounted for:	100%	100%	100%	100%	100%

Note that dollar amounts should include all direct costs plus any indirect costs associated with an activity.

- Direct costs can include items like salaries, fringe benefits, travel, equipment, and supplies.
- Indirect costs are included if your organization has a negotiated indirect cost rate agreement as allowed in the agreement. It is okay to estimate the indirect costs.

**Please note:** After you have entered your budget information, click the Save button at the top of the screen. If you do not click the Save button, your budget information will not be saved in the system.

The system will sum all of your dollar amounts in the **Sum of Dollar Amounts per Grant Year** row and calculate the **Percentage of Award Amount** row when you click on the Save button.

If the sum of all the Award Amount per Grant Year fields is less than the Total Grant Award on record, the TRAC system will display an alert message. To continue with your data entry click on the Next button again; you can proceed even if your numbers are less than the Total Grant Award.

### **Error messages**

When entering your budget by dollars, the system will display an error message if one of the following occurs:

- One or more of your Sum of Dollar Amounts per Grant Year fields exceed the corresponding Award per Grant Year total
- The sum of all Award Amount per Grant Year exceeds the Total Grant Award
- You have left any field blank. Enter zeros (0) for any category you will not use.

You will need to correct the error(s) before you can move to the next screen

Five grant years are displayed on the screen. If your grant has more than 5 years, click on the hyperlinks labeled Previous Year, Current Year, and Next Year to navigate to the other years.

## BUDGET BY PERCENT

Enter your budget for your current grant year and any future years. As the instruction on the screen directs, complete the following steps:

1. Enter the grant’s award amount for each year in the Award Amount per Grant Year row. The total award amount (for all years) has been entered in TRAC and appears right above the instruction box.
2. Enter the percentage using numbers only and up to two decimal points for each category in the Percent rows.
3. Click on the Save button to save your data.
4. Click on the Next button to go to the Summary screen.

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- Logout

Print Cancel Save Previous Next

Grant #: TR76548

### Budget Info

(OMB Number: 0920-0285; Expiration Date: 10/31/2013)

Total Grant Award: 500000

**Instructions:**

You selected "Percents of Annual Grant Award Amount" as the method for entering your budget data. Enter the budget for your current grant year, and if possible any future grant years. Complete the following steps:

- 1) Enter the grant's award amount in whole dollars using numbers only (with no commas, decimal point, or \$ sign) for each year in the "Award Amount per Grant Year" row.
- 2) Enter the percentage using numbers only - up to two decimal points (no % sign) - for each category in the "Percent" 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 (the sum of all the "Award Amount per Grant Year" amounts entered) 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	(10/1/2012 - 9/30/2013)	(10/1/2013 - 9/30/2014)	(10/1/2014 - 9/30/2015)	(10/1/2015 - 9/30/2016)	(10/1/2016 - 9/30/2017)
Award Amount per Grant Year	<input type="text" value="100000"/>				
Services Provision					
Percent	<input type="text" value="10"/>				
Infrastructure Development					
Percent	<input type="text" value="10"/>				
Data Collection, Evaluation, Performance Measurement and Assessment					
Percent	<input type="text" value="30"/>				
Mental Illness Prevention and Mental Health Promotion Activities					
Percent	<input type="text" value="40"/>				
Grant Administration					
Percent	<input type="text" value="5"/>				
Technical Assistance					
Percent	<input type="text" value="5"/>				
Sum of Percents per Grant Year	<input type="text" value="100%"/>				
Sum of Dollar Amounts per Grant Year	<input type="text" value="100000"/>				

The system will calculate and provide a dollar amount for each category, the Sum of Percents row, and the Sum of Dollar Amounts row when you select the Save button.

### **Error messages**

When entering your budget by percents, the system will display an error message if one of the following occurs:

- Your percentages do not sum to 100%, the TRAC system will alert you so you may check your numbers. You can continue if your numbers do not sum to 100% by clicking on the Next button again.
- The Sum of Percents is greater than 100% in one or more grant years or the sum of all Award Amount per Grant Year exceed the Total Grant Award the system will display an error message. This error must be corrected before you can move to the next screen.
- You have left any field blank. Enter zeros (0) for any category you will not use.

Five grant years are displayed on the screen. If your grant has more than 5 years, click on the hyperlinks labeled Previous Year, Current Year, and Next Year to navigate to the other years.

***Please note:*** After you have entered your budget information, click the Save button at the top of the screen. If you do not click the Save button, your budget information will not be saved in the system.

