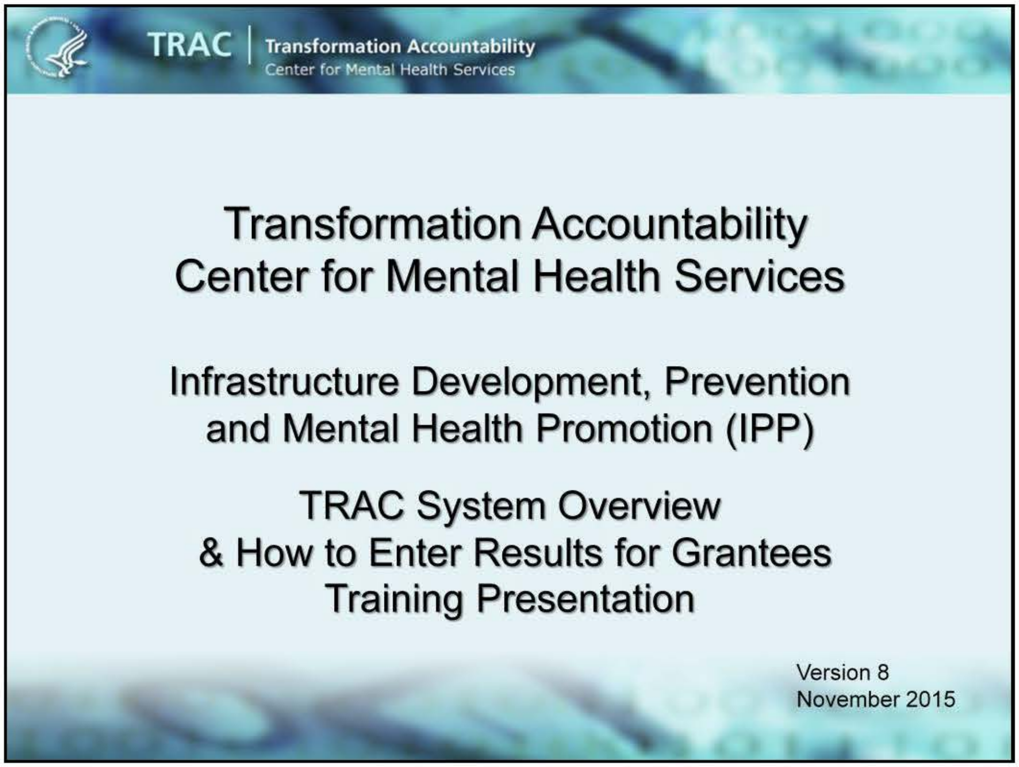
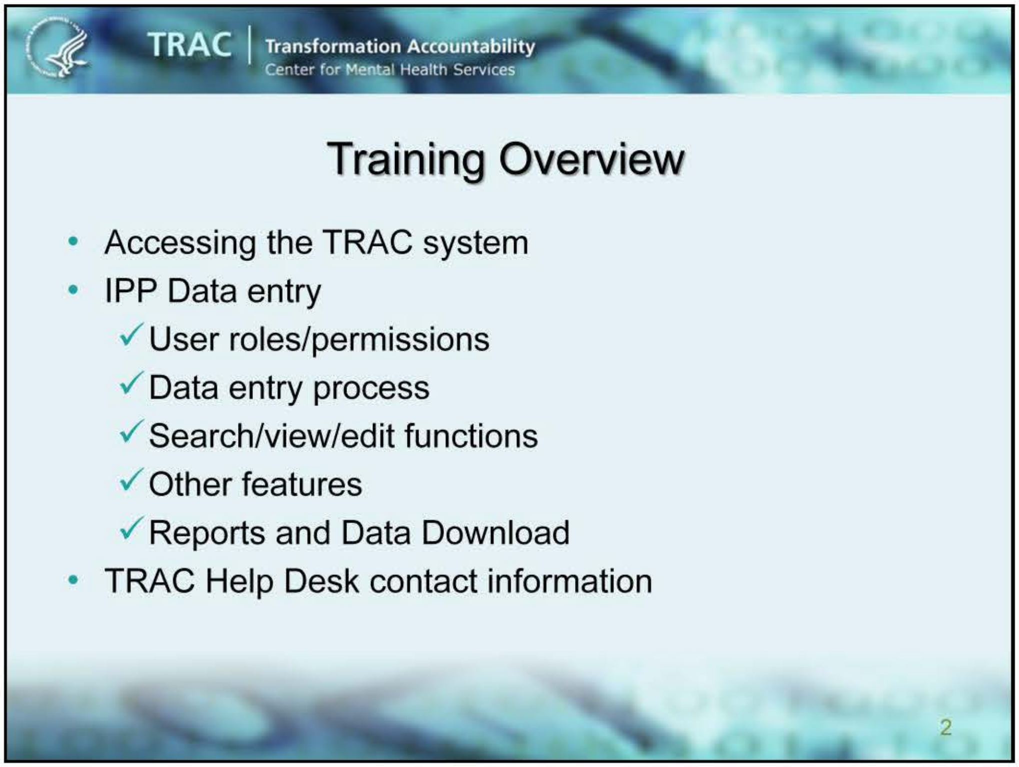


Welcome! Thank you for joining us for today’s training session.

You will be emailed a feedback form at the end of the session. Please fill it out as soon as possible. Thank you.

In today’s presentation, we will explain how to use the TRAC system to enter your Infrastructure Development, Prevention and Mental Health Promotion data.



This presentation will give you an overview of how to access the TRAC system, and IPP data entry functions.

You should have already attended a training on the specific indicators that apply to your grant and how to collect that information. This training is how you submit that data to CMHS through TRAC.

You will learn via the live system demonstration:

- What you do and what data you can see while you are in the system – which refers to users roles and permissions;
- How to enter data using the TRAC system;
- How to search for, view, or edit records;
- Other features available to you on the TRAC system; and
- How to run reports and do a data download.

We also provide information on how you can get help from the TRAC Help Desk

A guide is also available on the TRAC website under General Info and Training/IPP Training Materials. The TRAC System Overview & How to Enter Results for Grantees.

As you may recall from the data collection training, grantees are required to **collect and report IPP data quarterly** for indicators selected for your grant program.

The results you report must be entered in the TRAC System.

Remember that your results must also be consistent with the goals of the grant *(your GPO will be reviewing the results to make sure they are in line with the program goals).*

NOTE:

