

TRAC-IT Required Fields Webinar
IFSP, Transition, Discharge
Q & A
11/28/23, 2pm

In this document, the questions asked during the webinar are listed.

GENERAL QUESTIONS

Q: DOES TRAC-IT HAVE PRINT TEMPLATES OF BLANK FORMS SOMEWHERE ON THE CITE?

A: In the open tasks, there are print templates that can be created with the information stored in the task. If the task does not have any information entered (for example, you have not yet entered information into the transition plan), you can create the print template. The child's information will be populated, but the additional fields in the template will be blank.

Q: ARE THERE PLANS IN THE WORKS TO ALLOW FOR EDITS AFTER A TASK IS SUBMITTED/COMPLETED AND TO ALLOW FOR A "FLAG" FEATURE TO GO BACK TO TASKS THAT HAVE BEEN STARTED AND SAVED BUT NOT COMPLETED?

A: Tasks serve as a record of how information is entered in the child's record but are not part of the child's actual record. As a result, editing a completed task would not alter the child's record. The best way to correct information in TRAC-IT is to create a new ad hoc task. If an ad hoc task is not available for the data correction you need, please contact the Support Desk.

Saved tasks are not currently identified – if this is a feature you would like, please submit an enhancement request to the Support Desk.

Q: DOES A CHILD'S TRAC-IT RECORD BECOME NOT AVAILABLE ON THEIR 3RD BIRTHDAY OR ARE YOU ABLE TO ENTER INFORMATION UP UNTIL THE TIME YOU COMPLETE THE DISCHARGE TASK

A: A child's record remains available after the child's 3rd birthday. Once a child is discharged, you are able update or enter additional Contact Notes or Insurance information directly into the record by following the steps outlined in the User Manual.

Q: IS THE PRIOR NOTICE GOING TO BE AN AUTO-GENERATED TASK?

A: The prior notice task is not auto-generated before an IFSP Review or Annual IFSP. You should create the task through the Create Task + feature.

Q: IS THERE ANYTHING WE NEED TO DO WHEN TRANSFERRING TO A DIFFERENT LOCALITY?

A: When transferring to a different locality, you should ensure that all the information in the child's record is entered and discharge the child. Then, you can create a new referral or the new locality can create the referral.

Questions??

Contact Support at

804-508-7229

VATRACITsupport@ssq-llc.com

Tip from participant: Also be sure to download any print templates (family cost share for example) and upload them to documents as the receiving system can't retrieve documents that only exist as a task.

IFSP QUESTIONS

Q: FOR THE TARGET DATES FOR THE OUTCOME/GOALS AND SERVICES SECTION (END DATE) WE HAVE ALWAYS ENTERED ONE DAY PRIOR TO THE IFSP EXPIRING (364 DAYS) OR THE DAY BEFORE THE CHILD'S THIRD BIRTHDAY. DO WE STILL DO THAT OR DO YOU ALL WANT US TO LEAVE IT AT 365 DAYS WHEN WE ARE USING TRAC-IT?? I AM NOT SURE WHAT THE STATE IS DECIDING ON DOING SO I WANT TO MAKE SURE

A: You should continue to follow the guidelines outlined by DBHDS in the Practice Manual when using TRAC-IT.

Q: IN THE PAST, WE HAD TO END THE DATE FOR THAT INITIAL FREQUENCY AND ADD A NEW SERVICE LINE ON THE IFSP SERVICES PAGE WITH THE NEW FREQUENCY SO THAT THE NEW SIGNATURES WE WOULD GET FOR THE ADDENDUM PAGE WOULD MATCH WITH THE SERVICE LINE. WITH THIS EXAMPLE YOU ARE SHOWING IT SEEMS THAT WE ARE MOVING AWAY FROM ENDING THE INITIAL FREQUENCY AND CREATING A NEW SERVICE LINE, IS THAT CORRECT?

SHOULD THE START DATE BE CHANGED ON A SERVICE WHEN THE FREQUENCY IS CHANGED ?

A: When the frequency of a service needs to be updated, in TRAC-IT you would edit the service line vs creating a new service line. When a service line is end dated and a new service is begun, TRAC-IT performs a timeliness check on the end dated service as well as the new service added. By editing the existing service line, you will avoid the timeliness check on a continued service.

