



TRAC

Transformation Accountability
Center for Mental Health Services

Transformation Accountability (TRAC) Center for Mental Health Services

**NOMs Client-level Measures
for Programs Providing Direct Treatment Services
(Services Activities)**

**Data Entry
Training Presentation**

Version 7
March 2013



Training Overview

- Accessing the TRAC system
- Obtaining and managing a TRAC user account
- Data entry
 - ✓ User roles/permissions
 - ✓ Search/view/edit functions
 - ✓ Data entry process
 - ✓ Other features
 - ✓ Availability of data
- TRAC Help Desk contact information



Training Outcomes

- By the end of this presentation, you should:
 - ✓ Be able to access the TRAC system
 - ✓ Be aware of the TRAC data collection & reporting requirements
 - ✓ Know how to enter data in TRAC
 - ✓ Be able to download data from TRAC



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 access, and to verify security procedures, availability, and operational

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



TRAC Homepage

Print

Home

General Info
& Training

Sign Up

Contact Us

Login

General Info & Training

My Account

Data Entry

Reports

Improving Confidence

The mission of the Government Performance and Results Act (GPRA) of 1993 is to improve the confidence of the American people in the capability of the Federal Government by holding all Federal agencies accountable for achieving program results. Under GPRA law, the Substance Abuse and Mental Health Services Administration (SAMHSA) is required to set specific performance targets, to measure program performance on a regular basis against those targets, and to report annually to Congress on each of the SAMHSA Centers' results. In short, GPRA is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. In order to better meet these GPRA expectations, SAMHSA has established National Outcome Measures (NOMs) to promote the use of consistent measures across its programs. The NOMs are comprised of ten domains that embody meaningful, real life outcomes for people who are striving to attain and sustain recovery: build resilience; and work, learn, live, and participate fully in their communities.



Obtaining a TRAC User Account

Home > Sign Up Print

Sign Up

CMHS Grantees: Click [here](#) to create your TRAC Account.

If you are not a CMHS Grantee but require a TRAC account, click [here](#) to contact the TRAC Help Desk. We will assist you with your request.

Privacy Policy

TRAC's privacy policy covers the types of information that are collected and maintained about visitors to our website, how the information is obtained, and how it is used. Of the information we learn from your visit on the TRAC website, we use only the following:

- The domain name from which you access the Internet
- The date and time you access our site
- The Internet address of the website from which you linked to our site
- The type of browser you use

This information is used to measure the number of visitors to various sections of our site and to help us make our site more useful to visitors.



Obtaining a TRAC User Account

Home

General Info
& Training

Sign Up

Grantee Sign Up

Contact Us

Login

Home > Sign Up > Grantee Sign Up

Print

Grantee Sign Up Form

Enter your Grant ID and Security Key and then click Lookup.

Grant ID:

Key:

Lookup

Review to confirm you have entered the correct Grant ID. Repeat these steps if access to another grant is needed.

Grant Number	Project Director	Grant Title	Organization	Org City	Org State
NA	NA	NA	NA	NA	NA

Enter contact information below and click **Submit**

First Name:

Last Name:

Email Address:

Confirm Email Address:

Phone #1:

Area Code

Number

Ext

Phone #2:

Area Code

Number

Ext

Phone #3:

Area Code

Number

Ext

Subscribe to Listserv:

Submit

Cancel



Username and Passwords

- Username format:
 - ✓ First initial of the user's first name, and
 - ✓ Full last name
- Passwords:
 - ✓ Temporary passwords generated initially & sent to email address provided by grantee management
 - ✓ At initial log-in, prompted to create a new password before being permitted access to the system
 - ✓ Expire every 180 days (prompted to reset password by system)



Password Requirements

- Passwords must be:
 - ✓ Between 6 and 15 characters long
 - ✓ Contain at least one uppercase letter
 - ✓ Contain at least one number



Security Precautions

- Services Activities data is sensitive information. To protect consumer identity:
 - ✓ Access to consumer information is password-protected
 - ✓ Collect only month and year of birth
 - ✓ Do not use any identifying information in the Consumer ID
 - ✓ Do not record consumer names on the Services tool