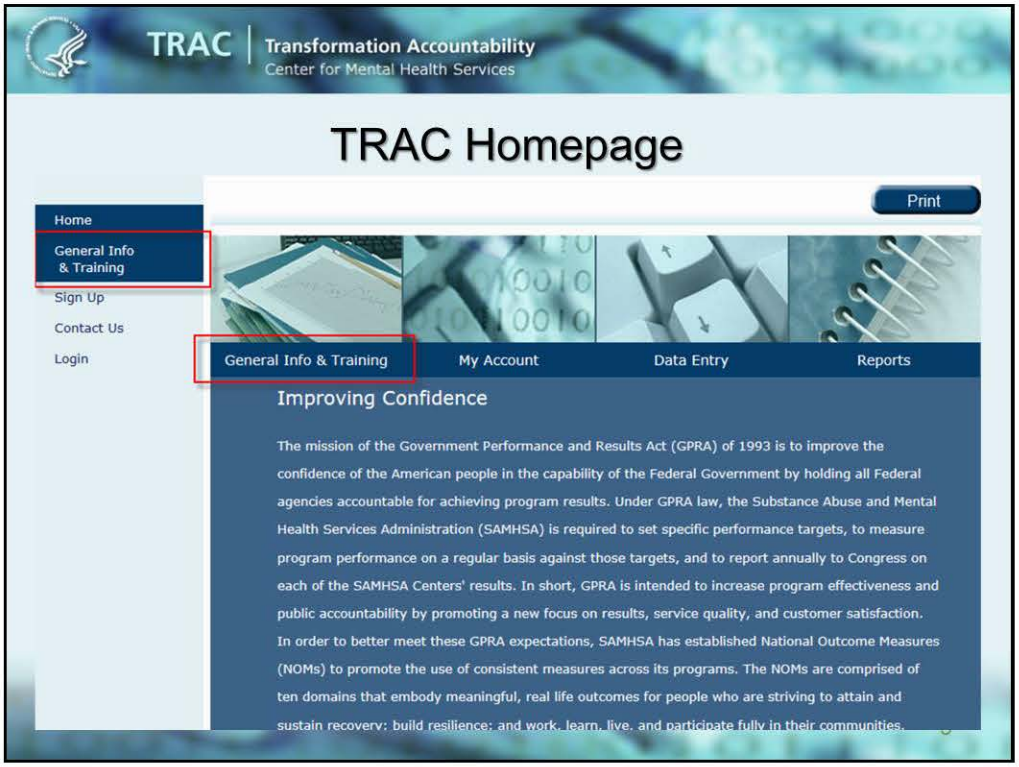
Some of you may have cross-site evaluations. Regardless of the cross-site evaluation all IPP data must be entered into TRAC. If you have questions about any overlap please talk to you GPO.

TRAC is a web-based system that is accessed using the Internet. Listed on this slide is the address to the TRAC homepage.

For easy access to the TRAC website, you may want to create a bookmark (or add the page to your favorites).

To access the TRAC system, we recommend that you use Internet Explorer version 9.0 or 10.0. Other browsers are not currently supported. If you are using 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.

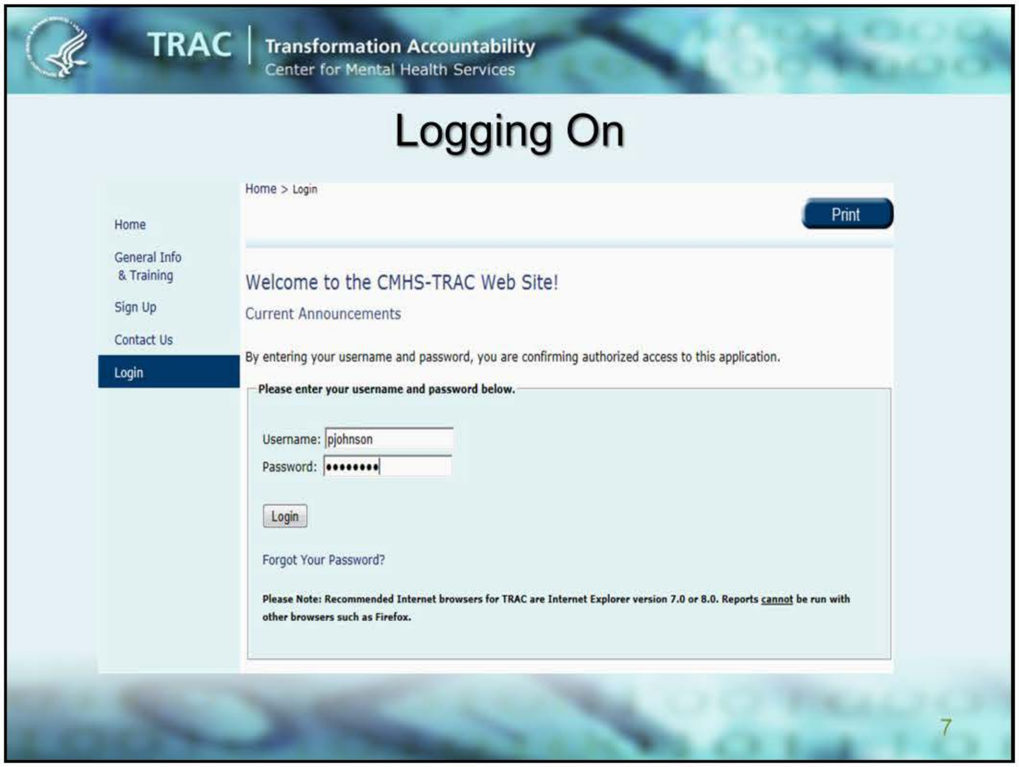
This section contains:

- A document that lists each IPP category and indicator, as well as the definition of each;
- Training Guides and Power Point Presentations, including the Overview of Indicators Guide and the IPP Performance Report Guide;
- Self-paced e-training videos of the power point presentations;
- FAQs; and
- The IPP Codebook.

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

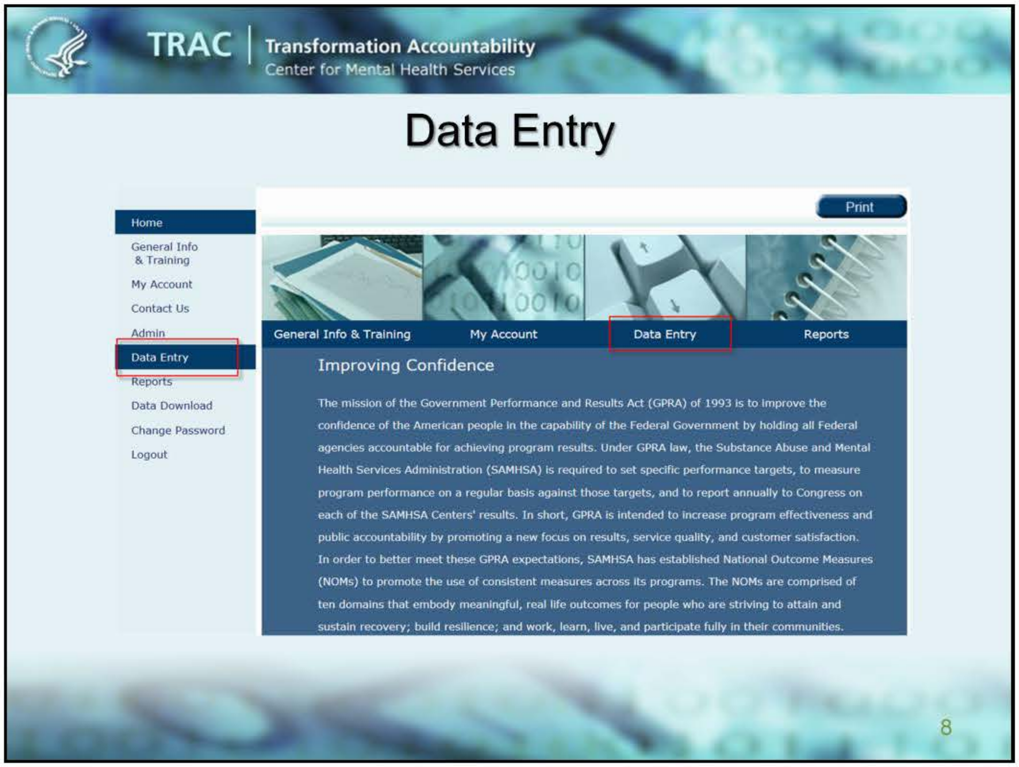
This section is used by grantees to enter and access IPP data and run reports.

