

## **TRAC IPP Indicators Guidance NCTSI**

### **General Guidance for Intervention/Prevention/Promotion Indicators Data Entry**

You must report results only for the eight indicators identified for NCTSI grantees. You should report only IPP activities that conform to the approved goals of your project as stated in your grant application and that were conducted as a result of the CMHS grant. Within the TRAC System, you will report the results of each activity separately for each indicator. Results should only be reported when complete and reported in the FFY quarter in which that particular activity was completed.

Any activity that is reported for a NCTSI IPP indicator that is a result of the CMHS grant, should only be reported once, in the FFY quarter that the activity was completed. Discussion and planning of an activity to be implemented do not count as completion of the activity; activities should be reported only once completed. Ongoing activities that occur in more than one quarter should only be reported once they are completed unless they produce different results in each quarter. For example, if you were training police officers on mental health crisis intervention techniques, under indicator WD2 you might report that you trained 20 officers in the first quarter of FFY 2010 in a the Result Record in the TRAC System for that quarter, and an additional 12 officers in the second quarter of FFY 2010 in a Result Record in the TRAC System for that quarter; in this case, you should use the same result name for reporting results of this activity in each quarter. However, if the same group of people must attend multiple trainings to complete one training program and the training occurs in different quarters, count these people only once in the quarter in which the training is completed. In addition, count the number of service recipients receiving ongoing direct services as a result of the grant only in the first quarter they received the services.

The following summary provides guidance on entering data for each of the required TRAC IPP Indicators. Definitions and specific examples have been provided for each indicator.

#### **1- WD2. The number of people in the mental health and related workforce trained in specific mental health-related practices/activities as a result of the grant.**

**Question:** WD2 or TR1 – Which indicator should be used to report the number of people who have received training?

**Answer:** If those who were trained are mental health professionals or are part of mental health-related workforce, then they will be included under the WD2 indicator. The related workforce is composed of people who provide ancillary support services to people who have mental health needs or are at risk for developing mental health needs. For example, employment service providers, primary care providers, school personnel, child welfare staff, peer support program staff, supported housing staff, criminal or juvenile justice personnel, and others who do not provide mental health services but do provide other services to persons with mental health needs are all members of the related workforce. Additionally, state, county, city, tribal, and organizational leaders and administrators of mental health care and related services may be considered members of the mental health care and related workforce.

**Question:** Train the Trainer Scenario – If a trainer funded by the grant trains 20 people who are counted under the WD2 indicator, how many people should be reported as having received training?

**Answer:** Everyone who received the training (21 people) will be counted under the WD2 indicator.

## **2- F2. The number of financing policy changes completed as a result of the grant.**

**Specific guidance:** A financing policy change can be entered only if it results in a written policy change (e.g., Medicare issues a revised notice to its funding policies indicating trauma-focused treatment will be reimbursed or the number of sessions of reimbursed trauma-focused treatment will be increased). The policy change should be only entered in the quarter in which the written documentation is issued.

**Question:** Non applicable indicator – How to proceed if an indicator does not apply to a grantee?

**Answer:** When you don't have any results to report for an IPP indicator during a quarter, you should enter this as a "No New Result" entry in the TRAC System. In terms of Annual Goals for a non applicable indicator, you should enter "0" for this indicator, when setting and entering your annual goals. You may encounter more than one indicator that does not apply to the program. For example, the F2 indicator may only be applicable to a small number of NCTSI grantees. It should be noted that financing policy change is defined as a written document directing one or more of the following: substantial increases or decreases in appropriations for specific types of services or activities; changes in billing codes or reimbursement procedures to allow, eliminate or simplify billing for specific types of services or activities; innovative pooling or braiding of funding; or other changes regarding financing of specific types of services or activities or that increase efficiency.

## **3- PC2. The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.**

**Specific guidance:** Enter each quarter only the number of organizations that engage in resource sharing with other organizations as a result of the grant that quarter, not continuing resource sharing organizations that you previously entered. If you do not recruit new resource sharers in a quarter, enter a "No New Result" entry in the TRAC System for this indicator for the quarter.

**Question:** If something is shared through our local child trauma coalition that has 10 member organizations, which number is reported under PC2? Would it be 11 organizations sharing resources, as opposed to just one coalition?