Q: TRANSITION BOX IS NOT REQUIRED EVEN IF A CHILD IS CLOSER TO 3

A: Indicating if transition planning was discussed at the IFSP is not required in all situations. As a result, it is not a required field. However, if transition planning is required clinically, you should make a selection in this box.

Q: INITIAL IFSP MEETING TASK IS AUTOMATICALLY GENERATED... WILL 6MR AND AR TASKS BE AUTOMATICALLY GENERATED WHEN THEY ARE DUE?

IS TRAC IT GOING TO PRODUCE ANY REPORTS FOR SCs TO KEEP TRACK OF ALL THEIR REVIEWS COMING UP?

A: The IFSP Review and Annual IFSP tasks will not be automatically generated. The dates for when these are due are listed in the header of the child as well as in the child extract. Additionally, on the Service Coordinator dashboard, IFSP dates are provided for service coordinators to track their cases.

Questions??

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VATRACISupport@ssq-llc.com

Child: Tori Crimson (5 months)
Service Coordinator: Jen Hill - CHESPK
TRAC-IT ID: 253433-01
Next IFSP Review Date: 05/25/2024
Next Annual IFSP Date: 11/24/2024
Eligible Through: 11/02/2024
Created Date: 11/14/2023

Q: WHERE DOES THE PARENT SIGN THE REVIEW?

A: The IFSP Review task has a signature line located here:

Parental Consent

I have received a copy of family rights and information about family cost share under Part C of IDEA (Notice of Child and Family Rights and Safeguards Including Facts about Family Cost Share) along with this IFSP Review Record. These rights and payment policies have been explained to me and I understand them. I participated in the development of this IFSP Review and I give informed consent for Infant & Toddler Connection of Virginia system and service providers to carry out any changes listed on this IFSP Review Record.

I understand that the Infant & Toddler Connection allows parents to choose a specific service provider agency or service provider. The Infant & Toddler Connection will make available the IFSP service(s) needed by my child in a timely manner even if it is not with the provider of my first choice. If I wish to select a specific provider, then my consent to the IFSP service will begin once that provider is available and then services will be provided in a timely manner.

Consent means I have been fully informed of all information about the activity(ies) for which consent is sought, in my native language (unless clearly not feasible to do so) or other mode of communication; that I understand and agree in writing to the carrying out of the activity(ies) for which consent is sought; the consent describes that activity(ies); and the granting of my consent is voluntary and may be revoked in writing at any time.

I understand and agree that I may decline a service or services without jeopardizing any other early intervention service(s) my child or family receive through the Infant & Toddler Connection of Virginia system.

I understand and agree that my IFSP will be shared within the local Infant & Toddler Connection of Virginia system, including with providers involved in assessment and/or in the development and/or implementation of this IFSP.

Parent/Guardian Signature * text	Date* 11/25/2023
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I understand that by typing my name and clicking on this box, I am electronically signing this document

Q: DO WE NEED TO CREATE A PPN FOR THE REVIEW?

A: A PPN is required clinically, but is not required by TRAC-IT. You should follow the requirements outlined by DBHDS in the Practice Manual if you have any questions related to clinically required information.

Q: WHAT DO YOU SUGGEST WE DO FOR TARGETED ASSESSMENTS IN WHICH THE ELIGIBILITY FORM CANNOT BE SUBMITTED AND THEREFORE ASP AND IFSP MEETING CANNOT BE SUBMITTED AS SCHEDULED?

A: If you are unable to complete the Eligibility Determination task, but would like to add assessment information into the IFSP, you can follow these steps:

1. Schedule the Eligibility Determination, ASP, and IFSP so the corresponding eligibility, ASP, and IFSP tasks are created.
2. Open the Notice and Consent ASP task and complete it, if clinically appropriate
3. Open the IFSP task and scroll until you find the Summary of Child Development tab. You can enter the assessment information here
4. SAVE the IFSP task – DO NOT COMPLETE IT
5. Enter the eligibility information when appropriate
6. COMPLETE the IFSP once the eligibility is determined and the IFSP is developed

Q: WITH THE CHILD FOR THE TARGETED ASSESSMENT, IF THE CHILD IS FOUND NOT ELIGIBLE FOR EI SERVICES WHAT DO YOU DO WITH THE INFORMATION THAT IS PUT IN THE IFSP DOCUMENT?