Security Precautions (Continued)

- Simple privacy practices
 - ✓ Do not post user IDs or passwords where others may view it
 - ✓ Do not share usernames & passwords—one username/password assigned per person
 - ✓ Immediately retrieve consumer data from the printer
 - ✓ Use MS Windows password protection as an additional security measure



My Profile Page

Home > My Account > My Profile Page

Print Previous Next

Home

General Info & Training

My Account

My Profile Page

Update My Grant

Update My Info

Manage Accounts

Contact Us

Admin

Data Entry

Reports

Data Download

Change Password

Logout

My Profile Page

1. My Grant's Information

Grant Program:	AHP Training Program (AHP)
Organization Name:	AHP Training
Grant Cohort:	AHP
Grant Title:	AHP Training
Grant ID:	AHP 1
CMHS Government Project Officer:	None Assigned
Grant Start Date:	9/30/2009
Grant End Date:	9/29/2014
TRAC Inactive Date:	10/29/2014
	<i>NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.</i>
Technical Assistance(TA) Center Name:	N/A

2. Staff with access to TRAC

The people listed below currently have access to your grant's TRAC data. If you need to add or remove a TRAC user from your grant, please use the Manage Accounts screen.

My Profile Page

Home > My Account > My Profile Page

Print Previous Next

My Profile Page

1. My Grant's Information

Grant Program:	AHP Training Program (AHP)
Organization Name:	AHP Training
Grant Cohort:	AHP
Grant Title:	AHP Training
Grant ID:	AHP 1
CMHS Government Project Officer:	None Assigned
Grant Start Date:	9/30/2009
Grant End Date:	9/29/2014
TRAC Inactive Date:	10/29/2014
	<i>NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.</i>
Technical Assistance(TA) Center Name:	N/A

2. Staff with access to TRAC

The people listed below currently have access to your grant's TRAC data. If you need to add or remove a TRAC user from your grant, please use the Manage Accounts screen.

Grantee Project Director:	AHP PD, fakeemailahp@fakeemail.com
Grantee Alternative Project Director(s):	None Assigned
Other Grantee Staff with access to TRAC:	None Assigned

3. Data Reporting Requirements

The data that your grant is required to collect and report for TRAC is briefly described below, with links to important training materials.

Annual Goals and Budget Information

In collaboration and conjunction with CMHS, grantees' annual performance goals and budget information will be used in TRAC reports as well as for performance management and oversight. The Annual Goals Data Entry is where:

- Project Directors can enter and view their goals and budget information; this data may be updated annually
- GPOs can view and approve goals and budget information that Project Directors enter



Update My Info Screen

Home > My Account > Update My Information

Print Previous Next

- Home
- General Info & Training
- My Account
 - My Profile Page
 - Update My Grant
 - Update My Info**
 - Manage Accounts
- Contact Us
- Admin
- Data Entry
- Reports
- Data Download
- Change Password

Update My Info

First Name:	<input type="text" value="Amy"/>		
Last Name:	<input type="text" value="Dygan"/>		
Email Address:	<input type="text" value="3580_Amy_Dygan_OTH@fakemail.com"/>		
Confirm Email Address:	<input type="text" value="3580_Amy_Dygan_OTH@fakemail.com"/>		
Phone #1:	Area Code <input type="text" value="240"/>	Number <input type="text" value="3142583"/>	Ext <input type="text"/>
Phone #2:	Area Code <input type="text"/>	Number <input type="text"/>	Ext <input type="text"/>
Phone #3:	Area Code <input type="text"/>	Number <input type="text"/>	Ext <input type="text"/>
Subscribe to Listserv:	<input type="text" value="Yes"/>		

For Project Directors and Alternate Project Directors: Update My Grant Screen

Home > My Account > Update My Grant

Print Previous Next

Update My Grant

Grant Funding Type:

Grant Title:

Target Population:

Seeking IRB Approval?

