

Transformation Accountability (TRAC)
Center for Mental Health Services

**NOMS Client-level Measures for Discretionary
Programs Providing Direct Services**

DATA ENTRY GUIDE



October 2015
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GENERAL OVERVIEW

This Data Entry Guide will provide you with an overview of the Transformation Accountability (TRAC) online data entry and reporting system. Topics include the following: logging on to the TRAC system; adding, viewing, deleting, and editing interviews; accessing reports; logging out of the TRAC system; and how to contact the TRAC Help Desk.

This guide does not give instructions on how to administer the CMHS NOMs Client-level Measures for Discretionary Programs Providing Direct Services tool (frequently referred to as the Services tool). For information on how to administer the Services tool, please consult the Client-level Measures for Discretionary Programs Providing Direct Services Question-by-Question Instruction Guide.

SECTION A: ACCESSING TRAC

The web address for the TRAC system is <https://www.cmhs-gpra.samhsa.gov>. We encourage you to create a bookmark to easily access the website.

To access the TRAC system click: **Enter CMHS | TRAC System**. A link to the Government Performance and Results Act (GPRA) Law and Government Performance and Results Modernization Act of 2010 is shown at the bottom of the screen.

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 1.7.0

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, survivability, and operational security.

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 to close the window. Select "Yes" to access the system.

U.S. Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services
www.samhsa.gov

SAMHSA
A Life in the Community for Everyone
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services

The TRAC Home page will appear after clicking on **Enter CMHS | TRAC System**. It is composed of the following sections: **General Info & Training, Sign Up, Contact Us, and Login.**

TRAC | Transformation Accountability
Center for Mental Health Services

Print

Home

General Info & Training

Sign Up

Contact Us

Login

General Info & Training My Account Data Entry Reports

Improving Confidence

The mission of the Government Performance and Results Act (GPRA) of 1993 is to improve the confidence of the American people in the capability of the Federal Government by holding all Federal agencies accountable for achieving program results. Under GPRA law, the Substance Abuse and Mental Health Services Administration (SAMHSA) is required to set specific performance targets, to measure program performance on a regular basis against those targets, and to report annually to Congress on each of the SAMHSA Centers' results. In short, GPRA is intended to increase program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. In order to better meet these GPRA expectations, SAMHSA has established National Outcome Measures (NOMs) to promote the use of consistent measures across its programs. The NOMs are comprised of ten domains that embody meaningful, real life outcomes for people who are striving to attain and sustain recovery; build resilience; and work, learn, live, and participate fully in their communities.

The **General Info & Training** tab allows access to the public section of the site; it does not require a username or password. On this page you will find important materials specific to each module or content area including the data collection tools and guides. Anyone with Internet access can retrieve information from this section. However, one new feature of this page is if you have an account and are logged in, you will see only materials that apply to your program.

To access the TRAC Help Desk's contact information, you should select the Contact Us hyperlink.

Once you select **General Info & Training** you will see links to:

- User Sign Up, this link includes the Guide which provides instruction on how to get a TRAC account as well as a link to be taken to the sign up screen;
- A brief overview of TRAC;
- TRAC's Annual Goals and Budget Information;
- TRAC's Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities;
- TRAC's Services/NOMs Client-level Measures (Services Activities);
- TRAC's Technical Assistance (TA) Annual Survey; and
- TRAC's Privacy Policy

Within each module category you will find a list of relevant materials. For example, if you expand the Infrastructure Development, Prevention and Mental Health Promotion (IPP) item you will see a list of IPP materials including:

- The schedule of upcoming instructor-led IPP trainings,
- IPP codebook and indicators,
- Training guides,
- Program specific guidance,
- and e-trainings.

Similar materials are provided for each of the modules as applicable. To view the materials, click on the plus [+] button and then the hyperlink of the specific material you want to see.

The password protected portions of the site allow access to Data Entry, Reports, Data Download, and the grantee specific My Account Page- These sections of the website are for authorized users to view and/or download restricted TRAC documents or information and to enter data and/or run reports.



NUMBER OF USERNAMES AND PASSWORDS PER GRANTEE

The TRAC system allows each user to have his or her own username and password. There is no limit to the number of usernames and passwords that can be issued to a grantee. Grant project directors are responsible for identifying who should have access to the TRAC system. More details will be provided in Section B: Obtaining TRAC User Accounts.

ACCESSING MULTIPLE GRANTS

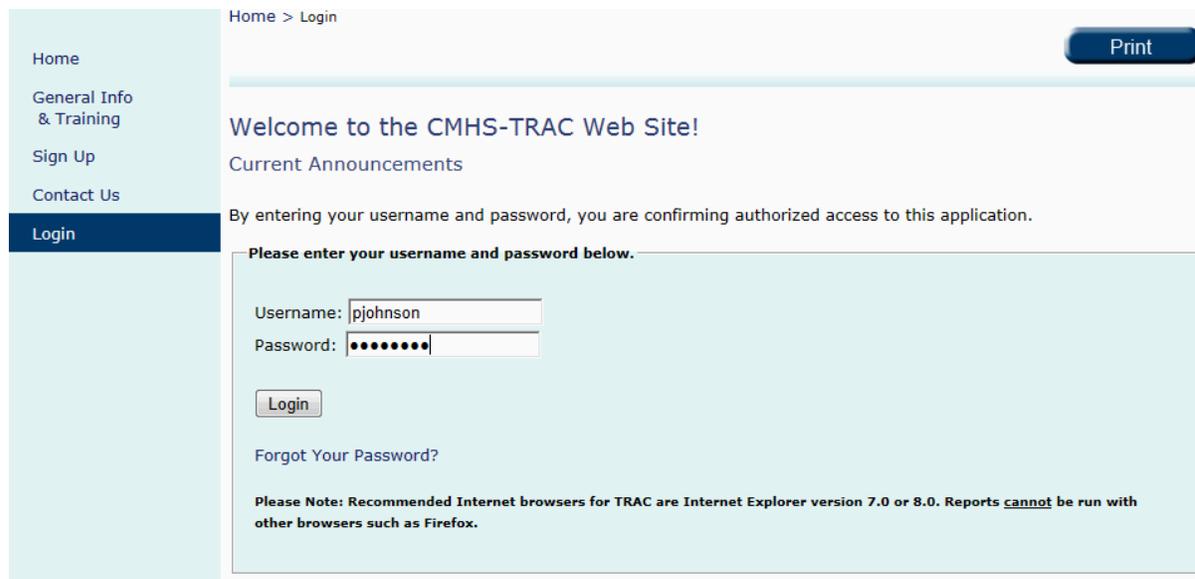
If you have access to more than one grant, you may or may not be assigned more than one username and password for each grant that you are associated with. This depends on what organization your grant falls under, as well as what role you are assigned to on that grant. Either way, you can use the same email address for all associated grants when requesting a username and password. See the Roles section of this guide for more information.

