

Monte Burke, Program Integrity Program  
Manager

Authorized Signature

**Number:** SS-AR-08-003

**Issue Date:** 01/24/2008

**Topic:** Other

**Subject:** January 2008 TRACS Template Revisions

**Applies to (check all that apply):**

- |                          |                               |                                     |  |
|--------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | All DHS employees             | <input type="checkbox"/>            | County Mental Health Directors                         |
| <input type="checkbox"/> | Area Agencies on Aging        | <input type="checkbox"/>            | Health Services  |
| <input type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/>            | Seniors and People with Disabilities                   |
| <input type="checkbox"/> | County DD Program Managers    | <input checked="" type="checkbox"/> | Other (please specify): CAF SSP transmittal group only |

**Action Required:** The TRACS Business Analyst has confirmed that the January TRACS template revisions will be implemented the weekend of January 25.

The existing TRACS template versions on each branch's N: drive will be removed and replaced with the latest revisions. Branches will need to begin using the new template revisions effective Monday, January 28.

**Reason for Action:** The TRACS templates are revised quarterly. The new revisions will be posted to the web in pdf and Word versions to:

[http://www.dhs.state.or.us/caf/ss/tracs/template\\_lib.html](http://www.dhs.state.or.us/caf/ss/tracs/template_lib.html)

The TRACS template library is a central clearinghouse and includes all approved templates. From this library, each district determines which templates are approved for local use.

Each template item must be numbered to support SpeakWrite, but branches may opt to alter or remove the numbering if they choose.

**January Revision Summary:** January revisions are minimal. We incorporated two suggestions to make the changes more user friendly:

- ☆ Templates that have changed since the last revision are marked in the table of contents to be easily identified.

☆ The 5503-use templates are being loaded on the local servers under a separate folder.

Changes within the templates eliminate some redundant entries, specify whose ID must be verified and clean up some oversights (such as adding W204 to the list of screens to be checked for unearned income).

**Questions/Comments?** For questions about implementation, contact Leslie Potter at (503) 945-6293. To make suggestions for future revisions, contact any TRACS Template or TRACS User Group participant or send an e-mail to TRACS, Template through GroupWise.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**    TRACS template committee and local staff

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	See above under Questions/Comments		
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			