Anticipated IRB Approval Date:(MM/DD/YYYY)

For Consumer Service Program Grants Only:

Is your Organization currently providing direct services under this CMHS funded grant?

Do you have a contract or other relationship with another organization to provide direct services?

If Yes, list the organization name(s)

Actions	Organization Name
Del	NA

Request no cost extension?

Extend TRAC access through:(MM/DD/YYYY)

For Project Directors and Alternate Project Directors: Manage Accounts Screen

Home > My Account Information > Manage Accounts Page

Print

Previous

Next

Home

General Info
& Training

My Account

My Profile Page

Update My Grant

Update My Info

Manage Accounts

Sign Up

Contact Us

Data Entry

Reports

Data Download

Change Password

Logout

Manage Accounts

My Grant's Information

Grant Program:	IPP Test (IPPT)		
Organization Name:	Westat Test		
Grant Cohort:	IPPTADB		
Grant Title:	IPP Test Grant 2		
Grant ID:	SM99999		
CMHS Government Project Officer:	TA GPO		
Grant Start Date:	8/1/2011	Grant End Date:	9/30/2011
TRAC Inactive Date:	10/30/2011		
Technical Assistant(TA) Center Name:	N/A		

Requests for New Accounts

Name	Email	User Roles	Action	Comments
------	-------	------------	--------	----------

Current Users

Name	Email	User Roles	Action	Comments
John Smith	John.Smith@fakemail.com	Grantee User ▼	<input type="checkbox"/> Inactivate	
Jack Smith	Jack.Smith@fakemail.com	Alt PD ▼	<input type="checkbox"/> Inactivate	

Inactive Users

Name	Email	User Roles	Action	Comments
------	-------	------------	--------	----------

Submit

Cancel



Disabling TRAC User Accounts

- Project Directors should disable a user's account if:
 - ✓ Staff members leave the project
 - ✓ Staff member was given access in error
 - ✓ Security breach is suspected
- TRAC Help Desk disables Project Director user accounts



TRAC Homepage

<https://www.cmhs-gpra.samhsa.gov>

Print

- Home
- General Info & Training
- Sign Up
- Contact Us
- Login

General Info & Training My Account Data Entry Reports

Improving Confidence

The mission of the Government Performance and Results Act (GPRA) of 1993 is to improve the confidence of the American people in the capability of the Federal Government by holding all Federal agencies accountable for achieving program results. Under GPRA law, the Substance Abuse and Mental Health Services Administration (SAMHSA) is required to set specific performance targets, to measure program performance on a regular basis against those targets, and to report annually to Congress on each of the SAMHSA Centers' results. In short, GPRA is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. In order to better meet these GPRA expectations, SAMHSA has established National Outcome Measures (NOMs) to promote the use of consistent measures across its programs. The NOMs are comprised of ten domains that embody meaningful, real life outcomes for people who are striving to attain and sustain recovery; build resilience; and work, learn, live, and participate fully in their communities.



Logging On

Home

General Info
& Training

Sign Up

Contact Us

Login

Home > Login

Print

Welcome to the CMHS-TRAC Web Site!

Current Announcements

By entering your username and password, you are confirming authorized access to this application.

Please enter your username and password below.

Username:

Password:

Login

[Forgot Your Password?](#)

Please Note: Recommended Internet browsers for TRAC are Internet Explorer version 7.0 or 8.0. Reports cannot be run with other browsers such as Firefox.



Data Entry

Print

General Info & Training My Account **Data Entry** Reports

Improving Confidence

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Data Entry

- Home
- General Info & Training
- My Account
- Contact Us
- Admin
- Data Entry**
- Annual Goals & Budget
- Services**
- IPP
- Reports
- Data Download
- Change Password
- Logout

Home > Data Entry

Print

Data Entry

Welcome to the TRAC Data Entry System. This system contains information on TRAC’s four data entry activities: 1) Annual Goals and Budget Information; 2) NOMs Client-Level Measures for Discretionary Programs Providing Direct Services; 3) Infrastructure Development, Prevention & Mental Health Promotion; and 4) Technical Assistance (TA) Annual Survey.

