



Transformation Accountability Center for Mental Health Services

Infrastructure Development, Prevention and Mental Health Promotion (IPP)

TRAC System Overview & How to Enter Results for Grantees Training Presentation

Version 6
October 2013

Welcome! Thank you for joining us for today's training session.

You will be emailed a feedback form at the end of the session. Please fill it out as soon as possible. Thank you.

In today's presentation, we will explain how to use the TRAC system to enter your Infrastructure Development, Prevention and Mental Health Promotion data.



Training Overview

- Accessing the TRAC system
- IPP Data entry
 - ✓ User roles/permissions
 - ✓ Data entry process
 - ✓ Search/view/edit functions
 - ✓ Other features
 - ✓ Availability of data
- TRAC Help Desk contact information

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During this presentation I will give you an overview of how to access the TRAC system, and then I will discuss IPP data entry functions.

[If being presented as a separate session]

You should have already attended a training on the specific indicators that apply to your grant and how to collect that information. This training is how you submit that data to CMHS through the web-based system.

You will learn via the live system demonstration:

- What you do and what data you can see while you are in the system – which refers to users roles and permissions;
- How to enter data using the TRAC system;
- How to search for, view, or edit records;
- Other features available to you on the TRAC system; and
- The availability of data once it's been entered into the system.

We also provide information on how you can get help from the TRAC Help Desk. A guide is also available on the TRAC website under General Info and Training/IPP Training Materials. The TRAC System Overview & How to Enter Results for Grantees



Training Outcomes

By the end of this presentation, you should:

- Know how to access the TRAC system
- Be aware of the IPP data collection & reporting requirements
- Enter/view/edit your results data in TRAC
- Know how to run the IPP Performance Report
- Know how to download data from TRAC

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By the end of this presentation, you should:

Know how to access the TRAC system

Be aware of the TRAC data collection & reporting requirements

Know how to:

Enter, view, and edit your IPP data in TRAC

Run the IPP Performance Report and

Download your IPP data from the TRAC system



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

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As you may recall from the data collection training, grantees are required to **collect and report IPP data quarterly** for indicators selected for your grant program.

The results you report must be entered in the TRAC System

Remember that your results must also be consistent with the goals of the grant (*your GPO will be reviewing the results to make sure they are in line with the program goals*)

NOTE:

•Some of you may have cross-site evaluations. Regardless of the cross-site evaluation all IPP data must be entered into TRAC. If you have questions about any overlap please talk to you GPO.

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Accessing TRAC

TRAC's web address:
<https://www.cmhs-gpra.samhsa.gov>

Welcome to the
Transformation Accountability System (TRAC)

This web page is the entryway to the Center for Mental Health Services (CMHS) TRAC system. CMHS is the Federal agency within the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) that leads national efforts to improve mental health prevention and treatment services for all Americans.

The TRAC system is a web-based data entry and reporting system that provides a data repository for CMHS program performance measures. Performance measures are collected as part of CMHS effort to promote accountability within its programs. This effort is mandated by the Government and Performance Results Act (GPRA) and the Office of Management and Budget's (OMB) Program Analysis Review Tool (PART).

Enter CMHS | TRAC System

TRAC Version 1.6.55

WARNING:
This computer system, including all related equipment, networks and network devices (specifically including Internet access), is provided primarily for authorized U.S. Government use. Limited personal use is authorized in accordance with the SAMHSA Information Security Program Policy, Section 4.1.2 on Rules of Behavior. This computer system may be monitored for all lawful purposes including ensuring that its use is authorized, for management of the system, to facilitate protection against unauthorized access and to verify security procedures, availability, and retention.

Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution, and/or administrative disciplinary action, including reprimand, suspension from duty without pay, or removal from your position and Federal employment.

