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State/Tribal and Campus Suicide Prevention
Grantees

Infrastructure Development, Prevention and
Mental Health Promotion (IPP) module

Overview of IPP Indicators
TRAC System Overview
How to Enter IPP Results

Training Presentation



Agenda

- Brief Overview of TRAC
- Data Reporting and Submission Requirements
- Overview of IPP Indicators and Examples
- Know how to access the TRAC system
- Be aware of the IPP data collection & reporting requirements
- Enter/view/edit your results data in TRAC



What is TRAC?

Various Federal laws mandate performance accountability of Federally funded projects

Transformation Accountability (TRAC) System

- A web-based system
- CMHS grantees report data for accountability monitoring



Goals of TRAC

- Demonstrate activities & accomplishments to
 - ✓ Congress
 - ✓ Stakeholders
 - ✓ Public
- Performance monitoring tool
 - ✓ Program Staff
 - ✓ Grantees



TRAC Data Collection Modules

TRAC includes performance data pertaining to four program activities

- ✓ Annual Goals and Budget Information
- ✓ NOMs Client-level Measures for Discretionary Programs Providing Direct Treatment Services (Services Activities)
- ✓ Infrastructure Development, Prevention & Mental Health Promotion Indicators (IPP)
- ✓ Technical Assistance (TA) Survey



What does “IPP” stand for?

- There are two different categories of Performance Measures:
 1. Client Level Measures (Services Activities)
 2. Infrastructure Development, Prevention & Mental Health Promotion (IPP)
- The GLS Suicide Prevention Program falls under “IPP”



IPP Categories and Indicators

Indicators capture IPP activities and quantify a grant program's achievements

Infrastructure

- ✓ Workforce Development
- ✓ Partnership/Collaborations

Prevention and MH Promotion

- ✓ Awareness
- ✓ Training
- ✓ Screening*
- ✓ Referral*
- ✓ Access*

*Applies to only State/Tribal grantees



TRAC IPP Module

- Collects information
 - ✓ Program activities
 - ✓ Impact on infrastructure development
 - ✓ Impact on prevention and mental health promotion
- Data entered can be viewed online



Overview of Requirements

- Quarterly data for only selected indicators
- Results must be consistent with the goals of the grant
- Completed results entered in TRAC

Result Form

Category:
Workforce Development

Indicator:
~~WD2~~ - The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 4/1/2012 - 6/30/2012

← Quarter Period

Result Name:

Suicide Risk Assessment Overview for Trainees

Result Description:
(Do not exceed 550 characters.)

On May 15, 2012, provided 1 hour general suicide risk assessment training for new counseling psychology interns at Counseling and Wellness Services.

Number:

3



Quarterly Reporting Period and Due Dates

Quarter	Reporting Period	Grantee Deadline	GPO Review Deadline	Grantee Revisions Deadline
First	Oct 1 to Dec 31, 2012	Jan 31, 2013	Mar 31, 2013	April 30, 2013
Second	Jan 1 to Mar 31, 2013	April 30, 2013	June 30, 2013	July 31, 2013
Third	Apr 1 to June 30, 2013	July 31, 2013	Sept 30, 2013	Oct 31, 2013
Fourth	July 1 to Sept 30, 2013	Oct 31, 2013	Dec 31, 2013	Jan 31, 2014



Important Points about IPP Results

- Must reflect activities that are
 - ✓ A change or something new
 - ✓ Completed
 - ✓ As a result of this grant
 - ✓ In line with the goals of the grant and program
 - ✓ Directed at people with or at risk of mental illness
- Report results quarterly
 - ✓ If no new activities, report “No New Result”



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

Categories & Indicators



Campus Grants: Four IPP Indicators

PC1

- Partnerships and Collaborations

AW1

- Awareness

TR1

- Training (*non-mental health professionals*)

WD2

- Training (*Workplace Development/mental health professionals*)