Annual Goals and Budget Information

Upon award of a grant, in collaboration and conjunction with CMHS, grantees’ annual performance goals and budget information will be used in TRAC reports as well as for performance management and oversight. The Annual Goals Data Entry is where:

- Project Directors can enter and view their goals and budget information (when required by CMHS)
- GPOs can view and approve goals and budget information that Project Directors set

NOMs Adult and Child Client-level Measures (Services)

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. The NOMs Client-level Measures tool Data Entry system is where Grantees can:

- Enter de-identified consumer level interview and administrative data (Baseline, Reassessment, and Clinical Discharge)
- View and edit existing interviews and administrative data

Infrastructure Development, Prevention & Mental Health Promotion (IPP)

CMHS has developed indicators to collect performance data about grantees’ Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities. The IPP Data Entry and Reporting system is where:



Find Grant & Program



2 record(s) found for the query criteria.

Home > Data Entry > Services

Print

Cancel

Save

Previous

Next

Home

General Info
& Training

My Profile Page

Contact Us

Admin

Data Entry

Annual Goals
& Budget

Services

IPP

Reports

Data Download

Change Password

Logout

Find Grant

Available Programs

A Report Training Example
EmmrAG_00031
EmmrCG_00032
HIV/AIDS_00029

Selected Programs

Sample Program Adult

GrantID:

Organization Name:

City:

State:

Find

	Program	GrantID	Organization Name	City/State/Zip
Select	AdultTrain	Grant C	Sample Org Adult	Rockville/Maryland/20850
Select	AdultTrain	Grant D	Sample Org Adult	Rockville/Maryland/20850



Find Consumer or Existing Record



Development

User: Corinna Bonk
Roles: Admin

1 record(s) found for the query criteria.

Home > Data Entry > Services > Interview Selection

Print

Cancel

Save

Previous

Next

Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult

Find Interview

Consumer ID:

Baseline Date:

Episode:

Find

Consumer Records

Add Baseline

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode
Show Interviews	ORG_DS	Test123	03/15/2013	03/19/2013	Current

- Home
- General Info & Training
- My Account
- Contact Us
- Admin
- Data Entry
- Annual Goals & Budget
- Services**
- IPP
- Reports
- Data Download
- Change Password



View/Edit/Delete an Existing Record



Home > Data Entry > Services > Interview Selection

Print

Cancel

Save

Previous

Next

Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult

Interviews for Test123

[Add Reassessment](#) [Add Clinical Discharge](#)

				Assessment	Interview Date	Updated Date	Conducted?
View	Edit	Del	Print	Baseline Assessment	3/15/2013	03/19/2013	Yes

Home

General Info
& Training

My Account

Contact Us

Admin

Data Entry

Annual Goals
& Budget

Services

IPP

Reports

Data Download

Change Password

Logout



Adding a Baseline



Development

- Home
- General Info & Training
- My Account
- Contact Us
- Admin
- Data Entry
- Annual Goals & Budget
- Services**
- IPP
- Reports
- Data Download
- Change Password

1 record(s) found for the query criteria.

Home > Data Entry > Services > Interview Selection

Print Cancel Save Previous Next

Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult

Find Interview

Consumer ID:

Baseline Date:

Episode:

Find

Consumer Records

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode
Show Interviews	ORG_DS	Test123	03/15/2013	03/19/2013	Current

Add Baseline



Adding Reassessments & Discharges



Development

User: Corinna Bonk
Roles: Admin

Home > Data Entry > Services > Interview Selection

Print Cancel Save Previous Next

Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult

Interviews for Test123

Add Reassessment Add Clinical Discharge

				Assessment	Interview Date	Updated Date	Conducted?
View	Edit	Del	Print	Baseline Assessment	3/15/2013	03/19/2013	Yes

- Home
- General Info & Training
- My Account
- Contact Us
- Admin
- Data Entry
 - Annual Goals & Budget
- Services**
- IPP
- Reports
- Data Download
- Change Password
- Logout



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Entering Interview Data



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Center for Mental Health Services

Development

User: Corinna Bonk
Roles: Admin

Home > Data Entry > Services > Record Mgmt

Print Cancel Save Previous Next

Consumer ID: Test123 | Grant #: SM12345 | Mode: Add | Assessment: Reassessment

RECORD MANAGEMENT

Consumer ID

Test123

Grant ID (Grant/Contract/Cooperative Agreement)

SM12345

Site ID

ORG_DS

1. Assessment

2. Was the interview conducted?

[IF YES] When?

mm/dd/yyyy

[IF NO] Why was the interview not conducted?

