TRAC-IT EHR Committee

September 14, 2023

<u>Local Agency and Vendor Participants</u>: Anne Yonce, Ginny Heuple, Kavonda Jordan, Jarrod Lathrop, Tony Leonard, Lori Real, Nathan Reese, Naomi Crosier, Johanna VanDorenJackson, Chris Neil, Grady Bird, Taylor Nash, Sandra Whitaker, Shawn Frasier

Welcome

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

- Reminder that the FTC refresh will happen tomorrow, 9/15/23 from 8AM to 12PM. This refresh will provide a new snapshot copy of data from TRAC-IT.
  - Any files uploaded will no longer be available.
  - You will need to set up new login credentials by either resetting your password and/or scanning a new QR code.
  - This new snap will be up-to-date so your testing will be easier – your files can reflect the current status of a child.
  - As part of the refresh, the system update that occurred in TRAC-IT will occur as well.

- You should aim to be completing done testing and have submitted your catch-up file by 11/24. This will allow two weeks for DBHDS to approve your ability to go live on 12/11
  - If you are not ready to submit your catch-up file by 11/24, your testing can continue.
  - Each individual organization will need approval from DBHDS – this means that if one vendor is covering more than one local system, each local system should reach out for approval.
  - Approval requests are submitted to VATRACIT.FIleCertification@ssg-llc.com

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

Open Floor

Call was opened for questions:

- Q: Confirming that each individual organization will need approval?
- *A: Yes, each individual organization will need approval from DBHDS.*
  Kyla asked that organizations please send updates or any new barriers to the email address as soon as they occur. Additionally, DBHDS may be reaching out more frequently as the go live date is fast approaching.

  The VATRACIT.FileCertification@ssg-llc.com address can be used to reach Kyla/DBHDS as well as SSG support.

- Q: Specific lines in the data dictionary were discussed:
  - *Consent Type – this is the type of consent; value should be one of the choices from the Value Set worksheet*
  - *Consent Value – yes/no – did the parent provide or not provide consent*
  - *Reason for Later Start – this is the field in the IFSP where you can provide a reason for a later start of services. This is a string field – you can enter any text.*

  - *Reason IFSP Late – the reason an IFSP is late; value should be one of the choices from the Value Set worksheet*

  *Overall, it was mentioned that if the Field Type in the data dictionary is **BOLD**, this indicates there is a value set for this field in the Value Set tab.*

UPCOMING EVENTS:
Office Hours – September 19th at 2pm
EHR Committee Meeting – October 12th at 11am

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