

How to Access Tracking Recipients Across California (TRAC)

Welfare Data Tracking
Implementation Project
(WDTIP)

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.

Logging On

- To access the TRAC system, the County Worker must first log-on to the MEDS system.
- From the MEDS system, the County Worker will be able to access the TRAC system.

MEDS Access

STATE OF CALIFORNIA
OFFICE OF TECHNOLOGY SERVICES

S2S2HWDC

```
      000000      TTTTTTTTTT      EEEEEEEEEEE      CCCCCC      HHH      HHH
    0000000000    TTTTTTTTTT    EEEEEEEEEEE    CCCCCCCCCC    HHH      HHH
      0000      0000      TTT      EEE      CCC      CCC    HHH      HHH
    0000      0000      TTT      EEE      CCC      HHH      HHH
    0000      0000      TTT      EEEEEEE      CCC      HHHHHHHHHHHH
    0000      0000      TTT      EEE      CCC      HHH      HHH
      0000      0000      TTT      EEE      CCCC      CCC    HHH      HHH
    0000000000    TTT      EEEEEEEEEEE    CCCCCCCCCC    HHH      HHH
      000000      TTT      EEEEEEEEEEE      CCCCCC      HHH      HHH
```

UNAUTHORIZED ACCESS TO ANY STATE OF CALIFORNIA COMPUTING SYSTEM CONTAINING US GOVERNMENT OR STATE OF CALIFORNIA INFORMATION IS A CRIMINAL VIOLATION OF PENAL CODE SECTION 502 AND/OR APPLICABLE FEDERAL LAW AND IS SUBJECT TO CIVIL AND CRIMINAL SANCTIONS. ACCESSING ANY SYSTEM WHILE EXCEEDING ONES AUTHORIZATION OR IN WAYS NOT INTENDED BY THE STATE OF CALIFORNIA SHALL BE SUBJECT TO DISCIPLINARY ACTION, PROSECUTION OR BOTH. USERS SHALL HAVE NO EXPECTATION OF PRIVACY.

==> _

DTSS21WO

MEDS Screen

```
MM          MM  EEEEEEEEE  DDDDDDD  SSSSSSS
MMM         MMM  EEE        DDD   DDD  SSS
MMMMMM     MMMMM EEEEEEEE  DDD   DDD  SSSSSSSS
MM  MM MM  MM  EEE        DDD   DDD          SSS
MM   MMM   MM  EEE        DDD   DDD  SSSS SSSS
MM          MM  EEEEEEEEE  DDDDDDD          SSSS
```

MEDI-CAL ELIGIBILITY DATA SYSTEM - CICSE

DEPRESS ENTER KEY TO **SIGNON** (OR ENTER ANOTHER COMMAND)

DAILY BROADCAST:

MEDS/RACF User ID & Password

- The County Worker must type their MEDS/RACF User ID & Password, then select the ENTER key to access MEDS and the TRAC system.
- If you do not have a MEDS/RACF ID & Pass Phrase (after 02/2022) – see your County MEDS Coordinator.

MEDS System Log-on Request

** MEDS SIGNON REQUEST **

```
*=====*
```

```
*                                     *
```

```
*  WARNING:  THIS IS A STATE OF CALIFORNIA COMPUTER SYSTEM THAT IS FOR  *
```

```
*  OFFICIAL USE BY AUTHORIZED USERS AND IS MONITORED AND RESTRICTED.    *
```

```
*  UNAUTHORIZED OR IMPROPER USE OF THIS SYSTEM MAY RESULT IN CIVIL      *
```

```
*  AND/OR CRIMINAL PENALTIES.  BY CONTINUING TO USE THIS SYSTEM YOU      *
```

```
*  INDICATE YOUR AWARENESS AND CONSENT TO THESE TERMS AND CONDITIONS    *
```

```
*  OF USE.  IF YOU DO NOT AGREE, USE <CLEAR> OR PA1 TO EXIT MEDS.        *
```

```
*=====*
```

TYPE YOUR USERID AND PASSWORD, THEN PRESS ENTER TO SIGNON TO MEDS.