- Home
- General Info & Training
- My Account
- Contact Us
- Admin
- Data Entry
- Annual Goals & Budget
- Services
- Record Mgmt**
- IPP
- Reports
- Data Download
- Change Password
- Logout



TRAC

Transformation Accountability
Center for Mental Health Services

TRAC Features



TRAC

Transformation Accountability
Center for Mental Health Services

Development

User: Corinna Bonk
Roles: Admin

Home > Data Entry > Services > Record Mgmt

Print

Cancel

Save

Previous

Next

Consumer ID: Test123 | Grant #: SM12345 | Mode: Add | Assessment: Reassessment

RECORD MANAGEMENT

Consumer ID

Test123

Grant ID (Grant/Contract/Cooperative Agreement)

SM12345

Site ID

ORG_DS

1. Assessment

2. Was the interview conducted?

Yes

[IF YES] When?

3/15/2013

mm/dd/yyyy

[IF NO] Why was the interview not conducted?

Home

General Info
& Training

My Account

Contact Us

Admin

Data Entry

Annual Goals
& Budget

Services

Record Mgmt

IPP

Reports

Data Download

Change Password

Logout



TRAC Features



Home > Data Entry > Services > Stability In Housing

Print Cancel Save Previous Next

Consumer ID: RIRR_01 | Grant #: SM0001 | Mode: View | Assessment: Baseline

C. STABILITY IN HOUSING

	Number of Nights/Times
1. In the past 30 days how many...	
a. nights have you been homeless?	<input type="text" value="0"/>
<input type="text"/>	
b. nights have you spent in a hospital for mental health care?	<input type="text" value="0"/>
<input type="text"/>	
c. nights have you spent in a facility for detox/inpatient or residential substance abuse treatment?	<input type="text" value="0"/>
<input type="text"/>	
d. nights have you spent in correctional facility including jail or prison?	<input type="text" value="0"/>
<input type="text"/>	
Total items for a, b, c, and d	<input type="text" value="0"/>
e. times have you gone to an emergency room for a psychiatric or emotional problem?	<input type="text" value="0"/>
<input type="text"/>	
2. In the past 30 days, where have you been living most of the time?	
[DO NOT READ RESPONSE OPTIONS TO THE CONSUMER. SELECT ONLY ONE.]	
<input type="text" value="OWNED OR RENTED HOUSE, APARTMENT, TRAILER, ROOM"/>	
OTHER HOUSED (SPECIFY)	<input type="text"/>

- Home
- General Info & Training
- My Profile Page
- Contact Us
- Admin
- Data Entry
- Annual Goals & Budget
- Services
 - Record Mgmt
 - A. Demographic Data
 - B. Functioning
 - C. Stability In Housing**
 - D. Education/Emp
 - E. Criminal Justice
 - G. Social
- Summary
- IPP
- Reports



TRAC

Transformation Accountability
Center for Mental Health Services

TRAC Features



TRAC

Transformation Accountability
Center for Mental Health Services

Development

User: Corinna Bonk
Roles: Admin

Home > Data Entry > Services > Record Mgmt

Print

Cancel

Save

Previous

Next

Consumer ID: | Grant #: SM12345 | Mode: Add | Assessment: Baseline

RECORD MANAGEMENT

Consumer ID

Grant ID (Grant/Contract/Cooperative Agreement)

Site ID

1. Assessment

When did the consumer first receive services under the grant for this episode of care?

mm/yyyy

2. Was the interview conducted?

[IF YES] When?

mm/dd/yyyy

[IF NO] Why was the interview not conducted?

