

# ***TRAC Screens & Navigation***

Welfare Data Tracking  
Implementation Project

## TRAC Main Menu

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- 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.

## **Another Login Method**

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- Once signed into MEDS, you may also clear the screen and then type TRAC and then hit the ENTER key.
- This logon method bypasses the MEDs Main Menu and takes you directly to TRAC's Main Menu.

# **TRAC Inquiry & Update Screens**

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- There are 17 Inquiry and 7 Update screens.
- Only county workers with update capability may update their own county records.
- Some update screens have further security. The county must have update access for the Diversion Update, Non-California Participation Update, Child Support Reimbursement Update, and Supportive Services Only Update.

## **TRAC Inquiry Screens (1 of 3)**

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

## **TRAC Inquiry Screens (2 of 3)**

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- 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)**

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

# TRAC Update Screens

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- 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)



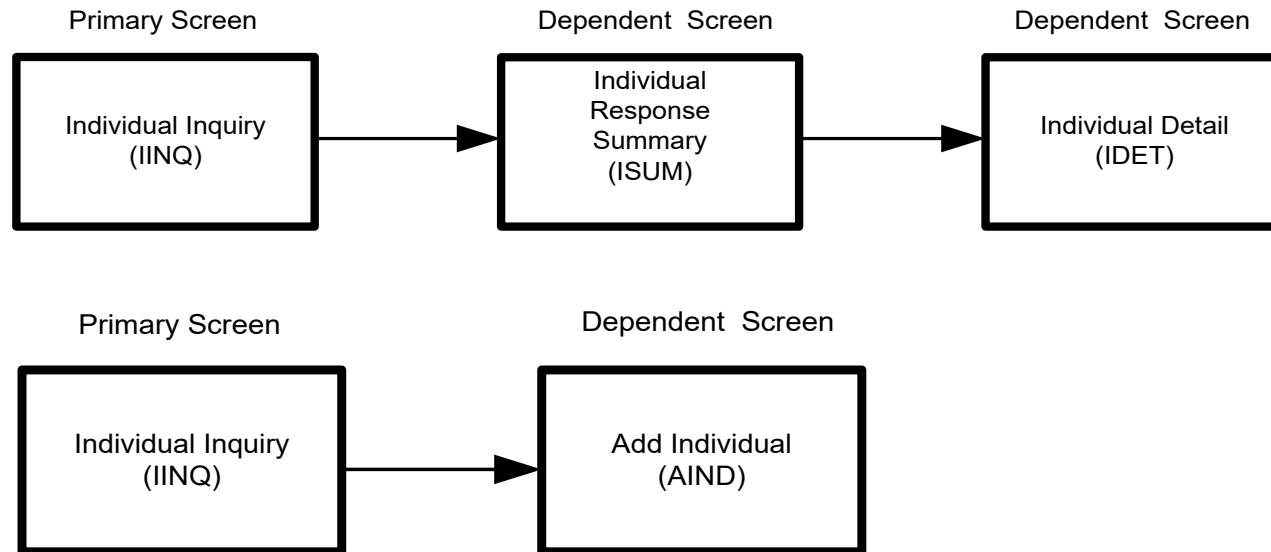
# TRAC Screen Dependencies

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- Some TRAC screens are dependent on data being entered or present on a previous screen. To access a dependent screen, data must be entered or be present on the primary screen.
- For example, to access the Exception Detail (EDET) screen, there must be at least one data record on the Exception Summary (ESUM) Screen.

# ISUM, IDET, & AIND Screen Dependencies

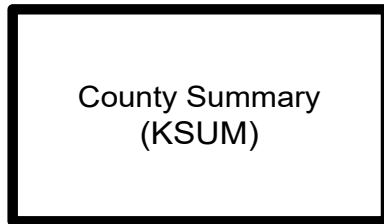
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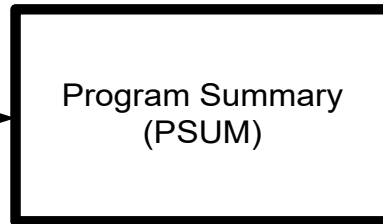
# PSUM & PDET Screen Dependencies

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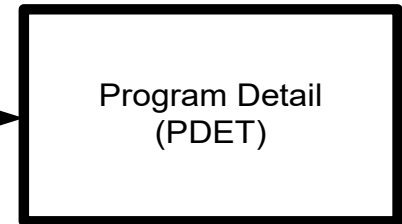
Primary Screen