State/Tribal Grants: Seven IPP Indicators

PC1	• Partnerships and Collaborations
AW1	• Awareness
TR1	• Training (<i>non-mental health professionals</i>)
WD2	• Training (<i>Workplace Development of mental health professionals</i>)
S1	• Screening
R1	• Referral
AC1	• Access



PARTNERSHIP/COLLABORATIONS (PC): PC1 (Campus Grants and State/Tribal Grants)

PC1. The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/ MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant

- ✓ *It is a formal written agreement*



PARTNERSHIP/COLLABORATIONS (PC): PC1

Intent

The agreement will extend beyond the life of the grant

Count

The *number of organizations* the campus has entered into agreements with to improve and support the mission of the grant project

Examples

- Referral Networks
- Management Information
- Information Referral Systems
- Crisis Response
- Policies and Protocols
- Trainings
- Infrastructure Development



PC1 (Partnerships/Organizations): *What* are you counting?

Count

- Formal, *written, signed* finalized MOUs, MOAs, and contracts
- The number of organizations in the agreement (*do not include your organization*)
- Report in the quarter agreement was signed

Do Not Count

- Agreements in planning stages
- Meetings with agencies
- Draft Agreements
- Letters of Commitment
- Agreements that are renewed or resigned

Example – PC1

Category:
Partnership/Collaboration

Indicator:

PC1 - The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/ MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 10/1/2011 - 12/31/2011 ▼

Result Name:

MOU

Result Description:
(Do not exceed 550 characters.)

ULM HELPS (University of LA at Monroe) signed a MOU with Ouachita Parish School System. Training and Awareness efforts will be shared.

Number:

1



AWARENESS (AW): AW1
(Campus Grants and State/Tribal Grants)

AW1. The number of individuals *exposed* to mental health awareness messages



AWARENESS (AW): AW1

Intent

- To increase public awareness and knowledge about suicide prevention and risk factors, anti-stigma & help-seeking, information & referral services, means restriction, National Suicide Prevention Lifeline, etc.

Count

- To capture information on the *number of individuals exposed* to mental health awareness messages



AW1: Types of Mental Health Awareness Messages

Products

Mixed media materials, print media, Radio and TV

Activities and Events:

In-service trainings, Health Fairs, Awareness Walks and Runs, Conferences, Life Skills/Wellness workshops, assemblies, task force meetings, coalition meetings, parent and student orientations, Screening Programs

Public Awareness Campaigns

Systematic coordinated campaign centered around a singular message “Ask a Question, Save a Life”



AW1 (Awareness): *What* are you counting?

Count

- The **number of individuals** exposed to the messages

Do Not Count

- The **number of messages** (i.e. flyers, magnets, newsletters, stress balls, brochures, websites, PSAs, meetings)



AW1: Calculating the estimated number of individuals exposed to mental health awareness message

- Estimation methods will vary depending on the type of messaging process used
- Estimates can be percentages, averages, or proportions of individuals

AW1 – Estimated number of individuals exposed or “reached” can be based on:

Community Newsletters
Local Newspapers

- Average number of subscribers of newspapers
- Average weekly readership

Internet Email
Campus Website
PSAs
TV and Radio
Campus Video Displays

- Number of students in campus’ portal email system
- Number of hits on website
- Average viewing population of local TV station
- Average “listening” population of radio show
- Proportion or percentage of students or “foot traffic”



AW1 – Estimated number of individuals exposed can be based on:

Screening Programs
Assembly Presentations
Life skills/Wellness Workshops
Seminars/ Orientations
Coalition/Task Force Mtgs
Advisory Board Mtgs
Parent Orientations
Conferences

- Number of participants on attendance lists or sign-in sheets
- Number of individuals signed up for screening
- Number of registrations



AW1: How to calculate estimated number of individuals exposed

Awareness Walks (Out of Darkness)
Suicide Prevention Week
Health Fairs
Speakers

- Number of visitors that approach booth or table-top display
- Percentage of student population participating in event