Home

General Info & Training

My Account

Contact Us

Admin

Data Entry

Annual Goals & Budget

Services

Record Mgmt

IPP

Reports

Data Download

Change Password

Logout



TRAC Features



Development

User: Corinna Bonk
Roles: Admin

The following error(s) occurred:
'Site ID' is required.
The Interview Date field is an invalid date format. It must be in the form MM/DD/YYYY or MM/DD/YY.

Home > Data Entry > Services > Record Mgmt

Print

Cancel

Save

Previous

Next

Consumer ID: | Grant #: SM12345 | Mode: Add | Assessment: Baseline

RECORD MANAGEMENT

Consumer ID	<input type="text" value="Test321"/>
Grant ID (Grant/Contract/Cooperative Agreement)	<input type="text" value="SM12345"/>
Site ID	<input type="text"/>
1. Assessment	<input type="text" value="Baseline Assessment"/>
When did the consumer first receive services under the grant for <u>this</u> episode of care?	<input type="text" value="03/2013"/> mm/yyyy
2. Was the interview conducted?	<input type="text" value="Yes"/>
[IF YES] When?	<input type="text" value="03/2013"/> mm/dd/yyyy
[IF NO] Why was the interview not conducted?	<input type="text"/>

- Home
- General Info & Training
- My Account
- Contact Us
- Admin
- Data Entry
- Annual Goals & Budget
- Services
- Record Mgmt**
- IPP
- Reports
- Data Download
- Change Password
- Logout



TRAC Features



Development

User: Corinna Bonk
Roles: Admin

Home > Data Entry > Services > Summary

Consumer ID: Test123 | Grant #: SM12345 | Mode: View | Assessment: Baseline

- Home
- General Info & Training
- My Account
- Contact Us
- Admin
- Data Entry
- Annual Goals & Budget
- Services
- Record Mgmt
- A. Demographic Data
- B. Functioning
- C. Stability In Housing
- D. Education/Emp
- E. Criminal Justice

RECORD MANAGEMENT

Consumer ID	<input type="text" value="Test123"/>
Grant ID (Grant/Contract/Cooperative Agreement)	<input type="text" value="SM12345"/>
Site ID	<input type="text" value="ORG_DS"/>
1. Assessment	<input type="text" value="Baseline Assessment"/>
When did the consumer first receive services under the grant for <u>this</u> episode of care?	<input type="text" value="3/2013"/> mm/yyyy
2. Was the interview conducted?	<input type="text" value="Yes"/>
[IF YES] When?	<input type="text" value="3/15/2013"/> mm/dd/yyyy
[IF NO] Why was the interview not conducted?	<input type="text"/>

A.DEMOGRAPHIC DATA

[SECTION A IS ONLY COLLECTED AT BASELINE.]

1. What is your gender?	<input type="text" value="MALE"/>	OTHER (SPECIFY) <input type="text"/>
2. Are you Hispanic or Latino?	<input type="text" value="NO"/>	

[IF YES] What ethnic group do you consider yourself? Please answer yes or no for each of the following. You



Important Points

Data

- ✓ Available 24 hours after entered for all reports
- ✓ Available immediately for data download

Reports

- ✓ Available to CMHS and Grantees

Data Download

- ✓ Available only to grantees



Access to Reports & Data

Determined by a user's span of authority

- Grantee Staff/PDs/Alternate PDs
 - ✓ Enter/view/edit/delete consumer records
 - ✓ Run reports
 - ✓ Download data*
- GPOs/Branch Chiefs/Division Directors
 - ✓ View records
 - ✓ Run reports

Note: Site ID is only available in the download for Project Directors and Alternate Project Directors



Data Download



TRAINING

User: Amy Dygan
Roles: Admin

Home > Data Download > Services

Print

Next

- Home
- General Info & Training
- My Profile Page
- Contact Us
- Admin
- Data Entry
- Reports
- Data Download**
- Services**
- IPP
- Change Password
- Logout