Dependent Screen

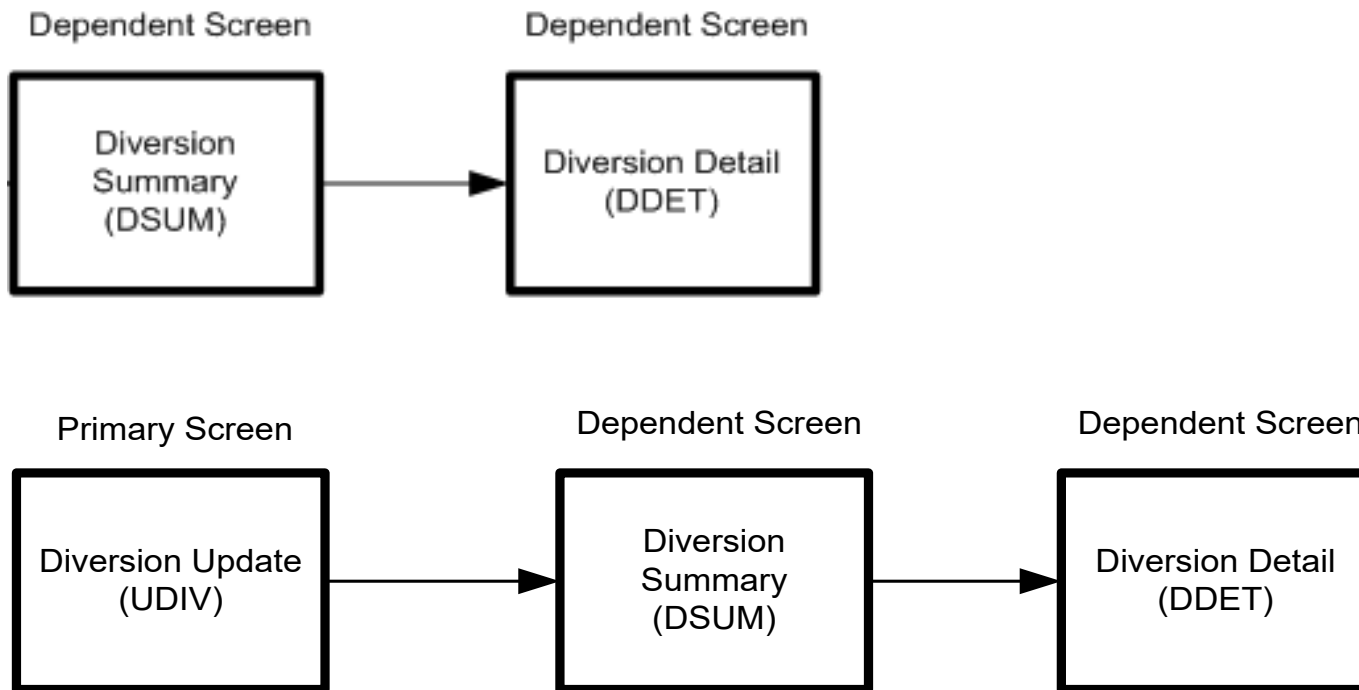


Dependent Screen



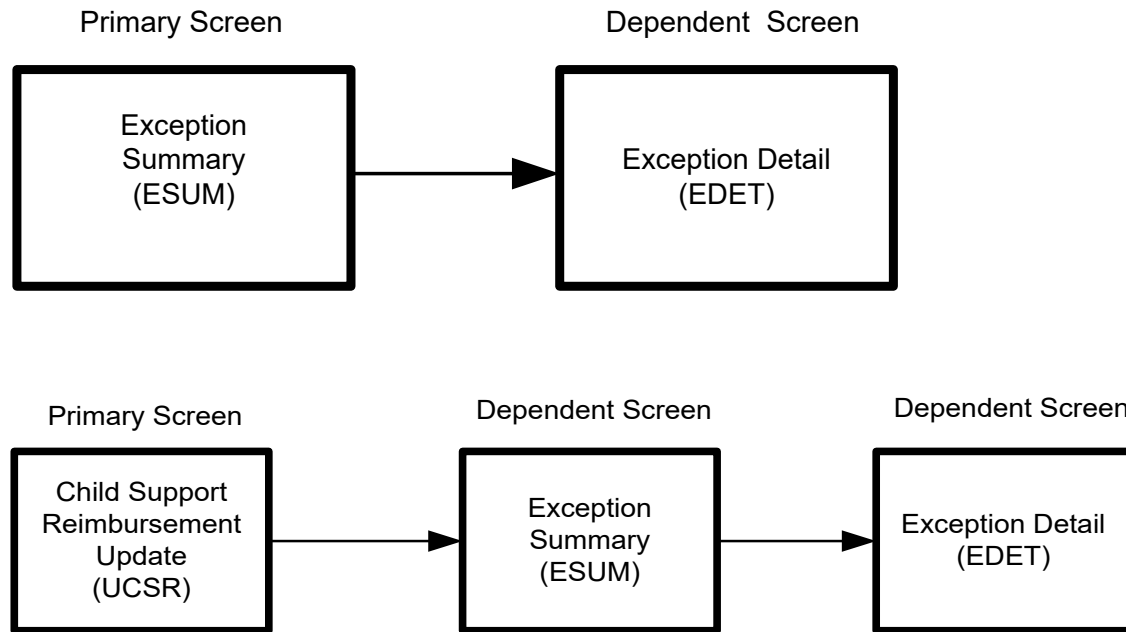
# DSUM & DDET Screen Dependencies

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# ESUM & EDET Screen Dependencies

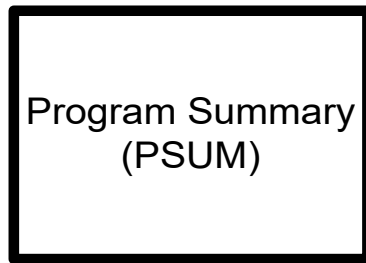
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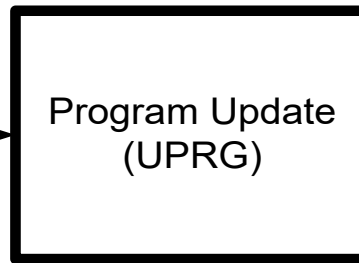
# UPRG Screen Dependencies

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Primary Screen



Dependent Screen

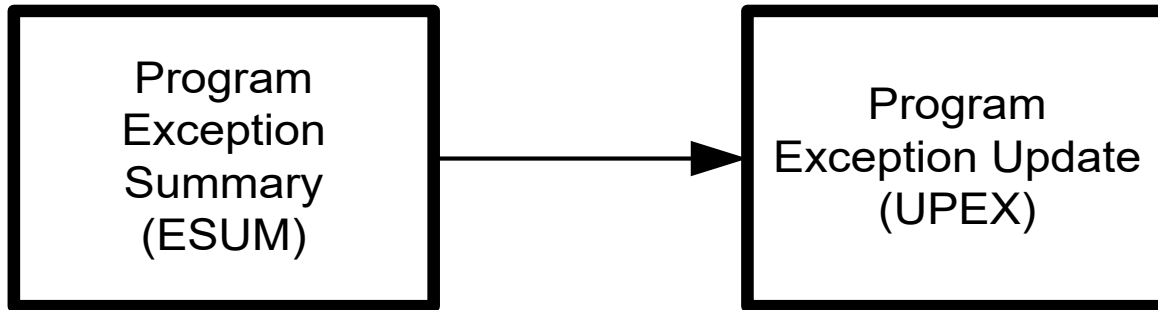


# UPEX Screen Dependencies

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Primary Screen

Dependent Screen

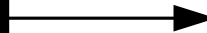


# USSO & UNCP Screens

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Primary Screen

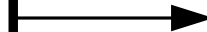
Supportive  
Services Update  
(USSO)



Data on the Supportive Services Only Screen (USSO) is used to calculate the TANF and CalWORKs time clocks but does not populate any dependent screens.

Primary Screen

Non-California  
Participation  
(UNCP)



Data on the Non-California Participation Screen (UNCP) is used to calculate the TANF and CalWORKs time clocks but does not populate any dependent screens.



# TRAC Navigation

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- There are multiple ways to navigate through TRAC.
  - The Function Keys may be used to access TRAC screens or return to MEDS.
  - The Screen ID list may be used to navigate to different screens by pressing the F4 function key or using the screen field feature.

# TRAC Keyboard Function Keys

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- The keyboard is your first navigation alternative. There are twelve function keys. Not all function keys can be used for navigation from every screen.
- Function keys that may be used on a screen is listed on the function key line at the bottom of the screen.
- Function keys are described in the User Manual. The User Manual may be located from the WDTIP's Library website.

## Screen ID List

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- The Screen ID list provides a directory of all the system screens by Screen ID and name.
- The Screen ID list may be accessed by pressing the F4 function key.
- You may place your cursor adjacent to the screen ID and press the ENTER key to navigate to the requested screen.