## GENERAL BUDGET INFORMATION INSTRUCTIONS

Whether you enter your budget information as dollar amounts or percent of annual award amount, you are required to enter budget information for each year of your grant – the current grant year and future years. Based on the structure and goals of your program or project, you may have very similar cost estimates for each year, or they may vary substantially from year to year.

Focusing on one grant year at a time, consider your activities within each category, and estimate the dollars (or the percentage of total dollars per grant year) that you plan to spend on each type of activity during each year. For this exercise, CMHS does not expect you to provide a detailed accounting by cost or category. Instead, provide a ballpark estimate of approximately how much of your budget will be spent on each category. The percentages or total dollars should add up to 100% per grant year.

*Exception for Technical Assistance Grants and Contractors:* Your grant/contract may include substantial activities falling outside of the given categories (i.e., product development); therefore your percentage total may be substantially lower than 100%.

Enter your budget information for each type of activity listed below. Enter a 0 if your grant does not participate in an activity. If your grant participates in an activity but you do not have complete information at the time you are entering your data, you may leave the data field blank.

- **NOMs Client-level Measures (Service Activities):** Those data for which you collect data under the Services Activities module. The grant announcements for programs that include direct client service activities typically define the types of services allowable under the grant and the percentage of grant funds that can or must be expended on services. Grant Application Review criteria typically require you to state in your application how many clients will be served over the life of the grant.
- **Infrastructure Development:** Infrastructure development activities are those activities in which you engage in order to accomplish infrastructure goals consistent with the TRAC IPP indicators. Activities which are consistent with any of the TRAC infrastructure indicators count as infrastructure activities, even if you are not required to report data on infrastructure indicators into TRAC for your program. The grant announcements for programs that include infrastructure development activities typically define the types of infrastructure development activities allowable under the grant and the percentage of grant funds that can or must be expended on infrastructure development.
- **Data Collection, Evaluation, and Performance Measurement and Assessment** activities include the time and resources you spend collecting and reporting TRAC data, as well as any other time or resources you expend to collect and utilize data *to demonstrate or improve the effectiveness of your project.* Grant announcements typically include sections that describe the data collection requirements for Government Performance and Results Modernization Act (GPRAMA) reporting, evaluation,

performance assessment, and TRAC, and define the percentage of grant funds that can or must be expended on these activities. Grant Application Review criteria typically require you to describe your data collection, evaluation, and performance assessment plans in your application.

- **Mental Illness Prevention and Mental Health Promotion Activities** are activities in which you engage in order to accomplish prevention/promotion goals consistent with the TRAC IPP Indicators. Activities that are consistent with any of the TRAC prevention and mental health promotion indicators count as prevention and mental health promotion activities, even if you are not required to report data on these indicators into TRAC for your program.
- **Technical Assistance: This is only applicable to grants (or contracts) that provide technical assistance to other entities.** Do not include costs associated with the receipt of technical assistance. Although in some cases grants use grant funds to purchase technical assistance, those funds should *not* be counted as technical assistance dollars for TRAC cost estimating purposes; instead, use of grant funds to purchase technical assistance should be counted under the category to which the technical assistance applies (i.e. technical assistance regarding how to satisfy evaluation requirements would count under the evaluation category).
- **Grant Administration** refers to general activities required for the overall management and administration of the project. Examples of administration items would include time and resources to prepare quarterly reports, attend grantee meetings, prepare continuation applications, reconcile grant budgets, review and manage timelines, etc.

If you need additional assistance determining how your particular grant activities should be categorized, contact your GPO.

*Some grant programs include limitations on the minimum and/or maximum percentage that can be spent on various activities. Be sure to refer to your RFA and your Notice of Grant Award for more guidance about such limits for your grant.*

## SECTION F: SUMMARY AND SUBMIT FOR APPROVAL

Once all goals and budget information are entered for a particular grant, the system will display the Summary/Approval screen. This screen provides a summary of all the goals and budget information entered for that grant.

Review the data for accuracy. If you need to edit any particular screen, click on the **Previous** hyperlink at the top of the screen to go back the appropriate screen(s). If you make any edits, be sure to click on the Save button before returning to the **Summary/Approval** screen.

If you are not ready to submit your data for approval, click on the **Save and Quit** button. This button will save your data and take you back to the main Data Entry screen.