USERNAMES AND PASSWORDS

Your username will be based on your name. For example, if your name is Paul Johnson, your username will most likely be pjohanson (the first initial of your first name followed by your full last name) and in some cases, a number is attached to the end. Once you have been granted access to the system, a password is randomly generated for you by the TRAC system. You will then be sent an email from the TRAC Help Desk with your initial username and temporary password.

LOGGING IN

To login, select the Login tab or hyperlink. This screen will then prompt you to enter your username and password.



CHANGING INITIAL PASSWORD

The first time you log on to the TRAC system, you will be prompted to change your password. A password can be any combination of numbers and letters; however, it must contain at least one capital letter and one number in order to minimize identity theft. Passwords must also be different from your username, be between 6 and 15 characters in length and contain no blanks. Passwords are also case sensitive. The password should be something easy for you to remember but difficult for someone else to guess.

EXPIRATION OF PASSWORDS

Passwords automatically expire every 180 days. The TRAC system will prompt you to create a new password when yours expires. The new password must be different from any password you have used before.

CHANGE PASSWORD HYPERLINK

Once you log in, you may change your password by selecting the **Change Password** hyperlink on the left menu bar. Note: You must know your username and current password in order to use the **Change Password** feature. If you do not, please contact the TRAC Help Desk.

FORGOT YOUR PASSWORD HYPERLINK

The TRAC system will allow you up to five unsuccessful password attempts before your account will become disabled. These attempts do not necessarily have to be in immediate succession; it counts the attempts over time and on the fifth time, your account will automatically be disabled. You will need to contact the TRAC Help Desk if this occurs. If you do not remember your password, select the **Forgot Your Password?** hyperlink to receive your password via email. You will be instructed to follow the **Change Initial Password** instructions once you receive the temporary password. Note: You must know your username in order to use this feature. If you do not, please contact the TRAC Help Desk.

ROLES

Your role in the TRAC system governs what you can do and see in the system. Some roles include Project Director, Grantee staff, Contractor, and Government Project Officer (GPO). In general, you can enter data for the grant(s) that you are associated with as a project director, alternate project director or grantee staff. 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. GPOs and Contractors cannot view individual consumer records.

SECTION B: OBTAINING A TRAC USER ACCOUNT

SIGN UP

To request a TRAC user account go to the TRAC website at <https://www.cmhs-gpra.samhsa.gov>, select the **Sign Up** hyperlink, then select either the [here](#) hyperlink or the **Grantee Sign Up** tab located on the left-hand side of the screen.

Home > Sign Up Print

Sign Up

CMHS Grantees: Click [here](#) to create your TRAC Account.

If you are not a CMHS Grantee but require a TRAC account, click [here](#) to contact the TRAC Help Desk. We will assist you with your request.

Privacy Policy

TRAC's privacy policy covers the types of information that are collected and maintained about visitors to our website, how the information is obtained, and how it is used. Of the information we learn from your visit on the TRAC website, we use only the following:

- The domain name from which you access the Internet
- The date and time you access our site
- The Internet address of the website from which you linked to our site
- The type of browser you use

This information is used to measure the number of visitors to various sections of our site and to help us make our site more useful to visitors.

The screen shown below (Grantee Sign Up Form) is where you will request an account for TRAC. Enter the **Grant ID** and **Key** and click **Lookup**. The Grant ID and Key were sent to your Project Director and should have been forwarded to any staff who need TRAC access. Your Grant information will appear in the table. You should review this information to be sure it is the grant to which you are requesting access. You will then need to enter your contact information and click **Submit**. You will see a message that your request has been submitted and you will also receive a confirmation email. If you need to cancel your request you can click **Cancel** and it will clear the screen.

Home > Sign Up > Grantee Sign Up Print

Grantee Sign Up Form

Enter your Grant ID and Security Key and then click Lookup.

Grant ID: Key: Lookup

Review to confirm you have entered the correct Grant ID. Repeat these steps if access to another grant is needed.

Grant Number	Project Director	Grant Title	Organization	Org City	Org State
NA	NA	NA	NA	NA	NA

Enter contact information below and click **Submit**

First Name:

Last Name:

Email Address:

Confirm Email Address:

Phone #1: Area Code Number Ext

Phone #2: Area Code Number Ext

Phone #3: Area Code Number Ext

Subscribe to Listserv:

Submit Cancel

After a request has been submitted, an email will be sent to the Project Director on file for approval of the request. When the request is approved, the new user will receive an email with their username and temporary password.