AW1: How to calculate estimated number of individuals exposed

Bill Boards, Bulletins

Bus Media (Bus/shuttle signs, Bus stop benches and shelters)

Commuter Rail

- Call Vendor for information on estimated “vehicular or pedestrian” traffic”
- Percentage of student population who visit malls, attend stadium events, etc.
- Percentage of commuter students

Digital Signage

Posters (bicycle racks, restroom displays, stadiums)

Public Awareness Campaigns

- Percentage or proportion of student population in hallway, dorm, student union , etc

Example – AW1

[View Glossary](#)

Result Record

Category:
Awareness

Indicator:

AW1 - The number of individuals exposed to mental health awareness messages.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 

Result Name:

Result Description:

Number:

¹ FFY QUARTER 1 (10/1– 12/31); FFY QUARTER 2 (1/1– 3/31); FFY QUARTER 3 (4/1– 6/30); FFY QUARTER 4 (7/1– 9/30)

Example – AW1

Category:
Awareness

Indicator:

AW1 - The number of individuals exposed to mental health awareness messages.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 10/1/2011 - 12/31/2011 ▼

Result Name:

Independent News Article

Result Description:
(Do not exceed 550 characters.)

A local independent newspaper in Pensacola reported on our suicide prevention grant activities on November 16, 2011. The article focused on the SSA National Suicide Survivor's Community Walk, while also providing information on grant based suicide prevention campus activities, educating the public on suicide prevention strategies, and encouraging help seeking. The number of readers is based on average weekly readership of the newspaper.

Number:

77000



TRAINING (TR): TR1

WORKFORCE DEVELOPMENT (WD): WD2

(Campus Grants and State/Tribal Grants)

- Two Training Indicators
- TR1. The number of individuals who have received training in prevention or mental health promotion
- WD2. The number of individuals in the mental health and related workforce trained in specific mental health-related practices/activities



TRAINING (TR): TR1

WORKFORCE DEVELOPMENT (WD): WD2

(Campus Grants and State/Tribal Grants)

Intent:

CMHS wants to know:

1. The type of individuals you trained
2. The number of individuals attended the training

These trainings are funded by the grant project



What is the difference between TR1 and WD2?

TR1

- Count the number of individuals from the *public*

WD2

- Count the number of individuals from the *mental health and related workforce*



TR1: Type of individuals to count (Campus Grants)

- Campus Administrative Personnel (*i.e. admissions; student life; registrar; library; clerical; nutrition, academic affairs, financial aid office, etc.*)
- Teachers, Faculty, and Students
- Faculty Support Staff -Research Assistants
- Residence hall advisors
- Student Government
- Dean Provost
- Greek Life and other Student Clubs
- Athletic Coaches/Athletes
- Facilities Maintenance
- Custodial Staff
- Cafeteria Workers
- Tutors/Learning Specialists
- Family Members/caregivers
- Community group members
- Researchers/Evaluators
- Student Affairs
- Student/Academic Advisors



TRI: Type of Individuals to Count (State/Tribal Grants)

Mental Health & Substance Abuse Providers

- Program Evaluator
- Clerical/Administrative staff

Other Health/Primary Care Provider

- Program Evaluator
- Clerical/Administrative staff

Education and Higher Education

- Faculty/Researchers, & Students
- School Administrators
- Program Evaluator
- Administrative Staff (clerical; student life; registrar; financial aid)
- Student/Academic Advisor/Tutors

Child Welfare & Juvenile Justice

- Program Evaluator
- Clerical/Administrative staff

Tribal Services/Government

- Program Evaluator
- Clerical/Administrative staff

Emergency Response

- Program Evaluator
- Clerical/Administrative staff

Other Community Members

- Parent, Foster, Family Members
- Other Caregivers
- Youth Mentor or Youth Advocate
- Volunteer (CASA; Big Brother/Sister)
- Child care providers; coaches
- Youth Recreation/Camp counselors



