

Welcome!

The session will begin
shortly

A graphic of a trail of white footprints on a purple background, starting from the bottom left and moving upwards and to the right, ending near the top right corner.

TRAC-IT

Welcome!

- Introduction
- Purpose of TRAC-IT
- Getting Started
- TRAC-IT navigation

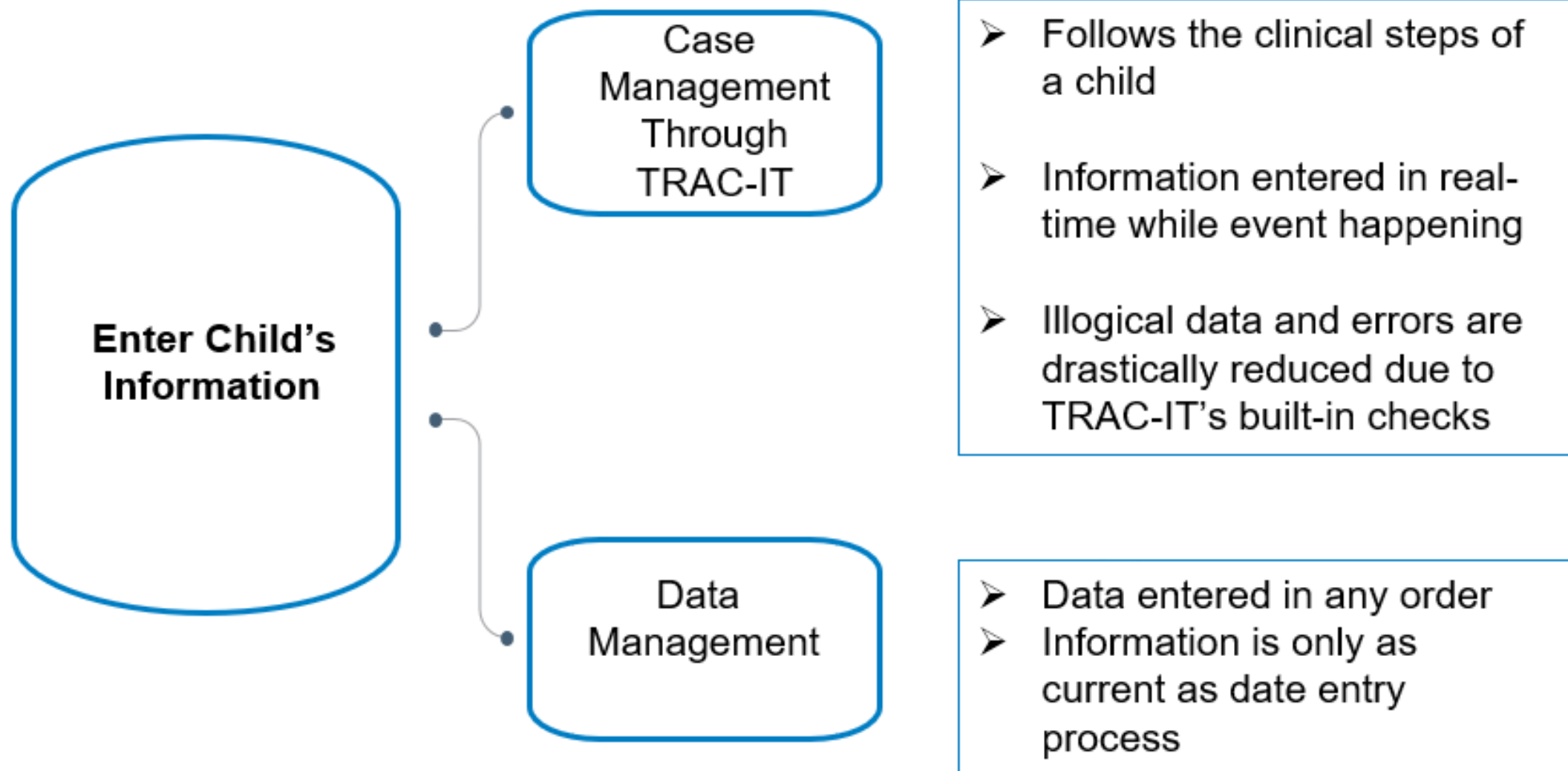


TRAC-IT Features

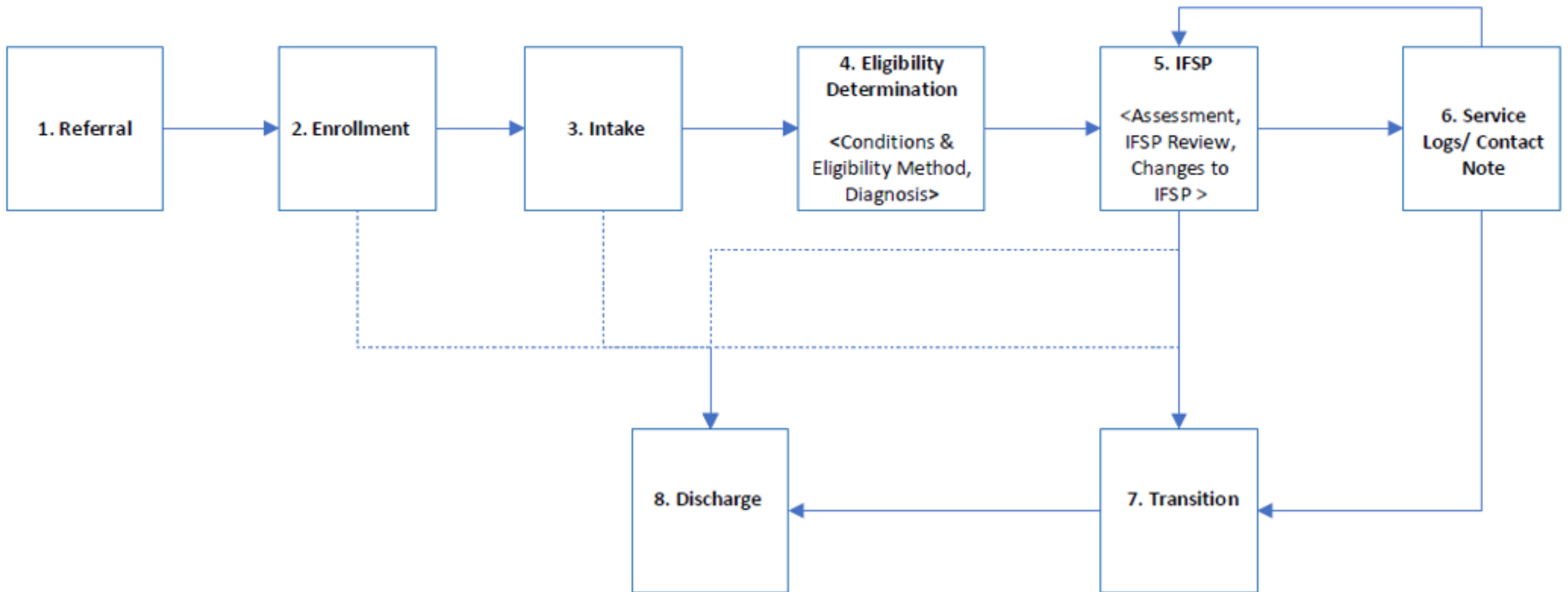
- **One-time entry of information**
- **Access to REAL-TIME information**
- **Case Management**



Case vs Data Management?



TRAC-IT Work Flow



Getting Started

Logging In

- User Name = EMAIL

- Setting your password – Click Forgot Password
 - ✓ 12 and 50 characters
 - ✓ Special Character (@, #)
 - ✓ Upper and Lower Case letter
 - ✓ Number

- Authenticator App – Google, Microsoft or Authy
 - ✓ Download to your personal or work device
 - ✓ Be sure to create a TRAC-IT account in the app for future use

Upcoming Training

Required Fields for Referral/Intake/Insurance

<https://attendee.gotowebinar.com/register/8362645081817564758>

- November 14th 2-3pm

Required Fields for Eligibility/Assessment

<https://attendee.gotowebinar.com/register/1614143976714495323>

- November 15th 2-3 pm

Required Fields for IFSP/Transition/Discharge

<https://attendee.gotowebinar.com/register/5267527546209537621>

- November 28th 2-3:30 pm

Required Fields for Contact Notes

<https://attendee.gotowebinar.com/register/3611137468220811609>

- November 29th 2-3 pm

When to Contact the Support Desk

ANY TIME YOU ARE UNSURE – SAVE THE TASK AND WE CAN TAKE A LOOK WITH YOU

VATRACITsupport@ssg-llc.com

Open 8 – 5 pm ET, Monday - Friday



Open Floor