

Welcome! Thank you for joining us for today's training session.

First Housekeeping: Please use the Hand raise *6 to un-mute and re-mute line. *0 for operator assistance.

In today's presentation, we will explain how GPOs Review Grantee IPP Results.



TRAC | Transformation Accountability
Center for Mental Health Services

Agenda

- Overview of the TRAC system
- Data entry
 - User roles/permissions
 - GPO – reviewing Grantees' results
 - Other features
- TRAC Help Desk

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During this presentation I will give you an overview of the TRAC system and discuss IPP review and data entry functions.

This training includes information about:

- What you do and what data you can see while you are in the system – which refers to users roles and permissions;
- How Government Project Officers (GPOs) Review Grantee IPP results in the TRAC system and we will also provide information on how you can access training materials and get help from the TRAC Help Desk.

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Accessing TRAC

TRAC's web address:
<https://www.cmhs-gpra.samhsa.gov>

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 1.6.55

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 use, and to verify security, confidentiality, and availability.

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.

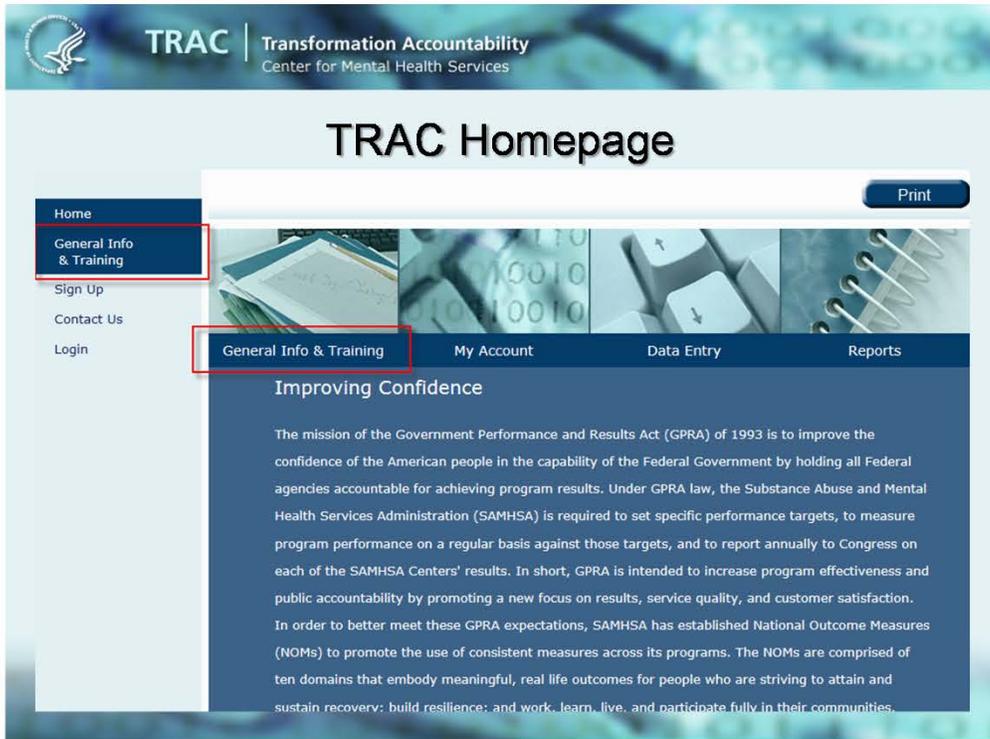
Note:
Upon selecting "Enter CMHS TRAC System", you may be asked if you want

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TRAC is a web-based system. The web address is shown here. The TRAC Help Desk sets up user accounts for CMHS staff and Grant Project Directors based on information we receive from CMHS.

To access TRAC, we recommend that you use Internet Explorer (version 9.0 or 10.0). Other browsers like Firefox or Netscape for your web browser, you will not be able to run the reports available on the TRAC system.

