

**Transformation Accountability (TRAC)**  
Center for Mental Health Services

**TRAC PERFORMANCE REPORT (TPR)**  
**GUIDE**



September 2013

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## GENERAL OVERVIEW

The TRAC Performance Report (TPR) can be used to monitor grantee performance in reporting data and program goals in the following areas: Services, Infrastructure Development and Mental Health Prevention and Promotion (IPP), and Annual Goals & Budget (AGB), as applicable. This report, for the selected FFY, will show whether grant and program specific performance level goals have been met.

This information allows project directors, grantee staff, government project officers (GPOs), and CMHS staff to assess how CMHS grants are doing in meeting their TRAC data entry requirements and their program goals.

The TPR Guide provides you with the following information:

- key terms you need for this guide and the report,
- instructions for running the report and customizing it for your needs,
- a description of how to use the report, and
- an appendix of technical details.

## SECTION A: KEY TERMS

This section presents brief definitions of terms used in the TPR and in this guide.

**Program** refers to the CMHS-assigned name for a group of grants according to the Request for Application (RFA) as shown in the first column of this report.

**Cohort** refers to the number assigned to the group of grants in each program that were awarded at the same time. (For example, grants awarded in 2009 could be Cohort 1, while those awarded in 2010 could be Cohort 2).

**Grant ID** is the grant identification number assigned by CMHS.

**Grant Org Information** provides the grant name, state, grant start date, and grant end date.

**Data entered as of** is the cut-off date for this report. This report is updated once every 24 hours, and includes all data entered as of the time it was last updated.

**Federal Fiscal Year (FFY)** is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and commonly is referred to as “FFY.” For example, FFY 2013 began October 1, 2012, and ends September 30, 2013.

**Role** is the level of access assigned to you in the TRAC system; it governs what you can do and view. Some roles include project director, grantee staff, and GPO. The general rule of thumb is that you can run reports for the grant(s) and/or grant program(s) with which you are associated. For example, most grant project directors or grantee staff are associated with just one grant and would only see data for the one grant they are associated with.

## SECTION B: RUNNING THE REPORT

To run the **TPR**, there are three steps:

1. Navigate to the TPR
2. Select the criteria for the reports you wish to view (optional)
3. View the report

### Step 1: Navigate to the Report

Select “Reports” on the homepage from the left menu bar.

Select the link for WesDax TRAC Reports System in the middle of the screen. The WesDax TRAC Report System will open in a new browser tab.

The screenshot displays the TRAC web application interface. At the top left is the TRAC logo, a stylized bird in flight. To its right, the text reads "TRAC | Transformation Accountability Center for Mental Health Services". A green "STAGING" badge is positioned above the main content area. In the top right corner, the user information is shown: "User: Maureen Kelly" and "Roles: Admin". Below the header is a navigation menu on the left with items: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Reports (highlighted with a red box), Data Download, Change Password, and Logout. The main content area shows the breadcrumb "Home > Reports" and a "Print" button. The section title is "Reports", followed by a paragraph explaining that reports are in the WesDax TRAC Reports System and providing instructions on how to access it. A red box highlights the link "WesDax TRAC Reports System".

