

Project LAUNCH – Program Specific Guidance

TO: LAUNCH Project Directors, Evaluators and Local Coordinators
FROM: SAMHSA FPOs
RE: TRAC Infrastructure Development, Prevention, and Mental Health Promotion (IPP) and other LAUNCH Data Collection Efforts

SAMHSA’S Center for Mental Health Services has developed indicators to collect performance data about Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities for Project LAUNCH. Grantees are required to collect and submit IPP data into the TRAC system on a quarterly basis. The IPP data that grantees submit provide CMHS with the capacity to report on a consistent set of performance measures across its various grant programs. CMHS intends to use the data collected via the TRAC system in a variety of ways, including¹:

- to inform the administration about the performance of programs funded through SAMHSA, and as the basis for the annual performance report to Congress contained in the Justifications of Budget Estimates;
- to monitor and manage individual grant programs within the Center for Mental Health Services, identify strengths and weaknesses and develop an informed basis for providing technical assistance and other support to grantees; and
- to improve the quality of services that are provided by grantees, to promote service system capacity and infrastructure development, to prevent negative impacts of mental health problems, and to promote wellness.

We recognize that TRAC is one of several performance measurement and evaluation efforts that you, as Project LAUNCH grantees, undertake. These efforts include TRAC, the national cross-site evaluation, and your grantee-specific evaluation. It is our goal to collect data that is meaningful and useful in as minimally redundant a fashion as possible. In this memo, we will explain how to define the TRAC measure with regard to your specific LAUNCH activities.

Please keep in mind: you can always go to your GPO with questions about TRAC. For TRAC questions you can also contact the TRAC Help Desk at 888-219-0238 or go to the website, <https://www.cmhs-gpra.samhsa.gov> for additional information.

TRAC INDICATORS AND OPERATIONAL DEFINITIONS

Below is a list of the 6 TRAC indicators for Project LAUNCH and some additional notes that are intended to help clarify the definitions specifically with regard to your work. Please refer to your IPP Data Collection Guide for the complete definitions for each measure. If you did not receive the Users Guide and would like a copy, you can contact the TRAC Help Desk at 888-219-0238 or find the document online. (If you go to the website, <https://www.cmhs-gpra.samhsa.gov>, after

¹ Excerpted from the TRAC OMB Supporting Statement, March 2010.

entering the system click on General Information, then IPP Activities). You can download copies of the IPP Data Collection Guide as well as a list of indicators by program.

1. (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.

- This indicator includes individuals in the workforce who have been trained as part of Project LAUNCH, and it should not include parent training activities such as a parent-focused EBP (e.g., a group focused on developing positive parenting practices or healthy discipline) or a public education activity for parents.
- *Workforce* includes people who provide mental health prevention and treatment services, as well as primary care providers, school personnel, child welfare staff, peer support program staff and “others who provide services to persons with mental health needs.” (If you have questions about whether individuals you’ve trained or a particular training would be included in this definition of workforce, please send the question to your GPO and we’ll provide a response).
- This measure includes LAUNCH-funded training for direct service providers on how to implement a particular evidence-based program or practice (e.g., a LAUNCH-supported training for teachers on the Incredible Years; a LAUNCH-supported training for pediatricians on use of the ASQ-SE). It may also include trainings designed to increase providers’ awareness and understanding of healthy child development or social, emotional and behavioral issues of children or families, insofar as sharing this information is consistent with (and in the service of meeting) the goals of your grant.
- This measure does not include trainings for administrative-level staff such as agency heads or agency managers unless the training is on a specific evidence-based practice and is going to impact the delivery of services to young children/families in a clear way.
- Please note that to qualify, a training needs to have an identified trainer or training method and a curriculum (e.g., syllabus, agenda, training manual). Again, please see the IPP Guide for more specifics.

2. (PC2) THE NUMBER OF ORGANIZATIONS COLLABORATING/COORDINATING/SHARING RESOURCES WITH OTHER ORGANIZATIONS AS A RESULT OF THE GRANT.

- This indicator asks for the number of organizations that are **NEW** partners each quarter.
- This number (both new and total number of collaborating partners) should include organizations participating on your Councils; it can also include organizations with which you subcontract as part of the grant and organizations with which you have formal MOUs or more informal collaborations.
- Please note that this indicator refers to collaborations that occur *as a result of the grant*.

3. (A4) THE NUMBER AND PERCENTAGE OF WORK GROUP/ADVISORY GROUP/COUNCIL MEMBERS WHO ARE CONSUMERS/FAMILY MEMBERS.

- This indicator is intended to reflect your efforts to include consumers/parents/family members in your Councils and other advisory and workgroups. These need not be parents of children currently being served by Project LAUNCH, or individuals from

families currently or previously served by LAUNCH (although they certainly can be). These should be parents or consumers who are serving on the workgroup or Council because they represent the parent/consumer perspective, and bring this knowledge and experience to the planning, oversight, evaluation and/or implementation processes.

