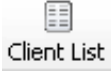
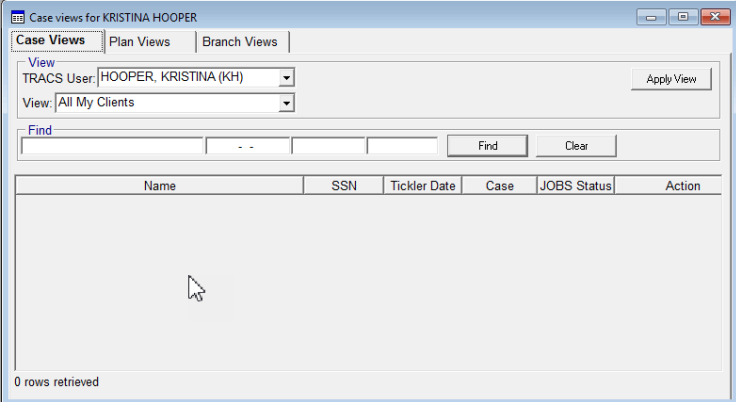

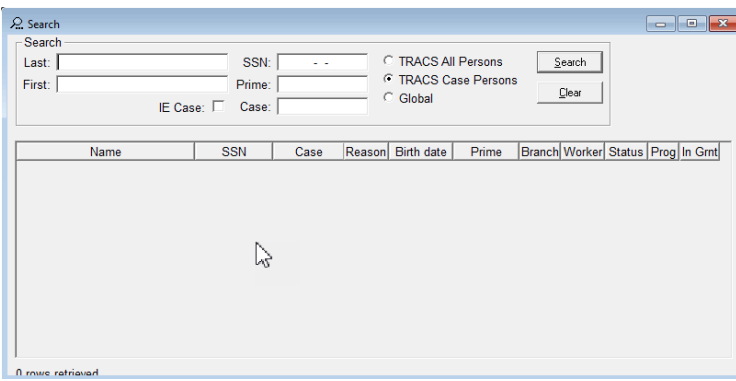


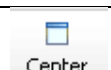



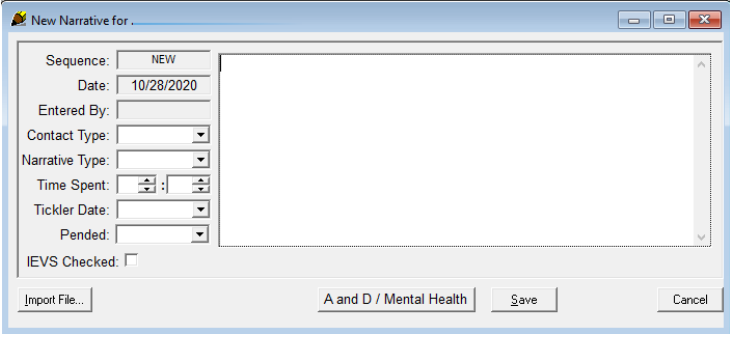


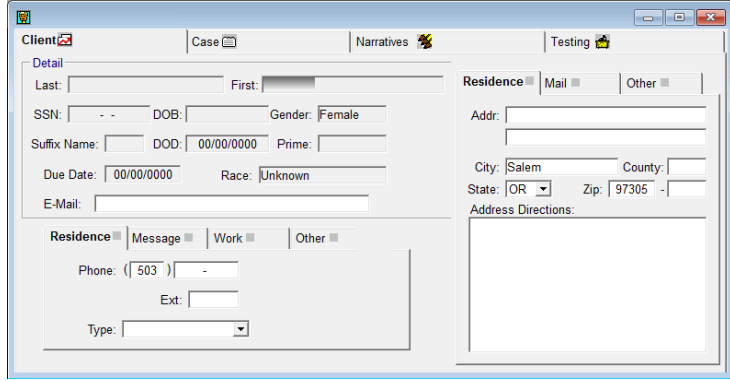

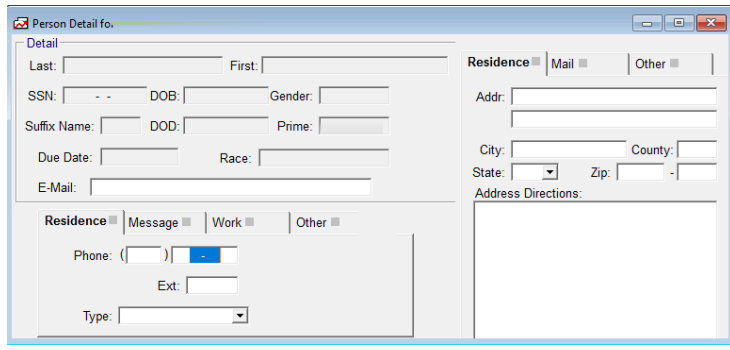

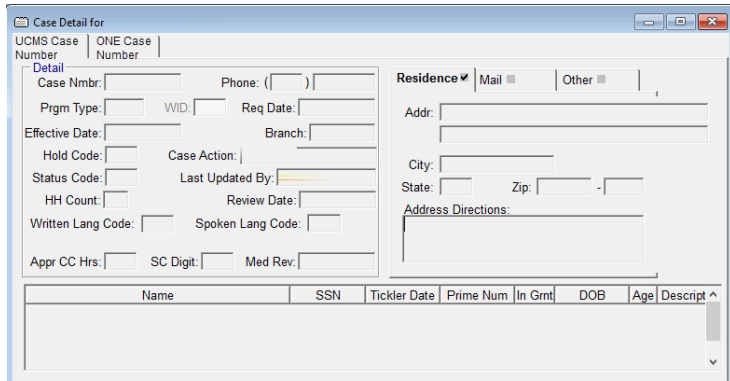


# TRACS Guide


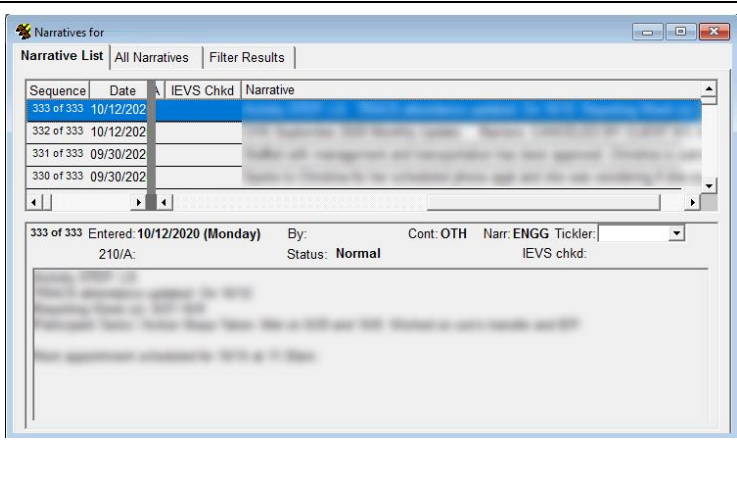

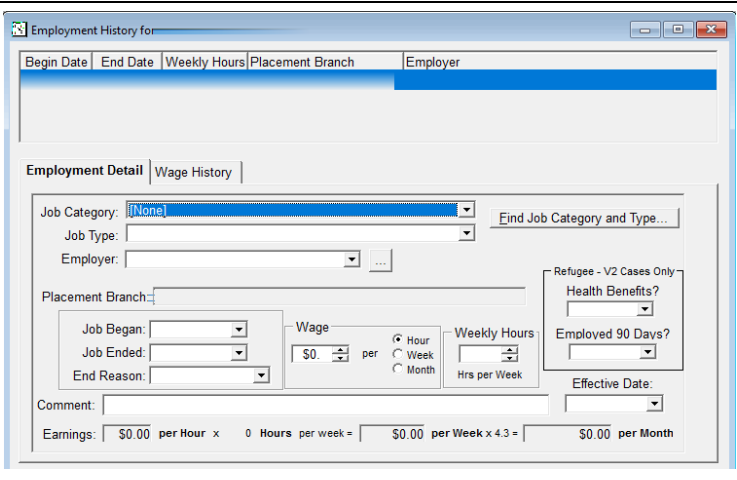

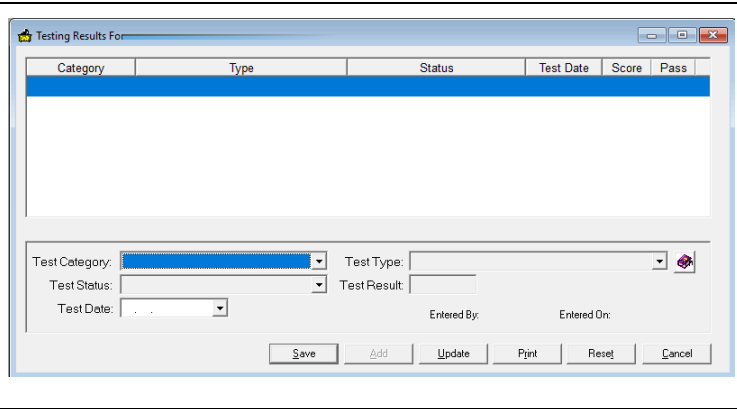
## Tool Bar Icons

Icon Image	Name	Purpose
	Client List	Opens the participant (client) list window, you can select between case view, plan view and branch view. 
