TRAC Screens & Navigation

Welfare Data Tracking Implementation Project

TRAC Main Menu

- TRAC may be accessed through the MEDS Main Menu.

- MEDS users with "Inquiry Only" capability will have TRAC "Inquiry Only" capability. "Inquiry Only" allows the user to view all data on the TRAC's inquiry and update screens, but the user cannot enter information on the update screens.

Another Login Method

- Once signed into MEDS, you may also clear the screen and then type TRAC and then hit the ENTER key.

- This logon method bypasses the MEDs Main Menu and takes you directly to TRAC's Main Menu.

TRAC Inquiry & Update Screens

- There are 17 Inquiry and 7 Update screens.
- Only county workers with update capability may update their own county records.
- Some update screens have further security. The county must have update access for the Diversion Update, Non-California Participation Update, Child Support Reimbursement Update, and Supportive Services Only Update.

TRAC Inquiry Screens (1 of 3)

- TRAC Main Menu (TRAC)
- Individual Inquiry (IINQ)
- Individual Response Summary (ISUM)
- Individual Detail (IDET)
- Alternate Identify (ALID)
- County Summary (KSUM)
- Program Summary (PSUM)

- Program Detail (PDET)
- Time Clock Summary (TSUM)
- Time Clock Exception Summary (ESUM)
- Time Clock Exception Detail (EDET)
- Diversion Summary (DSUM)
- Diversion Detail (DDET)
- Welfare to Work Summary (WSUM)

- TANF 60-Month Calendar (TCAL)
- CalWORKs 48-Month Calendar (KCAL)
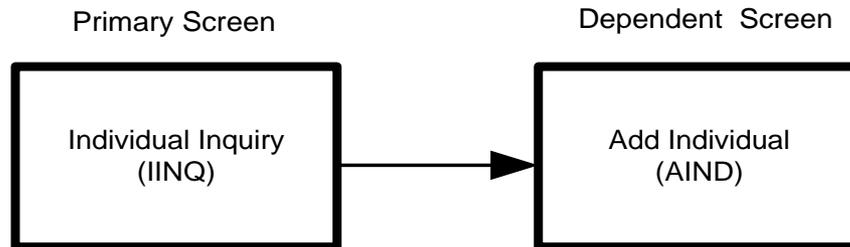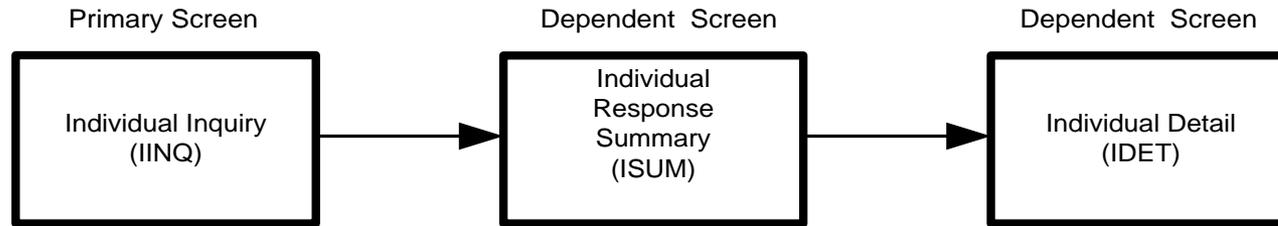- Welfare-to-Work 24-Month Calendar (WCAL)

TRAC Update Screens

- Add Individual (AIND)
- Diversion Update (UDIV)
- Non-California Participation Update (UNCP)
- Child Support Reimbursement Update (UCSR)
- Supportive Services Only Update (USSO)
- Update Program Participation (UPRG)
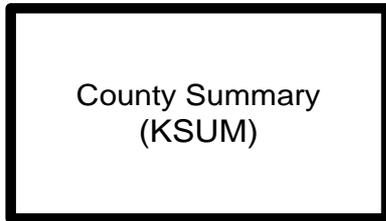- Update Program Exception (UPEX)

TRAC Screen Dependencies

- Some TRAC screens are dependent on data being entered or present on a previous screen. To access a dependent screen, data must be entered or be present on the primary screen.

