

SAMHSA Project AWARE-SEA Program

TRAC AT-A-Glance Tool: IPP Indicators

SAMHSA’s Center for Mental Health Services (CMHS) identified three indicators to collect performance data on the Project AWARE-SEA grantees’ Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. The three IPP indicators are: Training (TR1); Workforce Development (WD2: WD2-A and WD2-B); and, Referrals (R1). The TRAC data entry and reporting system can be found at <https://www.cmhs-gpra.samhsa.gov>

We developed this “cheat sheet” to help grantees classify and submit IPP data results. The “cheat sheet” is divided into two sections

- General overview of data reporting requirements and deadlines
- Operational definitions and data entry guidelines for the three indicators

General Overview: Grantees must comply with three data submission components.

1. **Quarterly data:** Grantees must enter data for each IPP indicator based on the following schedule:

Quarter	Reporting Period	Grantee Deadline	GPO Review & Grantee Revisions
1 st	October 1 – December 31	January 31	March 31
2 nd	January 1 – March 31	April 30	June 30
3 rd	April 1 – June 30	July 31	September 30
4 th	July 1 – September 30	October 31	December 31

2. **Annual Goals:** Grantees submit annual goals for each IPP indicator for each grant year during the first quarter of each fiscal year based on the original application; goals should be reasonable and attainable. This is done in the Annual Goals and Budget module of TRAC
3. **Annual Budget Estimates:** For each grant year, grantees submit budget estimates for specific budget categories. These are estimates, not actual expenditures. This is done in the Annual Goals and Budget module in TRAC.

IPP Indicator: TRAINING (TR1)				
The number of individuals who have received training in prevention or mental health promotion				
Intent and Key Points	Definition of Key Terms	Who are you counting?	Guidelines for entering IPP Results for TR1 in TRAC	Tips and Resources
The intent is to capture information about the number of individuals trained as MHFA or YMHFA First Aiders during the reporting period.	“Trained” are those individuals who completed the 8-hour First Aider training.	All individuals who were trained as MHFA or YMHFA First Aiders during the reporting period.	<p>1. <u>Date Range Result Was Completed</u> box: Select the reporting period from the drop down box.</p> <p>2. Select the indicator TR1 from the drop down box.</p> <p>3. <u>Result Name box</u>: First Aider Training</p> <p>4. <u>Result Description box</u>: Please enter the date(s) and location(s) of each training, including if it was a SEA or LEA training. For example, to</p>	<p>It is expected that both the LEA and SEA Instructors will report these data to the SEA Project Coordinator or designee whenever First Aider trainings are conducted.</p> <p>The SEA Project Coordinator or designee will total these data and enter it into the TRAC system.</p> <p>The SEA will need to establish a process to collect, consolidate, and report these data.</p> <p>You can enter more than one result record per quarter as needed.</p>

			<p>document a LEA training that was held in Rockville MD on January 15, 2015, please indicate “30 (name of LEA) individuals trained as YMHFA First Aiders in Rockville MD on 01-20-2015.”</p> <p>5. <u>Number box:</u> Enter the total number of First Aiders (SEA + 3 LEAS) trained during the reporting period</p>	
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Example of TR1 Result Record:

Result Record

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(OMB Number: 0930-0285; Expiration Date: 02/29/2016)

Save - Add New

Save - Finish

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. Note: Screen will refresh when you select the date range or indicator.

Grant Number: TRNG789 (AWARE Training)

Date Range Result Was Completed: FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016) ▼

Indicator: Training - TR1 ▼

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

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)

If there were no new results, check this box:

Result Name: First Aider Training

Result Description:
(Do not exceed 550 characters.)

A total of 117 First Aiders were trained this reporting period. First Aider training was conducted as follows:
1. LEA 1: Class on 1/15/16 in Rockville, MD & trained 22 individuals
2. LEA 2: Class on 2/1/16 in Bethesda, MD & trained 35 individuals.
3. LEA 3: Class on 1/27/16 in Silver Spring, MD & trained 30 individuals. Another class on 3/1/16 trained 15 individuals.
4. SEA: Class 2/21/16 in Wheaton, MD and trained 15 local law enforcement

Number: 117

Save - Add New

Save - Finish

IPP Indicator: WORKFORCE DEVELOPMENT (WD-2A and WD-2B) 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				
Intent and Key Points	Definition of Key Terms	Who are you counting?	Guidelines for entering IPP Results for WD2-A and WD2-B in TRAC	Tips and Resources
<p>WD2-A: The intent is to capture information about the number of adults who ARE in the mental health workforce, at both the SEA and LEA levels, who were certified as MHFA or YMHA Instructors during the reporting period.</p> <p>WD2-B: The intent is to capture information about the number of adults who ARE NOT in the mental health workforce, at both the SEA and LEA levels,</p>	<p><u>Mental health workforce</u> is defined as those adults who work in one of the following fields: mental health clinician, mental health counselor, psychologist, social worker, caseworker, care coordinator, and emergency/crisis worker.</p>	<p>All adults who were certified as a MHFA or YMHA Instructor during the reporting period.</p>	<p>NOTE: You will need to enter data separate data for this indicator – once for WD2-A and the other for WD2-B.</p> <p>1. <u>Date Range Result Was Completed</u> box: Select the period from the drop down box.</p> <p>2. Select the indicator WD2 from the drop down box</p> <p>3. <u>Result Name box:</u> Enter WD2-A MH Workforce Certified as Instructors or WD2-B Other Adults Certified as Instructors</p> <p>4. <u>Result Description box:</u> Please enter the date(s) and location(s) of the training. For</p>	<p>NOTE: You will need to enter separate data for WD2-A and WD2-B.</p> <p>It is expected that the SEA YMHA Coordinator will collect these data.</p> <p>The SEA Coordinator or designee will enter the data into TRAC.</p> <p>The SEA will need to establish a process to collect, consolidate, and report these data.</p> <p>You can enter more than one result record per quarter as needed.</p>