	Search	Opens the person search window, used to search for a specific person. 
	Messages	<i>Causes lags in system and not maintained. Communication between staff can be done via email or IM.</i>
	Cascade	Layers all open sheets to simplify finding a sheet (helpful if you have multiple records open at once).
	Center	Centers the active window on the screen.
	Help Topic	<i>This feature is no longer supported.</i>
	Exit	Closes the TRACS system down.


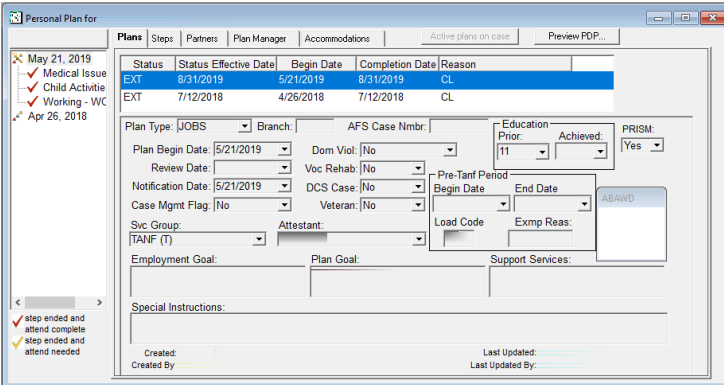
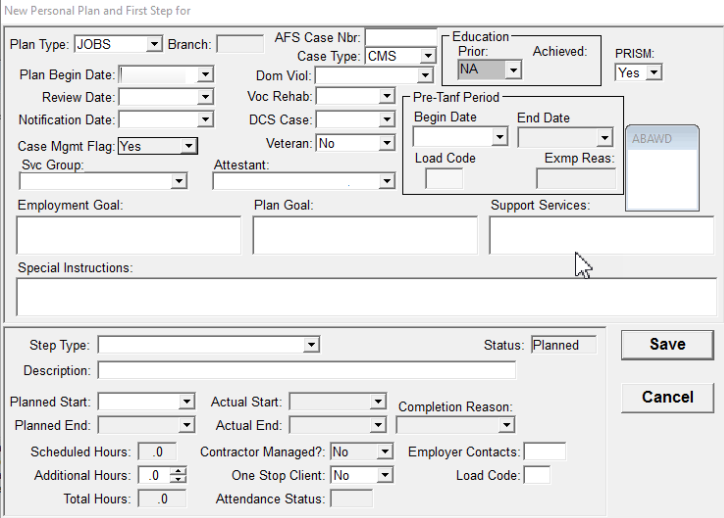

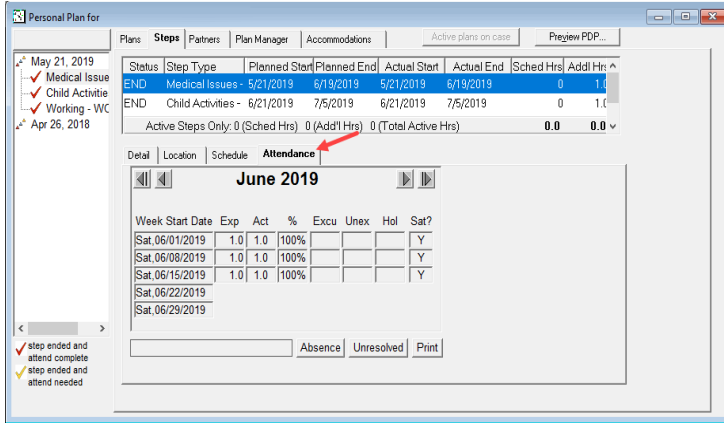
# TRACS Guide Tool Bar Icons

 <p>Quick Narr</p>	<p><b>Quick Narrative</b></p>	<p>Creates a new narrative for the highlighted person.</p>	
 <p>New Mes...</p>	<p><b>New Message</b></p>	<p><i>Causes lags in system and not maintained. Communication between staff can be done via email or IM.</i></p>	
 <p>Open Per...</p>	<p><b>Open Person</b></p>	<p>Opens the person folder for highlighted individual.</p>	
 <p>Person D...</p>	<p><b>Person Detail</b></p>	<p>Displays person level information.</p>	
 <p>Case Detail</p>	<p><b>Case Detail</b></p>	<p>Displays cases participant is associated with and case detail information.</p>	