Services Data Download

Download Information

Available Programs

- A Report Training Example
- EmrkAG_00031
- EmrkCG_00032
- HIV/AIDS_00029



Selected Programs

- Sample Program Adult

Available Grants

- Grant D:Sample Grant D
- Grant C:Sample Grant C
- Grant D:Sample Grant D**



Data Download (continued)



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Center for Mental Health Services

TRAINING

User: Amy Dygan
Roles: Admin

Home > Data Download > Services > Services Selection

Print Previous Next

Services Data Download

Download Criteria

Please Note: When a specific Federal Fiscal Year, Quarter or Month is selected, only records for that period will be included in your download. If the episode of care for some consumers started before or extends beyond that period, you will not be able to analyze their full episode of care with this download. To analyze full episodes of care, please download All Years, All Quarters, and All Months.

GrantID:	Grant C	
Select a Data Collection Point:		<input type="text" value="All Sections"/>
FFY:		<input type="text" value="All Years"/>
FFQ:		<input type="text" value="All Quarters"/>
Month:		<input type="text" value="All Months"/>
Select Download Format:		<input type="text" value="Excel"/>

- Home
- General Info & Training
- My Profile Page
- Contact Us
- Admin
- Data Entry
- Reports
- Data Download
- Services
- IPP
- Change Password
- Logout



TRAC

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Center for Mental Health Services

Data Download (continued)



TRAC

Transformation Accountability
Center for Mental Health Services

TRAINING

User: Amy Dygan
Roles: Admin

Home > Data Download > Services > Services Selection

Print

Previous

Next

Home

General Info
& Training

My Profile Page

Contact Us

Admin

Data Entry

Reports

Data Download

Services

IPP

Change Password

Logout

Services Data Download

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You are about to download 5 records. Are you sure you want to continue?

