

Transformation Accountability (TRAC)
Center for Mental Health Services

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

PERFORMANCE REPORT GUIDE



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Version 4

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GENERAL OVERVIEW

This report will be used to manage grantee performance in collecting IPP data. For the selected FFY period, this report will indicate the sum of results reported, the goal reported and the results-to-goal rate. This report will also report program-level performance for users with government or administrative access.

This guide to the IPP Performance Report provides you with the following information:

- a list of key terms you need to understand for this guide and the report,
- instructions for running the report and customizing it for your needs,
- a description of how to use the report,
- an appendix of technical details.

SECTION A: KEY TERMS

This section presents brief definitions of terms used in the IPP Performance Report and in this guide.

Federal Fiscal Year (FFY): The federal fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and commonly is referred to as “FFY.” For example, FFY2010 began October 1, 2009, and ends September 30, 2010.

Grants Reporting by FFY Quarter is the number of grantees, which reported at least one result for the given FFY Quarter.

Sum of Results Reported for Selected Period is the sum of all reported numbers for the indicator within the selected period.

Goal Amount for Selected Period is the converted FFY goal amount for the period you select when running the report. Annual grant year goals are entered by the grantee via the Annual Goals data entry section, and then converted to FFY goals and stored in the TRAC database.

% of Goal Achieved for Selected Period is displayed as a percentage, rounded to the nearest tenth of a percent. It is calculated as the (Sum of Results Reported for Selected Period) / (Goal Amount for Selected Period).

Role: Your role in the TRAC system governs what you can view in the system. Some roles include project director, grantee staff, and government project officer (GPO). The general rule of thumb is that you can run reports for the grant(s) and/or grant program(s) you are associated with. For example, most grant project directors or grantee staff are associated with just one grant and would only see data for the one grant they are associated with.

SECTION B: RUNNING THE REPORT

To run the **IPP Performance Report**, there are three steps:

1. Navigate to the Report menu
2. Select the criteria for the report view (optional)
3. View the report

Step 1: Navigate to the Report

Select “Reports” on the homepage from the left menu bar

Select the link for WesDax TRAC Reports System in the middle of the screen. The WesDax TRAC Report System will open in a new browser tab.

The screenshot displays the TRAC web application interface. At the top, there is a header with the TRAC logo, the text "TRAC | Transformation Accountability Center for Mental Health Services", a "STAGING" indicator, and user information: "User: Kristie Taylor" and "Roles: Admin". Below the header is a navigation menu on the left with items: Home, General Info & Training, TRAC Information, Contact Us, Admin, Data Entry, Reports (highlighted), Data Download, Change Password, and Logout. The main content area shows a breadcrumb "Home > Reports" and a "Print" button. The heading "Reports" is followed by a paragraph: "All reports are in the WesDax TRAC Reports System. When you click the link below, the WesDax TRAC Reports System will open in a new tab in your browser. You can return to TRAC by closing the WesDax TRAC Reports System tab. When you return to TRAC, your login may have expired. If that happens, just login again." Below this text is a blue underlined link: "[WesDax TRAC Reports System](#)".

The WesDax TRAC Reports system is shown below. Select “IPP Performance Report” on the left menu. A submenu will appear. Choose whether you want to run the program by Program List or Grant List.

- The Program List will let you run the report by all Programs or specific Programs (based on your access).
- The Grant List allows you to run the report for all grants or specific grants (based on your access).

WesDax TRAC Reports

Project: TRAC >> WesDax TRAC Reports

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WesDax TRAC Reports

Return to TRAC

IPP Performance Report

Welcome to the WesDax TRAC Reports

To run a report, select it from the list on the left, then follow the instructions on the screen.

If you need assistance, contact TRAC Help.

WesDax TRAC Reports

Return to TRAC

IPP Performance Report

Project: TRAC >> IPP Performance Report

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IPP Performance Report
<http://olaptst.westat.com/Project/ProjUser/OlapShowReportList.aspx?ScreenID=2139>

Please select from the following options.

IPP Performance Report

- Program List
- Grant List

WesDax TRAC Reports

Return to TRAC

IPP Performance Report

Project: TRAC >> IPP Performance Report >> Grant List

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IPP Performance Report

To run a default report, select "View".

To customize your report, use the menu on the right to make selections.

Document Description	Action
IPP Performance Report	View

NOTE: To run a default report, click “View.”

You can skip Step 2: Selecting the Criteria for your report. You only need to select criteria if you want to customize your report by sorting or filtering it.