- For example, to access the Exception Detail (EDET) screen, there must be at least one data record on the Exception Summary (ESUM) Screen.

ISUM, IDET, & AIND Screen Dependencies

Primary Screen | Dependent Screen | Dependent Screen

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│                 │      │   Individual    │      │                 │
│ Individual      │ ───► │   Response      │ ───► │ Individual Detail│
│ Inquiry (IINQ)  │      │   Summary       │      │   (IDET)        │
│                 │      │   (ISUM)        │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘
```

Primary Screen | Dependent Screen

```
┌─────────────────┐      ┌─────────────────┐
│                 │      │                 │
│ Individual      │ ───► │ Add Individual  │
│ Inquiry (IINQ)  │      │   (AIND)        │
│                 │      │                 │
└─────────────────┘      └─────────────────┘
```
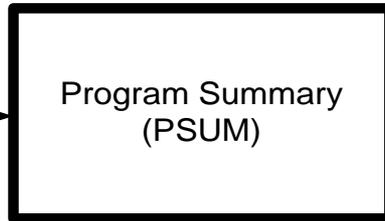
PSUM & PDET Screen Dependencies

Primary Screen

Dependent Screen

Dependent Screen

County Summary
(KSUM)

Program Summary
(PSUM)

Program Detail
(PDET)

DSUM & DDET Screen Dependencies

Dependent Screen

Dependent Screen

Diversion Summary (DSUM) → Diversion Detail (DDET)

Primary Screen

Dependent Screen

Dependent Screen

Diversion Update (UDIV) → Diversion Summary (DSUM) → Diversion Detail (DDET)

ESUM & EDET Screen Dependencies
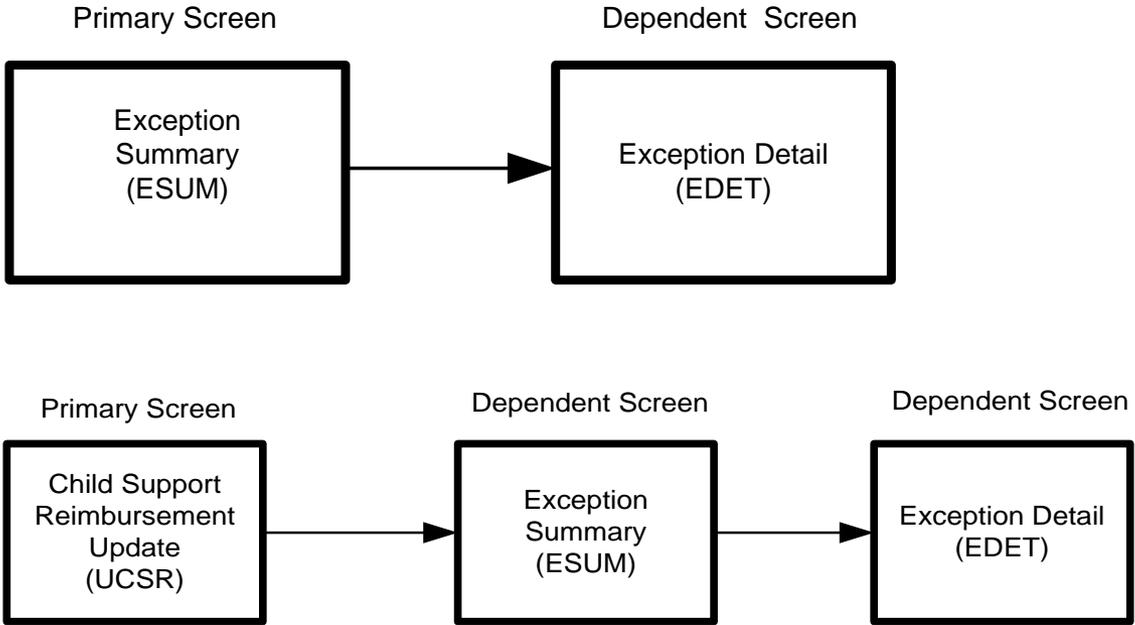
Primary Screen   Dependent Screen