TRAC | Transformation Accountability  
Center for Mental Health Services

STAGING

User: Maureen Kelly  
Roles: Admin

Home > Reports

Print

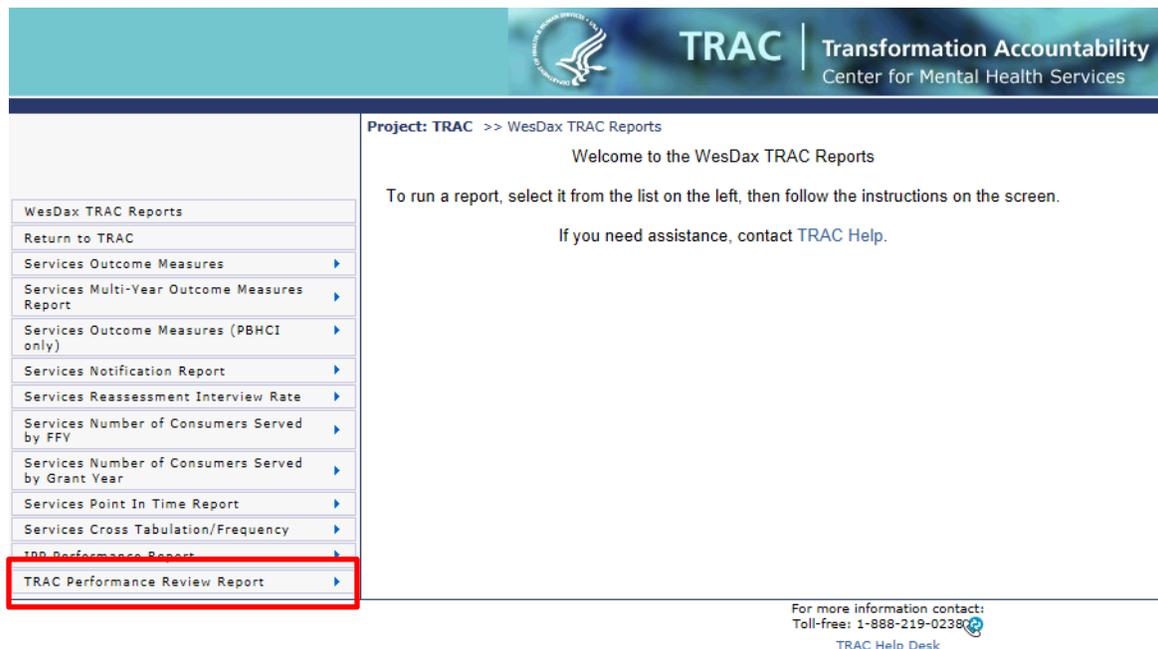
## Reports

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.

[WesDax TRAC Reports System](#)

The WesDax TRAC Reports system is shown below. Select “TRAC Performance Report (TPR)” on the left menu. A submenu will appear. Choose whether you want to run the program by Program List or Grant List from the pop up.

- The Program List will let you run the report by all Programs or specific Programs (based on your access).
- The Grant List allows you to run the report for all grants or specific grants (based on your access).



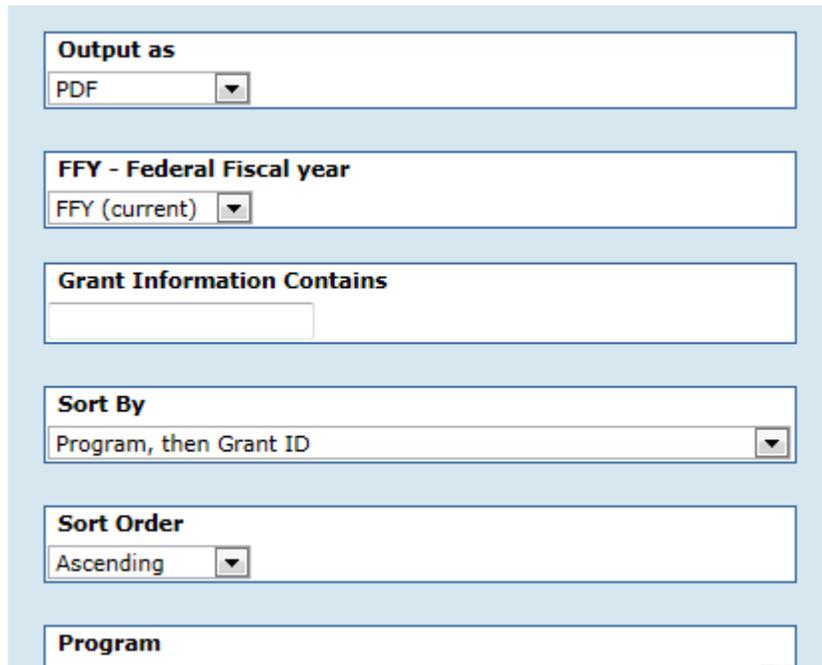
Once you have selected Program List or Grant List, the main report screen for the Performance report will appear.