MY ACCOUNT

The **My Account** section of the TRAC system allows users to view grant information, update their contact information, and manage TRAC user accounts (based on user role).

The **My Profile Page** has information specific to each TRAC grant. If you are a new grantee you may find it helpful to visit this page. If you have access to multiple grants, you will need to select the grant for which you want to see the **My Profile Page**.

There are three parts to a grantee's profile: **My Grant's Information**, **Staff with access to TRAC**, and **Data Reporting Requirements**.

The **My Grant's Information** section provides the Grant program name, Grant ID, Grant start date and end date, and assigned CMHS Government Project Officer.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) interface. The user is Amy Dygan, with the role of Admin. The page title is 'My Profile Page' and the breadcrumb is 'Home > My Account > My Profile Page'. A navigation menu on the left includes options like Home, General Info & Training, My Account, My Profile Page (selected), Update My Grant, Update My Info, Manage Accounts, Contact Us, Admin, Data Entry, Reports, Data Download, and Change Password. The main content area is titled 'My Profile Page' and contains a section '1. My Grant's Information' (highlighted with a red box). This section displays the following details:

Grant Program:	AHP Training Program (AHP)
Organization Name:	AHP Training
Grant Cohort:	AHP
Grant Title:	AHP Training
Grant ID:	AHP 1
CMHS Government Project Officer:	None Assigned
Grant Start Date:	9/30/2009
Grant End Date:	9/29/2014
TRAC Inactive Date:	10/29/2014
	<i>NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.</i>
Technical Assistance(TA) Center Name:	N/A

The **Staff with access to TRAC** section contains the most updated staff information that has been entered into TRAC.

The **Data Reporting Requirements** section lists which TRAC module activities your grant is expected to conduct. This section also provides general timelines for data collection and direct links to related training materials including program specific guidance, if applicable.

Home > My Account > My Profile Page

Print Previous Next

My Profile Page

1. My Grant's Information

Grant Program:	AHP Training Program (AHP)
Organization Name:	AHP Training
Grant Cohort:	AHP
Grant Title:	AHP Training
Grant ID:	AHP 1
CMHS Government Project Officer:	None Assigned
Grant Start Date:	9/30/2009
Grant End Date:	9/29/2014
TRAC Inactive Date:	10/29/2014
	<i>NOTE: This is the "grace period" at the end of your grant that you have to complete data entry.</i>
Technical Assistance(TA) Center Name:	N/A

2. Staff with access to TRAC

The people listed below currently have access to your grant's TRAC data. If you need to add or remove a TRAC user from your grant, please use the Manage Accounts screen.

Grantee Project Director:	AHP PD, fakeemailahp@fakeemail.com
Grantee Alternative Project Director(s):	None Assigned
Other Grantee Staff with access to TRAC:	None Assigned

3. Data Reporting Requirements

The data that your grant is required to collect and report for TRAC is briefly described below, with links to important training materials.

Annual Goals and Budget Information

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; this data may be updated annually
- GPOs can view and approve goals and budget information that Project Directors enter

Reporting requirement: Enter your Annual Goals and Budget Information for the entire grant period within 60 days

The **Update My Info** page is available to all users and allows a user to update his/her contact information.

STAGING

User: Amy Dygan
Roles: Admin

Home > My Account > Update My Information

Print Previous Next

Update My Info

First Name:

Last Name:

Email Address:

Confirm Email Address:

Phone #1: Area Code Number Ext

Phone #2: Area Code Number Ext

Phone #3: Area Code Number Ext

Subscribe to Listserv:

Submit Cancel

The **Update My Grant** and **Manage Accounts** screens are available only to Project Directors and Alternate Project Directors. The **Update My Grant** screen can be used to update grant information.

The screenshot displays the 'Update My Grant' interface. At the top, the TRAC logo and 'Transformation Accountability Center for Mental Health Services' are visible, along with a 'TRAINING' banner and user information for Amy Dygan (Admin). The left sidebar contains navigation options such as 'Home', 'General Info & Training', 'My Account', 'My Profile Page', 'Update My Grant' (highlighted), 'Update My Info', 'Manage Accounts', 'Contact Us', 'Admin', 'Data Entry', 'Reports', 'Data Download', 'Change Password', and 'Logout'. The main content area shows the breadcrumb trail 'Home > My Account > Update My Grant' and buttons for 'Print', 'Previous', and 'Next'. The 'Update My Grant' form includes the following fields and sections:

- Grant Funding Type:** A dropdown menu set to 'Grant'.
- Grant Title:** A text field containing 'AHP Training'.
- Target Population:** A large empty text area.
- Seeking IRB Approval?** A dropdown menu.
- Anticipated IRB Approval Date:** A date input field with the format (MM/DD/YYYY).
- For Consumer Service Program Grants Only:**
 - Is your Organization currently providing direct services under this CMHS funded grant?** A dropdown menu.
 - Do you have a contract or other relationship with another organization to provide direct services?** A dropdown menu.
 - If Yes, list the organization name(s)?** A text input field with an 'Add' button.
- Organization Table:** A table with two columns: 'Actions' and 'Organization Name'. It contains one row with 'Del' in the Actions column and 'NA' in the Organization Name column.
- Request no cost extension?** A dropdown menu set to 'NO'.
- Extend TRAC access through:** A date input field with the format (MM/DD/YYYY).

At the bottom right of the form are 'Submit' and 'Cancel' buttons.

The **Manage Accounts** screen is used to manage a grant’s user accounts. On this screen a Project Director or Alternate Project Director can approve/disapprove accounts and inactivate/reactivate users.