Note:
Upon selecting "Enter CMHS TRAC System", you may be asked if you want

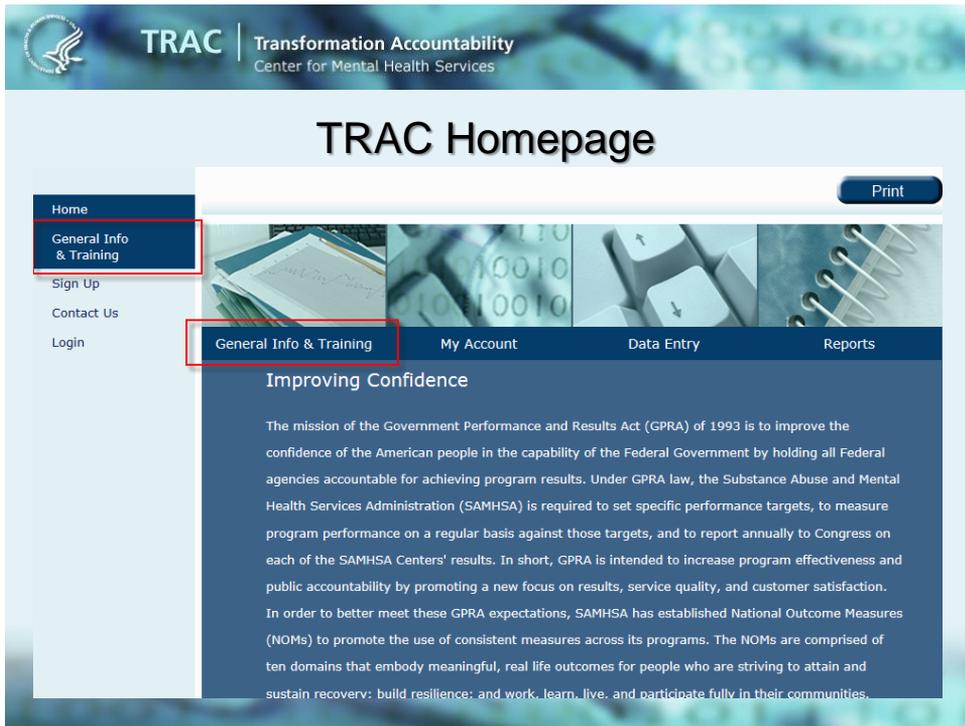
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TRAC is a web-based system that is accessed using the Internet. Listed on this slide is the address to the TRAC homepage.

For easy access to the TRAC website, you may want to create a bookmark (or add the page to your favorites).

To access the TRAC system, we recommend that you use Internet Explorer version 9.0 or 10.0. Other browsers are not currently supported. If you are using Firefox or Netscape for your web browser, you will not be able to run the reports available on the TRAC system.

In an effort to improve accessibility under Section 508 of the Rehabilitation Act, the TRAC system was designed to work with screen-reader software, such as JAWS (Job Access With Speech). The TRAC system and all of its contents meet SAMHSA's 508 Compliance standards.



The General Info & Training link is on the public section of the website. It does not require using a password and is open to anyone on the web.

This section contains:

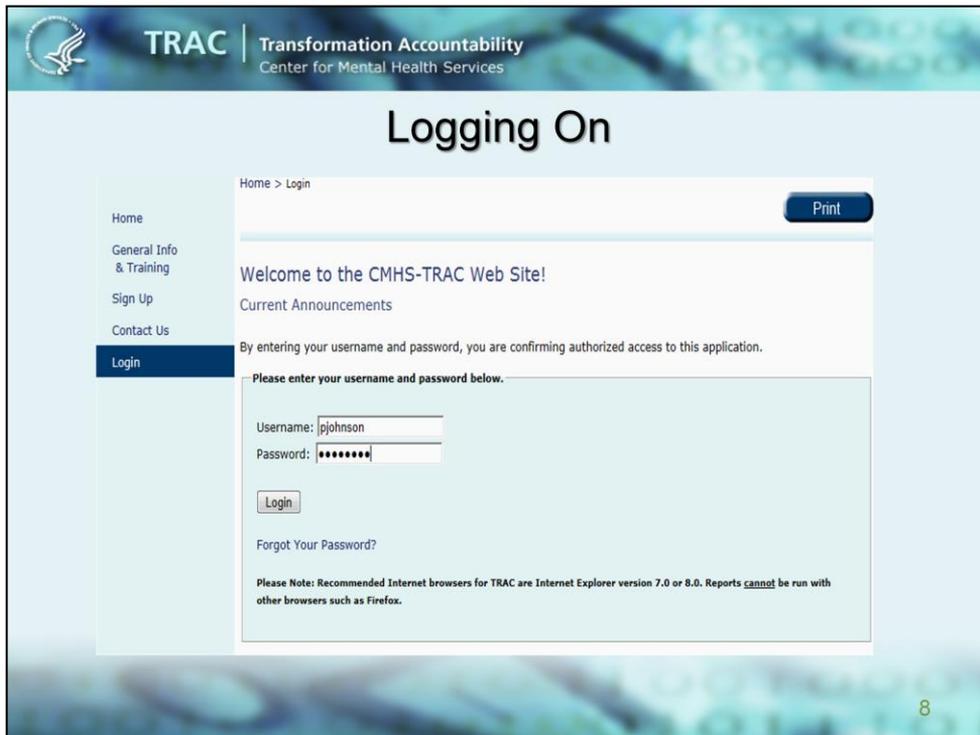
- A document that lists each IPP category and indicator, as well as the definition of each;
- Training Guides and Power Point Presentations, including the Overview of Indicators Guide and the IPP Performance Report Guide;
- Self-paced e-training videos;
- FAQs; and
- The IPP Codebook.