When you are ready to Submit your goals and budget information for approval by your GPO, click the **Submit for Approval** button located on the left side of the screen above the Summary/Approval table. This button will only be enabled when all your required goals are recorded and saved in the TRAC system. Once you click on the Submit for Approval button the screen will be locked and you will not be able to further edit your annual goals or budget information.

The screenshot shows the TRAC system interface. At the top, there is a header with the TRAC logo and the text "Transformation Accountability Center for Mental Health Services". A yellow "TRAINING" banner is also present. The user information "User: Elisabeth Cook Roles: Admin" is displayed in the top right. The breadcrumb trail reads "Home > Data Entry > Annual Goals & Budget > Grantee Approval/Submission". Below the breadcrumb trail, there are buttons for "Print", "Cancel", "Save", "Previous", and "Next". The "Cancel" and "Previous" buttons are circled in red. Below these buttons, there are two buttons: "Save and Quit" and "Submit for Approval". Red arrows point to these two buttons. Below the buttons, the text "Summary/Approval" is displayed. Below this, there is an "Instructions" box with the following text:

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

- "Cancel" to cancel out of your data entry. (Changes will not be saved)
- "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.

### GPO Review Process

After the Annual Goals and Budget submission deadline, your GPO will review the information you have submitted. An email will be sent to you when the GPO either agrees or disagrees with any of the information you have submitted.

Once you have received notification of a GPO disagreement, you can go into the TRAC system and view the item as well as any applicable GPO comments. Once you review, you should edit the information, and then select the Submit for Approval button again to resubmit your Annual Goals and Budget Information.

### Prevention and Mental Health Promotion 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 select "Next" to go to the next screen.

Fields marked with an asterisk (\*) and highlighted yellow indicate information that requires revision or review; please discuss this with your GPO for further clarification, if needed.

	Previous Year	Current Year	Next Year		
Categories & Indicators	(9/30/2008 - 9/29/2009)	(9/30/2009 - 9/29/2010)	(9/30/2010 - 9/29/2011)		
<b>Training</b>					
TR1 - The <u>number of individuals</u> who have received training in prevention or mental health promotion.		* <input type="text" value=""/> <input type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="200"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		
<b>Screening</b>					
S1 - The <u>number of individuals</u> screened for mental health or related interventions.		* <input type="text" value=""/> <input type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="15"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		
<b>Outreach</b>					
O1 - The <u>number of individuals</u> contacted through program outreach efforts.		* <input type="text" value=""/> <input type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="100"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		
O2 - The total <u>number of contacts</u> made through program outreach efforts.		* <input type="text" value=""/> <input type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="100"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		
<b>Referral</b>					
R1 - The <u>number of individuals</u> referred to mental health or related services.		* <input type="text" value=""/> <input type="radio"/> Agree <input type="radio"/> Disagree	<input type="text" value="5"/> <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		

You must submit goals for the FY2010 year.

## Budget Info

### Instructions:

You selected "Percents of Annual Grant Award Amount" as the method for entering your budget data. Enter the budget for your current grant year, and if possible any future grant years. Complete the following steps:

- 1) Enter the grant's award amount in whole dollars using numbers only (with no commas, decimal point, or \$ sign) for each year in the "Award Amount per Grant Year" row.
- 2) Enter the percentage using numbers only - up to two decimal points (no % sign) - for each category in the "Percent" 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 (the sum of all the "Award Amount per Grant Year" amounts entered) 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.

Fields marked with an asterisk (\*) and highlighted yellow indicate information that requires revision or review; please discuss this with your GPO for further clarification, if needed.

	Previous Year	Current Year	Next Year		
Category	(9/30/2008 - 9/29/2009)	(9/30/2009 - 9/29/2010)	(9/30/2010 - 9/29/2011)		
Award Amount per Grant Year	415339 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	403975 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	415238 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		
Services Provision					
Percent	64.00 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	64.00 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	64.00 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		
Infrastructure Development					
Percent	24.00 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	24.00 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree	24.00 <input checked="" type="radio"/> Agree <input type="radio"/> Disagree		

## SECTION G: UPDATING YOUR ANNUAL GOALS AND BUDGET INFORMATION

Annually, you will have the opportunity to unlock and update annual goals and budget information. If the information you have entered into the TRAC system under Annual Goals and Budget Information is in a status of **Update and Resubmit**, or **Approved**, you will be able to unlock the information for the current and future grant years to make revisions as necessary. The annual update time period will occur during the first quarter of every federal fiscal year (October 1 – December 31). The GPOs can review and recommend edits at any time during the update period and for one quarter after the update period.