<p>who were certified as MHFA or YMHFA Instructors during the reporting period.</p>			<p>example, to document a SEA Instructor training that was held in Rockville MD on January 15, 2015, please indicate “6 people were certified as SEA YMHFA Instructors in Rockville MD on 01-20-2015.”</p> <p>5. <u>Number box</u>: Enter the total number of Instructors certified during the reporting period</p>	
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WD2-A MH Workforce Certified as Instructors

Result Record

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(OMB Number: 0930-0285; Expiration Date: 02/29/2016)

Save - Add New

Save - Finish

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. Note: Screen will refresh when you select the date range or indicator.

Grant Number: TRNG789 (AWARE Training)

Date Range Result Was Completed: FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016) ▼

Indicator: Workforce Development - WD2 ▼

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.

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)

If there were no new results, check this box:

Result Name: WD2A - MH workforce certified as instructors

Result Description: A total of 10 adults in the MH workforce were trained as YMHFA Instructors this reporting period.
(Do not exceed 550 characters.)
LEA 1: 4 school social workers
LEA 2: 1 school psychologist and 2 school social workers
LEA 3: 3 school social workers

Number: 10

Save - Add New

Save - Finish

WD2-B Other Adults Certified as Instructors

Result Record

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(OMB Number: 0930-0285; Expiration Date: 02/29/2016)

Save - Add New

Save - Finish

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. Note: Screen will refresh when you select the date range or indicator.

Grant Number: TRNG789 (AWARE Training)

Date Range Result Was Completed: **FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016)** ▼

Indicator: **Workforce Development - WD2** ▼

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.

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)

If there were no new results, check this box:

Result Name: **WD2-B Other Adults Certified as Instructors**

Result Description:
(Do not exceed 550 characters.)

A total of 4 persons who are not members of the MH workforce were trained and certified as YMHFA instructors during the reporting period. All four persons were from the SEA.

Number: **4**

Save - Add New

Save - Finish

IPP Indicator: REFERRAL (R1) The number of individuals referred to mental health or related services				
Intent and Key Points	Definition of Key Terms	Who are you counting?	Guidelines for entering IPP Results for R1	Tips and Resources
<p>The intent is to capture information about the number of school-aged youth who were referred by an SEA or LEA MHFA/YMHFA Instructor or First Aider to mental health or related services during the reporting period.</p>	<p><u>Referred</u> is defined as linking a school-aged youth to a mental health or related service, resource, or support. This includes but is not limited to directing a person for screening, assessment, consultation, review, or treatment.</p> <p>NOTE: This definition of “referred” is very broad, unlike the traditional definition of a mental health services referral or the “referral definition for the AWARE-SEA GRPA measure about referrals to community-based mental health services.</p> <p><u>Mental health or related services</u> is defined as pertaining to mental health or the population</p>	<p>All school-aged youth referred or linked to a mental health or related service or resource by an Instructor or First Aider</p>	<ol style="list-style-type: none"> 1. <u>Date Range Result Was Completed</u> box: Select the period from the drop down box. 2. Select the indicator R1 from the drop down box 3. <u>Result Name</u> box: Enter School-aged youth referred 4. <u>Result Description</u> box: Please enter the number of referrals by each of the three Les and for the SEA. 5. <u>Number</u> box: Enter the total number of referrals during the reporting period 	<p>The SEA will need to establish a process to collect, consolidate, and report these data.</p> <p>It is recommended that this data be collected at least monthly. Suggestions include sending out a monthly “survey monkey” poll, or amending a current data collection system so First Aiders and Instructors can enter the data directly.</p> <p>It is expected that the SEA YMHFA Coordinator will collect these data.</p> <p>The SEA Coordinator or designee should enter the data into TRAC.</p> <p>You can enter more than one result record per quarter as needed.</p>

	<p>of people with or at risk of mental illness, including those with co-occurring disorders. Below are examples of the types of mental health or related services and resources an Instructor or First Aider could make. This list is not exhaustive and you should consult with your project officer about other types of referrals that could be considered:</p> <ul style="list-style-type: none"> • School guidance counselor • School psychologist • School- or community-based mental health counselor • School- or community-based social worker • School-based nurse • School-based group counselor 			
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	<ul style="list-style-type: none"> • A crisis hotline telephone number • A local hospital • Clergy and pastoral counselors • Local support groups 			
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Example of R1 Result Record

Result Record

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(OMB Number: 0930-0285; Expiration Date: 02/29/2016)

[Save - Add New](#) [Save - Finish](#)

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. Note: Screen will refresh when you select the date range or indicator.

Grant Number: TRNG789 (AWARE Training)

Date Range Result Was Completed: **FFY 2016 Quarter 2 (Jan. 1 2016 – Mar. 31 2016)**

Indicator: **Referral - R1**

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

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)

If there were no new results, check this box:

Result Name: **School-aged youth referred**

Result Description: **270 school-aged youth were referred to mental health or related services and resources during the reporting period.
LEA 1: 98
LEA 2: 75
LEA 3: 97**

Number: **270**

[Save - Add New](#) [Save - Finish](#)