

TRAC-IT EHR Committee

October 12, 2023

Local Agency and Vendor Participants: Erin Austin, Kim Calhoun, Jarrod Lathrop, Tony Leonard, Lori Real, Nathan Reese, Chris Neil, Brian Potter, Rita Brereton, Taylor Nash, Michelle Kaston, Nancy Smith, Timothy Adams, Leslie Pakula, Justin Pretlow, Michael Van Popering, Kim Calhoun, Ann Yonce

Welcome

The purpose of this meeting is to answer any immediate questions related to file testing and request feedback from the Committee.

- The following Data Dictionary updates were shared:
 - Goals on contact (progress) notes will be optional. You will no longer need to include a goal on the uploaded note. You may still receive a warning message “Goal Not Found” if you upload a goal on a contact note and it does not match to a goal on the IFSP. Your uploaded contact note will be saved to the record, despite the warning message.
 - A new optional field on contact notes titled method will be included in the Data Dictionary. Look for noteMethodCode and a new value set ContactNoteMethod
- DBHDS will follow-up with provider agencies and local systems after the September monthly check-in to gather more information on the readiness status for 12/11. Part of these meetings will be to individualize a Plan B if your upload capability is not ready for 12/11.

Open Floor

Call was opened for questions:

- Q: Will Kyla be reaching out to provider agencies as well as local systems to set up a meeting to discuss the status of their testing/upload capabilities?
- A: Yes, Kyla will reach out to Provider Agencies as well.
- Q: When will the two updates to the Data Dictionary be available?
- A: An updated Data Dictionary is being targeted to be available next week. Systemic changes in FTC that make goals optional are targeted for next week. Systemic changes adding the new method field and value set are targeted for mid-November.

Clarification - The method value set is regarding how a person participated in an event (i.e., telehealth, phone, email, etc)

- Q: Does an upload need to include the new method field if the EHR system does not already include it?
- A: No – this is an optional field and does not need to be included in an uploaded file.
- Q: There was some information that TRAC-IT had a 10,000 character limit for IFSP fields (specifically fields related to assessment). Is this correct?
- A: No – SSG confirmed TRAC-IT does not have a character limit on text fields documented as “Unlimited” length in the data dictionary.

Questions?? Email VATRACIT.FileCertification@ssg-llc.com

- Q: Can a program still send goals on a contact note, even if they don't match?
- A: *Yes – you can send goals on a contact note but will receive the warning “Goal Not Found.” This is a warning and not an error. This means that all other information in the note will be saved, but the goal will not be saved.*

- Q: When is the next refresh? There are some updates to email addresses that occurred in TRAC-IT that are not correct in FTC. As a result, the program is receiving error messages when uploading attendees.
- A: *There is not another refresh planned at this time. The program can make the email updates in FTC through the same process the email updates were made in TRAC-IT. If you would like help, please reach out to FTC Support.*

- Q: When will Kyla be scheduling the follow-up meetings?
- A: *In the next couple of days, she will reach out to schedule the meetings. The goal is to have all the meetings in the next 2 weeks.*

UPCOMING EVENTS:

Office Hours – October 17th at 2pm

EHR Committee Meeting – November 9th at 11am