

TRAC-IT EHR Committee

November 9, 2023

Local Agency and Vendor Participants: Ann Yonce, Bill Slate, Erin Austin, Grady Bird, Viginia Heuple, Michelle Kaston, Kim Calhoun, Jarrod Lathrop, Tony Leonard, Kelly Melendez, Nathan Reese, Chris Neil, Michael Van Popering, Johanna VanDorenJackson, Lori Real

Welcome

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

- The following updates were shared:
 - Goals on contact notes (progress notes) are now optional and not required. This means that you can upload notes without goals and they will be accepted.
 - New optional field of Method on contact notes.
- Link for the data dictionary was shared: <https://www.itcva.online/tracit-documents>

Open Floor

Call was opened for questions:

- Q: A local system's IFSP includes the parent signatures as part of a group of signatures. If there are connectivity issues, they will be capturing the signature offline. If the upload file of the IFSP does not include the parental signature, will the IFSP be rejected?
- A: *The IFSP Signed Date is one of the required fields. As long as that date is provided, in addition to all the other required fields, the IFSP would be accepted.*
- Q: How has the certification process been going?
- A: *There are a couple of provider agencies that are close to being certified to upload contact notes into TRAC-IT. There is one local system who is rigorously testing this past week and we are working with them*

UPCOMING EVENTS:

Office Hours – November 21st at 2pm

EHR Committee Meeting – December 14th at 11am

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