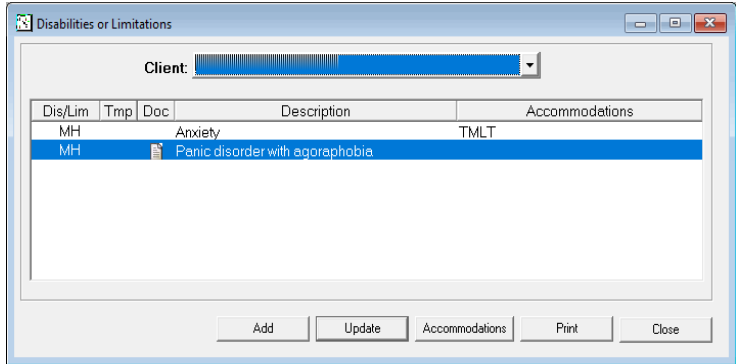

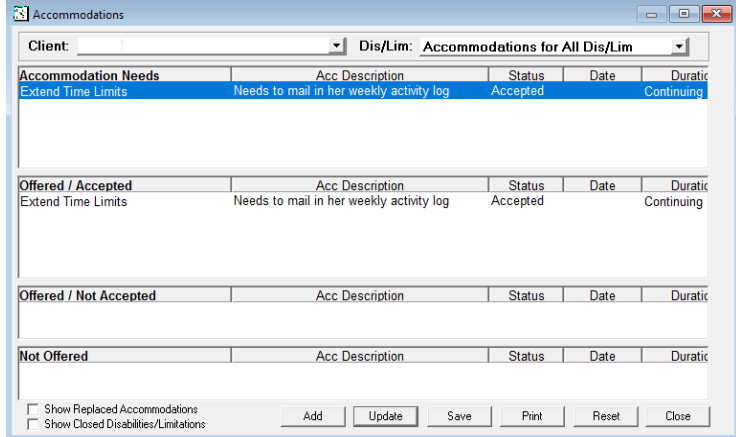
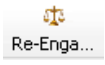
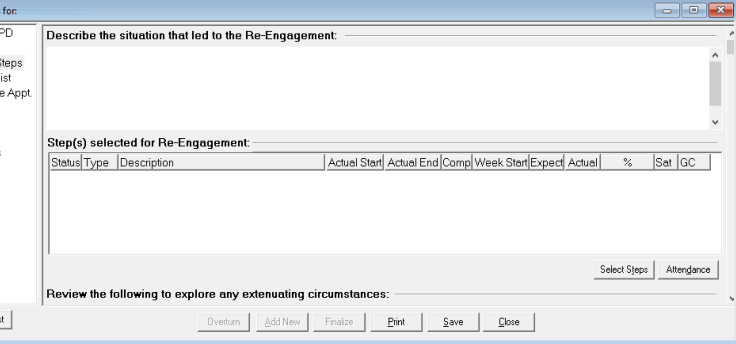
# TRACS Guide Tool Bar Icons

 <p>Narratives</p>	<p>Narratives</p>	<p>Opens narratives for highlighted individual.</p>	
 <p>Employment...</p>	<p>Employment</p>	<p>Displays employment history entered in TRACS.</p>	
 <p>Testing</p>	<p>Testing</p>	<p>Displays testing previously offered and date. Includes testing completed with score or when testing is refused.</p>	