```
┌─────────────┐              ┌─────────────┐
│  Exception  │              │             │
│  Summary    │─────────────▶│ Exception Detail │
│  (ESUM)     │              │   (EDET)    │
└─────────────┘              └─────────────┘
```

Primary Screen   Dependent Screen   Dependent Screen

```
┌─────────────┐     ┌─────────────┐     ┌─────────────┐
│Child Support│     │             │     │             │
│Reimbursement│────▶│  Exception  │────▶│Exception Detail│
│  Update     │     │  Summary    │     │   (EDET)    │
│  (UCSR)     │     │  (ESUM)     │     │             │
└─────────────┘     └─────────────┘     └─────────────┘
```

UPRG Screen Dependencies

Primary Screen   Dependent Screen

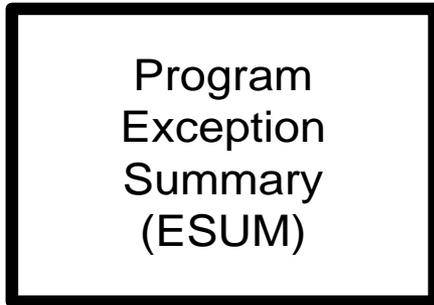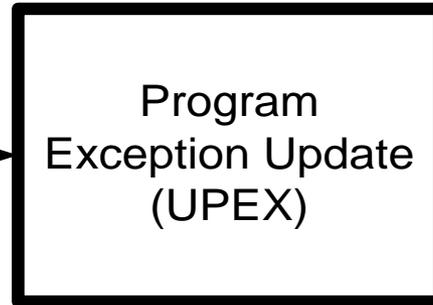| Program Summary (PSUM)	→	Program Update (UPRG)

UPEX Screen Dependencies

Primary Screen

Dependent Screen

```
┌─────────────────┐                    ┌─────────────────┐
│                 │                    │                 │
│    Program      │                    │    Program      │
│   Exception     │───────────────────▶│ Exception Update│
│    Summary      │                    │     (UPEX)      │
│    (ESUM)       │                    │                 │
│                 │                    │                 │
└─────────────────┘                    └─────────────────┘
```

USSO & UNCP Screens

Primary Screen

Supportive Services Update (USSO)	→	Data on the Supportive Services Only Screen (USSO) is used to calculate the TANF and CalWORKs time clocks but does not populate any dependent screens.

Primary Screen

Non-California Participation (UNCP)	→	Data on the Non-California Participation Screen (UNCP) is used to calculate the TANF and CalWORKs time clocks but does not populate any dependent screens.
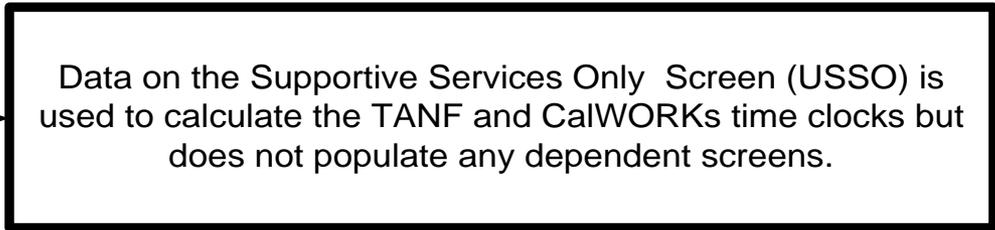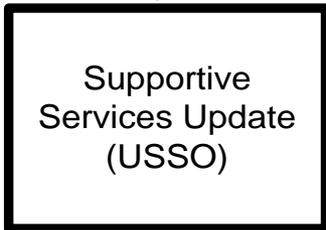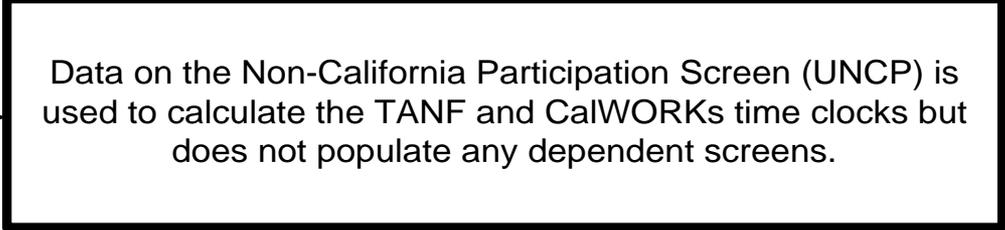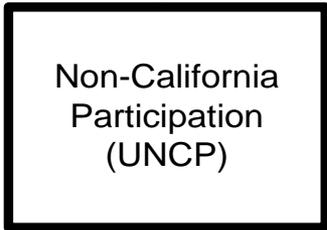
TRAC Navigation

- There are multiple ways to navigate through TRAC.
  - The Function Keys may be used to access TRAC screens or return to MEDS.
  - The Screen ID list may be used to navigate to different screens by pressing the F4 function key or using the screen field feature.

TRAC Keyboard Function Keys

- The keyboard is your first navigation alternative. There are twelve function keys. Not all function keys can be used for navigation from every screen.

- Function keys that may be used on a screen is listed on the function key line at the bottom of the screen.

- Function keys are described in the User Manual. The User Manual may be located from the WDTIP's Library website.

Screen ID List

- The Screen ID list provides a directory of all the system screens by Screen ID and name.

- The Screen ID list may be accessed by pressing the F4 function key.

- You may place your cursor adjacent to the screen ID and press the ENTER key to navigate to the requested screen.

Accessing Screen ID List