To access any these three sections, select either of the hyperlinks boxed here, or “Login”.

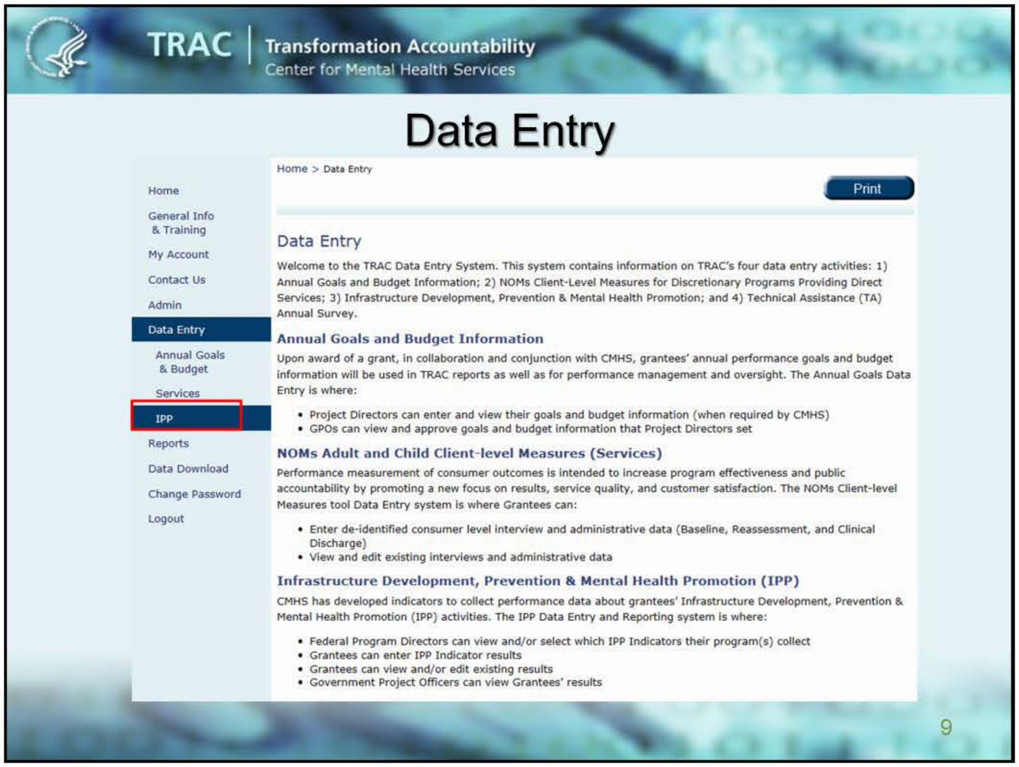


To login select the Login link. This screen will then prompt you to enter your username and password.

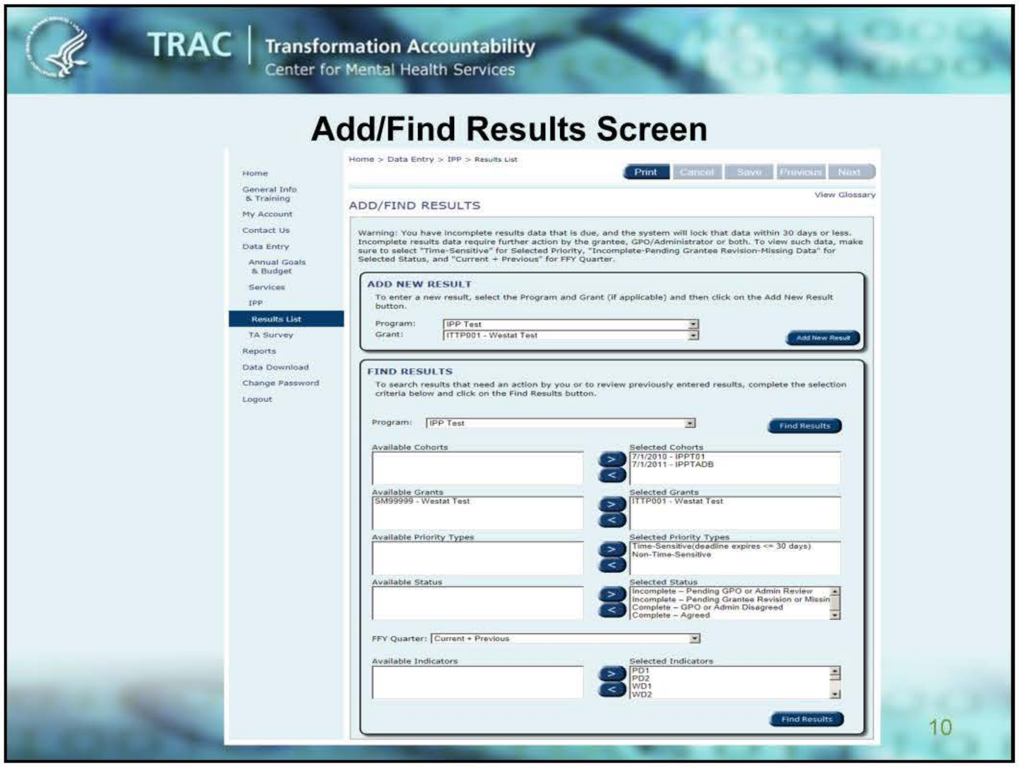
If you have forgotten your password, there is an option on this screen "Forgot Your Password?"—click on this hyperlink and you will be prompted to enter your email address. The system will then send a temporary password to the email address on file. When logging in to the system, if you can not remember username, contact the Help Desk for assistance.



After you've logged into the TRAC system—to begin IPP Data Entry you will need to first select "Data Entry" from the menu on the left side of the screen.

