

TRAC OVERVIEW FOR GOVERNMENT PROJECT OFFICERS

This is a reference guide for Government Project Officers (GPOs) to use as an overview about the TRAC system. This should not take the place of training, but familiarize you with TRAC requirements, guidelines, and materials.

Section 1 Data Entry Deadlines

Data Entry Deadlines/System locks (IPP)

- Once the system lock has passed, no data within that timeframe can be added, deleted, or edited.

IPP Results Completed During this Period:	Grantees should enter IPP results no later than:	GPO review & grantee revisions should be completed no later than:	TRAC admin review & grantee revisions must be completed no later than:	System-Lock Date*:
FFY Quarter 1 : Oct 1 to Dec 31	January 31	February 28	March 31	April 1
FFY Quarter 2 : Jan 1 to March 31	April 30	May 31	June 30	July 1
FFY Quarter 3 : April 1 to June 30	July 31	August 31	September 30	October 1
FFY Quarter 4: July 1 to Sept 30	October 31	November 30	December 31	January 1

**Please note that this schedule but reflects when each step of the reporting and review process should be completed in order to adhere to the system-lock date.

Data Entry Deadlines/System locks (Services)

System locks are the same as the IPP dates without the revisions/review process dates.

Data Entry Deadlines/System locks (Annual Goals and Budget)

Annual Update Period:	Grantees enter any updates by:	GPO review & grantee edits completed by:	System will lock on:
October 1 – December 31	December 31	March 31	April 1

**Please note: This schedule is the same for each year

Section 2 The My Account Area of TRAC

My Profile Page

Signing into the TRAC website and clicking on “My Account” and “My Profile Page” will allow you to select any grant that you have access to. Once you do this, you will be able to see a variety of information for that grant including:

- All Admin Information (cohort name, start/end dates, Grant Title, Primary GPO assigned, etc.)
- All Staff with access to grant’s data,
- Data requirements
- Data Entry Deadlines/System Lock Dates

Update My Info

Signing into the TRAC website and clicking on “My Account” and “Update my Info” allows you to update any contact information. You can also opt in and out of IPP data review emails by clicking on “Receive email when Admin disagrees with an IPP result”. The default is set so you will not be copied on these emails.

Grant Management Info

- A *Primary GPO* is the GPO that is primarily responsible for the grant and is required to review and approve IPP and AGB data. Other GPO’s within the program may have access to the grant data but they are considered to be *Secondary GPO’s*. Regardless of your role, the grants will show up in TRAC together so please know your Primary GPO assignments.
- If there is a change in GPO assignment, please contact the help desk immediately so our records can be updated. There is no other way we are communicated with this information.
- When a grant is awarded, a process is followed and the Federal Program Director (FPD) is contacted to obtain grant info and project director staff, as well as to schedule new grant trainings. All new awards are offered applicable trainings for their new grant alone. Project Directors will not have access to TRAC until after the first training date. After they receive their login information, other staff can sign up on the TRAC website, using the ‘Sign Up’ feature. (Tip sheet below).

Section 3 Training

Training Information

- Trainings are not typically recorded unless there is a special situation. The TRAC website has PowerPoint Presentations available for all trainings, as well as, e-trainings that can be viewed on You Tube under their specific module in our ‘General Info and Training’ section.
- Services Refresher Trainings listed below are offered quarterly. If you have a user account in TRAC and have not opted out of the listserv, you will receive registration information 2-3 weeks before the trainings.
 - NOMs Client-level Measures (Services Activities) module Adult Data Collection
 - NOMs Client-level Measures (Services Activities) module Child Data Collection
 - NOMs Client-level Measures (Services Activities) module Data Entry & Basic Reports (includes the Numbers of Consumers Served, Services Notification, and Reassessment Interview Rate Reports)
 - NOMs Client-level Measures (Services Activities) module Outcome Measures, Multi-Year Outcome Measures, Point in Time, and Cross Tabulation & Frequency Reports Refresher
- IPP Refresher Trainings are offered quarterly in a Question and Answer format. If you have a user account in TRAC and have not opted out of the listserv, you will receive registration information 2-3 weeks before the trainings.
- Annual Goals and Budget Refresher trainings are only offered when it is reopened for edits. This usually happens sometime in October each year.
- The Training Schedule is posted on the TRAC website and on the bulletin board.