Step 2: Select the Criteria (optional)

You can set several criteria for the IPP Performance Report. These criteria specify what data will be included in your report allowing you to customize the report. Using the criteria, you can subset the results to focus specifically on different time periods, different levels of data summaries, etc.

The following report criteria are available:

- A. Output as
- B. Report By
- C. Include Summary Data
- D. Grant Status
- E. Goal Approved Status
- F. FFY- Federal Fiscal Year
- G. Indicators
- H. Grant Information contains
- I. Show glossary
- J. Program or Grant

The criteria are described in more detail below.

A. **Output as**

You can output your report in HTML, PDF, RTF or Excel. The default is PDF.

B. **Report By**

You can group your report by Program, Cohort or Grant. The default is by Grant. This means if you have access to more than one grant, each grant's data will be shown in a row.

C. **Include Summary Data**

This allows you to view a summary of the results totals in the report rolled up at different levels. You can select to view the summary by Cohort and Program, Cohort Only, Program Only, or No Summary Data. The default selection is Cohort and Program.

D. **Grant Status**

You can select to view only active grants or all grants which would include grants that are inactive.

E. **Goal Approved Status**

If you want to view results only if the goals have been approved, select Approved Goals Only. The default is to show the results for both approved and unapproved goals.

F. FFY- Federal Fiscal Year

You can select any year from FFY 2010 to the current FFY. The default is the current FFY.

G. Indicators

If you only want to see the results by a single indicator or a subset of the full set of indicators for your program, you can select the particular indicators to filter the report. The default is to show you all of the indicators for your program.

H. Grant Information Contains

If you want to select a specific grant you can enter the Grant ID or other identifier in this box.

I. Show glossary

If you want to review a glossary of terms for the report, select yes. The glossary items also appear in the “key terms” section of this guide. The default is to *not* show the glossary.

J. Program or Grant

This section lists the grants or programs you can run the report for. By default, all the grants or programs you have access to will be selected.

Step 3: View the Report

Click “View” to generate the report. Your report will open in a separate window. A sample report is below.

The sample report below shows what the IPP Performance Report looks like when you have access to more than one grant and run it using the default setting, which is By Grant. Notice the default is also to include summary data for the Cohort and Program for FFY 2012 at the bottom.

IPP Performance Report Selected Program(s): Program A Grant(s): All Available Grants Selected Period*: FFY 2012 Goal Approval Status: Approved Goals Only Data entered as of: December 8, 2011 4:41 PM EST Program=Program A									
Grant ID	Grant Information	Indicator	Grants Reporting by FFY Quarter				Sum of Results Reported for Selected Period	Goal Amount for Selected Period*	% of Goal Achieved for Selected Period
			1	2	3	4			
SM0001	Community MH Rockville, MD 09/30/2009-09/29/2014	PD1	X	X	X		14	24	58.3 %
		F3		X	X	X	\$101,506.00	\$150,000.00	67.7%
		A4	X	X	X		72.2%	75.0%	N/A
SM00002	Org: Department of Human Services Dallas, TX 9/30/2009 - 9/29/2012	PD1	X	X	X	X	34	64	53.1 %
		F3	X		X	X	\$265,350.00	\$250,000.00	106.1%
		A4	X	X	X	X	44.5%	75.0%	N/A
SM00003	Org: Department of Human Services New York, NY 9/30/2009 - 9/29/2012	PD1	X	X	X	X	30	44	68.2 %
		F3	X	X	X	X	\$184,546.00	\$200,000.00	92.3%
		A4	X	X	X	X	62.5%	75.0%	N/A

Grant ID	Grant Information	Indicator	Grants Reporting by FFY Quarter				Sum of Results Reported for Selected Period	Goal Amount for Selected Period*	% of Goal Achieved for Selected Period
	Cohort: PRGA-1 Cohort Summary: 3	PD1	3	3	3	1	78	132	68.2 %
		F3	2	2	3	3	\$551,402.00	\$600,000.00	106.1%
		A4	3	3	3	3	59.7%	75.0%	N/A
	Program: PRGA Program Summary: 13	PD1	12	12	12	12	34	64	53.1 %
		F3	12	12	13	12	\$265,350	\$250,000	106.1%
		A4	12	12	12	12	44.5%	75%	N/A

Note:

This report is updated once every 24 hours, and includes all data entered as of the time it was last updated. Check the date and time at the top of this report to see when it was last updated.

*** Annual grant year goal data have been converted into federal fiscal year goal data.**

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SECTION C: USING THE REPORT

What information is shown?