WD2 : Type of Individuals to Count (Campus Grants)

- Students and Staff with mental health/psychological/health education affiliation (*i.e., School of Social Work; Nursing School; Medical School; School of Public Safety/Emergency Mgt.; Athletic Trainers in Health Dept.*)
- Campus Center Counselors & Clinicians
- Emergency Care and Crisis Response workers
- Health Educators
- Peer Counselors
- Student Health Workers
- Other Health Professionals (*i.e., Primary Care (physical/student health) providers*)
- Health Educators
- Mental Health and Substance Abuse Providers & counselors
- Police; Public Safety workers
- Campus police/safety
- Hotline/Helpline Crisis Line staff
- Clergy/Religious Advisor



WD2: Type of Individuals to Count (State/Tribal Grants)

Mental Health & Substance Abuse Providers

- Clinician/Counselor/-Psychologist
- Social Worker/Case Worker
- Care Coordinator /Manager
- Program /System Administrator
- Emergency/Crisis Care Worker

Other Health/Primary Care Providers

- Program /System Administrator
- Physician and Nurse
- Nursing asst/health technician

Education and Higher Education

- Counselors and clinicians
- School police/safety
- Clergy/religious advisor

Child Welfare & Juvenile Justice

- Program/System Administrator
- Probation Officer
- Counselor/Clinician
- Social Worker/Case Worker
- Detention Facility Guard
- Emergency/Crisis Care Worker

Tribal Services/Government

- Tribal Healers and Elders
- Elected Tribal Official
- Community Outreach Worker
- Crisis Care Workers/clinicians

Emergency Response

- Law Enforcement
- Public Safety workers
- Hotline/Helpline Crisis Line staff 37

Example – TR1

[View Glossary](#)

Result Record

Category:
Training

Indicator:

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

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: ▼

Result Name:

Result Description:

Number:

¹ FFY QUARTER 1 (10/1– 12/31); FFY QUARTER 2 (1/1– 3/31); FFY QUARTER 3 (4/1– 6/30); FFY QUARTER 4 (7/1– 9/30)

Example – WD2

Category:**Workforce Development****Indicator:****WD2 - The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.****INSTRUCTIONS:** Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.Date Range Result Was Completed: 4/1/2012 - 6/30/2012

Result Name:

Result Description:
(Do not exceed 550 characters.)

Number:



WD2

- Individuals *who are mental health professionals* or *related workforce*
- Individuals who provide *ancillary* primary care, mental health and behavioral health support services, *including* emergency care and crisis response
- Trainings are to improve workforce development

TR1

- Individuals from the *public* or *“lay”* people
- Individuals are **NOT** mental health professional
- Individual are **NOT** involved in the related mh workforce
- Trainings are “outside” of individuals’ typical job duties



State/Tribal Grants: Three Additional Indicators

S1. Screening (S)

R1. Referral (R)

AC1. Access (AC)



SCREENING (S): S1
(State/Tribal Grants)

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



S1 (Screening): ***Who*** are you counting?

Count

- Number of Individuals Screened for mental health or related intervention
- Screened **for initial identification** of those who may be in need of specific intervention

Do Not Count

- Number of interventions
- Ongoing monitoring to assess individual progress and status

Example – S1

Category:
Screening

Indicator:

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

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 4/1/2012 - 6/30/2012

Result Name:

Behavioral Health Screen

Result Description:
(Do not exceed 550 characters.)

As a result of the grant, we administered the Behavioral Health Screen to 181 individuals at the participating primary care practices this quarter.

Number:

181



REFERRAL (R): R1 (State/Tribal Grants)

R1. The *number of individuals* referred to mental health or related services



R1 (Referral): ***Who*** are you counting?

Count

- Number of *Individuals* referred for mental health or related services

Do Not Count

- Number of *Services*

Example – R1

Category:

Referral

Indicator:**R1 - The number of individuals referred to mental health or related services.**

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 4/1/2012 - 6/30/2012

Result Name:

Referred Individuals

Result Description:
(Do not exceed 550
characters.)

