

Grants to Enhance Older Adult Behavioral Health Services (Older Adult TCE)

Data Entry Guidance for Cohort ENBH-OA01

For Previous Grant Consumers:

- If the consumer is not being transitioned to services under the new award, the grant should close out the episode of care for these active consumers. This means that they should enter all interview and administrative data (reassessments and discharges as appropriate) for these consumers. The grant should enter discharges only when appropriate – it is not necessary to discharge all consumers at the end of the grant.

Transitioning Grant Consumers:

- For consumers that are continuing services under the new grant funding, the grantee should attempt whenever possible to conduct a new baseline interview to provide the new grant with the ability to have useable data for the outcomes report for services received during the grant performance period.
- If it is not possible to conduct the interview (i.e., the consumer recently completed a reassessment interview (since 9/1/2011), the consumer refuses to do a new baseline, etc), the grantee will enter an administrative baseline. In the Record Management section, the grantee should indicate “Consumer Refused Interview” for question 2a and indicate “Interview Data” will be submitted for the next reassessment (unless the consumer has indicated they do not wish participate in future interviews) for question 2b.
- If interviews are not conducted due to the consumer having recently completed an interview on the previous grant, the grantee will need to provide the TRAC Help Desk with a list of these consumers on the new grant (Consumer ID and attempted interview date). The TRAC Help Desk will set 2a to the new status of “Transitioned to grant from previous grant funding”.
- These consumers will then proceed normally under TRAC data collection protocols and policies.
- All new consumers since 10/1/2011 will have baseline interviews conducted and will proceed normally under TRAC data collection protocols and policies.