Reading the report above from *left to right*, the report shows four pieces of information for your grant or program by each IPP Indicator:

1. Grants Reporting by FFY Quarter
From the example, Grant SM0001 submitted results for indicator PD1 in quarters 1, 2, and 3, including any *No New Results* entries.
2. The Sum of the Results Reported for the Selected Period
From the example, Grant SM0001 has a sum of 14 for indicator PD1.
3. The Goal Amount for the Selected Period
From the example, Grant SM0001 has a goal of 24 for indicator PD1.
4. The % of Goal Achieved for the Selected Period
From the example, Grant SM0001 has achieved 58.3 percent of the goal for indicator PD1.

Reading the report above from *top to bottom*, the report shows the four pieces of information described above (shown in the first row) for:

1. Each of your selected grant(s), cohort(s), or program(s) individually.
2. The summary for all of your selected cohorts(s) or program(s).

APPENDIX: TECHNICAL DETAILS

This appendix provides technical details about how the TRAC data was used to generate the IPP Performance Report. In this section, you can find information about how each of the columns in the report is defined.

Definitions

Grants Reporting by FFY Quarter

This is the number of grantees that reported at least one result for the given FFY Quarter. Any, “*No New Results*”, are counted as reported results in this column. If the user selected “grant” for the “Report By” criteria, in the grantee level row you will see an ‘X’ instead of a number. This indicates that the grantee has reported at least one result for the corresponding FFY Quarter including No New Result reports; grantees without an ‘X’ did not report for that indicator and timeframe.

For the cohort/program totals summary, this number represents the total number of unique grantees within that specific cohort/program who have reported at least one result, including *No New Results* reports, for the corresponding FFY Quarter. Note: This number can change from one quarter to the next quarter.

Sum of Results for Selected Period

This is the sum of all reported numbers for the indicator within the selected period and is calculated as the sum of all the valid numbers in the Number field within the selected period. Results with the status “*GPO Disagrees*” or “*Pending Grantees Revision*” will not be included. All indicators are displayed as an integer except for the ones listed below.

- Indicators A4, NAB1 and AC1 are displayed as a percentage, rounded to the nearest tenth of a percent. The percentage is calculated as the (sum of all valid numerators within selected period) / (sum of all valid denominators within selected period) * 100. A4 is calculated using the most recent quarter reported – the 4th quarter for past FFYs and the current quarter for the current FFY.
- Indicators F1 and F3 are displayed as currency amounts, rounded to the nearest cent. The funding amount is calculated as the sum of all the valid numbers in the Funding Amount field within the selected period.
- Results with the Result Name, “*No New Results*”, are treated in the following manner: Number = 0, Funding Amount = \$0.00, Numerator = 0, Denominator = 0.
- For the cohort/program totals summary, all data are summed up at the cohort/program level. Totals for the indicators A4, NAB and AC1 are calculated as (sum of all valid numerators within selected period) / (sum of all valid denominators within selected period) * 100.
- Note for the PPS grant program only FFY Quarters 3 and 4 will be counted and included in this sum.

- Only IPP Results with the following status will be included:
 - Pending GPO Review
 - GPO Agrees
 - GPO Agrees after edits
 - Pending GPO/Admin Review
 - Pending Admin Review
 - Admin Agrees after Edits

Goal Amount for Selected Period

This is the converted FFY goal amount for the selected period. The annual grant year goals entered by the grantee via the Annual Goals data entry section are converted to FFY goals.

If a goal was not entered for an IPP indicator, the goal status is “*No Data Entered*,” “*Incomplete*,” or “*Update and Resubmit*”, the report will display an ‘N/A’. Blank goals that were approved by the GPO will have a zero in place of an ‘N/A’.

% of Goal Achieved for Selected Period

This field is displayed as a percentage, rounded to the nearest tenth of a percent. It is calculated as the (Sum of Results Reported for Selected Period) / (Goal Amount for Selected Period).

If the Goal Amount for Selected Period = ‘N/A’, then this equals ‘N/A’.

If the Goal Amount for Selected Period = 0, then this equals ‘N/A’.

Indicators A4, NAB and AC1 are automatically displayed as ‘N/A’ for this column.

ACCESSING HELP

For technical support or questions about TRAC, please contact the TRAC Help Desk, located at Westat.

Telephone: 1-855-796-5777

Email: TRACHELP@westat.com

Hours: M-F 8:30 AM – 6:30 PM (EST/EDT)