

## TRAC Overview

CMHS has invested major efforts into the identification of a set of performance measures for the Center to comply with the requirements and legislative intent of the Government Performance and Results Act (GPRA) of 1993. This effort is referred to as Transformation Accountability (TRAC). Performance measures provide a set of basic indicators to assess how well the Center, the programs, and the grantees are performing. TRAC is currently divided into four “modules” that encompass the following: 1) Annual Goals and Budget Information (AG&B); 2) Infrastructure Development, Prevention and Mental Health Promotion (IPP); 3) NOMs Client-level Measures for Programs Providing Direct Treatment Services (Services Activities); and 4) Technical Assistance: Annual Survey. A description of each of these modules is below.

## How to Navigate the TRAC Website

- General information about TRAC and TRAC data collection activities are described below.
- Select the appropriate module from the left menu bar at the top of the screen to navigate to any of the following: data collection tools, codebooks, training schedules, training guides and presentations, and e-Trainings. You do not need a password to access this part of the website.
- If you would like to view and **access the data collection tools (or measures)** and supporting documentation **that is appropriate for your grant only, please login to TRAC.** (Please contact the Help Desk for assistance as needed.)
- To enter data and/or view reports in the TRAC system, please select the Login button at the top left side of this screen. You will need a password to access this part of the website.

## General Information about the TRAC Website

- Recommended Internet browsers for TRAC are Internet Explorer version 8.0 or 9.0. Reports cannot be run with other browsers such as Firefox.
- PDF documents need to be viewed with the Adobe Acrobat Reader. Select [here](#) to download it free from Adobe Systems.

## Overview of TRAC Modules

### Annual Goals and Budget Information

After a grant is awarded, a Project Director (PD) will be responsible for entering annual performance goals and budget data into the TRAC system.

CMHS has asked that goals and budget information are set by grantees in collaboration with that grant's Government Project Officer (GPO). The GPO reviews the goals and approves them based on consistency with SAMHSA's goals for each program, the original grant application or contract work plan, and any other GPO guidance the grantee is provided about the project (including approved modifications). After the goals are approved, they will appear in various TRAC reports, like the Number of Consumers Served Report, and will also be used by the GPO and CMHS for performance management and oversight.

Annually from October to December the PD will be asked to review and update a grant's goals. The PD will only have to fill out the goals that pertain to his/her specific grant activities.

### **Infrastructure Development, Prevention and Mental Health Promotion (IPP)**

CMHS has developed indicators to collect performance data about grantees' Infrastructure Development, Prevention and Mental Health Promotion (IPP) activities. Data collection requirements are program-specific based on the Request for Application and the activities conducted within each program. The categories of indicators are as follows:

- Policy Development
- Workforce Development
- Financing
- Organizational Change
- Partnership/Collaborations
- Accountability
- Types/Targets of Practices
- Awareness
- Training
- Knowledge/Attitudes/Beliefs
- Screening

Grantees conducting IPP activities are required to collect and submit data to the TRAC system **on a quarterly basis.**

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

CMHS has developed a common set of client level outcome measures to be used by all grantees that deliver direct services to consumers. Recognizing differences between children and adults, a separate set of consumer measures was developed for each population. Data is collected via the Services tool.

All programs (and grantees) are required to collect all of the data elements on the respective Services tool. The Client-level Measures tool is comprised of the following sections:

- Demographic Data
- Functioning
- Military Family and Deployment
- Violence and Trauma (Programs serving adults only)
- Stability in Housing
- Employment and Education
- Crime and Criminal Justice Status
- Perception of Care
- Social Connectedness
- Reassessment Status
- Clinical Discharge Status
- Services Received
- Program Specific Questions (optional)

## **Technical Assistance: Annual Survey**

CMHS has developed an Annual Survey of Grantee's Satisfaction with CMHS Technical Assistance. The purpose of the survey is to collect information regarding the technical assistance provided to grantees by CMHS-funded Technical Assistance Centers for the previous Federal Fiscal Year. Data collection of this information is conducted annually each September using a web-based survey.