

Minority Fellowship Program (MFP) Program Specific TRAC Guidance

As required by the Minority Fellowship Program (MFP), grantees must report results for identified Infrastructure, Development, Prevention and Mental Health Promotion (IPP) indicators. For MFP, the identified IPP indicator is Workforce Development (WD2) which is an indicator of *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*. The purpose of this guidance is to ensure that you: (1) are entering accurate numbers into the system; (2) are entering data using the appropriate indicator; and (3) are providing us with the necessary information in the Results Description box. Please contact your Government Project Officer (GPO) at any time for clarification.

MFP Specific Guidance:

- *Number of people* trained is a count of each person trained per quarter as a result of the grant funding. If one person receives several trainings for different topics, count the individual for each of the trainings.
 - Example: If 25 MFP fellows participated in 4 separate trainings during quarter 1, the number of people trained would be 100 (25 individuals x 4 trainings)
- *Mental health-related* pertains to mental health or the population of people with or at risk for mental illness; also includes people with co-occurring substance abuse disorders.
 - *Mental health-related workforce* includes those people who provide mental health prevention and treatment services or who are currently being trained to do so.
- *Trainings* are those activities that support the goals of the grant and where there is an identified trainer(s) or training method and a curriculum (e.g., syllabus, agenda, training manual, etc.). **Only trainings where the training fees/costs are supported by the grant funds should be included.** Trainings such as grantee conferences or trainings at “no cost” should not be included (but can be addressed in the quarterly report).
- When entering WD2 data into TRAC, you should enter each training as a separate result. Also, you should provide information in the Results Description Box that tells us who was trained and on what they were trained.
 - Example:

Result name: Trauma-informed care training

Result description: Consistent with the goals of the grant, 25 MFP fellows received training this quarter on the role of trauma-informed care for persons with mental illness and substance use disorders.

- **When estimating WD2 annual goals, please consider the number of trainings you anticipate during the entire reporting period and the number of persons who will be trained at each training event.**
 - Example: Grantee X anticipates offering 10 trainings to 25 fellows during the TRAC reporting period. Grantee X should have a stated goal of 250 for WD2.

General Guidance/Information:

USERS MANUAL

If you did not receive the TRAC Users Guide and would like a copy, you can contact the TRAC Help Desk at 888-219-0238 or find the document online. (If you go to the website, <https://www.cmhs-gpra.samhsa.gov>, after entering the system, click on General Info & Training, then IPP Training. You can download copies of the IPP Data Collection Guide as well as a list of indicators by program).

REPORTING PERIODS and DEADLINE FOR SUBMITTING DATA

You are required to report results *quarterly* for the life of the grant. Quarterly data must be entered into the TRAC system **NO LATER than one calendar month after the close of the FFY quarter** in which the activity was completed. The FFY runs from October 1st through September 30th of each year. Thus, results for the first quarter (October 1st – December 31st) must be reported by January 31st. Other due dates are April 30th, July 31st, and October 31st. There is a system-lock date for each reporting period (see tables below). After which, you will not be able to enter or edit any data.

Fiscal Year 2013 IPP Quarterly Data Entry Schedule

IPP Results Completed During this Period:	Grantees should enter IPP results no later than:	GPO review and grantee revisions must be completed no later than:	System-Lock Date: No further data entry, GPO review, or grantee revisions will be allowed.*
Quarter 1: Oct. 1, 2012 to December 31, 2012	January 31, 2013	June 30, 2013*	July 1, 2013**
Quarter 2: Jan. 1, 2013 to March 31, 2013	July 31, 2013*	September 30, 2013*	October 1, 2013**
Quarter 3: April 1, 2013 to June 30, 2013	July 31, 2013	September 30, 2013	October 1, 2013
Quarter 4: July 1, 2013 to September 30, 2013	October 31, 2013	December 31, 2013	January 1, 2014

***All reporting of results, review of results, and revisions must be completed prior to the system-lock date for that quarter.**

On the system-lock date, no further data entry, GPO review, or grantee revisions will be allowed.

****The FY13 deadlines were extended to allow for a more gradual implementation of the system-lock dates.**

Fiscal Year 2014 IPP Quarterly Data Entry Schedule

IPP Results Completed During this Period:	Grantees should enter IPP results no later than:	GPO review and grantee revisions must be completed no later than:	System-Lock Date: No further data entry, GPO review, or grantee revisions will be allowed.*
Quarter 1: Oct.1, 2013 to December 31, 2103	January 31, 2014	March 31, 2014	April 1, 2014
Quarter 2: Jan. 1, 2014 to March 31, 2014	April 30, 2014	June 30, 2014	July 1, 2014
Quarter 3: April 1, 2014 to June 30, 2014	July 31, 2014	September 30, 2014	October 1, 2014
Quarter 4: July 1, 2014 to September 30, 2014	October 31, 2014	December 31, 2014	January 1, 2015

***All reporting of results, review of results, and revisions must be completed prior to the system-lock date for that quarter.**

On the system-lock date, no further data entry, GPO review, or grantee revisions will be allowed.

HELP DESK

Please contact the TRAC Help Desk for any technical questions related to the collection of Infrastructure Development, Prevention, and Mental Health Promotion (IPP) data. The Help Desk is open Monday through Friday from 8:30AM – 7PM (EST/EDT).

TELEPHONE: 888-219-0238

EMAIL: TRACHELP@westat.com