Home > My Account Information > Manage Accounts Page

Print Previous Next

Manage Accounts

My Grant's Information

Grant Program:	IPP Test (IPPT)
Organization Name:	Westat Test
Grant Cohort:	IPPTADB
Grant Title:	IPP Test Grant 2
Grant ID:	SM99999
CMHS Government Project Officer:	TA GPO
Grant Start Date:	8/1/2011
Grant End Date:	9/30/2011
TRAC Inactive Date:	10/30/2011
Technical Assistant(TA) Center Name:	N/A

Requests for New Accounts

Name	Email	User Roles	Action	Comments

Current Users

Name	Email	User Roles	Action	Comments
John Smith	John.Smith@fakemail.com	Grantee User	<input type="checkbox"/> Inactivate	
Jack Smith	Jack.Smith@fakemail.com	Alt PD	<input type="checkbox"/> Inactivate	

Inactive Users

Name	Email	User Roles	Action	Comments

Submit Cancel

REMOVING A USER’S TRAC ACCESS

TRAC user accounts should be inactivated when a staff member leaves the project or if a staff member was given TRAC access in error. This process is done from the **Manage Accounts** Screen by either a Project Director or Alternate Project Director.

A Project Director’s access can only be granted or inactivated by the TRAC Help Desk. The TRAC Help Desk should also be notified if a security breach has been suspected or if you need assistance at any time during this process.

SECTION C: SERVICES DATA ENTRY

Step 1: Log In and Access the Data Entry System

Once you log on to the TRAC system, you will see a menu bar on the left side of the screen that allows for navigation through the TRAC system.



To enter NOMs Client-level Measures (Services Activities) data, select the **Data Entry** tab from either the left menu or the main screen area of the navigation screen.



On the **Data Entry** overview screen, you will see a summary of the various TRAC data entry activities. To enter data collected with the Services tool, select the **Services** tab from the left menu, under **Data Entry**.

The screenshot displays the TRAC Data Entry System interface. At the top, the TRAC logo and 'Transformation Accountability Center for Mental Health Services' are visible. The user is identified as 'User: Amy Dygan' with 'Roles: Admin'. A navigation menu on the left includes 'Home', 'General Info & Training', 'My Account', 'Contact Us', 'Admin', 'Data Entry', 'Annual Goals & Budget', 'Services', 'IPP', 'Reports', 'Data Download', 'Change Password', and 'Logout'. The 'Data Entry' section is active, showing a 'Print' button and a breadcrumb 'Home > Data Entry'. The main content area is titled 'Data Entry' and contains a welcome message, followed by sections for 'Annual Goals and Budget Information', 'NOMs Adult and Child Client-level Measures (Services)', and 'Infrastructure Development, Prevention & Mental Health Promotion (IPP)'.

The TRAC system will automatically log a user off after 20 minutes of inactivity. **When entering data, it is important that you complete and save a record or the data will be lost when the TRAC system times out.** The TRAC system will not save partial records.

Step 2: Find a Grant

If you have access to multiple grants, you will see the **Find Grant** screen. If you leave the Find Grant form blank and select the **Find** button, the system will display a list of all grants to which you have access.

Other ways to find a grant:

- To search by program, click on the program name in the left box and then click on the “>” button to move the desired program from the Available Programs side to the Selected Programs side. If the incorrect program was chosen, click the “<” button to move it back. After your program(s) has been selected (for example, Sample Program Adult, as shown below), click **Find** at the bottom of the screen and the appropriate grant(s) appear in the grant list.
- You can also search for a grant by Grant ID, Organization Name, City and/or State, by entering information you know into the appropriate boxes, and then click on **Find**. The TRAC system will list all records that matched the criteria you entered.

2 record(s) found for the query criteria.

Home > Data Entry > Services

Print Cancel Save Previous Next

Find Grant

Available Programs

- A Report Training Example
- EmrkAG_00031
- EmrkCG_00032
- HIV/AIDS_00029

>

<

Selected Programs

Sample Program Adult

GrantID:

Organization Name:

City:

State:

Find

	Program	GrantID	Organization Name	City/State/Zip
Select	AdultTrain	Grant C	Sample Org Adult	Rockville/Maryland/20850
Select	AdultTrain	Grant D	Sample Org Adult	Rockville/Maryland/20850

Step 3: Create a Consumer Record and Add a Baseline Interview

For Baseline Interviews: To create a consumer record in the TRAC system and to enter their baseline interview data, select the **Add Baseline** hyperlink.

The screenshot shows the TRAC system interface. At the top, there is a header with the TRAC logo, the text 'Transformation Accountability Center for Mental Health Services', and a 'Development' badge. The user information 'User: Corinna Bonk Roles: Admin' is displayed in the top right. A navigation menu on the left includes options like Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Services (highlighted), IPP, Reports, Data Download, and Change Password. The main content area shows a search result: '1 record(s) found for the query criteria.' Below this is a breadcrumb trail 'Home > Data Entry > Services > Interview Selection' and a row of buttons: Print, Cancel, Save, Previous, Next. A status bar displays 'Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult'. The 'Find Interview' section contains input fields for 'Consumer ID', 'Baseline Date', and a dropdown menu for 'Episode' set to 'Show Current & Previous Records', with a 'Find' button. Below this is a 'Consumer Records' table with a circled 'Add Baseline' link in the 'Episode' column.

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode
Show Interviews	ORG_DS	Test123	03/15/2013	03/19/2013	Current

The hyperlink opens the first screen of the Client-level Measures (Services Activities) data entry system. A complete baseline record must be entered and saved in order to enter a consumer in the TRAC system. (Please refer to the Entering Data section of this guide for more information.)

If a baseline interview was not conducted, the TRAC system will require you to enter Record Management Section A (Demographic Data), and Section H, if applicable.

Step 4: Enter Data

This section describes how to enter data in the Services tool for all interviews: baseline, reassessment and clinical discharge. Once you select which assessment you are entering and whether or not an interview was conducted, the TRAC system takes you to the appropriate data entry screens and questions.