USERID: _
PASSWORD: _

CHANGE PASSWORD? N (TO CHANGE YOUR PASSWORD, TYPE 'Y' BEFORE YOU PRESS ENTER)

USE <CLEAR> OR PA1 TO EXIT THIS SCREEN WITHOUT SIGNING ON TO MEDS.

Client Inquiry Screen Appears

- After typing in the MEDS/RACF User ID & Password, the Client Inquiry Screen will be in view.
- From this screen, the County Worker may select the “F24” function key to access the MEDS Main Menu screen.

Client Inquiry Request

INQR

** CLIENT INQUIRY REQUEST **

CLIENT IDENTIFICATION:

PLEASE ENTER MEDS-ID, CIN, COUNTY-ID, OR HIC-NO AND PRESS <ENTER>.

USE F24 FOR MENU, ANY OTHER MEDS FUNCTION KEY, OR <CLEAR> TO EXIT.

Y for TRAC Production Region

- From the MEDS Main Menu screen; first, enter “Y” on the Menu Option line, then select the ENTER key. This will allow you to access the TRAC Production region.

MEDS Inquiry Request Menu

MENU

** INQUIRY REQUEST MENU **

OPTION Y
(F12) R = INQR - MEDS CLIENT INQUIRY BY ID NUMBER
(F22) N = INQN - STATEWIDE INQUIRY FOR FILE CLEARANCE
(F23) W = INQW - WHOLE CASE INQUIRY (CASE MEMBER INQUIRY)
(F21) X = INXR - CROSS REFERENCE FILE INQUIRY
S = SOCR - SHARE OF COST SPENDDOWN CASE MEMBERS/STATUS
P = - MEDS IMMEDIATE NEED ELIGIBLE RECORD (FUTURE)
T = INXT - MEDS IMMEDIATE NEED COUNTY ID CROSS REFERENCE
(F20) A = INWA - MEDS WORKER ALERTS
H = HOLD - MEDS WORKER ALERTS FOR "HOLD" RECORDS
(F11) M = MOPI - MEDS ONLINE POS INQUIRY
(F19) I = IEVS - INCOME AND ELIGIBILITY VERIFICATION SYSTEM MENU
G = HEMI - HEALTH ACCESS PROGRAMS INQUIRY MENU (CCS/GHPP)
K = IAPP - APPLICATION TRACKING INQUIRY MENU
O = HOME - HOMELESS ASSISTANCE PROGRAM MENU
Q = SOLQ - SOCIAL SECURITY STATE ONLINE QUERY (SOLQ) REQUEST
V = HIAR - HEALTH INSURANCE SYSTEM MENU (ACTION REQUEST MENU)
Y = TRAC - TRAC INFORMATION SYSTEM MAIN MENU (PRODUCTION)
Z = TRAT - TRAC INFORMATION SYSTEM MAIN MENU (TRAINING)

FOR DETAILED EXPLANATIONS OF THE INQUIRY OPTIONS LISTED PRESS F13

Another Login Method

- Once logged into the MEDS system, you may also clear the screen, type “TRAC”, then select the ENTER key.
- This logon method bypasses the MEDS Main Menu screen and navigates you directly to the TRAC system’s Main Menu screen.

TRAC Production Region

- The TRAC Main Menu screen will be in view.
- Type in the TRAC Screen Number, then select the ENTER key to access your selected screen.
- You may select the “F3” key to return to the MEDS Main Menu screen.

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 60-MONTH CALENDAR	KCAL			
12.	WTW 24-MONTH CALENDAR	WCAL			

SELECT A SCREEN NUMBER AND PRESS ENTER : __

F1=HELP F3=EXIT F11=MEDS

TRAC Inquiry and Update Screens

- The TRAC system is comprised of 17 Inquiry and 7 Update screens.
- Only County Workers with “Update” privileges may update their own County’s records.

TRAC Inquiry Screens (1 of 3)

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

TRAC Inquiry Screens (2 of 3)

- 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)

TRAC Inquiry Screens (3 of 3)

- TANF 60-Month Calendar (TCAL)
- CalWORKs 60-Month Calendar (KCAL)
- Welfare-to-Work 24-Month (WCAL) :
historical data between 01/01/2013 –
04/30/2022.

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)

Conclusion

- This Training Module provides a basic overview on how to access the TRAC system and a brief description of the 24 TRAC system screens.