**Answer:** Yes, 11 would be the number reported under the PC2 indicator.

**4- A4. The number and percentage of work group/advisory group/council members who are consumers/family members.**

**Specific guidance: Unlike other TRAC indicators that require that you enter only changes that occur in a quarter, if the advisory group is sustained, report the numbers each quarter in which the advisory group is in existence.**

**5- T1. The number of programs/organizations/communities that implemented specific mental-health related practices/activities that are consistent with the goals of the grant.**

**Specific guidance: Enter each quarter only the number of partnership that you establish that quarter not continuing partnerships that you previously entered. If you do not recruit new partners in a quarter, enter a “No New Result” entry in the TRAC system for the quarter.**

**6- T3. The number of people receiving evidence-based mental health-related services as a result of the grant.**

**Specific guidance: Report people receiving services in the quarter in which they rather than their receipt of services.**

The data you enter into the TRAC system will provide us with a total unduplicated number of children and families served by your grant each year. For this indicator, you should include all individuals who received services, which includes children served as well as other family members served if they are also the focus of the intervention (e.g., a child participating TF-CBT or PCIT and parents/caregivers/siblings who are participating in such sessions).

T3 is intended to be an inclusive indicator capturing both those served who will have NOMS data (CATEGORY III CENTERS ONLY) entered as well as those served who may not be entered into NOMS. In rare cases this may mean that your NOMS/Services number and T3 are the same, but more often T3 will be a larger reported number due to the broader inclusion of those who may be receiving evidence based mental health related services but are not the primary client-child.

**Question:** Is there an indicator in which Category III grantees can report total number of clients receiving enhanced trauma-informed treatment if they are not fully SAMHSA paid?

**Answer:** Yes, T3 would be the indicator in which to report these clients. Please be aware that children/adolescents who receive services from an NCTSN grantee, even if the cost of the treatment is not paid for fully by SAMHSA grant funds can also be entered into the NOMS system.

**Question:** If a grantee will not be funding direct treatment with the grant funds; however they anticipate providing training on Evidence Based Practices (EBP's) to other mental health professionals at other agencies who will provide services can we count those?

**Answer:** Yes, you can count those services with indicator T3. It is beneficial to have grantees obtain an agreement from internal and external parties that receive such training that they would report back on the numbers served as a result of the training from this grant program ahead of time.

Only one (1) NCTSN grantee should be the designated site to enter such data in order to avoid duplication. If a program cannot obtain such information from sites they serve and the program does not provide any direct services themselves, then the grantee would report the Annual Goal for T3 as "0" (zero) and enter a "No New Result" entry in the TRAC System each quarter for this indicator.

**Question:** CANS is used to assess youth who are already receiving EBP's. Should the grantee report the number of youth who were already receiving EBP's but are now receiving CANS assessments?

**Answer:** From the TRAC perspective, "services" only include interventions, and therefore CANS should be included under S1, as it is considered an assessment.

#### **7- TR1. The number of individuals who have received training in prevention or mental health promotion.**

**Question:** Since our grant is focused on training individuals involved in the child welfare or mental health workforce (so will be coded under WD2), we anticipate that there will be little, if any training that is outside that scope. Can we put a "0" for that goal?

**Answer:** Child welfare workers could fall under the WD2 or TR1 category, depending on their role. You can enter a "No New Result" entry for this indicator in the TRAC System for IPP data entry. For Annual Goals, enter a "0" (zero) for this indicator if you are reporting all of your trainings under WD2. Please see the WD2 section for more information.

**Question:** I am currently training juvenile justice staff on adolescent development, mental illness and trauma, and not a specific trauma intervention. Can I report these individuals as having received training in prevention or mental health promotion?

**Answer:** Yes.

**8- S1. The number of individuals screened for mental health or related interventions.**

**Question:** Since our grant is not allocated towards screening or assessment of clients or potential clients, can we go ahead and put a “0” for this goal? Or should we attempt to work with centers that we are training on screening and assessment to capture the number of individuals they are serving as a result of the training we’ve provided?

**Answer:** If screening/assessments are not provided with grant funds, the grantee should enter “No New Results” each quarter for this indicator in the TRAC System. For Annual Goals, enter a “0” (zero) for this indicator. However, the training that was performed to train other centers in providing screening/assessments should be reflected under the WD2 indicator.