There are a number of data entry screen features that allow for easy use and quick data entry.

The header summarizes important information. For easy reference, the text in the header just above the data entry screen includes the Consumer ID, Grant ID, Mode, and Assessment.

Home > Data Entry > Services > Record Mgmt

Consumer ID: | Grant #: SM12345 | Mode: Add | Assessment: Baseline

RECORD MANAGEMENT

Consumer ID

Grant ID (Grant/Contract/Cooperative Agreement) SM12345

Site ID ORG_DS

1. Assessment Baseline Assessment

When did the consumer first receive services under the grant for this episode of care? mm/yyyy

2. Was the interview conducted? mm/yyyy

[IF YES] When? mm/dd/yyyy

[IF NO] Why was the interview not conducted?

Record Mgmt

The current screen location is highlighted – the name of the screen in which data are being entered will always appear in the menu bar on the left side of the screen highlighted in blue.

The TRAC system screens match the Services tool – TRAC’s system screens match the sections and the fields on the Services tool, beginning with the Record Management section.

The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) data entry interface. The header includes the TRAC logo, the text 'Transformation Accountability Center for Mental Health Services', a 'Development' badge, and user information: 'User: Corinna Bonk, Roles: Admin'. The breadcrumb trail is 'Home > Data Entry > Services > Stability In Housing'. Navigation buttons for 'Print', 'Cancel', 'Save', 'Previous', and 'Next' are visible. Below the breadcrumb, the system displays 'Consumer ID: Test456 | Grant #: SM12345 | Mode: Add | Assessment: Baseline'. The main content area is titled 'C. STABILITY IN HOUSING' and contains the following questions and input fields:

- 1. In the past 30 days how many...
 - a. nights have you been homeless? (Number of Nights/Times)
 - b. nights have you spent in a hospital for mental health care? (Number of Nights/Times)
 - c. nights have you spent in a facility for detox/inpatient or residential substance abuse treatment? (Number of Nights/Times)
 - d. nights have you spent in correctional facility including jail or prison? (Number of Nights/Times)
 - Total items for a, b, c, and d (Text input: 0)
 - e. times have you gone to an emergency room for a psychiatric or emotional problem? (Number of Nights/Times)
- 2. In the past 30 days, where have you been living most of the time?

[DO NOT READ RESPONSE OPTIONS TO THE CONSUMER. SELECT ONLY ONE.]

 - OTHER HOUSED (SPECIFY) (Text input)

The left sidebar contains a navigation menu with the following items: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Annual Goals & Budget, Services, Record Mgmt, A. Demographic Data, B. Functioning, C. Stability In Housing (highlighted), and IPP.

Controls – there are many different types of fields or controls on each data entry screen.

- **Textbox** – textboxes are designed to allow you to enter data manually. Some text fields have specific formats which must be used such as mm/dd/yyyy for date of interview. **Note: The exceptions include birth date, discharge date, and last date services were received; day is not collected to ensure confidentiality.**
- **Drop down box** – a drop down box is used where only one entry may be selected from a list of values.
- **Mover box** – a mover box is used where more than one entry may be selected from a list of values. Selections are made from one box and moved to another box by using arrows. Items may also be deselected.

Required data entry fields are highlighted – fields highlighted in yellow are required. The system will not allow you to proceed to the next screen until all required fields are entered.

Missing and Refused data – The TRAC system allows missing or refused to be entered for any question that is asked of the consumer. Every question in the tool can therefore be answered in the data entry system even if an answer is left blank or the consumer does not want to answer the question. **Missing and Refused are not available as response options for questions answered directly by the grantee (questions in Record Management, Sections I, J, or K).**

Command buttons – command buttons are located in the upper right portion of the screens. The following buttons are available:

- **Next** – select to move to the next data entry screen.
- **Previous** – select to move to the previous data entry screen.
- **Save** – saves the current data entry screen—only applicable in Edit mode.
- **Finish** – saves the record and brings you back to the Find Interview screen—only applicable in the Summary screen at the end of your data entry.
- **Print** – prints the current page.
- **Cancel** – cancels your entry when creating a new record; cancels changes made since the last save—only applicable in Edit mode. You will receive the following prompt: “Select OK to exit. Any unsaved changes will be lost.”

Error messages – inconsistent data – If inconsistent data are entered, an error message appears in red at the top of the screen.

Error messages – required fields left blank – The system will not allow you to move to the next screen until information is entered in these fields. If a field is left blank, an error message appears in red at the top of the screen.

Both types of error messages are in the example shown below.

The screenshot displays the TRAC (Transformation Accountability Center for Mental Health Services) interface. At the top, the user is identified as Corinna Bonk with the role of Admin. A yellow error banner at the top of the main content area contains the following text: "The following error(s) occurred: 'Site ID' is required. The Interview Date field is an invalid date format. It must be in the form MM/DD/YYYY or MM/DD/YY." Below the error banner, the breadcrumb trail reads "Home > Data Entry > Services > Record Mgmt". A navigation bar includes buttons for Print, Cancel, Save, Previous, and Next. The main form area is titled "RECORD MANAGEMENT" and contains the following fields:

- Consumer ID: Test321
- Grant ID (Grant/Contract/Cooperative Agreement): SM12345
- Site ID: (Dropdown menu)
- 1. Assessment: Baseline Assessment (Dropdown menu)
- When did the consumer first receive services under the grant for this episode of care?: 03/2013 mm/yyyy
- 2. Was the interview conducted?: Yes (Dropdown menu)
- [IF YES] When?: 03/2013 mm/dd/yyyy
- [IF NO] Why was the interview not conducted?: (Text input field)

A left-hand navigation menu includes options such as Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Annual Goals & Budget, Services, Record Mgmt (highlighted), IPP, Reports, Data Download, Change Password, and Logout.