<b>Annual Update Period</b>	<b>Grantees enter any updates by:</b>	<b>GPO review &amp; any grantee edits completed by:</b>	<b>System will lock on :</b>
October 1 – December 31	December 31 <sup>st</sup>	March 31 <sup>st</sup>	April 1 <sup>st</sup>

If your information is able to be unlocked you will see the below screen. If your information is in a **Ready for Approval** status for the first time, you should unlock all fields. You may only unlock the information once a year during a designated timeframe.

If you are a new grantee or did not fully complete the Annual Goals and Budget Information process last year, you will not see the screen below. Instead, you will be taken directly to the data entry screens where you can complete your edits or updates.

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 'STAGING' badge is visible. 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 main content area is titled 'Annual Goals and Budget Information' and contains the following text:

**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.

Please note that if you unlock your information, your GPO will have to review and approve it, even if you do not make revisions. Therefore, it might be a good idea to first review your information and unlock it only if you need to make changes.

If you click **"No, I want to review my data"** you will be taken to the first data entry screen in a read-only mode. Once you have reviewed your data, you may come back to this screen and unlock the information later if needed.

If you click “**Yes, unlock my Annual Goals and Budget Information**”, you will be taken to the warning screen shown below.

The screenshot shows the TRAC web application interface. The header includes the TRAC logo, the text "Transformation Accountability Center for Mental Health Services", a "STAGING" indicator, and user information: "User: Maureen Kelly" and "Roles: Admin". The breadcrumb trail is "Home > Data Entry > Annual Goals & Budget > Infrastructure Indicators". Below the breadcrumb are buttons for "Print", "Cancel", "Save", "Previous", and "Next". The "Grant #: ITTP001" is displayed. 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. A left sidebar contains navigation links: Home, General Info & Training, TRAC Information, Contact Us, Data Entry, Annual Goals & Budget (highlighted), and Services.

If you click **No** on this screen you will just see the screens in read only mode.

If you click **Yes** you will be taken to the data entry screens with the current and future year fields editable. Please note:

- Any information that was set to **Disagree** by your GPO from previous years will be highlighted in yellow and editable.

## LOG OUT

To exit the TRAC system, click **Logout** in the left menu. You will return to the main TRAC screen.



The screenshot displays the TRAC (Transformation Accountability) system interface. At the top, the logo and name 'TRAC | Transformation Accountability Center for Mental Health Services' are visible, along with the user information 'User: Amy Dygan' and 'Roles: Admin'. A 'Print' button is located in the top right corner. The left navigation menu includes the following items: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Reports, Data Download, Change Password, and Logout. The 'Logout' option is highlighted with a red rectangular box. The main content area features a header with four tabs: 'General Info & Training', 'My Account', 'Data Entry', and 'Reports'. Below the tabs, the article 'Improving Confidence' is displayed, detailing the mission of the Government Performance and Results Act (GPRA) of 1993 and the Substance Abuse and Mental Health Services Administration (SAMHSA).

It is important to log out of the TRAC system while away from your desk for security reasons. Logging out of the TRAC system will block unauthorized users from viewing or modifying data in the TRAC system.

## ACCESSING HELP

For technical support or questions about TRAC, please contact the TRAC Help Desk, located at Westat.

**Telephone:** 1-888-219-0238

**Email:** [TRACHELP@westat.com](mailto:TRACHELP@westat.com)

**Hours:** M-F 8:30 AM – 7:00 PM (EST/EDT)

## **APPENDIX A: TRAC ACTIVITIES BY CMHS PROGRAM**

The sections below list the TRAC Activities that various CMHS Programs participate in. A program may be listed under multiple activities.

### **NOMs Client-level Measures for Discretionary Programs Providing Direct Services (Services Activities)**

**The following programs provide Services Activities in TRAC:**

- Comprehensive Community Mental Health Services for Children and their Families Program (CMHI)
- Healthy Transitions Initiative
- Jail Diversion TCE grants
- Mental Health HIV Services Collaborative (MHHSC) Projects
- Mental Health Transformation Grants (MHTG)
- Minority AIDS Initiative – TCE grants
- NCTSI-TX Community Treatment Centers (Cat. III)
- Older Adults Targeted Capacity Expansion (TCE) grants
- Primary and Behavioral Health Care Integration grants
- Services in Supportive Housing (SSH) grants

