Using New EI Data System, TRAC-IT
1 message

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Part C Contract Agencies and Independent Contractors,

As you hopefully have seen in our monthly Infant & Toddler Connection of Virginia Updates and heard from your local system manager, our new statewide early intervention data system, TRAC-IT, will launch on May 16, 2022. We are excited about the ways this new data system will support the day-to-day early intervention work at the local level; facilitate communication among team members; and enhance data collection, analysis and reporting. Contract agencies and independent contractors will have access to TRAC-IT, and your local system manager has identified you as an independent contractor or the contact person for your agency.

Unless they are a service coordinator, contract providers will probably do limited data entry in TRAC-IT. Contract providers might enter their contact notes (or upload them from their agency’s electronic health record, EHR) and/or enter information as part of the IFSP. Even if they do little data entry, they will still want to access TRAC-IT since it is the child’s early intervention record and offers scheduling and other features that may be of interest. TRAC-IT also will provide a set of extracts to support billing. These extracts provide the data necessary for an agency to create billing files or 837s.

In March, we will be working with local system managers and contract agencies to assign user roles. Training for all users will begin in the second half of April and continue in May. We will email you directly with more information about these activities over the coming weeks.

In the meantime, if you are a contract agency, it would be helpful to know whether you anticipate wanting to upload any information (e.g., contact notes) from your agency’s EHR to TRAC-IT on or soon after the system goes live on May 16, 2022. The following information may be helpful to you in making this decision:
Limited information will be required in TRAC-IT when it goes live on May 16, 2022. The remaining information will be required by November 15, 2022. Required information can be directly entered into TRAC-IT or uploaded from an EHR.

Each local system has its own requirements right now about receiving contact notes and other documentation from contract agencies and independent contractors. Each local system also will be making its own decisions about how they will enter information in TRAC-IT. For those reasons, we ask that you please talk with the local system manager(s) for the local system(s) with which you work to discuss how you will interface with TRAC-IT. For instance, if you currently enter your contact notes in the local lead agency’s EHR, they may prefer that you still do that.

If you provide service coordination, there are potentially many more data elements that you will need to enter or upload into TRAC-IT, though the previous point still applies and this may vary depending on how you work with your local system.

If you would like to know more about the data elements that will be included in TRAC-IT, what will be required in TRAC-IT on Day 1, and the technical aspects of those data fields (which are important if you are considering an EHR upload), please see the attached Data Dictionary. I am also attaching an Orientation to the Data Dictionary.

If you anticipate wanting to upload any information (e.g., contact notes for providers, other data fields for service coordinators) from your agency’s EHR to TRAC-IT on or soon after the system goes live on May 16, 2022, please email David Mills, david.mills@dbhds.virginia.gov, by March 8th. He also can help you with any questions you may have in making that decision.

Once we know how many local lead agencies and contract agencies are interested in EHR uploads, we will follow up with you about next steps. Because they have many more required data elements in TRAC-IT on Day 1, we will prioritize support to local lead agencies and contract agencies who provide service coordination then work with other contract agencies to support EHR uploads as soon as possible.

We look forward to sharing more information with you as we move toward implementation of TRAC-IT.

Catherine

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Pronouns: she, her, hers

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2 attachments

- Data Dictionary.xlsx
  41K

- Orientation to Data Dictionary.docx
  31K