**NOTE: To run a default report, click “View.”**

You can skip step 2 (Select Criteria) for your report. You only need to select criteria if you want to customize your report by sorting or filtering it.

## Step 2: Select Criteria (optional)

You can set criteria for the report. These criteria specify what data will be included in your report. To set criteria, use the pull-down menus and text boxes on the right hand side of the screen.



The screenshot shows a light blue background with several white-bordered boxes containing form elements. The first box is titled "Output as" and contains a dropdown menu with "PDF" selected. The second box is titled "FFY - Federal Fiscal year" and contains a dropdown menu with "FFY (current)" selected. The third box is titled "Grant Information Contains" and contains an empty text input field. The fourth box is titled "Sort By" and contains a dropdown menu with "Program, then Grant ID" selected. The fifth box is titled "Sort Order" and contains a dropdown menu with "Ascending" selected. The sixth box is titled "Program" and contains an empty text input field.

The following report criteria are available:

- A. Output as
- B. FFY – Federal Fiscal Year
- C. Grant Information Contains
- D. Sort By
- E. Sort Order
- F. Program or Grant

The criteria are described in more detail below.

### A. **Output as**

You can output your report in HTML, PDF, RTF or Excel. The default is PDF.

### B. **FFY- Federal Fiscal Year**

You can select the current FFY or the previous FFY. The default is the current FFY.

**C. Grant Information contains**

You can enter text to filter the report. The default is blank, meaning the report will not be filtered by this criterion.

**D. Sort By**

By default the report will sort by grant or program information. To change how the report is sorted, make a selection from the pull-down menu. The choices are:

- Program, then Grant ID
- Grant ID
- Grant Org Info
- GPO
- Grantee has set Services goals
- Grantee has served at least 70% of Services goal
- Grantee reassessment rate is at least the CMHS rate of prior FFY
- Grantee has set IPP goals
- Grantee has entered results for all required indicators
- Grantee has achieved at least 70% of IPP goals
- Grantee has entered budget information
- Program, then Number of No's, then Grant ID
- Number of No's, then Program, then Grant ID

**E. Sort Order**

You can choose ascending (low to high) or descending (high to low) order for your sort. The default is ascending.

**F. Program or Grant**

This section lists the grants or programs for which you can run the report. By default, all the grants or programs you have access to will be selected.

### **Step 3: View the Report**

Select “View” to generate the report. Your report will open in a separate window.

**TRAC Performance Report (TPR)**

**Report By:** Program  
**FFY:** 2013  
**Grant Information Contains:** N/A  
**Sort By:** Program, then Grant ID  
**Sort Order:** Ascending  
**Selected Program(s):** ProgA, ProgB  
**Grant(s):** All Available Grants  
**Data entered as of:** 9/16/2013 10:01 PM (EST)

**Notes:**

- <sup>1</sup> If the grant does not apply to this module, then an “N/A” will be displayed.
- <sup>2</sup> Only grants with a goal status of “Ready for Approval” or “Approved” will be applicable. Other goals statuses will show as “N/A” because a value cannot be calculated.
- <sup>3</sup> Grant has submitted Client-Level Consumer Services data to TRAC during any Grant Year (including interview-conducted or administrative-only data).
- <sup>4</sup> For current FFYs, goals are prorated when calculating the rate.
- <sup>5</sup> Reassessment Rate includes Reassessment Interviews completed both inside and outside the reassessment window.
- <sup>6</sup> A result of "No New Results" is counted as a result.
- <sup>7</sup> Only IPP results with the status of “Pending GPO Review”, “GPO Agrees” or “GPO Agrees after Edits” will be included.
- <sup>8</sup> An FFY Quarter will not be required if the deadline to enter results has not yet passed.
- <sup>9</sup> The average of all required IPP indicators for the selected FFY should be equal to or greater than 70% of goal. If a program is only required to report one indicator, then the percent of goals achieved for only that indicator will be used. If two of these indicators are reported, the average of the two indicators will be used. An ‘N/A’ will be displayed if none of these indicators is required.
- <sup>10</sup> Null values under the Budget Info entry fields are acceptable, as long as the sum of all annual budgets was at least 80% of the respective Total Annual Budget.
- <sup>11</sup> The rate shown in the header is the cumulative reassessment rate achieved for all CMHS discretionary grant programs in the prior fiscal year.