- This indicator should be calculated to be inclusive of BOTH the state/Tribal and community levels. You will enter a total number in the TRAC system (not state/tribal and local separately).

4. (T3) THE NUMBER OF PEOPLE RECEIVING EVIDENCE-BASED MENTAL HEALTH-RELATED SERVICES AS A RESULT OF THE GRANT.

- The data you enter into the TRAC system will provide us with a total unduplicated number of children and families served by your grant each quarter. For this indicator, you should include all individuals who received services during the quarter, which includes children served as well as other family members served (e.g., a child participating in a classroom-based intervention; a parent participating in a family strengthening activity).

5. (S1) THE NUMBER OF INDIVIDUALS SCREENED FOR MENTAL HEALTH OR RELATED INTERVENTIONS.

- This means that you will count each child who is screened (e.g., ASQ, ASQ-SE) as well as family members who are screened (e.g., mother who is screened for depression). Note that this also broadens the definition beyond just developmental screening, to include children screened for developmental, social, emotional, behavioral and physical health concerns. For family members, the definition includes screening for mental health, substance use, and health issues, as well as social and family relationships and basic needs such as housing and employment. (See the IPP Guide for further explanation).
- Note that you are not counting the number of screens but the number of individuals screened each quarter.

6. (R1) THE NUMBER OF INDIVIDUALS REFERRED TO MENTAL HEALTH OR RELATED SERVICES

- Please note that, as with screening above, this TRAC measure asks for a total number of individuals referred for mental health or related services each quarter, which should include both children and other family members. These are referrals made as part of any of your Project LAUNCH-funded activities.
- Mental health and related services can include physical health, education, social services, family support, child welfare and education. (A very broad definition). See the TRAC IPP Guide for additional explanation.

NOTE: To assist you with entry of services and systems data, we developed an at-a-glance table which summarizes information about the IPP indicators. It is a tool to help guide you with classifying and entering IPP data into the TRAC system.

TRAC Timeline

TRAC data is reported quarterly on the Federal Fiscal Year calendar below for the following six (6) indicators: **Workplace Development (WD2); Partnerships/Collaborations (PC2); Accountability (A4); Types of Practice (T3); Screening (S1); and Referral (R1).**

Quarterly Reporting Period and Due Dates for Entering IPP Indicator Data into the TRAC System

Quarter	IPP Activities During FFY Period Dates	Grantee Deadline	GPO Review & Grantee Revisions Deadline	SYSTEM-LOCK DATE: NO FURTHER DATA ENTRY, GPO REVIEW, OR GRANTEE REVISIONS WILL BE ALLOWED.
1 st	October 1 to Dec 31	Jan 31	March 31	April 1
2 nd	January 1 to March 31	April 30	June 30	July 1
3 rd	April 1 to June 30	July 31	September 30	October 1
4 th	July 1 to Sept 30	October 31	December 31	January 1

- As noted in the TRAC Training, IPP activities are reported quarterly on the federal fiscal year calendar; so you are expected to enter all of your data at the end of each fourth quarter for each Fiscal Year of the grant.
- You have 30 days after the quarter ends to enter your TRAC data. Your GPO will then review the data and will have the option to come back to you with questions; you will have additional time to make any needed corrections.
- You should identify the individual who is going to enter the data into the TRAC system and be sure that that person participates in (or downloads the archived webinar from) the data entry TRAC training.
- You have the option of entering your data into the TRAC system in “real time,” but you also have the option of entering your data at the end of each quarter. You should have a plan in place for collecting relevant data from your various partners and direct service providers at the end of each quarter, and then have one identified individual who aggregates and enters the data into the TRAC system at that time. Please note that you only have one month after the end of the fiscal quarter to enter your TRAC data.
- **If there has been no activity for an indicator, enter “No New Result” in the TRAC system for that quarter. You should create one entry for each indicator even if there has been no activity; otherwise the system reads this as missing data. First, click on “No Record” to access the right screen, and then put “no new result” into the box that says “result name.”**

NOTE: To help you develop a system for compiling your TRAC data each quarter, the CSE team created an Excel spreadsheet that you are free to use to help you ensure that you are getting the needed data for TRAC. Feel free to adapt this spreadsheet in any way that meets your site's needs.

TRAC RECAP & CHECKLIST:

- ✓ Review the TRAC indicators with your team and be sure everyone is clear about the data that needs to be collected.
- ✓ Review the Project LAUNCH at-a-glance document.
- ✓ Develop a system for collecting TRAC data (e.g., Excel spreadsheet) and notify your providers HOW and WHEN TRAC data should be submitted, and to WHOM.
- ✓ Ask your GPO or the TRAC Help Desk for clarification or assistance whenever needed.

THANK YOU FOR YOUR PATIENCE AND YOUR COOPERATION!!!