TRAC-IT Required Fields Webinar
Eligibility Determination and Assessment
Q & A
11/15/23, 2pm

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

GENERAL QUESTIONS

Q: HOW DO WE ACCESS THE OFFLINE/DESKTOP VERSION OF TRAC-IT?

A: There is a quick reference card that explains how to access the TRAC-IT Desktop app here: https://resources.vaei.casetivity.com/Documents/reference-guide/TRAC-IT-Offline.pdf

Q: CAN MULTIPLE PROVIDERS ACCESS & SAVE WORK IN THE SAME TASK WHEN WORKING OFF-LINE? LIKE, CAN TWO TEAM MEMBERS & THE SERVICE COORDINATOR ALL WRITE & ADD TO THE IFSP TOGETHER?

A: Multiple people can enter information into downloaded tasks. The upload of the information should be planned. This is discussed on the last few pages of the quick reference card referenced above.

Q: WHAT WOULD BE AN EXAMPLE OF "REASON WHY" ON THE PPN IF THE BOX WE CHECK OFFERS THE APPLICABLE REASON FOR WHY THE MEETING IS NEEDED?

A: There is a requirement to enter some reason as to why the next step is required or why the decision was made (e.g., what was the basis for determining the child is not eligible). If you have any questions, you can contact your local system manager or your TA.

Q: IN WHAT SCENARIO WOULD WE BACK DATE A PRIOR NOTICE?

A: If you are entering data for events that have occurred in the past, you would need to enter a date in the past in this task.

Q: IF TRAC-IT DOES AUTOMATICALLY CREATE AN ELIGIBILITY NOTE FOR THE PROVIDERS WHO WERE PRESENT, ARE THE PROVIDERS REQUIRED TO COMPLETE THEM?

A: Contact Note tasks are not required, and there is an option to indicate Contact Note Not Needed. If you are using TRAC-IT for billing purposes, the note task is how your providers will enter their billable activities.

Q: WHEN SCHEDULING, DOES THE MINUTES COUNT TOWARDS THE BILLING EXTRACT

A: The minutes entered in the scheduling tasks are intended to serve as a guideline for the length of the event. It is intended to help with scheduling other events for the child. The minutes extracted for billing purposes are the minutes the provider enters on the Contact Note task.

Q: CAN YOU REVIEW WHAT TO DO IF YOU ARE SERVING AS BOTH SERVICE COORDINATOR AND PROVIDER DURING ELIGIBILITY AND OR ASSESSMENT.

COULD YOU ALSO SPEAK TO WHAT HAPPENS WITH THE CONTACT NOTES WHEN THE SERVICE COORDINATOR IS ALSO PARTICIPATING AS THE PHYSICAL THERAPIST. DO THEY HAVE TO DO TWO NOTES OR CAN THEY PUT BOTH ON ONE NOTE. AND HOW DOES THIS PULL TO THE BILLING EXTRACT. WILL BOTH LINES SHOW?

A: When a user serves in two roles at an event (service coordinator AND provider), the Contact Note task generated by TRAC-IT for the event will always be created with the Service Coordination activities. To enter any billable activities using a provider discipline, use an ad hoc Contact Note task.

When a user completes two notes – one as the service coordinator and one as a provider – two notes will be added to the child's record and will be extracted onto the appropriate extract.

Q: DO WE HAVE THE ABILITY TO RUN A BILLING EXTRACT THAT SHOWS ONLY CHANGES OVER A TIME PERIOD?

A: Users can update their contact note at any time. In the Billing Extract, there is a column on the far right titled "Updated." This column represents the date the contact note was updated. Sorting the extract by this column will identify the updated contact notes.

ELIGIBILITY DETERMINATION QUESTIONS

Q: WHAT DO YOU RECOMMEND WHEN ELIGIBILITY IS BEING DETERMINED AT THE ASP, AND NOT ALL OF THE TASKS CAN BE DOWNLOADED TO BE COMPLETED AT HOME? HOW DO YOU COMPLETE THE IFSP IF THERE IS NOT AN INTERNET CONNECTION AND THE PARENT'S SIGNATURE AND COMPLETED ED TASK DON'T POPULATE TO THE IFSP?

A: When using the offline app called TRAC-IT Desktop, you should download all the tasks in which you would like to enter information. Then, once you return online, you can upload your information and complete the tasks.

Q: ARE THE GESTATIONAL AGE AND ADJUSTED AGE FIELDS NEWLY EDITABLE? PREVIOUSLY WE WERE NOT ABLE TO EDIT THOSE IF THE INFO WAS INCORRECT IN THE INITIAL VISIT TASK

A: The gestational age of the child is editable in the IFSP task if it is entered incorrectly in the Intake task. However, the adjusted age is calculated by TRAC-IT and is not editable.

Q: JUST CONFIRMING BECAUSE I DID NOT SEE AN ASTERISK--- IS THE ELIGIBILITY DETERMINATION NARRATIVE NOT A REQUIRED FIELD?

A: The eligibility narrative is not a required field because it is not required for all children in all situations.

Q: DOES THE SELECTION OF ELIGIBILITY DETERMINATION ATTENDEES COUNT AS THE SIGNATURES NEEDED BY THE (RESPECTIVE) DISCIPLINES OR IS THERE SOMETHING BEYOND THIS?

A: The attendees identified in the task will be added to the print template embedded in the Eligibility Determination task. TRAC-IT will populate the disciplines of the attendees in the print template.