```
 TSUM                        TRAC INFORMATION SYSTEM
                             TIME CLOCK SUMMARY


 LAST   : JACK                    SUFX :            CIN    : 72996371H
 FIRST  : JILLS                   DOB  : 09/10/1989  SSN    :
 MIDDLE :                         SEX  : M           ALIEN# :


 MONTHS USED INCLUDES NON-CONVERTED DATA: N


                           TANF 60        CALWORKS 48        WTW 24
 TIME CLOCK START MONTH    10/2008        10/2008
 TIME CLOCK END MONTH
 MONTHS USED               025            025                000
 NON-CAL MONTHS *          000            000                N/A
 WTW EXTENSION MONTHS *     N/A            N/A                000
 EXCEPTION MONTHS          000            000                000
 REPAY MONTHS              000            000                N/A



 LAST CALCULATED DATE : 05/02/2013
 OVERLAPPING PROGRAM PARTICIPATION :    N
 * INCLUDED IN MONTHS USED


         F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC
 4B                     :00.1                               01/02
```

F4 to Access Screen ID List


```
                    TRAC INFORMATION SYSTEM
         _____
        |                                                   |
        |    ========= SCREEN ID LIST =========             |
        |    ID     INQUIRY SCREEN NAME                      |
        |  _ TRAC   TRAC SYSTEM MAIN MENU                    |
        |  _ IINQ   INDIVIDUAL INQUIRY                       |
        |  _ IDET   INDIVIDUAL DETAIL                        |
        |  _ ALID   ALTERNATE IDENTITY                       |
        |  _ ISUM   INDIVIDUAL RESPONSE SUMMARY              |
        |  _ KSUM   COUNTY SUMMARY                           |
        |  _ PSUM   PROGRAM SUMMARY                          |
        |  _ TSUM   TIME CLOCKS SUMMARY                      |
        |  _ DSUM   DIVERSION SUMMARY                        |
        |  _ ESUM   EXCEPTION SUMMARY                        |
        |  _ WSUM   WELFARE TO WORK SUMMARY                  |
        |  _ TCAL   TANF 60-MONTH CALENDAR                   |
        |  _ KCAL   CALWORKS 48-MONTH CALENDAR               |
        |  _ WCAL   WTW 24-MONTH CALENDAR                    |
        |  _ UNCP   NON CAL PARTICIPATION UPDATE             |
        |  _ UDIV   DIVERSION UPDATE                         |
        |  _ UCSR   CHILD SUPPORT REIMB. UPDATE              |
        |  _ USSO   SUPPORTIVE SERVICES ONLY UPDATE          |
        |                                                   |
        |_F3=PREV_____|
   4B                    :00.1                         05/21
```

Screen ID Using Field Feature

- The Screen ID, also known as the TRAN-ID, field is always in the upper left-hand corner of the screen.

- The user may navigate from one screen to another by typing the Screen ID in the screen ID field and then pressing the ENTER key.