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TRAC Performance Report (TPR)

Program	Cohort	Grant ID	Grant Org Info	GPO	Grantee has set Services goals for FFY 2013 & all future years <sup>1,2</sup>	Grantee has served at least 70% of Services goal for FFY 2013 <sup>1,3,4</sup>	Grantee reassessment rate is at least 61.6% in 2013 <sup>1,5,11</sup>	Grantee has set IPP goals for FFY 2013 & all future years <sup>1,2</sup>	Grantee has entered results for all required indicators in each quarter for FFY 2013 (to Date) <sup>1,6,7,8</sup>	Grantee has achieved at least 70% of IPP goals for FFY 2013 <sup>1,4,7,9</sup>	Grantee has entered budget information for FFY 2013 and all future years <sup>2,10</sup>
ProgA	1	SM0001	Grantee A – MD (09/30/2013-09/29/2016)	John Smith	Yes	No (60.5%)	No (43.3%)	No	N/A	N/A	No
ProgA	2	SM0002	Grantee B – MA (09/30/2013-09/29/2016)	John Smith	Yes	Yes (73.6%)	No (33.3%)	Yes	Yes	No (45.6%)	Yes
ProgB	1	SM00003	Grantee C – AR (09/30/2013-09/29/2016)	Jane Smith	Yes	Yes (81.0%)	Yes (100.0%)	N/A	N/A	N/A	Yes
ProgB	2	SM00004	Grantee D – AK (09/30/2013-09/29/2016)	Jane Smith	Yes	Yes (76.6%)	Yes (62.8%)	Yes	Yes	Yes (77.3%)	Yes

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## SECTION C: USING THE REPORT

### What information is shown?

Reading the report from *left to right*, the report displays the following pieces of information for your grant or program.

1. Yes or No for whether or not the grant has set Services goals for the selected Federal Fiscal Year (FFY) and all future years,
2. Yes or No for whether or not the grant has served at least 70% of their Services goal for consumers served for the selected FFY and the percentage of the goal that was met,
3. Yes or No for whether or not the Services reassessment interview rate achieved for the selected FFY is at least the CMHS rate of the prior FFY and the percentage of the goal that was met,
4. Yes or no for whether or not the grant has set IPP goals for the selected FFY and all future years,
5. Yes or No for whether or not the grant has entered results for all required indicators in each quarter for the selected FFY,
6. Yes or No for whether or not the grant has achieved at least 70% of their IPP goals for the selected FFY and the percentage of the goal that was met, and
7. Yes or No for whether or not the grant has entered budget information for the selected FFY and all future years.

N/A will be displayed in the cell if the column doesn't apply to the program or grant and the cell will have gray shading.

## Take note

A few points to keep in mind while using the report:

- All cells with “Yes” will be shaded green and all cells with “No” will be shaded red.
- The actual rate for applicable columns is shown in parentheses. For example, for the column “Grantee has served at least 70% of Services goals for FFY 2013,” Yes (73.6%) will be displayed for a grant that has met the goal and has served 73.6% of their goal.
- The report is updated once every 24 hours, and includes all data entered as of the time it was last updated. Check the date and time on the cover page of the report output to see when it was last updated.

## THINGS TO REMEMBER / FREQUENTLY ASKED QUESTIONS

- If you do not change any criteria and simply view the report, the default report will show data for the current FFY.
- If your user account was just created, you may not have access to this report for up to 36 hours.

## ACCESSING HELP

For technical support or questions about TRAC, please contact the TRAC Help Desk, located at Westat.