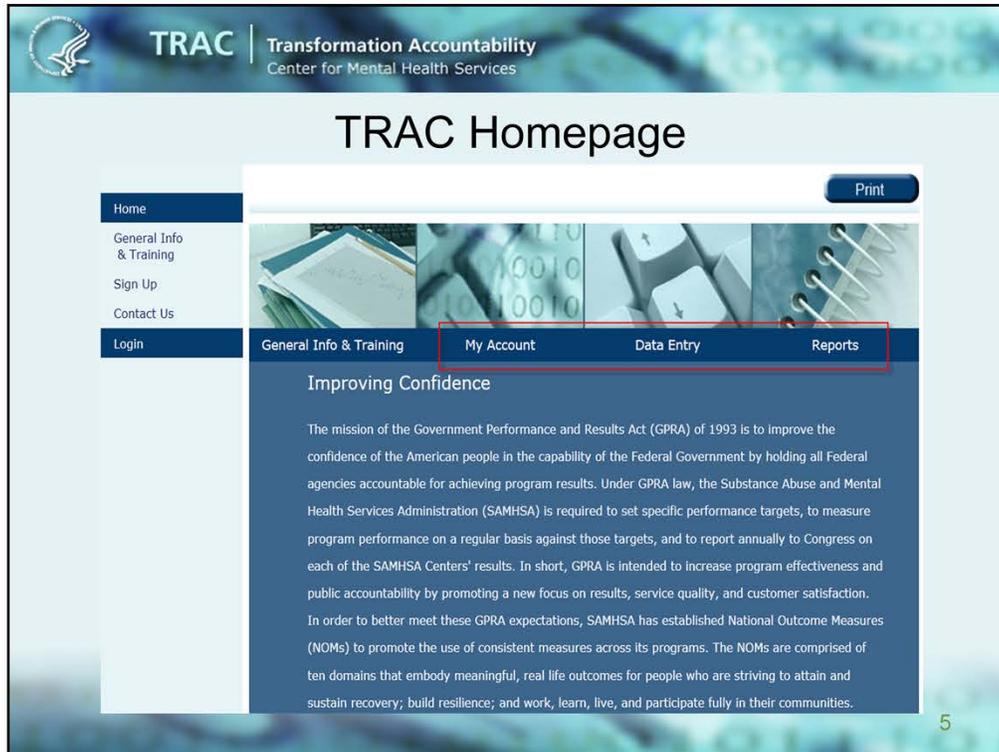
In an effort to improve accessibility under Section 508 of the Rehabilitation Act, the TRAC system was designed to work with screen-reader software, such as JAWS (Job Access With Speech). The TRAC system and all of its contents meet SAMHSA's 508 Compliance standards.



The General Info & Training link is on the public section of the website. It does not require using a password and is open to anyone on the web.

This section contains information on:

- GPRA Law;
- The IPP Overview of Indicators and How to Enter IPP Results training guides;
- Training Presentations; and
- Self-paced e-training videos for grantees.



The My Account, Data Entry, and Reports sections of the TRAC website are password-protected and require a user account and password.

These sections are used by grantees to view and review their IPP results, and to run reports.

The password protected sections allow GPOs to view information and data on the grants they oversee.



Security Precautions

CMHS Task Order Officer should contact the TRAC Help Desk if:

- SAMHSA staff members leave the project
- New SAMHSA staff members require access
- A SAMHSA staff member was given access in error
- A security breach is suspected

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CMHS Task Order Officer will contact the TRAC help desk if:

- A staff member leaves SAMHSA so the individual's account can be disabled,
- A SAMHSA staff member requires access—to get a user name and password for each new staff member,
- A SAMHSA staff member was given access in error, or
- A security breach is suspected.



User Roles in TRAC

- Determines what you can do and see in the TRAC system
- Are limited to your span of authority or responsibility
 - ✓ Grantee
 - ✓ Government Project Officers (GPOs)
 - ✓ Federal Program Directors (FPDs)

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Each user is assigned a role within the TRAC system that determines what he/she can do and see in TRAC. Regardless of whether you are a grantee, a CMHS GPO, or a Branch Chief – you can only see data for the grants you are responsible for.

Grantee role:

- Grantee staff
- Enter result data for the grant,
- Revise results per GPO comment
- And run reports
- Have access to all grants to which he/she is associated

Government Project Officers role:

- CMHS staff
- Provide oversight of grantee data collection, annuals goals, and performance
- Ensure their grantees' results are in accordance with the intended activities of the grant as described in the application
- Has access to all grants to which he/she is associated

Federal Program Director role:

- CMHS staff – identified by the Division Director
- Program Leader (the Branch Chief or their designated team lead or coordinator)
- Responsible for data collection decisions (i.e. selecting required indicators) for all grants within a program. This involves ensuring consistency in data collection and definitions
- Has access to all grants to which he/she is associated



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Overview of Requirements

- Grantees – Enter completed results into TRAC quarterly
- GPOs – Review Grantee Results

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- The Grantees collect and enter their completed IPP results at least quarterly.
- The GPO, will review the grantee results to make sure they are in accordance with the intended activities of the grant.



Infrastructure Development, Prevention and Mental Health Promotion (IPP) module

System Demonstration



IPP Timeline and System Lock Dates

IPP results completed :	Grantees must enter by:	GPO review & grantee revisions completed by:	System locks on:
Oct 1-Dec 31	Jan 31	March 31	April 1
Jan 1 – March 31	April 30	June 30	July 1
April 1 – June 30	July 31	Sept 30	Oct 1
July 1 – Sept 30	Oct 31	Dec 31	Jan 1

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This slide provides the key dates and time frames for the Grantee reporting and GPO Review of IPP Results.

- Grantees have **one calendar month** after the close of the quarter to submit completed results into TRAC – the system will lock the quarter for new entries, GPO review and grantee edits 1 quarter later.



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Transformation Accountability (TRAC) Resources

- Materials on the TRAC website
 - ✓ <https://www.cmhs-gpra.samhsa.gov> under General Info & Training > IPP Training
 - ✓ TRAC Help Desk
 - ✓ Phone: 1-888-219-0238
 - ✓ Email: TRACHELP@westat.com

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The data entry guide and presentation as well as other IPP materials are available on the TRAC website under the General Info & Training tab, then select IPP Training.

If you have any other questions after this training and during the year, please contact the TRAC help desk.