Transformation Accountability (TRAC)
Center for Mental Health Services

NOMS Client-level Measures for Discretionary Programs Providing Direct Services

NOTIFICATION REPORT GUIDE

CMHS

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GENERAL OVERVIEW

The NOMs Client-level Measures (Services Activities) module Notification Report is a tool for grantees to use for tracking the assessments that are required for consumers after baseline.

There is one primary use for the Notification Report:

- Tracking **Reassessment Interviews**, which are due for most consumers every 6 months (calculated as 180 days).

There are two secondary uses for the Notification Report:

- Tracking **Administrative Reassessments** that are due for consumers who have refused to be interviewed (due every 6 months, calculated as 180 days).

- Tracking **Administrative Discharges** that are pending for consumers who have refused all data collection for TRAC (required when these consumers are discharged).

This guide will provide you with the following information:

- key terms that you need when accessing the Notification Report,
- instructions for running the report and customizing it for your needs, and
- a description of how to use the report, including how to sort and search it.

SECTION A: KEY TERMS

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

Program refers to the CMHS grant program that the grant(s) in this report are a part of.

Grant ID is the grant identification number assigned by CMHS.

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.

Reassessment Interviews Due is the title for the first table in the report, which lists the reassessment interviews that are due as of the date and time listed at the top of the report. It is expected that you will do reassessment interviews with most consumers every 6 months (180 days), as described in the NOMs Client-level Measures (Services Activities) Question-by-Question Instruction Guide.

Administrative Reassessments Due is the title for the second table in the report, which lists the administrative reassessments that are due for those consumers who have refused interviews. You should submit administrative reassessments every 6 months (180 days) until the consumer is discharged, as described in the Services Activities Question-by-Question Instruction Guide.

Administrative Discharges pending ("Consumer Refused All Interviews" or "No Data") is the title for the third table in the report, which lists the administrative discharges that are pending for those consumers who have refused all data for TRAC, as described in the Services Activities Question-by-Question Instruction Guide. As described in the guide, you should submit administrative discharges for these consumers when they are discharged.
Consumer ID is a unique consumer identifier that is determined by the grantee. Consumer IDs listed in each section of the report have a reassessment interview, an administrative reassessment, or a discharge due.

Baseline Interview Date is the date on which the NOMs Client-level Measures (Services tool) Baseline Interview was conducted or is the First Received Services Date for administrative Baseline records.

Reassessment identifies the type of reassessment interview that is due.

Earliest Date of Eligibility is 30 calendar days prior to the reassessment due date. This is the earliest date on which you can conduct a reassessment and have it be counted toward your reassessment interview rate.

Due Date is the date on which the Reassessment Interview is due.

Latest Date of Eligibility for Reassessment is 30 calendar days after the Reassessment Interview due date. This is the latest date on which you can conduct a reassessment and have it be counted toward your reassessment interview rate.

Last record submitted applies to pending administrative discharges only. It shows the last interview type that was conducted for a given consumer.

Last attempted interview date applies to pending administrative discharges only. It is the date you last attempted to interview the consumer. This should also be the date that the consumer refused all future interviews.

Grant Inactivate Date is the date that the grant at the top of the report ends.

Role is your role in the TRAC system governs. Your role governs what you can view in the system. Some roles include project director, grantee staff, and government project officer (GPO). The general rule of thumb is that you can run reports for the grant(s) and/or grant program(s) you are associated with. 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 Notification Report in the TRAC system, there are three steps:

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

NOTE: To run a default report, just click "View."

You can skip step 2, selecting the criteria for your report. You only need to select criteria if you want to customize your report by sorting or filtering it.

Step 1: Navigate to the Report

Select "Reports" on the homepage from the left menu bar

Select "Services." The "Services Report Menu" screen will appear.

Select the "Notification Report" link. **Please note:** The WesDax TRAC Reports system will open in another browser tab.

Step 2: Select the Criteria (optional)

You can set several criteria for the Notification 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 following report criteria are available and are described in more detail below.

A. Consumer ID contains
B. Baseline Interview Date
C. Earliest Date of Eligibility for Reassessment
D. Due Date
E. Latest Date of Eligibility for Reassessment
F. Last Attempted Interview Date
G. Sort by
H. Sort Order
I. Show glossary
J. Program or Grant

For all the filters that require you to enter something in a box (for example, consumer ID, baseline interview date, etc.), leaving the box blank will include all consumers. Blank is the default for all of these items.