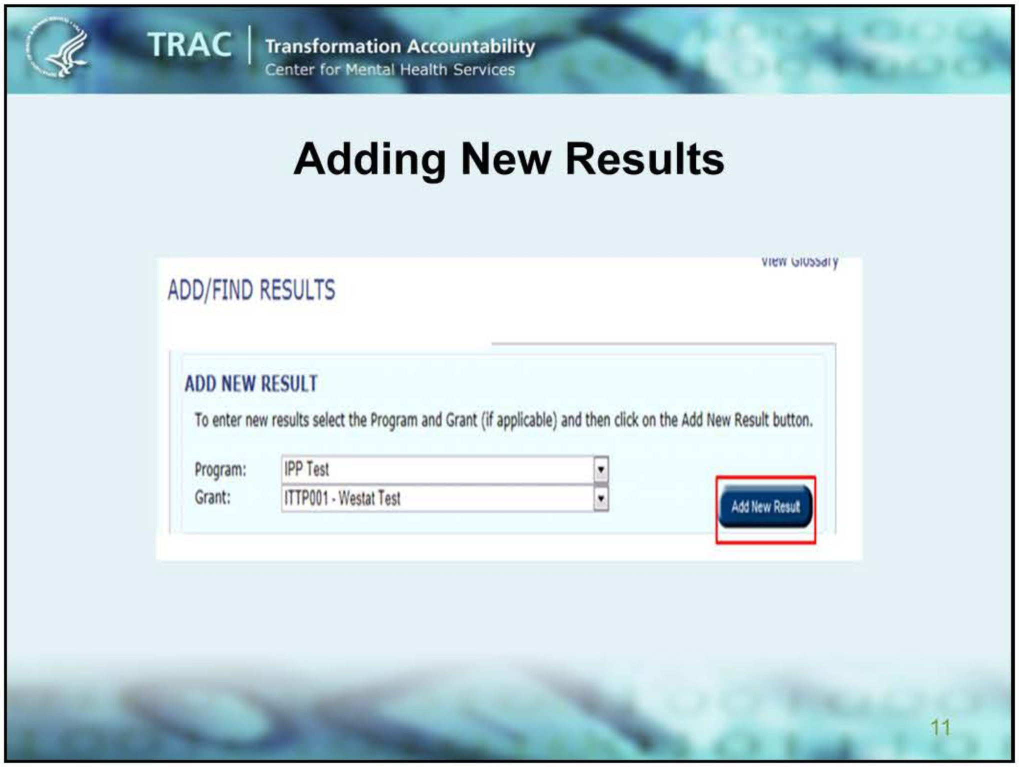


Then, on this second screen, you should select “IPP” from the left menu bar to proceed.



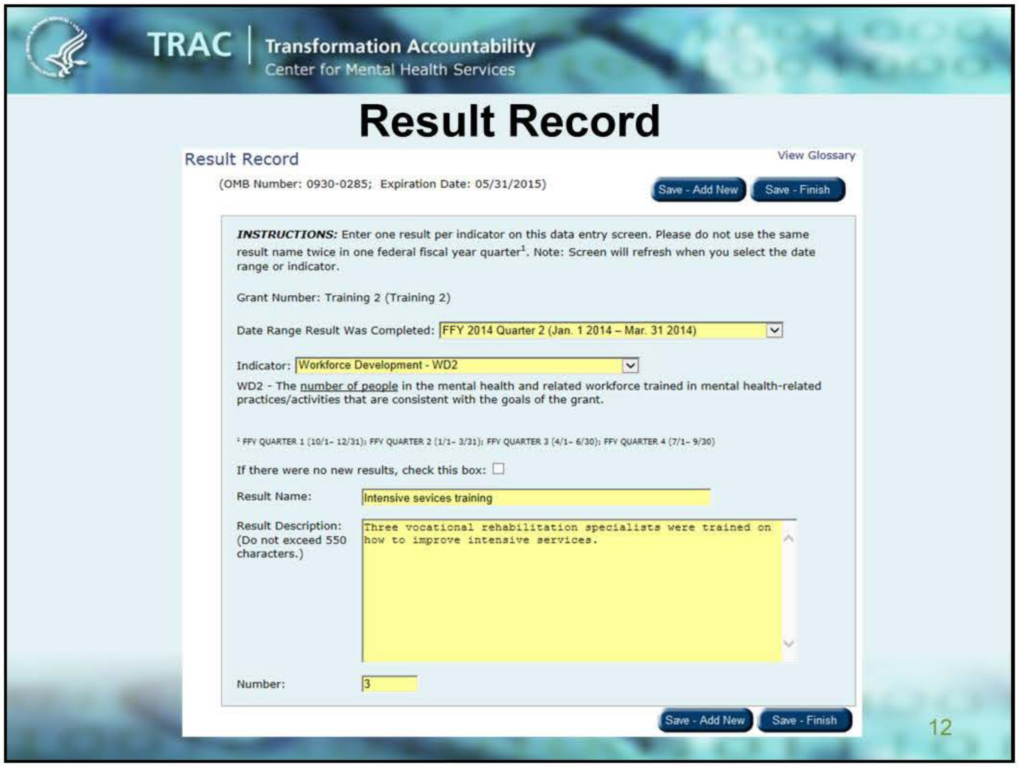
When you click on IPP you will be taken to the **ADD/FIND RESULTS** screen. This screen allows you to enter new results and search your existing results. The screen has two sections. The top section is for adding new results and the bottom section is where you can find existing results.

A **Warning** message will appear at the top of the **ADD/FIND RESULTS** screen when you have data that is due and the system lock is within 30 days or less. To view just the items that are due, select “Time-sensitive” only for the Priority Type, “Incomplete-Pending Grantee Revision or Missing Data” for the Status and “Current + Previous” for the FFY Quarter. When you click on Find Results, the Result List will only show those items that need to be completed before the system lock date.



To enter data (including “No New Results”) click **Add New Result from the top portion of the Add/Find Results screen.** If you have access to more than one grant you can only enter data for one grant at a time; you will need to select a grant from the dropdown before clicking the **Add New Result** button as shown below.

A blank **Result Record** will appear.



The fields you need to complete for each indicator are shaded in yellow. This is an example for WD2.

Date Range Result Was Completed

The field “Date Range Result Was Completed” will be a drop down list and you will need to select the appropriate FFY and Quarter. Only the quarters that are open for data entry will appear in the drop down list.

Indicator

The Indicator will be a drop down list and you must select the appropriate Indicator for which you are entering a result. Only the indicators that are required for your grant will appear in the drop down list. Once you select the indicator the definition of that indicator will appear below the drop down box.

Result Name

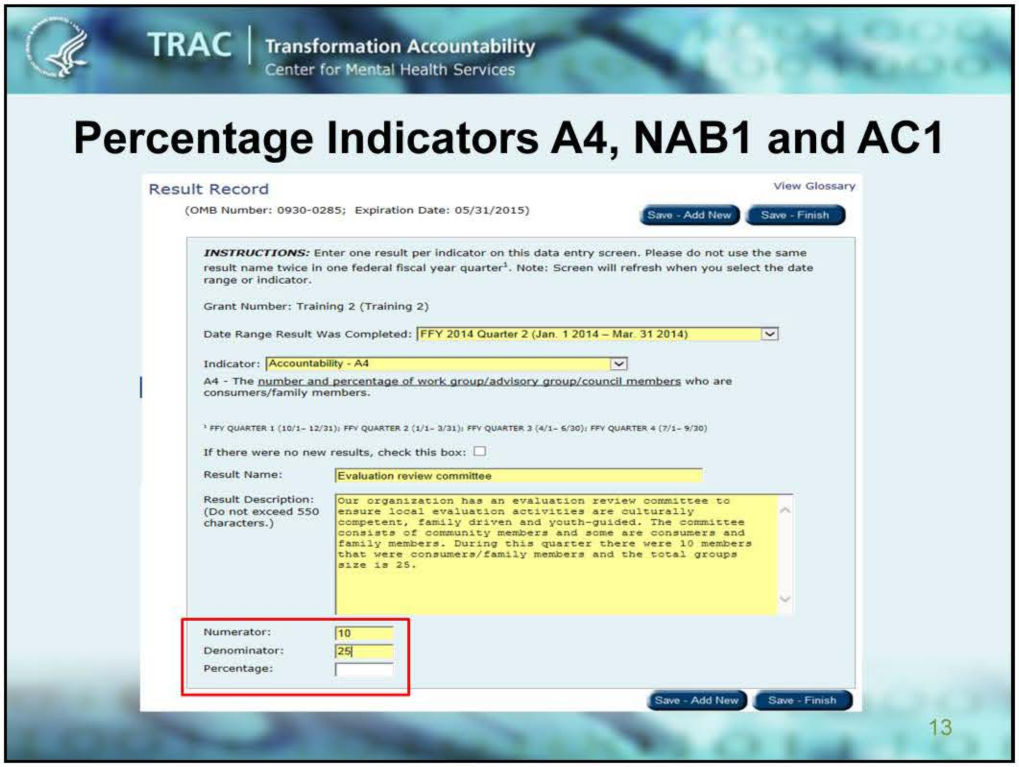
Enter a name for the Result in the **Result Name** field. This is limited to 100 characters. You should give each Result a unique but meaningful name. You cannot have the same name more than once within a quarter, but you may reuse names for another quarter. Do not use the result name or result definition as the result name.