### **Infrastructure Development, Prevention and Mental Health Promotion (IPP)**

**The following programs provide Infrastructure Development data in TRAC:**

- Circles of Care (COC) grants
- Comprehensive Community Mental Health Services for Children and their Families Program (CMHI)
- Garrett Lee Smith Campus Suicide Prevention Grant Program
- Garrett Lee Smith State/Tribal Suicide Prevention Grant Program
- Healthy Transitions Initiative
- Historically Black Colleges & Universities National Resource Center (HBCU-NRC)
- HIV Training Contracts
- Implementing Evidence-Based Prevention Practices in Schools (PPS)
- Jail Diversion TCE grants
- Linking Actions for Unmet Needs in Children's Mental Health (Project LAUNCH)
- Mental Health Transformation Grants (MHTG)
- Minority AIDS Initiative – TCE grants
- Minority Fellowship Program (MFP)
- National Suicide Prevention Lifeline (1-800-273-TALK)
- National Technical Assistance Center for Child and Adolescent Mental Health
- Native Aspirations
- NCTSI-TSA Treatment & Service Centers (Cat. II)

- NCTSI-TX Community Treatment Centers (Cat. III)
- NCTSN National Coordinating Center (Cat. I)
- Primary and Behavioral Health Care Integration grants
- Primary and Behavioral Health Care Integration TA
- State Mental Health Data Infrastructure Grants for Quality Improvement (DIG)
- Statewide Consumer Network Grants
- Statewide Family Networks Program
- Suicide Crisis Center FUP Grants
- Suicide Prevention Resource Center (SPRC)
- System of Care Expansion Planning Grants
- System of Care Expansion Implementations Grants

### **Infrastructure Development, Prevention and Mental Health Promotion (IPP)**

**The following programs provide Prevention and Mental Health Promotion data in TRAC:**

- Garrett Lee Smith Campus Suicide Prevention Grant Program
- Garrett Lee Smith State/Tribal Suicide Prevention Grant Program
- Historically Black Colleges & Universities National Resource Center (HBCU-NRC)
- Implementing Evidence-Based Prevention Practices in Schools (PPS)
- Jail Diversion TCE grants
- Linking Actions for Unmet Needs in Children's Mental Health (Project LAUNCH)
- Mental Health Transformation Grants (MHTG)
- Minority AIDS Initiative – TCE grants
- National Suicide Prevention Lifeline (1-800-273-TALK)
- Native Aspirations
- NCTSI-TSA Treatment & Service Centers (Cat. II)
- NCTSI-TX Community Treatment Centers (Cat. III)
- NCTSN National Coordinating Center (Cat. I)
- Older Adults Targeted Capacity Expansion (TCE) grants
- Primary and Behavioral Health Care Integration grants
- Services in Supportive Housing (SSH) grants
- Statewide Consumer Network Grants
- Suicide Crisis Center FUP Grants
- Suicide Prevention Resource Center (SPRC)
- System of Care Expansion Implementations Grants

## **APPENDIX B: IPP INDICATORS**

The following table includes all IPP indicator definitions. Refer to the TRAC website for a listing of IPP Indicators by Program.

### **INFRASTRUCTURE DEVELOPMENT INDICATORS**

#### **POLICY DEVELOPMENT (PD)**

- PD1. The number of policy changes completed as a result of the grant
- PD2. The number of organizations or communities that demonstrate improved readiness to change their systems in order to implement mental health-related practices that are consistent with the goals of the grant

#### **WORKFORCE DEVELOPMENT (WD)**

- WD1. The number of organizations or communities implementing mental health-related training programs as a result of the grant
- WD2. The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant
- WD3. The number of people credentialed/certified to provide mental health-related practices/activities that are consistent with the goals of the grant
- WD4. The number of changes made to credentialing and licensing policies in order to incorporate expertise needed to improve mental health-related practices/activities
- WD5. The number of consumers/family members who provide mental health-related services as a result of the grant

#### **FINANCING (F)**

- F1. The amount of additional funding obtained for specific mental health-related practices/activities that are consistent with the goals of the grant
- F2. The number of financing policy changes completed as a result of the grant
- F3. The amount of pooled, blended, or braided funding used for mental health-related practices/activities that are consistent with the goals of the grant

#### **ORGANIZATIONAL CHANGE (OC)**

- 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

**PARTNERSHIP/COLLABORATIONS (PC)**

- 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
- PC2. The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant

