

Marge Reinhart

Authorized Signature

Number: SS-IM-09-026

Issue Date: 05/15/2009

Topic: Other

Subject: Removal of TRACS templates

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 checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Templates come, templates grow, and the time has come for them to go. One piece of the Intake pilot was the use of the Narrative Guidelines. As comfort levels grew, substantial time savings were found in the area of narration. With the completion of statewide implementation, all templates stored in TRACS will be removed effective 06/01/09. Templates used locally for training purposes may still be used at management's discretion. All other local templates should be removed by 06/01/09 as well.

If you have any questions about this information, contact:

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