Result Description

Enter a brief description of the completed activity in the **Result Description** field. This field is limited to 550 characters. Please do not use acronyms in your description. Do not use the result name or result definition as your result description. Your result description should allow a reader to understand what specific activity was completed.

Number

Enter the appropriate data into the **Number** field. This field does not apply to the following indicators: PD1, F1, F2, F3, WD4, OC1, NAB1 and AC1. (See example for PD2 on previous page for this field.) For indicators PD1, F2, WD4 and OC1 the system will auto-fill in the number 1 as you will only enter one result per result record. (Please see the Overview of Indicators Guide for more guidance on the indicators.)



Indicators A4, NAB1, and AC1 (This is an example of A4)

For these indicators the system calculates a percentage from the data you enter in the numerator and denominator fields. Please see the screen shot below for an example.

<u>Numerator</u>

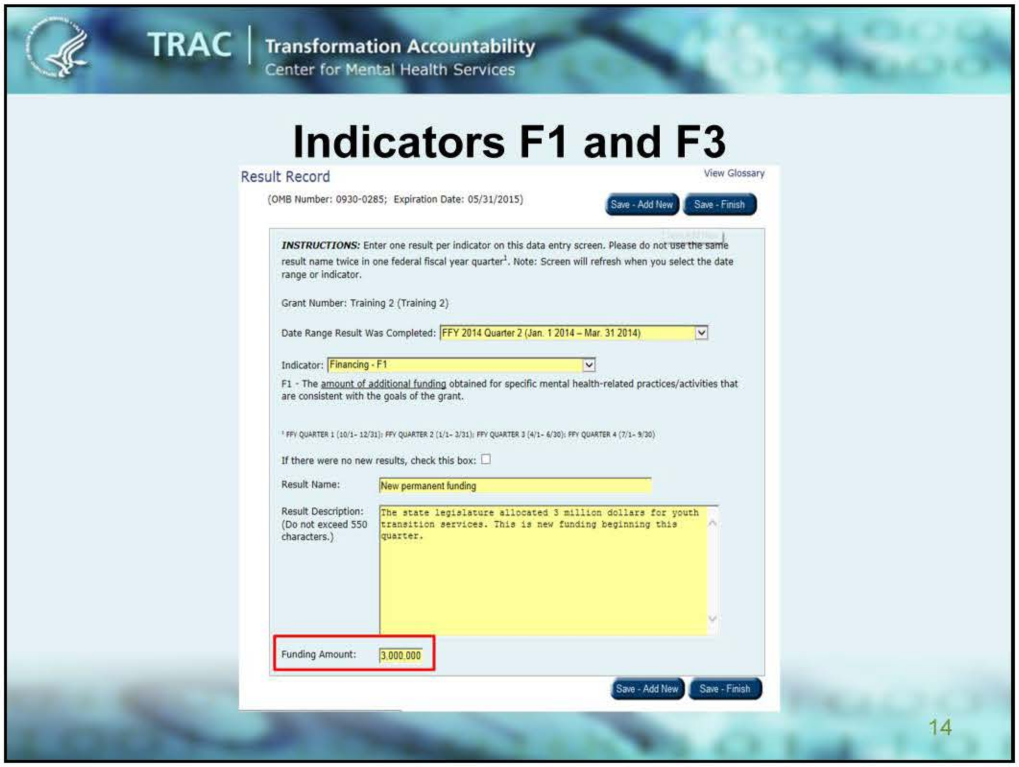
Enter the appropriate data into the Numerator field. This field is only for the following indicators: A4, NAB1, and AC1. Note: The numerator should be less than or equal to the denominator.

<u>Denominator</u>

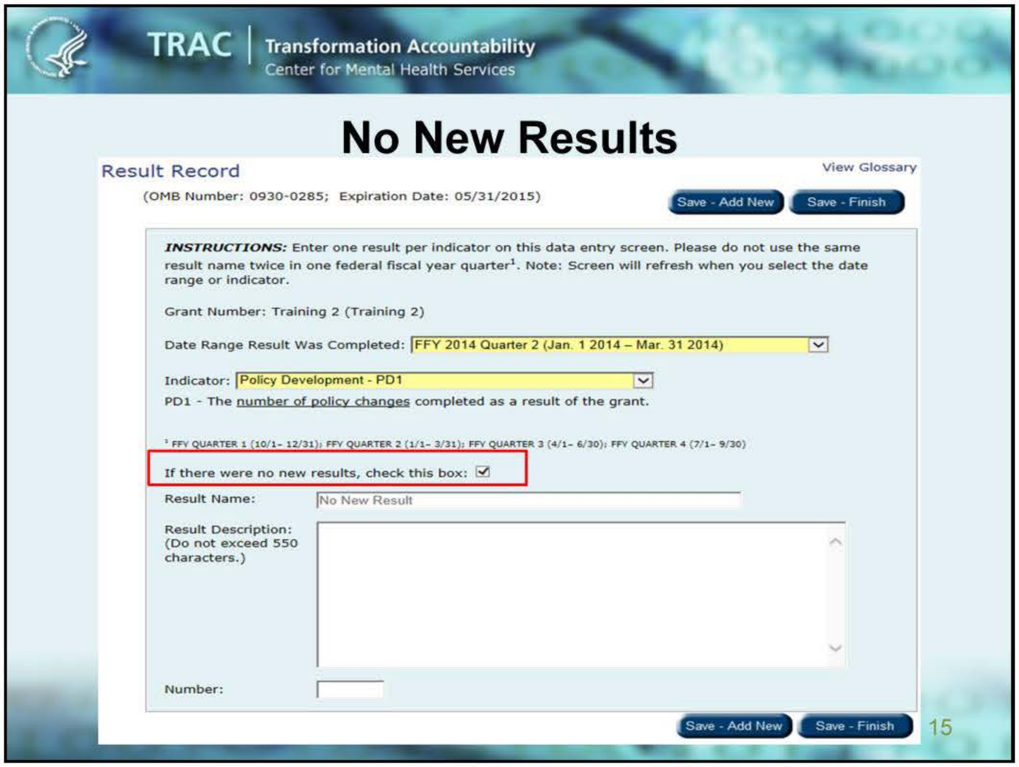
Enter the appropriate data into the **Denominator** field. This field is only for the following indicators: A4, NAB1, and AC1. Note: The denominator should be greater than or equal to the numerator.

