

## Grantee Tip Sheet for Deleting Services Activities Data

You can delete consumer interview or administrative records from the **Find Interview** screen. We recommend that you print the assessment before you delete it, in case a record is deleted by mistake. Follow the below steps to delete a record from the main TRAC screen.

- Click on **Data Entry**
- Click on **Services**
- Click on **Show Interviews** for the appropriate consumer.

### To print a record:

- Select the **Print** link for the appropriate assessment. The Print Options box will pop up.
- Click **Print**.

### To delete a record:

- Select the **Del** link

Home > Data Entry > Services > Interview Selection

Print Cancel Save Previous Next

Program Code: CMHI | Grant #: SM12345 | Org Name: Example 123 Org | Tool Type: Child

### Interviews for Test123

				Assessment	Interview Date	Updated Date	Conducted?
View	Edit	Del	Print	Baseline Assessment	11/12/2012	02/25/2013	No
View	Edit	Del	Print	Clinical Discharge		02/25/2013	No

- Confirm delete by selecting **Yes**.

**You are about to delete a Clinical Discharge record for this Consumer. Would you like to continue?**

Yes No

- If you want to delete a baseline or reassessment, please note: you will need to also delete any preceding interviews that have been entered. (Example: A 6 month reassessment for Consumer Test123 needs to be deleted because there was an error made when entering Record Management; however, you won't be able to make your edits because the consumer was already discharged in the system.)
- The discharge will need to be deleted first, followed by the 6 month reassessment. Then, both will need to be re-entered with the corrected data, if applicable.)
- If you want to delete a consumer from the database, you will need to delete all interviews in that episode of care, working backwards – from most recent interview/assessment to baseline.
- Records entered into TRAC prior to June 2010 can't be deleted.
- As of 7/1/2013, records can be deleted until the end of the quarter following the quarter of the interview date. For example a record with an interview date of January 1<sup>st</sup> can be deleted prior to July 1<sup>st</sup>. If the record needs to be deleted and re-entered this would also need to be completed before July 1<sup>st</sup>.