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

B. **Consumer ID contains**
Use this option if you are searching for an individual consumer, or group of consumers. You can enter all or part of a consumer ID. The default is blank, which will include all consumers.

C. **Baseline Interview Date**
Use this date to search for notifications that pertain to consumers with a baseline interview date before or after a date that you enter. The default is blank, which will include all consumers.

D. **Earliest Date of Eligibility for Reassessment**
Use this date to search for notifications for reassessment windows that open before or after a date that you enter. The default is blank, which will include all consumers.

E. **Due Date**
Use this date to search for notifications for reassessments that are due before or after a date that you enter. The default is blank, which will include all consumers.

F. **Latest Date of Eligibility for Reassessment**

Use this date to search for notifications for reassessment windows that close before or after a date that you enter. The default is blank, which will include all consumers.

G. **Last Attempted Interview Date**

Use this date to search for notifications for administrative reassessments for consumers who were last interviewed before or after a particular date. The default is blank, which will include all consumers.

H. **Sort by**

By default, the report is sorted as follows:

- The reassessment interviews due table is sorted by reassessment due date
- The administrative reassessments due table is sorted by reassessment due date
- The administrative discharges pending table is sorted by the last interview date

To change how the tables are sorted, make a selection from the pull-down menu.

I. **Sort Order**

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

J. **Show glossary**

If you want to review a glossary of terms for the report, select yes. The glossary items also appear in the "key terms" section of this guide. The default is to *not* show the glossary.

K. **Program or Grant**

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

Step 3: View the Report

Click "View" to generate the report. Your report will open in a separate window. You will see three tables for each grant in your report, as shown below.

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TRAC Services Notification Report

Grant Status: All grants
Grant Information Contains: N/A
Consumer ID
Baseline Interview Date: Greater than 9/30/2008
Earliest Date of Eligibility for Reassessment: N/A
Due Date: N/A
Latest Date of Eligibility for Reassessment: N/A
Last Attempted Interview Date: N/A
Sort By: Default
Sort Order: Ascending
Show Glossary: No
Selected Program(s): Sample Program
Grant(s): SM99999
Data entered as of: 5/16/2011 10:01 PM (EST)

Notes:

1. Due to the window of eligibility, it is possible to have a reassessment received before it is due.
2. A percentage that is bolded and in red indicates the rate is below 80.0%.

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TRAC Services Notification Report

Reassessment Interviews Due
Interview these consumers every 6 months (180 days) until discharged.
(Note: Administrative Reassessments will not remove the consumer from the Reassessment Interviews Due section.)

Consumer ID	Baseline Interview Date	Reassessment	Earliest Date of Eligibility	Due Date	Latest Date of Eligibility
123	1/1/2009	18th-month	5/26/2010	6/25/2010	7/25/2010
456	1/14/2010	6th-month	6/13/2010	7/13/2010	8/12/2010
222	1/15/2010	6th-month	6/14/2010	7/14/2010	8/13/2010

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TRAC Services Notification Report

Administrative Reassessments Due

Submit administrative reassessments for these consumers every 6 months (180 days) until discharged.

Consumer ID	Baseline Interview Date	Reassessment	Earliest Date of Eligibility	Due Date	Latest Date of Eligibility
B33	5/3/2009	6th-month	9/30/2009	10/30/2009	11/29/2009
9543	1/14/2010	12th-month	12/10/2010	1/9/2011	2/8/2011

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TRAC Services Notification Report

Administrative Discharges Pending ("Consumer Refused All Interviews" or "No Data")

Submit administrative discharges for these consumers when appropriate.

Consumer ID	Baseline Interview Date	Last Record Submitted	Last Attempted Interview Date	Grant Inactivate Date
A32	8/25/2009	Baseline	8/25/2009	9/30/2012
957	4/6/2009	6th-month	10/7/2009	9/30/2012
631	3/14/2011	Baseline	3/14/2011	9/30/2012

Note: This 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 at the top of this report to see when it was last updated.

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SECTION C: USING THE REPORT

What information does the Notification Report show?

The report consists of three tables for each grant: Reassessment Interviews Due, Administrative Interviews Due, and Discharge Interviews Pending.

The heading of each table shows the Program and Grant ID for which it includes data. It also includes a date and time.