<u>Percentage</u>

Once you click on the **Save** button, the TRAC system will calculate the percentage from your numerator and denominator and will auto-fill the **Percentage** field

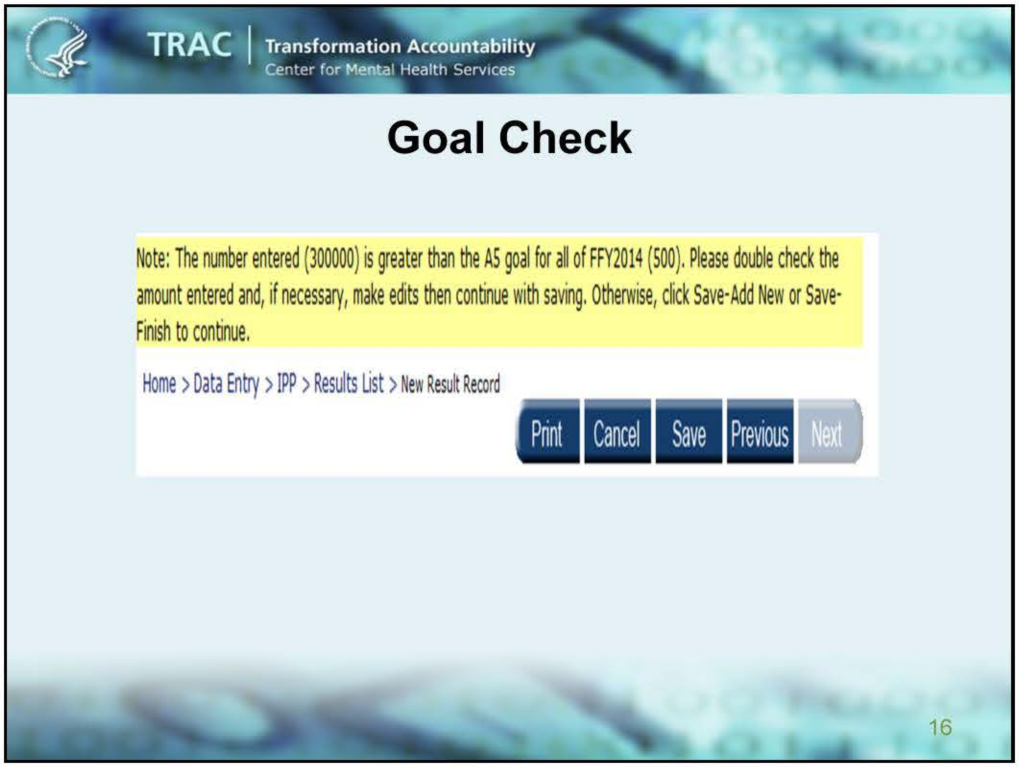


Enter the appropriate data into the **Funding Amount** field. Enter whole dollar amounts. This field is only for the following indicators: F1 and F3.



Some quarters you may not have activity for an indicator. When that happens you need to enter a No New Result. This is a valid entry, whereas not entering anything is not.

To enter “No New Result” for an indicator check the box as shown below on the result record and the rest of the fields for the record will prefill. You only enter one “No New Result” per indicator per quarter. It is understood by CMHS that not every indicator will have activity every quarter. You do not need to enter any other information. Click on Save-Add New or Save-Finish to complete the entry.

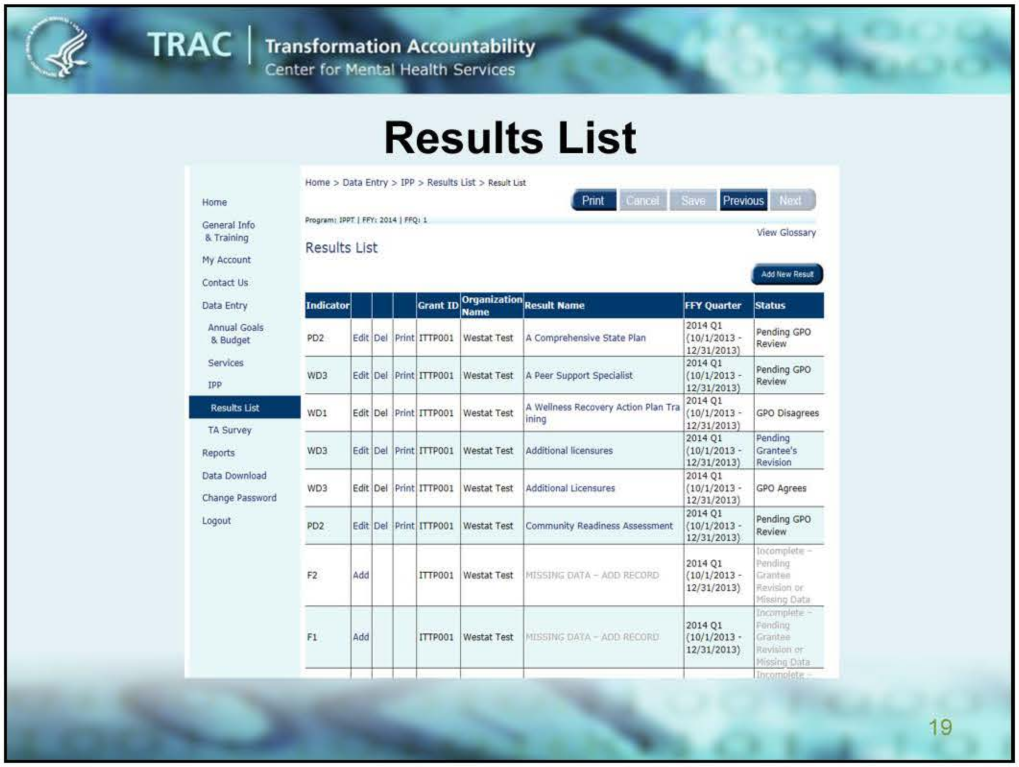


Once you click on Save-Add New or Save-Finish, the system will check your entry against the annual goal you have set for the indicator. If the amount entered is higher than your annual goal the following warning message is displayed:

Warning: The number entered [number displayed] is greater than the [Indicator] goal for all of FFY [year]. Please double check the amount entered and, if necessary, make edits then continue with saving. Otherwise, click Save-Add New or Save-Finish to continue.

If you only have access to only one grant, to search your existing results, click the **Find Results** button. All of the criteria shown under **Find Results** will be prefilled, but you can choose to only look at certain **Priority Types**, **Status** or **Indicator**s. The default for **FFY Quarter** is **Current +Previous** and **all indicators** for **Indicators**.

If you have access to multiple grants, to search your existing results, you will first need to select criteria shown in the red box below. You will need to make selections for **Program**, **Cohort**, and **Grant**. **Priority Types**, **Status**, **FFY Quarter**, and **Indicators** will default to all available options and can be modified as needed. Click the **Find Results** button and you will be taken to the **Results List** screen.



The **Results List** will appear displaying a list of all required indicators and any Results that have been entered by quarter and the status of each. The list will also show which required indicators do not have results entered or have incomplete data. It is updated based on actions by both you and your GPO.

From the Result List screen you can:

- Add a new result, including a No New Result,
- Edit a Result,
- Delete a Result, and
- Print a Result record.

Add

The **Add** link will appear next to any indicator for which results have not yet been entered for the selected quarter. For new grants or at the beginning of a new quarter the **Add** link will appear next to each indicator; **Missing Data-Add a record** will show under Result Name; and the Status shown will be **Incomplete-Pending Grantee Revision or Missing Data**.

To add a new result you can click the **Add** link next to an indicator or click the **Add New Result** button at the top right of the screen. If you have access to multiple grants and selected multiple grants on the **Find Results** screen you will not see the **Add New Result** button and will need to return to the **Add/Find Results** screen to select one grant and add new results.