Summary – the TRAC system displays a summary review sheet once all data are entered for a consumer. You are able to make changes to the online Services tool by clicking on the appropriate screen in the left menu or clicking the **Previous** button at the top of the screen. Once changes are made, it is important to select the **Finish** button to save the record.

The Summary page can be printed if you wish to retain a paper record.

The screenshot shows the TRAC system interface. At the top, the logo for TRAC (Transformation Accountability Center for Mental Health Services) is visible, along with the user information: User: Corinna Bonk, Roles: Admin. The breadcrumb trail reads: Home > Data Entry > Services > Summary. A navigation bar at the top right contains buttons for Print (highlighted with a red circle), Cancel, Save, Previous, and Next. Below this, a status bar shows: Consumer ID: Test123 | Grant #: SM12345 | Mode: View | Assessment: Baseline. A 'Finish' button is located on the right side of the main content area.

The main content area is divided into two sections:

RECORD MANAGEMENT

Consumer ID: Test123
 Grant ID (Grant/Contract/Cooperative Agreement): SM12345
 Site ID: ORG_DS
 1. Assessment: Baseline Assessment
 When did the consumer first receive services under the grant for this episode of care? 3/2013 mm/yyyy
 2. Was the interview conducted? Yes
 [IF YES] When? 3/15/2013 mm/dd/yyyy
 [IF NO] Why was the interview not conducted?

A. DEMOGRAPHIC DATA

[SECTION A IS ONLY COLLECTED AT BASELINE.]

1. What is your gender? MALE OTHER (SPECIFY)
 2. Are you Hispanic or Latino? NO
 [IF YES] What ethnic group do you consider yourself? Please answer yes or no for each of the following. You may say yes to more than one.
 Central American Puerto Rican
 Cuban South American
 Dominican OTHER (SPECIFY)
 Mexican
 3. What race do you consider yourself? Please answer yes or no for each of the following. You may say yes to more than one.
 Black or African American YES Alaska Native NO

Step 5: Find a Consumer Record

The Find Interview screen is the main screen for entering and modifying a consumer record. This screen will allow you to:

- Add a new consumer (by entering baseline interview data);
- Search for an existing consumer; and
- View all existing interviews associated with a consumer.

1 record(s) found for the query criteria.

Home > Data Entry > Services > Interview Selection

Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult

Find Interview

Consumer ID:

Baseline Date:

Episode: Show Current & Previous Records

Find

Consumer Records

Actions	Site ID	Consumer ID	Baseline Date	Updated Date	Episode	
Show Interviews	Del	ORG_DS	Test123	03/15/2013	03/19/2013	Current

If the search boxes are left blank and you click the **Find** button, the TRAC system will list all consumer records for the grant you have selected. You can enter search criteria in the boxes labeled Consumer ID, Baseline Date, or you can use the **Episode** drop down. Click the **Find** button after search criteria are entered. The TRAC system will then list all records that matched the criteria entered.

To view a particular consumer’s existing interviews, click the **Show Interviews** hyperlink and the interviews will be listed below the form. A new consumer can be added by selecting the **Add Baseline** hyperlink.

The screenshot shows the TRAC web application interface. The header includes the TRAC logo, the text 'Transformation Accountability Center for Mental Health Services', a 'Development' badge, and user information: 'User: Corinna Bonk Roles: Admin'. The left sidebar contains navigation links: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Services (highlighted), IPP, Reports, Data Download, and Change Password. The main content area displays a message: '1 record(s) found for the query criteria.' Below this is a breadcrumb trail: 'Home > Data Entry > Services > Interview Selection'. There are buttons for 'Print', 'Cancel', 'Save', 'Previous', and 'Next'. Below the breadcrumb is a metadata line: 'Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult'. The 'Find Interview' form contains input fields for 'Consumer ID', 'Baseline Date', and a dropdown menu for 'Episode' set to 'Show Current & Previous Records', with a 'Find' button. Below the form is a section titled 'Consumer Records' with a table. The table has columns: Actions, Site ID, Consumer ID, Baseline Date, Updated Date, and Episode. The 'Add Baseline' link is circled in red. The table contains one row with the following data: 'Show Interviews' (circled in red), 'ORG_DS', 'Test123', '03/15/2013', '03/19/2013', and 'Current'.

The **View**, **Edit**, and **Delete** hyperlinks can be used to view a record, change a record that you previously entered, or delete an interview. The **Edit** or **Delete** hyperlinks will be grayed out if the system lock date has passed for the record.

The screenshot shows the TRAC web application interface. The header is identical to the previous screenshot. The left sidebar is also identical. The main content area displays a breadcrumb trail: 'Home > Data Entry > Services > Interview Selection'. There are buttons for 'Print', 'Cancel', 'Save', 'Previous', and 'Next'. Below the breadcrumb is a metadata line: 'Program Code: OlderAdult | Grant #: SM12345 | Org Name: Org1 | Tool Type: Adult'. The section is titled 'Interviews for Test123'. There are links for 'Add Reassessment' and 'Add Clinical Discharge'. Below this is a table with columns: View, Edit, Del, Print, Assessment, Interview Date, Updated Date, and Conducted?. The 'View', 'Edit', and 'Del' links are circled in red. The table contains one row with the following data: 'View', 'Edit', 'Del', 'Print', 'Baseline Assessment', '3/15/2013', '03/19/2013', and 'Yes'.

All data entered into the TRAC website can be modified before a record is saved. After a record is saved, all data except data in Record Management can still be edited. To change a record, on the Find Interview screen, click **Edit**.