**ACCOUNTABILITY (A)**

- A1. The number of organizations making changes to accountability mechanisms in order to improve mental health-related practices/activities that are consistent with the goals of the grant
- A2. The number of organizations that regularly obtain, analyze, and use mental-health related data as a result of the grant
- A3. The number of communities that establish management information/information technology system links across multiple agencies in order to share service population and service delivery data as a result of the grant
- A4. The number and percentage of work group/advisory group/council members who are consumers/family members
- A5. The number of consumers/family members representing consumer/family organizations who are involved in ongoing mental health-related planning and advocacy activities as a result of the grant
- A6. The number of consumers/family members who are involved in ongoing mental health-related evaluation oversight, data collection, and/or analysis activities as a result of the grant

**TYPES/TARGETS OF PRACTICES (T)**

- T1. The number of programs/organizations/communities that implemented specific mental-health related practices/activities that are consistent with the goals of the grant
- T2. The number of programs/organizations/communities that implemented evidence-based mental health-related practices/activities as a result of the grant
- T3. The number of people receiving evidence-based mental health-related services as a result of the grant
- T4. The number of programs/organizations/communities that implemented adaptations of EBPs to incorporate the special needs of unique populations or settings as a result of the grant

## **MENTAL ILLNESS PREVENTION AND MENTAL HEALTH PROMOTION INDICATORS**

### **AWARENESS (AW)**

AW1. The number of individuals exposed to mental health awareness messages

### **TRAINING (TR)**

TR1. The number of individuals who have received training in prevention or mental health promotion

### **KNOWLEDGE/ATTITUDES/BELIEFS (NAB)**

NAB1. The number and percentage of individuals who have demonstrated improvement in knowledge/attitudes/beliefs related to prevention and/or mental health promotion

### **SCREENING (S)**

S1. The number of individuals screened for mental health or related interventions

### **OUTREACH (O)**

O1. The number of individuals contacted through program outreach efforts

O2. The total number of contacts made through program outreach efforts

### **REFERRAL (R)**

R1. The number of individuals referred to mental health or related services

### **ACCESS (AC)**

AC1. The number and percentage of individuals receiving mental health or related services after referral

## APPENDIX C: SETTING IPP GOALS

1. The purpose of establishing TRAC goals is to *quantify what you were already planning* to accomplish with your SAMHSA grant or contract. The purpose is NOT to make you add new activities beyond your original proposal. Therefore, begin the TRAC goal-setting exercise by reviewing your previous plans to the grant or contract before you even look at the IPP indicators selected for your program.
2. Start with your most recent grant application or contract work plan. If you have modified your plans with the approval of your GPO since your last formal application or work plan, incorporate the approved modifications into your calculations.
3. What did you say you were going to do over the coming grant/contract year?
4. Which IPP indicator applies to each infrastructure change and prevention or promotion activity you have planned?
5. If the change or activity does not fit under any of the IPP indicators selected for your program, then you should still do it – you just will not be reporting on it through TRAC.
6. For each IPP indicator selected for your program, count up the number of changes/activities you have planned for the coming grant/contract year. That is your goal for the year.
7. Repeat steps 1-5 for each future year of your grant/contract.
8. If you need help knowing which indicator applies to specific planned changes/activities, talk to your GPO and/or the TRAC Help Desk.
9. Once you enter your goals into TRAC, your GPO will review and approve them. Be prepared to justify your goals to your GPO (e.g., provide short descriptions of changes/activities that comprise the goals for each indicator).
10. Your GPO will review and approve your goals based on consistency with SAMHSA's goals for the program, your original grant application (or contract work plan), and any other guidance you have received from them about the direction of your project (including approved modifications).
11. If you do not have any changes/activities planned for a particular indicator selected for the program, your goal will be 0. Depending on the structure and goals of the program and your specific project, your GPO can approve a goal of 0. You will need to enter "No New Results" into TRAC each quarter for indicators with a goal of 0. If your GPO-approved goal is 0, then the GPO must approve your "No New Results" entries. As long as your GPO approves, there will be no negative consequences of having a goal of 0 and "No New Results" for a particular indicator.

12. You may find that your grant application (or contract work plan) was not specific enough to be able to quantify goals. If such is the case for the current grant/contract year, then you must more specifically plan out your infrastructure changes and prevention and promotion activities for the year before you can establish your TRAC goals. You may be less certain of goals for future years of the grant/contract because a future change/activity depends on the accomplishment of earlier year changes/activities, or for other reasons. Nevertheless, you must make your best estimate of what you will reasonably be able to accomplish throughout the life of the grant/contract. If you feel in later years that your goals should be changed due to unforeseen circumstances, you will have to obtain your GPO's approval to revise them.