Edit

When applicable, the **Edit** link will to allow you to edit a previously entered Result Record. Click on the Edit link to go to that specific Result Record to make necessary edits. The Result Name cannot be changed, but all other fields can be changed. This function will be removed for previous records after the system lock date.

Delete

If you need to delete a result, click on the **Del** link for the result in question.

Print

If you need to print a result you can print from the **Print** link on the row for the result you want to print or you can print from the result record view.

Result Name

Click the **Result Name** column heading to toggle the sort order between ascending and descending alphabetically. If you click on the named Result in the table, you are taken to that particular Result Record which will be grayed out. If No New Results is indicated, No New Results is displayed in this column.

FFY Quarter

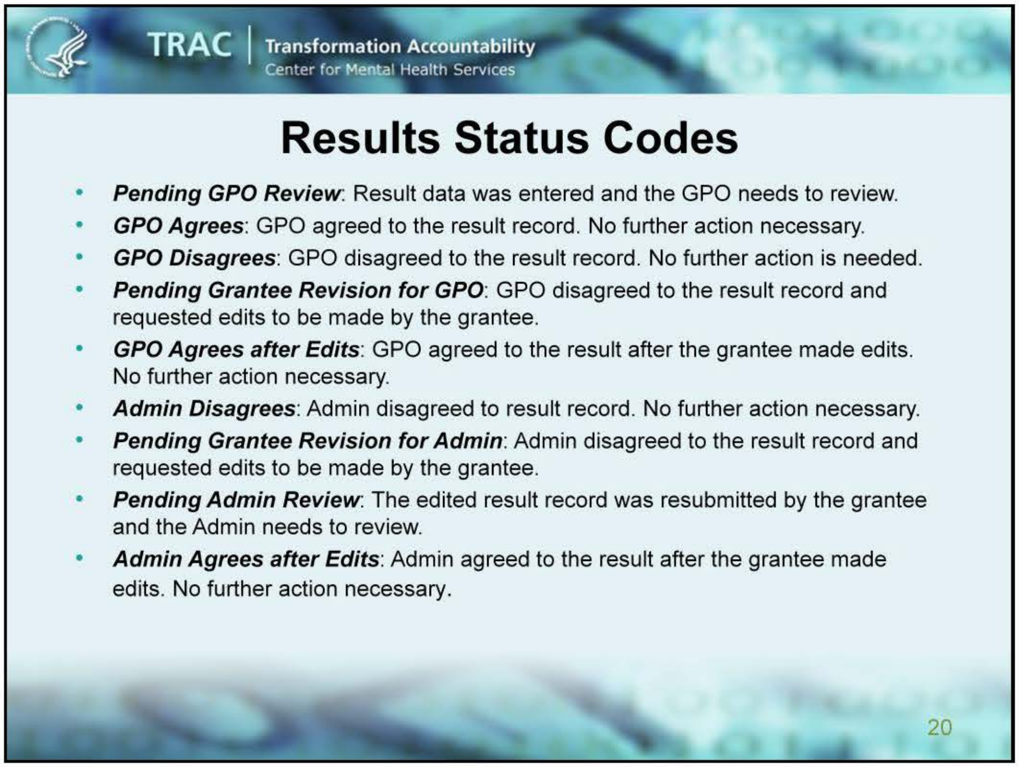
This is the quarter the grantee selected as the date of completion for a particular Result. If no data is entered for an indicator this is the current or previous quarter.

Status

Status indicates where an individual Result Record is in the process. The following Status options can be selected from the ADD/FIND screen:

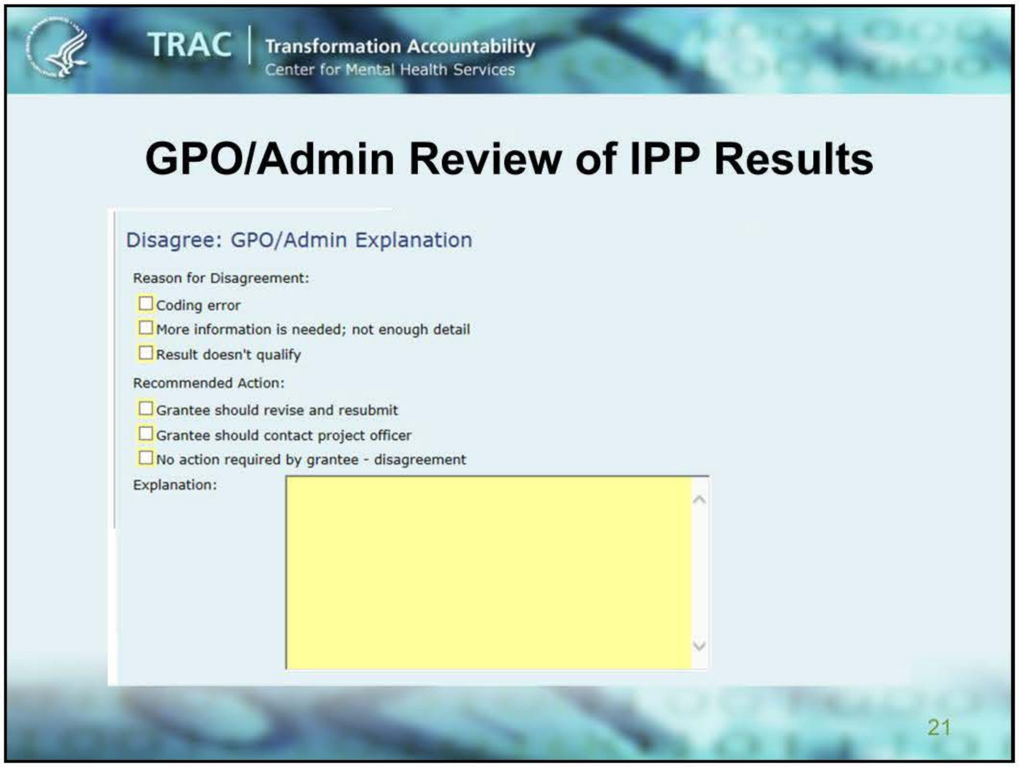
- ***Incomplete-Pending Grantee Revision or Missing Data*****:** Indicates that you need to make a revision or enter data for the indicator.
- ***Incomplete -Pending GPO or Admin Review***: Indicates the GPO has not reviewed the Result Record initially or after a grantee has edited the item. Or in the case of Admin review the admin has not reviewed the item after a grantee has edited.
- ***Complete -Agreed***: Indicates the Result Record was agreed to by GPO or the Admin after edits. No action necessary.
- ***Complete - GPO or Admin Disagreed***: Indicates the Result Record was disagreed to by GPO or Admin. No action necessary.

Once you have the Results List pulled up you will see the individual result status codes.



The results status codes are:

- ***Pending GPO Review***: Result data was entered and the GPO needs to review.
- ***GPO Agrees***: GPO agreed to the result record. No further action necessary.
- ***GPO Disagrees***: GPO disagreed to the result record. No further action is needed.
- ***Pending Grantee Revision for GPO***: GPO disagreed to the result record and requested edits to be made by the grantee.
- ***GPO Agrees after Edits***: GPO agreed to the result after the grantee made edits. No further action necessary.
- ***Admin Disagrees***: Admin disagreed to result record. No further action necessary.
- ***Pending Grantee Revision for Admin***: Admin disagreed to the result record and requested edits to be made by the grantee.
- ***Pending Admin Review***: The edited result record was resubmitted by the grantee and the Admin needs to review.
- ***Admin Agrees after Edits***: Admin agreed to the result after the grantee made edits. No further action necessary.