You are unable to edit any data in the Record Management section. In order to modify any of this information you will need to delete the interview by clicking the **Del** hyperlink and then reenter it with the updated information. Be sure to print a summary of the interview if you do not have a paper copy available. NOTE: If you are deleting an interview that has subsequent interviews already entered in TRAC, you will need to delete those interviews as well, starting from the most recent working backward.

Step 6: Enter reassessments and discharges

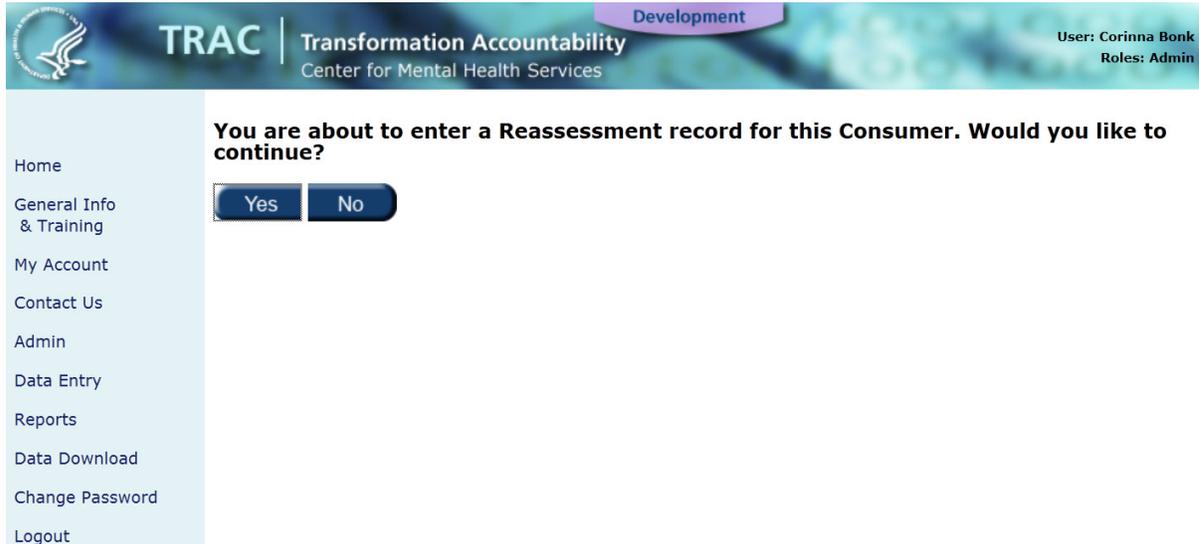
After you have found the interviews for a particular consumer as described in Step 4, you can add reassessment and discharge interviews as needed. Reassessments are to be conducted every 6 months (calculated as 180 days). Discharges should be conducted at the end of a consumer’s episode of care. For more information about conducting reassessment and discharge interviews, please review the Adult or Child Question-by-Question Instruction Guide.

To add Reassessment Interviews: To add a reassessment interview, select the **Add Reassessment** hyperlink.

The screenshot shows the TRAC web application interface. The header includes the TRAC logo, the text 'Transformation Accountability Center for Mental Health Services', and the user information 'User: Corinna Bonk Roles: Admin'. The breadcrumb trail is 'Home > Data Entry > Services > Interview Selection'. Below the breadcrumb trail are buttons for 'Print', 'Cancel', 'Save', 'Previous', and 'Next'. The main content area displays 'Interviews for Test123' and a table of interviews. The 'Add Reassessment' button is circled in red.

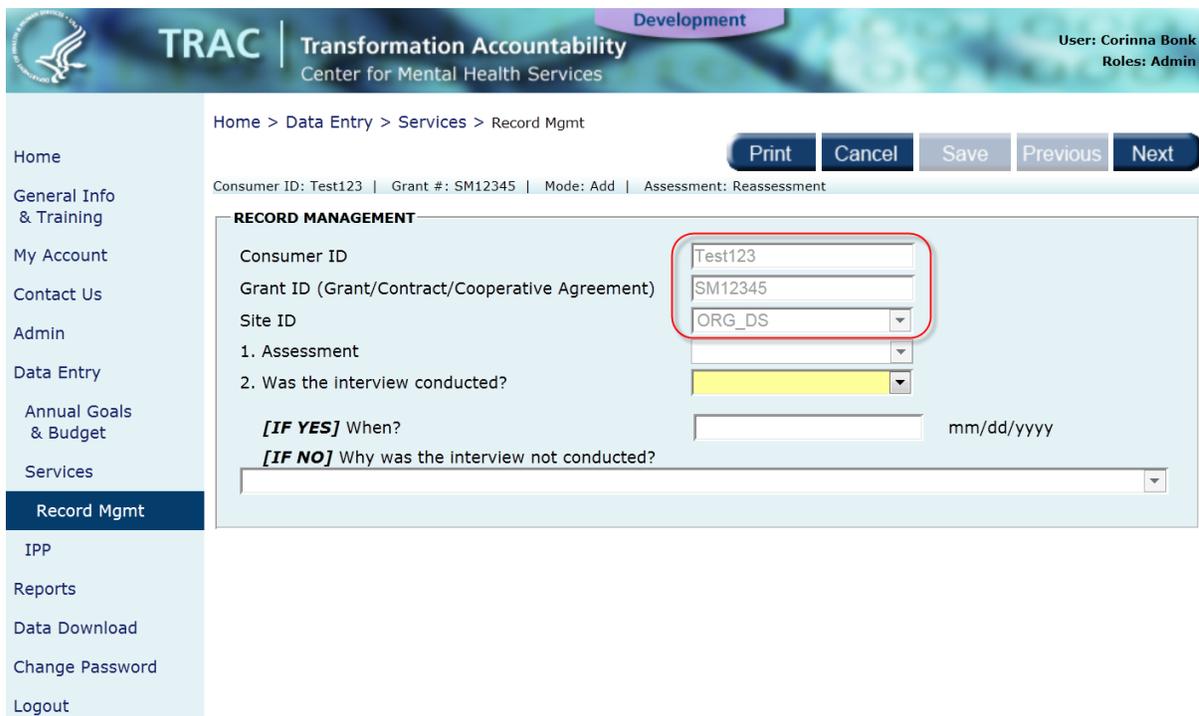
				Assessment	Interview Date	Updated Date	Conducted?
View	Edit	Del	Print	Baseline Assessment	3/15/2013	03/19/2013	Yes

The TRAC system will ask you to verify that you wish to enter a Reassessment record for the consumer.