A: The information entered in the IFSP task is not stored to the child's record once a child is found not eligible. The IFSP task is canceled and the child is only able to be discharged. Other options for recording the assessment information include documenting it in the narrative section of the eligibility determination task/form or in the assessor's contact note.

Q: CAN MULTIPLE PEOPLE CLAIM THE IFSP TASK AND WRITE IN IT

A: Only one person can claim any given task at a time. You are able to save the task and switch who has claimed the task, when working online. In TRAC-IT Desktop, the online/offline app that is available, there is functionality that multiple people can download a task at a given time. However, uploading the information must be done in a coordinated manner to avoid overwriting information.

Q: WHAT IS THE PROCESS IF THERE IS AN ERROR ON THE IFSP REVIEW? RESCHEDULE ANOTHER ONE OR CONTACT SUPPORT?

A: If there is an error in the IFSP Review, you should create a new IFSP Review to correct the error.

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Q: WHERE CAN YOU FIND A ROLLING DOCUMENT OF THE IFSP THAT INCLUDES REVIEWS/UPDATES TO SERVICES?

IS THERE A PLAN TO CREATE A PRINT TEMPLATE THAT INCLUDES ALL OF THE PAGES OF THE IFSP? I KNOW THAT YOU CAN GO TO DOCUMENTS TO GET THE COMPLETED INITIAL, BUT ONCE YOU DO A REVIEW AND CHANGE GOALS OR SERVICES, WE CAN'T PRINT OUT A COMPLETE COPY OF THE CURRENT IFSP

A: In TRAC-IT, you can find the current service plan pages by creating the IFSP template by opening the current IFSP and clicking Print Template:

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: 'Referral Information, Medical History & Health Status', 'Daily Activities & Routines', 'Family Concerns, Priorities & Resources', 'Summary of Child Development', 'Age & Developmental Levels', 'Outcomes of Early Intervention', and 'Services Needed to Achieve Early Intervention Outcomes'. The 'Print Templates' item is highlighted with a dark green background. The main content area is titled 'Print Templates' and contains the text 'Print templates will be available on Online mode'. Below this text are several blue hyperlinks: 'IFSP Print Template', 'IFSP Print Template (Farsi)', 'IFSP Print Template (Korean)', 'IFSP Print Template (Mandarin)', 'IFSP Print Template (Spanish)', and 'IFSP Print Template (Vietnamese)'.

There is an enhancement to store a new print template when an IFSP Review is completed that is being worked on by the larger project team.

Q: WE WERE TOLD THAT ON THE DAILY ROUTINES AND ACTIVITIES WE CAN EITHER USE THE TEXT BOX AT THE TOP OR THE SMALLER BOXES (ENJOYABLE ACTIVITIES, HARDEST ACTIVITIES) - BOTH DID NOT HAVE TO USE BOTH. JUST CONFIRMING THIS HAS CHANGED?

A: Both the text box titled Daily Activities and Routines and at least one easiest and hardest routine is required in the IFSP tasks.

Q: HOW CAN THE PARENT SIGN THE ADDENDUM ELECTRONICALLY IF WE ARE OFFLINE AT THEIR HOUSE?

A: If you are using the offline functionality of TRAC-IT Desktop, you are not able to access the addendum without completing the IFSP. You should use a paper addendum if you cannot complete the IFSP task when you are with the family.

TRANSITION QUESTIONS

Q: CAN YOU SHOW THE NOTIFICATION AND REFERRAL TAB? DOES PARENT NEED TO INITIAL AND DATE WHEN THEY DECLINE TO MAKE A REFERRAL TO THE SCHOOLS?

A: The notifications and referral tab in the Transition Plan is here:

Community Options	Notification and Referral Notification and Referral to the Local School Division and Virginia Department of Education At least 90 days before the anticipated date of transition and before April 1 of the year your child t begin school on the first day of the next school year. a. Send your child's name, date of birth and your contact information (name, address, phone num Department of Education no earlier than the date provided below unless you disagree. Sending t know who in the community may be eligible for special education services and is a referral to the
Notification and Referral	
Support to Enroll	
Transition Planning Conference	

To indicate that a family is opting out of the referral, you would enter the initials and date in the highlighted fields.