# Accessing Screen ID List

TSUM

## TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK START MONTH			
TIME CLOCK END MONTH			
MONTHS USED	000	000	000
NON-CAL MONTHS *	000	000	N/A
EXTENDER MONTHS *	N/A	000	000
EXCEPTION MONTHS	000	000	000
REPAY MONTHS	000	000	N/A

LAST CALCULATED DATE :  
OVERLAPPING PROGRAM PARTICIPATION :  
\* INCLUDED IN MONTHS USED  
1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC

# F4 to Access Screen ID List

TCAL

TRAC INFORMATION SYSTEM

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===== SCREEN ID LIST =====
ID      INQUIRY SCREEN NAME
- TRAC   TRAC SYSTEM MAIN MENU
- IINQ   INDIVIDUAL INQUIRY
- IDET   INDIVIDUAL DETAIL
- ALID   ALTERNATE IDENTITY
- ISUM   INDIVIDUAL RESPONSE SUMMARY
- KSUM   COUNTY SUMMARY
- PSUM   PROGRAM SUMMARY
- TSUM   TIME CLOCKS SUMMARY
- DSUM   DIVERSION SUMMARY
- ESUM   EXCEPTION SUMMARY
- WSUM   WELFARE TO WORK SUMMARY
- TCAL   TANF 60-MONTH CALENDAR
- KCAL   CALWORKS 60-MONTH CALENDAR
- WCAL   WTW 24-MONTH CALENDAR
- UNCP   NON CAL PARTICIPATION UPDATE
- UDIV   DIVERSION UPDATE
- UCSR   CHILD SUPPORT REIMB. UPDATE
- USSO   SUPPORTIVE SERVICES ONLY UPDATE
_F3=PREV
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## Screen ID Using Field Feature

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- The Screen ID, also known as the TRAN-ID, field is always in the upper left-hand corner of the screen.
- The user may navigate from one screen to another by typing the Screen ID in the screen ID field and then pressing the ENTER key.
- The screen navigation will follow the screen dependencies order. For example, if you wish to go to UPEX, TRAC will first take you to the ESUM screen.

# Screen ID Field

TSUM

## TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK START MONTH			
TIME CLOCK END MONTH			
MONTHS USED	000	000	000
NON-CAL MONTHS *	000	000	N/A
EXTENDER MONTHS *	N/A	000	000
EXCEPTION MONTHS	000	000	000
REPAY MONTHS	000	000	N/A

LAST CALCULATED DATE :  
OVERLAPPING PROGRAM PARTICIPATION :  
\* INCLUDED IN MONTHS USED  
1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC

## Update Screen ID Field

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- In the upper left-hand corner of the screen, type in the screen ID name.
  - For example, you are currently on the TSUM screen. You wish to verify the program participation records for this client. Change the T in TSUM to P so that now PSUM appears in the upper left hand corner of the screen. Then press the ENTER key.



# Type Screen ID in Field Feature

pSUM

## TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK START MONTH			
TIME CLOCK END MONTH			
MONTHS USED	000	000	000
NON-CAL MONTHS *	000	000	N/A
EXTENDER MONTHS *	N/A	000	000
EXCEPTION MONTHS	000	000	000
REPAY MONTHS	000	000	N/A

LAST CALCULATED DATE :  
OVERLAPPING PROGRAM PARTICIPATION :  
\* INCLUDED IN MONTHS USED  
1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC

4B

:00.1

01/03

## **PSUM Screen**

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- TRAC will navigate you to the PSUM screen.

# Navigate to PSUM

PSUM

## TRAC INFORMATION SYSTEM PROGRAM SUMMARY

LAST : JACK  
FIRST : JILLS  
MIDDLE :

SUFY :  
DOB : 09/10/1989  
SEX : M

CIN : 72996371H  
SSN :  
ALIEN# :

SEL	CNVRTD	COUNTY	AID CD	SERIAL	FBY	PRSN	PROGRAM	START	END
=	Y	01	30	1234567	0	00	CALWORKS	10/2008	10/2010

OVERLAPPING PROGRAM PARTICIPATION : N  
SELECT ONE AND PRESS ENTER

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPRG F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC

4B

:00.1

09/03

## **TRAC's Main Menu**

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- To return to TRAC's Main Menu, hit the F12 function key.

# F12 to 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

## Conclusion

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- This module provides an overview of the TRAC screen and navigation methods.