

## GPO – Quick Guide to See Who Has Entered Data

The IPP Performance Report provides information to a GPO as to whether their grantees are meeting their set IPP indicator goals, but can also be used for the following purposes:

- To allow a GPO to view which grantees have entered data for each quarter;
- To let a GPO know when he/she has IPP data to review; and
- To help a GPO determine which grantees have not yet submitted their quarterly Results data when a data entry deadline is approaching.

Please follow the following steps to review the IPP Performance Report.

From the **Main** screen:

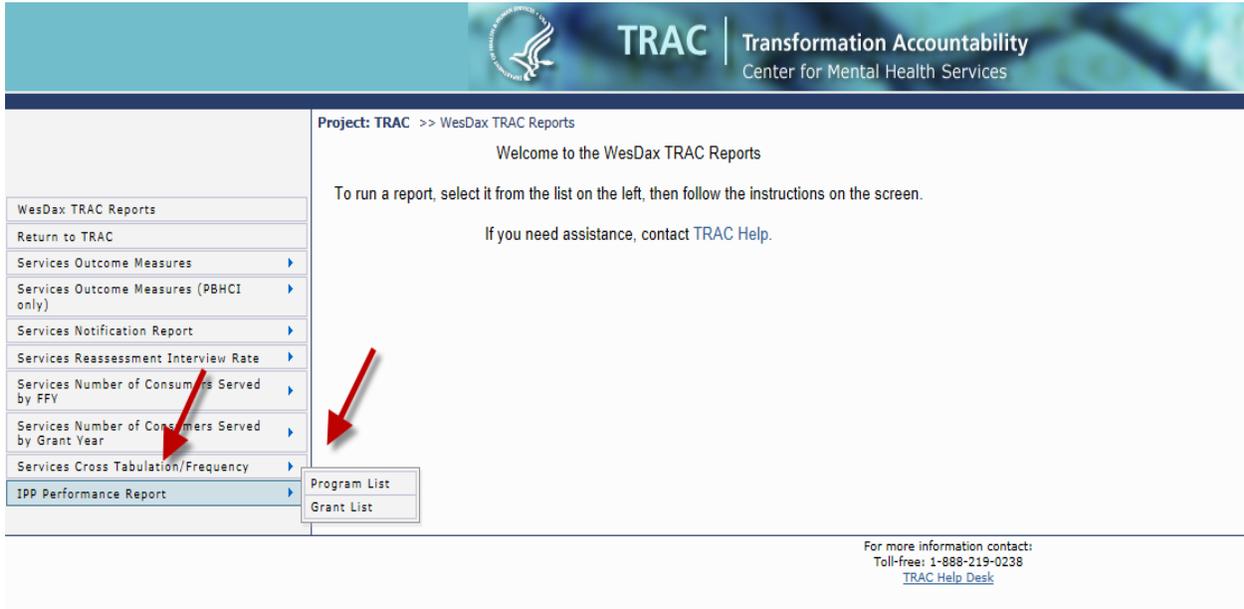
1. Log in to the TRAC System at <https://www.cmhs-gpra.samhsa.gov>
2. Click on **Reports**
3. Click on **WesDax TRAC Reports System**



The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) web interface. The header includes the TRAC logo and the text "Transformation Accountability Center for Mental Health Services". The user's role is identified as "Roles: Government Project Officer IPP". The navigation menu on the left includes: Home, General Info & Training, My Account, Contact Us, Data Entry, Reports (highlighted with a red box), Change Password, and Logout. The main content area shows the breadcrumb "Home > Reports" and a "Print" button. Below the breadcrumb, the heading "Reports" is followed by a paragraph: "All reports are in the WesDax TRAC Reports System. When you click the link below, the WesDax TRAC Reports System will open in a new tab in your browser. You can return to TRAC by closing the WesDax TRAC Reports System tab. When you return to TRAC, your login may have expired. If that happens, just login again." A red box highlights the link "WesDax TRAC Reports System".

On the **Reports** screen:

1. Select **IPP Performance Report**
2. Select **Program List** or **Grant List**
  - Select **Grant List** if you are interested in certain grants and wish to select from the list of grants you are responsible for or have access to in the system.
  - Select **Program List** if you have access to more than one program and do not wish to select only certain grants.



WesDax TRAC Reports

Return to TRAC

IPP Performance Report

Project: TRAC >> IPP Performance Report >> Program List

IPP Performance Report

To run a default report, select "View".

To customize your report, use the menu on the right to make selections.

Document Description	Action
IPP Performance Report	<a href="#">View</a>

Output as  
PDF

1. Report By  
By Grant

2. FFY - Federal Fiscal year  
2013

3. Include Summary Data  
Cohort and Program

Grant information contains

Sum of Results Reported for Selected Period (for non percentage results)

Sum of Results Reported for Selected Period (for percentage results)

Goal Amount for Selected Period (for non percentage results)

Goal Amount for Selected Period (for percentage results)

% of Goal Achieved for Selected Period

Show Glossary  
No

Goal Approval Status  
Approved and Unapproved Goals

Indicators

- AC1
- AW1
- PC1
- PD1
- PD2
- R1
- S1
- TR1
- W02

(Select All | Clear All)

Region

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

(Select All | Clear All)

4. Program

- Campus Sui
- State Sui

(Select All | Clear All)

**This a Program List view of the Report.**

For the filters:

1. Report By Grant
2. Select the FFY of interest
3. Determine if you want Summary Data
4. Select the program if you have access to more than one
5. Click View

If you select **Grant List** view, you will have a box (#4) with all of the grants listed instead of the programs. You would then select all or whichever grants you were interested in seeing in the report, then click **View**.

**IPP Performance Report**  
 Selected Program(s): Campus Sui  
 Grant(s): All Available Grants  
 Selected Period\*: FFY 2013  
 Goal Approval Status: Approved and Unapproved Goals  
 Data entered as of: January 10, 2013 7:09 AM EST

Program=Campus Sui

Grant ID	Grant Information	Indicator	Grants Reporting by FFY Quarter				Sum of Results Reported for Selected Period	Goal Amount for Selected Period*	% of Goal Achieved for Selected Period
			1	2	3	4			
SM60540	Wartburg College Waverly, IN 08/01/2012-07/31/2015	WD2	X				3	66	4.5 %
		PC1	X				0	0	N/A
		AW1	X				1,162	1,668	69.7 %
		TR1	X				86	385	22.3 %
SM60544	Century College White Bear Lake, MN 08/01/2012-07/31/2015	WD2					N/A	N/A	N/A
		PC1					N/A	N/A	N/A
		AW1					N/A	N/A	N/A
		TR1					N/A	N/A	N/A
	Program Summary: 74	WD2	13	0	0	0	622	2,879	20.5 %
		PC1	12	0	0	0	5	98	3.1 %
		AW1	15	1	0	0	234,095	1,175,177	19.8 %
		TR1	13	0	0	0	820	15,416	5.3 %

The example above is from the last page of the report from Campus Suicide Prevention grant programs. The program summary was selected. You can see for FFY 2013, for the two grants showing, the first grant (SM60540) has submitted some data for Federal Fiscal Quarter 1. This is noted by the “X” in the column. The second grant (SM60544) shown on the screen has not yet entered any data as noted by the blank columns. The program summary row shows for FFY Quarter 1 how many grants out of the 74 total grants have entered data for each Quarter.