- The screen navigation will follow the screen dependencies order. For example, if you wish to go to UPEX, TRAC will first take you to the ESUM screen.

Screen ID Field

Update Screen ID Field

- In the upper left-hand corner of the screen, type in the screen ID name.
  - For example, you are currently on the TSUM screen. You wish to verify the program participation records for this client. Change the T in TSUM to P so that now PSUM appears in the upper left hand corner of the screen. Then press the ENTER key.

Type Screen ID in Field Feature

```
PSUM                          TRAC INFORMATION SYSTEM
                                 TIME CLOCK SUMMARY


LAST   : JACK                      SUFX :              CIN   : 72996371H
FIRST  : JILLS                     DOB  : 09/10/1989   SSN   :
MIDDLE :                           SEX  : M            ALIEN# :


MONTHS USED INCLUDES NON-CONVERTED DATA: N


                           TANF 60         CALWORKS 48        WTW 24
TIME CLOCK START MONTH     10/2008         10/2008
TIME CLOCK END MONTH
MONTHS USED                025             025                000
NON-CAL MONTHS *           000             000                N/A
WTW EXTENSION MONTHS *      N/A             N/A                000
EXCEPTION MONTHS           000             000                000
REPAY MONTHS               000             000                N/A



LAST CALCULATED DATE : 05/02/2013
OVERLAPPING PROGRAM PARTICIPATION :    N
* INCLUDED IN MONTHS USED


        F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC
4B                      :00.1                                01/02
```

PSUM Screen

- TRAC will navigate you to the PSUM screen.

Navigate to PSUM

TRAC's Main Menu

- To return to TRAC's Main Menu, hit the F12 function key.

F12 to TRAC Main Menu

```
TRAC                        TRAC INFORMATION SYSTEM
                                   MAIN MENU


     INQUIRY SCREEN NAME         ID        UPDATE SCREEN NAME            ID
 1.  INDIVIDUAL INQUIRY         IINQ   13.  NON-CAL PARTICIPATION UPDATE  UNCP
 2.  INDIVIDUAL DETAIL          IDET   14.  DIVERSION UPDATE              UDIV
 3.  ALTERNATE IDENTITY         ALID   15.  CHILD SUPPORT REIMB UPDATE    UCSR
 4.  COUNTY SUMMARY             KSUM   16.  SUPPORTIVE SERVICES UPDATE    USSO
 5.  PROGRAM SUMMARY            PSUM   17.  PROGRAM PARTICIPATION UPDATE  UPRG
 6.  DIVERSION SUMMARY          DSUM   18.  EXCEPTION UPDATE              UPEX
 7.  EXCEPTIONS SUMMARY         ESUM
 8.  TIME CLOCKS SUMMARY        TSUM
 9.  WELFARE TO WORK SUMMARY    WSUM
10.  TANF 60-MONTH CALENDAR     TCAL
11.  CAL 48-MONTH CALENDAR      KCAL
12.  WTW 24-MONTH CALENDAR      WCAL




            SELECT A SCREEN NUMBER AND PRESS ENTER : __



                    F1=HELP F3=EXIT F11=MEDS
4B                    :00.1                              19/60
```

Conclusion

- This module provides an overview of the TRAC screen and navigation methods.