

## TRAC Administration Review Protocol and General Schedule

As part of the data quality control process, the TRAC administration Team (TRAC Admin) will review IPP results every quarter. The review will focus on the following issues:

1. outliers or results that are well outside of the expected range of values;
2. result descriptions that do not provide enough information to determine relevancy to the required indicator;
3. result descriptions that do not seem to match the number reported;
4. not using the No New Result link to indicate that there are no new results to be reported for the quarter; and
5. result descriptions that seem to indicate that the results were entered for the wrong indicator.

The reviews are conducted by the TRAC Grant Liaisons and they begin reviewing by reviewing results with a status of *GPO Agrees*, then move on to results with a status of *Pending GPO review*. The table below provides the Administrative Review schedule.

### **TRAC Data Review Schedule**

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#### **FFY 2013 Quarter 4: TRAC Admin Review Period November 1 – December 31**

- TRAC admin data review of Q4 will begin November 1. Bi-weekly extracts of any new or changed data will be provided to the liaisons.

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#### **FFY 2014 Quarter 1: TRAC Admin Review Period February 1 – March 31**

- TRAC admin data review will begin February 1. Bi-weekly extracts of any new or changed data will be provided to the liaisons.

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#### **FFY 2014 Quarter 2: TRAC Admin Review Period May 1 – June 30**

- TRAC admin data review will begin May 1. Bi-weekly extracts of any new or changed data will be provided to the liaisons.

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#### **FFY 2014 Quarter 3: TRAC Admin Review Period August 1- September 30**

- TRAC admin data review will begin August 1. Bi-weekly extracts of any new or changed data will be provided to the liaisons.

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#### **FFY 2014 Quarter 4: TRAC Admin Review Period November 1 – December 31**

- TRAC admin data review will begin November 1. Bi-weekly extracts of any new or changed data will be provided to the liaisons.

### **Admin Disagreements**

When the TRAC Administrator disagrees with a result and requests changes, the result will have the status of *Pending Grantee's Revision for Admin* on the Results List.

## Results List

Indicator		Grant ID	Organization Name	Result Name	FFY Quarter	Status
WD2	Print	Sample State	Sample State Suicide	Example	2014 Q1 (10/1/2013 - 12/31/2013)	Pending Grantee's Revision for Admin

The disagreement comments will also indicate that the comments were made by the TRAC Admin, as shown in the example screen shot below.

### Disagree: GPO/Admin Explanation

Reason for Disagreement:

- Coding error
- More information is needed; not enough detail
- Result doesn't qualify

Recommended Action:

- Grantee should revise and resubmit
- Grantee should contact project officer
- No action required by grantee - disagreement

Explanation:

TRAC ADMIN: Please edit

When the TRAC Admin has decided upon a final disagreement for a result, the result status will be ***Admin Disagrees*** (see screen shot below). GPOs or grantees who have questions about the reasons for TRAC Admin disagreements should contact their TRAC liaison.

## Results List

Indicator				Grant ID	Organization Name	Result Name	FFY Quarter	Status
PC2	Edit	Del	Print	Sample State	Sample State Suicide	Example Disagree	2014 Q1 (10/1/2013 - 12/31/2013)	Admin Disagrees