The My Account, Data Entry, and Reports sections of the TRAC website are password-protected and require a user account and password.

This section is used by grantees to enter and access IPP data and run reports.

To access any of these three sections, select either of the hyperlinks boxed here, or "Login".



To login select the Login link. This screen will then prompt you to enter your username and password.

If you have forgotten your password, there is an option on this screen “Forgot Your Password?”—click on this hyperlink and you will be prompted to enter your email address. The system will then send a temporary password to the email address on file. When logging in to the system, if you can not remember username, contact the Help Desk for assistance.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) web application. At the top left is the TRAC logo and name. The main heading is "Data Entry". On the left is a navigation menu with items: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry (highlighted with a red box), Reports, Data Download, Change Password, and Logout. A secondary menu below the main heading includes: General Info & Training, My Account, Data Entry (highlighted with a red box), and Reports. The main content area is titled "Improving Confidence" and contains text about the Government Performance and Results Act (GPRA) of 1993 and SAMHSA's requirements. A "Print" button is visible in the top right of the content area. The page number "9" is in the bottom right corner.

After you've logged into the TRAC system—to begin IPP Data Entry you will need to first select "Data Entry" from the menu on the left side of the screen.

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Data Entry

Home > Data Entry Print

Data Entry

Welcome to the TRAC Data Entry System. This system contains information on TRAC's four data entry activities: 1) Annual Goals and Budget Information; 2) NOMs Client-Level Measures for Discretionary Programs Providing Direct Services; 3) Infrastructure Development, Prevention & Mental Health Promotion; and 4) Technical Assistance (TA) Annual Survey.

Annual Goals and Budget Information

Upon award of a grant, in collaboration and conjunction with CMHS, grantees' annual performance goals and budget information will be used in TRAC reports as well as for performance management and oversight. The Annual Goals Data Entry is where:

- Project Directors can enter and view their goals and budget information (when required by CMHS)
- GPOs can view and approve goals and budget information that Project Directors set

NOMs Adult and Child Client-level Measures (Services)

Performance measurement of consumer outcomes is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. The NOMs Client-level Measures tool Data Entry system is where Grantees can:

- Enter de-identified consumer level interview and administrative data (Baseline, Reassessment, and Clinical Discharge)
- View and edit existing interviews and administrative data

Infrastructure Development, Prevention & Mental Health Promotion (IPP)

CMHS has developed indicators to collect performance data about grantees' Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities. The IPP Data Entry and Reporting system is where:

- Federal Program Directors can view and/or select which IPP Indicators their program(s) collect
- Grantees can enter IPP Indicator results
- Grantees can view and/or edit existing results
- Government Project Officers can view Grantees' results

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Then, on this second screen, you should select “IPP” from the left menu bar to proceed.



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

Live System Demonstration

Now we will go into the TRAC System.



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

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Various IPP training guides, like the Tip Sheet for Entering Results, the TRAC System Overview and How to Enter Results Guide for Grantees, and this presentation are available on the TRAC website under General Info & Training then IPP Training.

IPP e-trainings are also available for you to review at your own pace.

If you have any other questions after this training and during the year, please contact the TRAC help desk.