**Telephone:** 1-888-219-0238

**Email:** [TRACHELP@westat.com](mailto:TRACHELP@westat.com)

**Hours:** M-F 8:30 AM – 7:00 PM (EST/EDT)

## APPENDIX A: TECHNICAL DETAILS

This appendix provides technical details about how the TRAC data was used to generate the TPR. In this section, you can find information about how each of the columns in the report is defined.

### Definitions

#### **Grantee has set Services goals for FFY 2013 & all future years**

Yes is displayed if the:

1. Grantee has set all Services goals (zero counts as setting a goal) for all FFY years from the selected FFY to the last FFY year in the grant period and
2. Grant's goal status is one of the following:
  - a. Ready For Approval
  - b. Approved

#### **Grantee has served at least 70% of Services goal for FFY 2013**

Yes is displayed if the number of consumers served for the selected FFY is greater than or equal to 70.0% of the set goal.

The grant's percent achievement toward the number of consumers served goal for the selected FFY will be displayed in parentheses; it is rounded to the nearest tenth of a percent.

N/A is displayed if the grantee did not enter goal data for the selected FFY.

Note: Goals are prorated if the user selects the current FFY. To calculate the prorated goal: divide the current FFY's goal by 365 (days) and then multiply the number of days that have passed since the report was generated.

#### **Grantee reassessment rate is at least 61.6% in 2013**

Yes is displayed if the reassessment interview rate for the selected FFY is greater than or equal to the *cumulative* reassessment rate for all CMHS programs combined for the prior FFY. This rate will be displayed in the column heading.

The grant's reassessment interview rate for the selected FFY, rounded to the nearest tenth of a percent, is displayed in parentheses.

N/A is shown if no reassessments were due for the selected FFY. Reassessments completed outside the reassessment window are *counted as received* in the calculation of the reassessment rate.

Note: Average RIRR of the prior FFY will not include the following programs: IPPT, ErmrkAG, ErmrkCG or ErmrkIIP. The percent shown in the column heading will change according to the FFY selected.

### **Grantee has set IPP goals for FFY 2013 & all future years**

Yes is displayed if the:

1. Grantee has set *all required* IPP goals (zero counts as setting a goal) for all FFY years from the selected FFY to the last FFY year in the grant period and
2. Grant's goal status is one of the following:
  - a. Ready For Approval
  - b. Approved

### **Grantee has entered results for all required indicators in each quarter for FFY 2013 (to Date)**

Yes is displayed if at least one IPP result was entered for *every required IPP indicator* under the FFY Quarter. FFY Quarters that have not ended at the time the report was run will not be included as required.

- a. Example: If the report was generated on 4/15/2014 (during FFY 2014 Quarter 3), then only FFY 2014 Quarter 1 and 2 will be required because Quarter 3 has not yet ended.
- b. If none of the FFY quarters in the selected FFY apply, which would be the case during Quarter 1 of the current FFY, then "N/A" will be displayed.

### **Grantee has achieved at least 70% of IPP goals for FFY 2013**

Yes is displayed if the grantee achieved an average rate of 70% or better of the set goal for all required IPP indicators (for the selected FFY).

For an IPP result to be included, its result status must be set to one of the following:

- a. Pending GPO Review
- b. GPO Agrees

- c. GPO Agrees after Edits
- d. Pending GPO/ADMIN Review
- e. Pending Admin Review
- f. Admin Agrees after Edits

The grant's percent achievement toward the IPP goals for the selected FFY will be displayed in parentheses; it is rounded to the nearest tenth of a percent.

N/A is displayed if the grantee did not enter goal data for the selected FFY.

Note: Goals are prorated if the user selected the current FFY. To calculate the prorated goal: divide the current FFY's goal by 365 (days) and then multiply the number of days that have passed since the report was generated.

For the PPS program, only FFY Quarters 3 and 4 will be counted and included in this sum. Quarters 1 and 2 will be ignored, even if there are results reported.

**Grantee has entered budget information for FFY 2013 and all future years**

Yes is displayed if the:

1. Grantee has accounted for at least 80% of its annual budget for all FFY years from the selected FFY to the last FFY year in the grant period and
2. Grant's goal status is one of the following:
  - a. Ready For Approval
  - b. Approved