Yes

No



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A1	GrantID															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	GrantID	Consumer	SiteID	InterviewTy	Consumer	Reassessr	Conducted	WhyNotCc	NextReass	InterviewDate	FirstReceiv	FFY	Quarter	Month	RecordSta	Gender
2	AD10001	0421CPCN	SITE02	1	1	600	1	-5	-5	1/23/2007	05/01/1869	2007	2	1	0	
3	AD10001	0421CPCN	SITE02	2	1	307	0	-5	-5	01/01/1869	05/01/1869	2007	2	1	0	
4	AD10001	2508CM	SITE01	1	1	600	1	-5	-5	6/6/2008	05/01/1869	2008	3	6	0	
5	AD10001	2508CM	SITE01	4	1	-1	1	-5	-5	8/4/2008	05/01/1869	2008	3	6	0	
6	AD10001	880CMPNI	SITE01	1	1	600	1	-5	-5	9/2/2008	05/01/1869	2008	4	9	0	
7	AD10001	8974SSH	SITE01	1	1	600	1	-5	-5	2/3/2007	05/01/1869	2007	2	2	0	
8	AD10001	8974SSH	SITE01	2	1	301	1	-5	-5	5/30/2007	05/01/1869	2007	2	2	0	
9	AD10001	8974SSH	SITE01	2	1	303	1	-5	-5	10/7/2007	05/01/1869	2007	2	2	0	
10	AD10001	8974SSH	SITE01	4	1	-1	1	-5	-5	11/12/2007	05/01/1869	2007	2	2	0	
11	AD10001	97CHU89	SITE01	1	1	600	1	-5	-5	11/10/2008	05/01/1869	2009	1	11	0	
12	AD10001	999HUD43	SITE02	1	1	600	1	-5	-5	7/8/2007	05/01/1869	2007	4	7	0	
13	AD10001	999HUD43	SITE02	4	1	-1	0	-5	-5	01/01/1869	05/01/1869	2007	4	7	0	
14	AD10001	A89SH8	SITE01	1	1	600	1	-5	-5	6/1/2008	05/01/1869	2008	3	6	0	
15	AD10001	A89SH8	SITE01	2	1	302	1	-5	-5	12/5/2008	05/01/1869	2008	3	6	0	
16	AD10001	abc12345E	SITE01	1	1	600	1	-5	-5	12/12/2008	05/01/1869	2009	1	12	0	
17	AD10001	BMUYS90	SITE01	1	1	600	1	-5	-5	6/4/2007	05/01/1869	2007	3	6	0	
18	AD10001	BMUYS90	SITE01	2	1	301	1	-5	-5	9/15/2007	05/01/1869	2007	3	6	0	
19	AD10001	BMUYS90	SITE01	2	1	302	1	-5	-5	12/12/2007	05/01/1869	2007	3	6	0	
20	AD10001	BMUYS90	SITE01	2	1	303	1	-5	-5	3/4/2008	05/01/1869	2007	3	6	0	
21	AD10001	BMUYS90	SITE01	4	1	-1	1	-5	-5	5/19/2008	05/01/1869	2007	3	6	0	
22	AD10001	DC69482C	SITE02	1	1	600	1	-5	-5	12/28/2007	05/01/1869	2008	1	12	0	
23	AD10001	DC69482C	SITE02	2	1	301	1	-5	-5	3/15/2008	05/01/1869	2008	1	12	0	
24	AD10001	DC69482C	SITE02	4	1	-1	0	-5	-5	01/01/1869	05/01/1869	2008	1	12	0	
25	AD10001	GC808CM	SITE01	1	1	600	1	-5	-5	6/12/2008	05/01/1869	2008	3	6	0	
26	AD10001	GC808CM	SITE01	2	1	301	1	-5	-5	9/27/2008	05/01/1869	2008	3	6	0	
27	AD10001	H6DTMH7	SITE02	1	1	600	1	-5	-5	2/7/2007	05/01/1869	2007	2	2	0	
28	AD10001	H6DTMH7	SITE02	2	1	301	1	-5	-5	6/2/2007	05/01/1869	2007	2	2	0	
29	AD10001	H6DTMH7	SITE02	2	1	302	1	-5	-5	8/10/2007	05/01/1869	2007	2	2	0	
30	AD10001	H6DTMH7	SITE02	4	1	-1	1	-5	-5	11/19/2007	05/01/1869	2007	2	2	0	



Logging Out

- Home
- General Info & Training
- My Profile Page
- Contact Us
- Admin
- Data Entry**
- Annual Goals & Budget
- Services
- IPP
- Reports
- Data Download
- Change Password
- Logout**

Home > Data Entry

Print

Data Entry

Welcome to the TRAC Data Entry System. This system contains information on TRAC's four data entry activities: 1) Annual Goals and Budget Information; 2) NOMs Client-Level Measures for Discretionary Programs Providing Direct Services; 3) Infrastructure Development, Prevention & Mental Health Promotion; and 4) Technical Assistance (TA) Annual Survey.

Annual Goals and Budget Information

Upon award of a grant, in collaboration and conjunction with CMHS, grantees' annual performance goals and budget information will be used in TRAC reports as well as for performance management and oversight. The Annual Goals Data Entry is where:

- Project Directors can enter and view their goals and budget information (when required by CMHS)
- GPOs can view and approve goals and budget information that Project Directors set

NOMs Adult and Child Client-level Measures (Services)

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. The NOMs Client-level Measures tool Data Entry system is where Grantees can:

- Enter de-identified consumer level interview and administrative data (Baseline, Reassessment, and Clinical Discharge)
- View and edit existing interviews and administrative data

Infrastructure Development, Prevention & Mental Health Promotion (IPP)

CMHS has developed indicators to collect performance data about grantees' Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities. The IPP Data Entry and Reporting system is where:



Section H: Program Specific Questions

- Entire section reserved for program-specific questions
 - ✓ If Section H is not required for your program, you will not see it in the system
 - ✓ If Section H is required for your program, you will see it in the system
- Appendix A of the Question-by-Question Instruction Guide lists all programs that require Section H



Transformation Accountability (TRAC) Resources

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



NOMs Client-level Services (Services Activities) module

Questions???