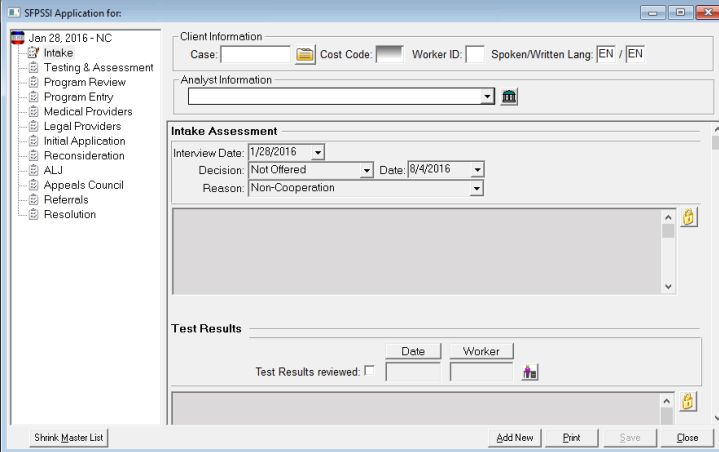
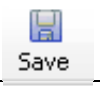
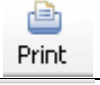

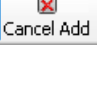
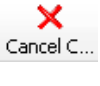


# TRACS Guide Tool Bar Icons

 <p>Plan</p>	<p>Plan</p>	<p>Opens the current or previous plan or prompts to create a new plan.</p>	 
 <p>Attendan...</p>	<p>Attendance</p>	<p>Displays attendance page for current plan.</p>	

# TRACS Guide Tool Bar Icons

 <p>Disabiliti ...</p>	<p><b>Disabilities</b></p>	<p>Displays disabilities previously added into TRACS, can update or add new record.</p>	 <p>The screenshot shows a window titled "Disabilities or Limitations". It features a "Client:" dropdown menu at the top. Below it is a table with columns: "Dis/Lim", "Tmp", "Doc", "Description", and "Accommodations". The table contains two rows: one with "MH", "Anxiety", and "TMLT"; and another with "MH" and "Panic disorder with agoraphobia". At the bottom of the window are buttons for "Add", "Update", "Accommodations", "Print", and "Close".</p>
 <p>Accomm ...</p>	<p><b>Accommodati ons</b></p>	<p>Displays accommodations previously added in TRACS, you can update or add a new record (accommodations need a disability record).</p>	 <p>The screenshot shows a window titled "Accommodations". It has a "Client:" dropdown and a "Dis/Lim:" dropdown set to "Accommodations for All Dis/Lim". There are three main sections, each with a table: "Accommodation Needs", "Offered / Accepted", and "Not Offered". Each table has columns for "Acc Description", "Status", "Date", and "Duratio". The "Accommodation Needs" table has one row: "Needs to mail in her weekly activity log" with status "Accepted" and duration "Continuing". The "Offered / Accepted" table also has one row with the same description and status. The "Not Offered" table is empty. At the bottom are buttons for "Add", "Update", "Save", "Print", "Reset", and "Close". There are also checkboxes for "Show Replaced Accommodations" and "Show Closed Disabilities/Limitations".</p>
 <p>Re-Enga ...</p>	<p><b>Re-Engagement</b></p>	<p>Displays historical/current re-engagement records, you can add a new record. (some areas utilize the re-engagement tab and some utilize the re-engagement narrative template)</p>	 <p>The screenshot shows a window titled "Re-Engagements for:". It has a tree view on the left with items like "28-Oct-2020 - PD", "Situation", "Selected Steps", "DQ Checklist", "Re-Engage Appt", "Review", "Outcome", "Follow-up", and "Next Steps". The main area is titled "Describe the situation that led to the Re-Engagement:" and contains a large text input field. Below this is a section titled "Step(s) selected for Re-Engagement:" with a table with columns: "Status", "Type", "Description", "Actual Start", "Actual End", "Comp", "Week Start", "Expect", "Actual", "%", "Set", and "GC". At the bottom are buttons for "Hide Master List", "Diverturn", "Add New", "Finalize", "Print", "Save", and "Close". There are also "Select Steps" and "Attendance" buttons.</p>

# TRACS Guide Tool Bar Icons

	<b>SSI Tracker</b>	Displays historical or current SFP information. This page is updated by the SFP-SS disability analyst.	
	<b>Save</b>	Saves the information you added or updated.	
	<b>Print</b>	Prints information in the active window.	
	<b>Add</b>	Adds new information within the active window.	
	<b>Cancel Add</b>	Cancels the new information added, cannot cancel if you have already saved.	
	<b>Chancel Changes</b>	Cancels changes made in the active window, cannot cancel if you have already saved.	
	<b>Delete</b>	Deletes information in the active window, cannot delete if you have already saved.	
	<b>Refresh</b>	Refreshes the active window with the most recent updates.	