As a result of the grant, our Behavioral Health Screen identified individuals for symptoms of suicide. As a result of this screening, 21 individuals were referred for mental health services this quarter.

Number:

21



ACCESS (AC): AC1 (State/Tribal Grants)

AC1. The *number and percentage of individuals* receiving mental health or related services after referral



AC1 (Access): **Who** are you counting?

Count

- Number of Individuals receiving mental health or related services **after** referral

Do Not Count

- Number of Services

Example – AC1

Category:

Access

Indicator:**AC1 - The number and percentage of individuals receiving mental health or related services after referral.**

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 4/1/2012 - 6/30/2012

Result Name:

Program Referrals

Result Description:
(Do not exceed 550
characters.)

As a result of the grant, out of the 21 individuals that were flagged by the Behavioral Health Screen and referred during this quarter, 5 of them are receiving services.

Numerator:

5



Denominator:

21



Percentage:

23.81%





TRAC

Transformation Accountability
Center for Mental Health Services

Transformation Accountability Center for Mental Health Services

Infrastructure Development, Prevention and Mental Health Promotion (IPP)

TRAC System Overview & How to Enter Results for Grantees



Accessing TRAC

- Web-based system:
 - ✓ <https://www.cmhs-gpra.samhsa.gov/index.htm>
- TRAC Help Desk creates user account



Public vs. Password-protected Sections

- Public section **does not** require a password and contains general information about GPRA law and IPP Programs and Indicators
- Password-protected section **requires** a password and is used by grantees to:
 - ✓ Access & Enter IPP data
 - ✓ Run reports



Security Concerns

Use simple privacy practices

- ✓ Do not post user IDs or passwords where others may view it
- ✓ Do not share usernames & passwords

Grant Project Directors should contact the help desk if:

- ✓ Staff members leave the project
- ✓ New staff members require access
- ✓ A staff member was given access in error
- ✓ A security breach is suspected



Roles

- Determines what you can do and see in TRAC
- Limited to your span of authority or responsibility
 - ✓ Grantee Staff
 - ✓ CMHS GPO
 - ✓ CMHS FPD



Overview of IPP Requirements

IPP Results Data must be:

- Collected/reported quarterly
- Entered in the TRAC system
- Consistent with the goals of the grant

Please note: Involvement in other data collection efforts (*e.g., cross-site and/or local evaluations*) does not exempt you from IPP data collection/reporting



TRAC Data Entry Steps

1. Homepage
2. Login
3. Status of Required Data
4. Result List
5. Add/Edit/View Results
6. Log Out



TRAC

Transformation Accountability
Center for Mental Health Services

Infrastructure Development, Prevention and Mental Health Promotion (IPP) module

TRAC Resources



Overview of Indicators Guide

- Data Reporting and Submission Requirements
- Result Form Instructions
- Categories and Indicators
- Indicator Intent/Key Points, Examples and Definitions
- Glossary

Please Note: Use as a constant reference



TRAC At-A-Glance Tool: IPP Data Collection & Reporting

- A four page “cheat sheet” provides operational definitions and classification instructions for each IPP indicator.
- Location: www.cmhs-gpra.samhsa.gov > IPP Training > Program Specific Guidance
- This “cheat sheet” clarifies:
 - ✓ How to determine the difference between WD2 or TR1
 - ✓ How to calculate estimates for AW1
 - ✓ What criteria is used for PC1
 - ✓ What details are needed for an IPP Result Description



Transformation Accountability (TRAC) Resources

- Materials on the TRAC website
 - ✓ <https://www.cmhs-gpra.samhsa.gov/index.htm>
under General Info & Training > IPP Training
- TRAC Help Desk
 - ✓ Phone: 1-888-219-0238
 - ✓ Email: TRACHELP@westat.com