When you select “Yes” the system will display the reassessment data entry screen.

The Record Management screen is prefilled with data from the baseline interview.



The Print button allows for records to be printed.

To add Discharge Interviews: To add a discharge interview, select the **Add Discharge** hyperlink.

The screenshot shows the TRAC system interface. The header includes the TRAC logo, 'Transformation Accountability Center for Mental Health Services', a 'Development' badge, and user information: 'User: Corinna Bonk Roles: Admin'. The breadcrumb trail is 'Home > Data Entry > Services > Interview Selection'. Below the breadcrumb are buttons for 'Print', 'Cancel', 'Save', 'Previous', and 'Next'. The main content area displays 'Interviews for Test123' with a table. The table has columns for 'Assessment', 'Interview Date', 'Updated Date', and 'Conducted?'. The first row shows 'Baseline Assessment', '3/15/2013', '03/19/2013', and 'Yes'. Above the table are links for 'Add Reassessment' and 'Add Clinical Discharge', with the latter highlighted by a red circle. A left sidebar contains navigation options: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry (with sub-options: Annual Goals & Budget, Services, IPP, Reports, Data Download, Change Password, Logout).

				Assessment	Interview Date	Updated Date	Add Clinical Discharge
View	Edit	Del	Print	Baseline Assessment	3/15/2013	03/19/2013	Yes

The TRAC system will ask you to verify that you want to enter a Clinical Discharge record for the consumer.

The screenshot shows the TRAC system interface with a confirmation dialog. The header is identical to the previous screenshot. The main content area displays the message: 'You are about to enter a Clinical Discharge record for this Consumer. Would you like to continue?'. Below the message are two buttons: 'Yes' and 'No'. The left sidebar is identical to the previous screenshot.

When you select “Yes” the system will display the discharge data entry screen.

Home > Data Entry > Services > Record Mgmt

Consumer ID: Test123 | Grant #: SM12345 | Mode: Add | Assessment: Clinical Discharge

RECORD MANAGEMENT

Consumer ID: Test123

Grant ID (Grant/Contract/Cooperative Agreement): SM12345

Site ID: ORG_DS

1. Assessment: Clinical Discharge

2. Was the interview conducted? Yes

[IF YES] When? mm/dd/yyyy

[IF NO] Why was the interview not conducted?

The Record Management screen is prefilled with data again from the baseline.

Step 7: Download Data (Optional)

To download data for a grant, select **Data Download** from the left menu bar. Under Data Download select **Services** to access the Services Data Download screen. You do not have to download data, this is available as an option for you should you wish to do your own data analysis.

Project Directors, Alternate Project Directors, and Grantee Staff can download data. Your access to data through the data download function on the TRAC system is related to your role. CMHS staff cannot download data.

The Services tool Codebook is located on the General Information screen of the TRAC website. The codebook can be used to understand the variable names and coding of downloaded data.

If you have only one grant, you will not have to select a grant. If you have more than one grant, you will have to select for which grant you want to download data. To select a grant, select the program(s) from the Available Programs box. Click on “>”, which will place the selected program(s) in the Selected Programs box. The grants you have access to will be in the pull down menu under Available Grants.

Select the grant you want to download data for, and then click the **Next** button.

Once you select a grant, the system will display the download criteria screen. On this screen, you can choose to download data for a specific Data Collection Point, Federal Fiscal Year, Federal Fiscal Quarter, and Month. You also have the option to download the data in either Excel or HTML format. The criteria you can select are:

- **Select a Data Collection Point** – There are two available data collection points: Record Management and Demographic Data Sections or All Sections.
- **FFY** – This selection produces data for a particular Federal Fiscal Year or all the years available.
- **FFQ** – This selection produces data for a particular Federal Fiscal Quarter or all the quarters available.
- **Month** – This selection produces data for a particular month or all the months available.
- **Select Download Format** – This selection produces the data download in either Excel or HTML formats.

Select the criteria you want, and then click the **Next** button.

The system will display the number of records to be downloaded and require you to respond “Yes” or “No” before proceeding to the data download.

You may Print or Save the data output as desired.

Step 8: Log Out

To exit the TRAC system, click **Logout** in the left menu.

The screenshot shows the TRAC system interface. At the top, there is a header with the TRAC logo, the text 'Transformation Accountability Center for Mental Health Services', a 'Development' status indicator, and user information: 'User: Corinna Bonk Roles: Admin'. Below the header is a navigation bar with a 'Print' button. The left sidebar contains a menu with the following items: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Reports, Data Download, Change Password, and Logout. The 'Logout' item is circled in red. The main content area displays a section titled 'Improving Confidence' with text about the Government Performance and Results Act (GPRA) of 1993 and SAMHSA's mission.

It is important to log out of the TRAC system while away from your desk for security reasons. Logging out of the TRAC system will block unauthorized users from viewing or modifying data in the TRAC system.

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)