When a GPO or Admin disagrees with a result, here is the additional part you will see on the result record.

Each part will be completed by the GPO or Admin that conducted the review.

Reason for Disagreement

A GPO can select all or any combination of these categories. Response categories are as follows:

- **Coding error** (i.e., data entered into wrong indicator or the description talks about 5 organizations, but the number entered for the result is something else)

- **More information needed, not Enough detail**

- **Result doesn't qualify**

- **Recommended Action**

The GPO will select from the following categories:

* **Grantee should review and resubmit**
* **Grantee should contact project officer**
** **No action required by grantee – disagreement**

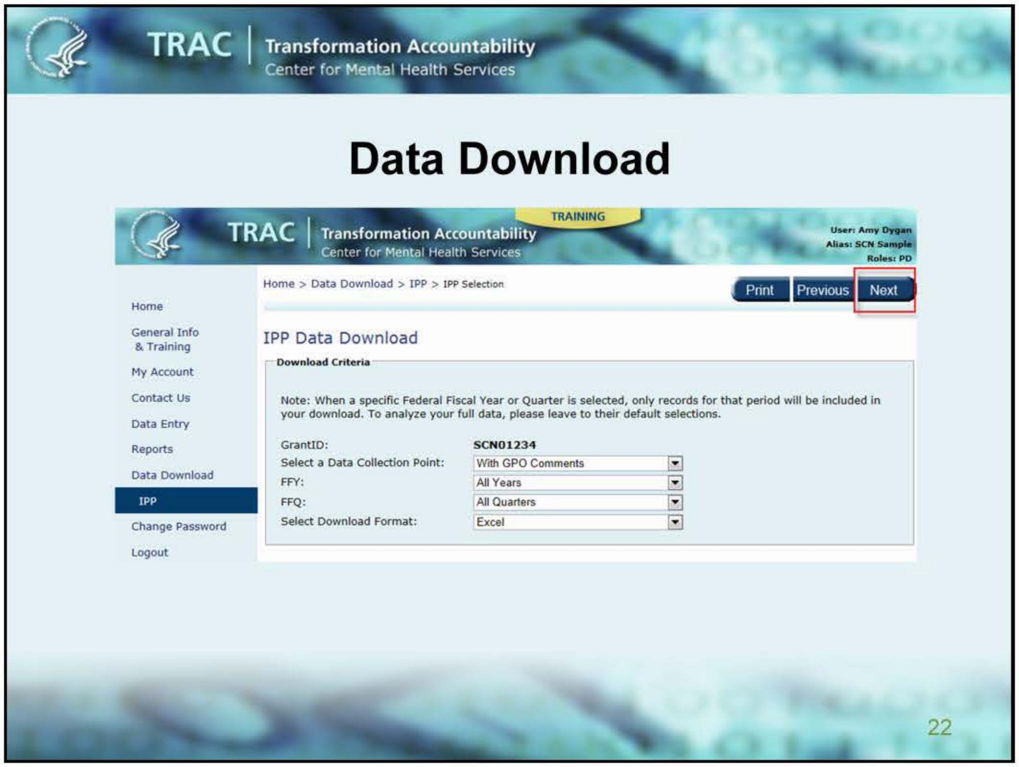
* These two categories can be checked individually or together.
** This category is a final Result. It can only be checked on its own.

Explanation

The GPO will provide an explanation in this box which should include information on the reason for disagreement and what the recommended action to fix the problem.

TRAC ADMINISTRATION REVIEW OF RESULTS

As part of the data quality control process, TRAC administration will review IPP results every quarter. The review will focus on outliers; result descriptions that do not provide enough information for a determination to be made; results where what was written in the result description does not seem to match the number reported; when data indicating no results were not entered via the proper No New Result link; and results where the wrong data was entered for an indicator. The grantee editing process and administration final review after an **Admin Disagree** mirrors the GPO process. If you have questions about an Admin Disagree, please contact your Grant Liaison through the TRAC Help Desk.



For a data download. Click on Data download in the left menu bar, select IPP then select your grant.

Once you select a grant, the system will display the download criteria screen. On this screen, you can choose to download data for the following specific criteria:

- **Select a Data Collection Point** – There are two available data collection points: With GPO Comments and Without GPO Comments

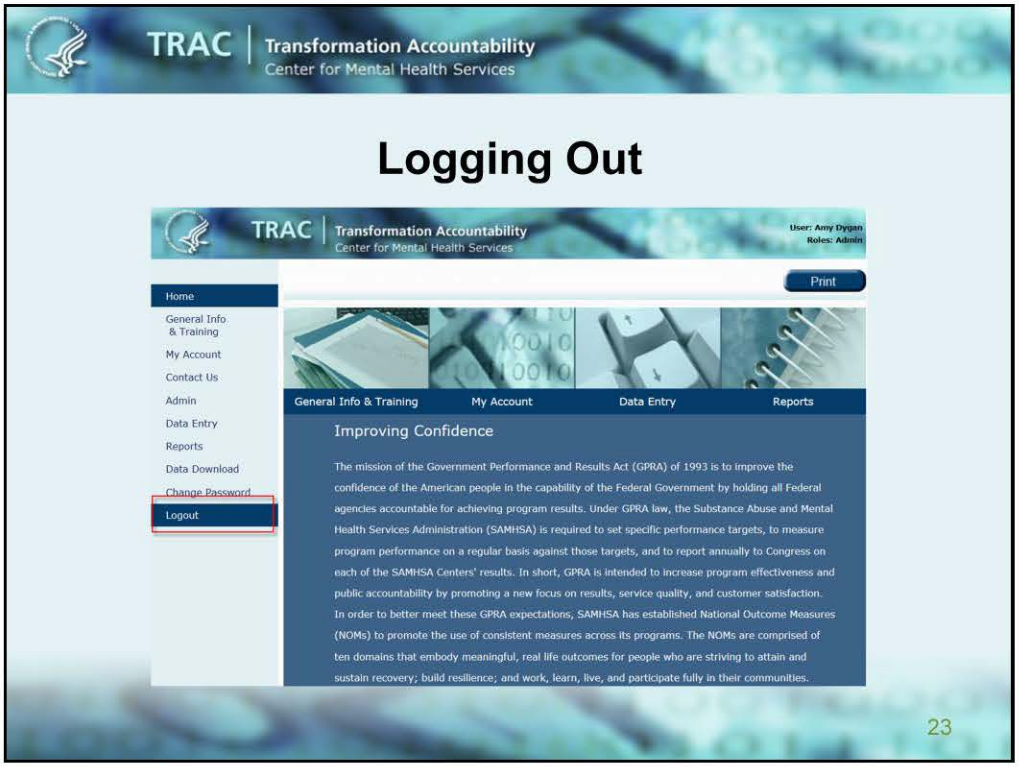
- **FFY** – This selection produces data for a particular Federal Fiscal Year or all the years available

- **FFQ** – This selection produces data for a particular Federal Fiscal Quarter or all the quarters available

- **Select Download Format** – This selection produces the data download in either Excel or HTML formats

Select the criteria you want, and then select Next.

The system will display the number of records to be downloaded and require you to respond **Yes** or **No** before proceeding to the data download. You may **Print** or **Save** the data output as desired.



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

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.

If you have any questions, please contact the TRAC help desk.