Q: IF THIS IS THE FIRST REVIEW MEETING FOR TRANSITION PLANNING IS THERE ANOTHER TASK TO COMPLETE AS WELL AS THE REVIEW TASK?

A: If you are holding a review for the purpose of developing the transition plan, you need to complete the IFSP Review and add information into the Transition Plan task. If you are ready to complete the Transition Plan, you can complete the task. Otherwise, you can SAVE the task and the information is saved, but the task remains open for future use.

Q: TWO YEAR TARGET DATE IS NOT GOING TO BE REQUIRED?

A: The two-year target date is not required in all situations so it is not required by TRAC-IT. You should follow the requirements outlined by DBHDS in the Practice Manual if you have any questions related to clinically required information.

Q: WHEN DO WE CHECK POTENTIALLY ELIGIBLE FOR SPECIAL EDUCATION?

A: The determination of whether a particular child in early intervention is potentially eligible for Part B is made by that toddler's IFSP team as part of the transition process. When the determination is made, the box should be checked.

Q: DOES THE "POTENTIALLY ELIGIBLE FOR SPECIAL EDUCATION" SHOW UP ON THE REVIEW PAGES THAT WE WILL GIVE TO PARENTS? IF THE IFSP TEAM FEELS PUBLIC SCHOOL IS A GOOD TRANSITION OPTION BUT THE FAMILY IS NOT THERE YET, I'D HATE FOR THEM TO SEE THAT ON THE REVIEW PAGES

A: The potentially eligible for special education services appears in the Transition Plan print template here:

Important Dates for Transition Planning	
Two Year Target Transition Date <i>Target date for notification and referral to determine eligibility if you are interested in early childhood special education services through your local school system (referral must occur at least 90 days before the anticipated date of transition and must occur by April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year).</i>	No Longer Eligible Date Date on which your child is no longer <u>eligible</u> to receive early intervention (date of child's 3 rd birthday) 06/09/2026
Transition Plan Date 11/24/2023	
Potentially Eligible for Special Education <input checked="" type="checkbox"/>	

Q: ALL FAMILIES ARE TO COMPLETE A TRANSITION PLAN AND CAN DECLINE A TRANSITION PLANNING CONFERENCE . CAN YOU PLEASE CLARIFY?

A: You are able to select No TPC in the TPC scheduling task if the family declines to schedule the TPC.

Schedule TPC

Task Name Schedule TPC	Due Date 06/08/2026	Scheduled Dat
Assignee Grace Lawson - CHESPK	Assign	Claim

Information can be added and saved, but the task cannot be 'COMPL initial IFSP meeting is completed.

No TPC

From (no start time)
No participants

Show Case Calendar

Q: IN THE ANNUAL RECORD REVIEW, PART C REQUIRED ALL FIELDS HAD DATA IN THE TRANSITION PLAN. IS THAT STILL ACCURATE OR WILL IT BE BASED ON WHAT IS CURRENTLY REQUIRED ?

A: In TRAC-IT, fields are required that will apply to all children in all situations. If a field is not required in TRAC-IT, but is required clinically, you should enter the clinically appropriate data. What was previously the annual record review data will now come from the Federal Report for Indicator 8A. That report will pull all children with a transition plan date in the time period. The fields that will be factored in are communityOpportunities (Information & Support provided on community options), helpfulResources (Transition Supports and Services), and changesComing (Help with Other Programs).

Q: TALK ABOUT WHAT CAN MAKE THE NOTIFICATION TO VDOE NOT GO THROUGH.

IF YOU ENTER THE OPT OUT DATE WILL TRAC-IT NOT SEND THE REFERRAL?

A: In TRAC-IT, VDOE notification is based on the following:

- Child is marked YES as potentially eligible for special education AND
- There must be a no earlier date value AND
- There is no opt out date OR there is an opt out date with an opt in date, AND
- Task is saved

If the above conditions are met, the child's VDOE status should be set to Pending once the No Earlier Than date is in the past, and the child should be included in the nightly file.

Q: IS A CHECK BOX GOING TO BE ADDED TO INDICATE THAT THE TPC WAS DECLINED?

A: In the TPC task, there is a box labeled No TPC that you can select when the TPC is declined.

Questions??

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