TRAC-IT Questions from 8/22 Tips and Tricks Office Hour

1. How can we add a new eligibility reason after initial eligibility determination has been completed?

At this time, a new eligibility reason can only be added by completing a new eligibility determination task. You can use the ad hoc eligibility determination task to do so. We realize this is not ideal since it requires completing a new notice and consent just to add the new reason. At some point after December 11, 2023, we will consider opening the eligibility reason fields in a way that will allow you to edit between eligibility determinations. Since that approach will impact EHR uploads, we will need to wait until later.

1. If the IFSP team decides they want to front-load services and plans that a service, like PT, will be 1x/ week for 6 weeks and then 2x/month after that, do we enter that as two separate services in TRAC-IT?

Yes, please enter this as two separate services (PT 1x/week with a projected end date 6 weeks out and PT 2x/month with a projected start date 6 weeks out). The timeliness check for services starting within 30 days is based on the service type in the contact note, so the first PT contact note will count as the initial service for both PT service lines.