This report includes all data entered as of the date and time at the top. The report is updated once every 24 hours – check the date at the top to see when it was last updated.

The following section describes each table in the report, one at a time:

Reassessment Interviews Due table

Purpose: This table shows the reassessment interviews that are due for your grant.

Use: Use this table to track what reassessment interviews you need to do soon.

Reading the table from left to right, it shows:

- Consumer ID: The individual consumers who are due for a reassessment.
- Baseline Interview Date: The date a consumer's baseline interview was conducted. First Received Services Date is used for administrative Baseline records.
- Reassessment: The specific reassessment that is due (6^{th} month, 18^{th}-month, etc.)
- Earliest Date of Eligibility: The date you can begin attempting to collect the reassessment and receive credit toward your reassessment rate if it's a conducted interview. (Administrative interviews do not count.)
- Due Date: The date that is six months (180 days) after the baseline interview date
- Latest Date of Eligibility: The date by which you need to have completed the reassessment interview in order to receive credit toward your reassessment rate (as long as it is a conducted interview. Administrative interviews do not count).

Reading the report from *top to bottom*, the report shows the six pieces of information described above (shown in the first row) for each of the consumers in your selected grant(s) or program(s) who is due for a reassessment.

Consumers appear on the report when their earliest date of eligibility begins, and are no longer shown after either a) a reassessment interview or discharge is entered or b) the latest date of eligibility has passed.

Administrative Reassessments Due table

Purpose: This table shows the *administrative* reassessments that are due for your grant. For records prior to 4/1/2013, these reassessments are due for consumers who refused to do an interview previously, and for who you indicated you would enter administrative data in the future (Record management question 2b). This table is not applicable for episodes of care that began on or after 4/1/2013.

Use: Use this table to track what *administrative* reassessments you need to do soon.

Reading the table from left to right, it shows:

- Consumer ID: The individual consumers who are due for an *administrative* reassessment.
- Baseline Interview Date: The date a consumer's baseline interview was conducted. First Received Services Date is used for administrative Baseline records.
- Reassessment: The specific reassessment that is due (6th month, 18th-month, etc.)
- Earliest Date of Eligibility: The earliest date you can enter the reassessment.
- Due Date: The date that is six months (180 days) after the baseline interview date (or last reassessment date)
- Latest Date of Eligibility: The date by which you should try to have completed the administrative reassessment.

Reading the report from *top to bottom*, the report shows the six pieces of information described above (shown in the first row) for each of the consumers in your selected grant(s) or program(s) who is due for an administrative reassessment.

Consumers appear on the report when their earliest date of eligibility begins, and are no longer shown after either a) an administrative reassessment interview or discharge is entered or b) the latest date of eligibility has passed.

Administrative Discharges Pending table

Purpose: This table shows the *administrative* discharges that are pending for consumers who refused to do an interview previously. For records prior to 4/1/2013, the consumer refused an interview and you indicated you would enter "no data" in the future (Record management question 2b). For records after 4/1/2013, "Refused all interviews" was indicated on record management. You should continue attempting to do discharge interviews for all other consumers.

Use: Use this table to track what *administrative* discharges you need to do when appropriate.

Reading the table from left to right, it shows:

- Consumer ID: The individual consumers who are due for an *administrative* reassessment.
- Baseline Interview Date: The date a consumer's baseline interview was conducted. First Received Services Date is used for administrative Baseline records.
- Last Record Submitted: The last interview conducted for each consumer
- Last Attempted Interview Date: The last time you attempted to interview the consumer. This is also the date that the consumer refused all future data collection.
- Grant Inactivate Date: The date that your grant ends. If appropriate, all pending administrative discharges should be entered by this date.

Reading the report from *top to bottom*, the report shows the five pieces of information described above (shown in the first row) for each of the consumers in your selected grant(s) or program(s) for whom an administrative discharge is pending.

Consumers appear on the report as soon as you enter an interview that indicates you will not submit data for them in the future (Record management question 2b). A consumer will stay on the report until an administrative discharge is entered for them.

THINGS TO REMEMBER / FREQUENTLY ASKED QUESTIONS

- This report only shows the reassessments that are currently due. It does not show the consumers that are past due for a reassessment, nor will it provide you information on the dates for future reassessment due dates.

- Reassessment due dates are always based on the original *baseline date* for each consumer. This exact date is the *'due date'*. The reassessment window consists of 30 calendar days before and after this due date.

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