

# ***Diversion***

Welfare Data Tracking  
Implementation Project

# Permissions Needed to Update Diversions

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- The County worker must have MED's update capability in order to update Diversions.
- Diversions are entered through the Diversion Update (UDIV) screen.
- The County must have UDIV update capability.
- A County may only update their own county records.

## **UDIV Screen**

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- The UDIV Screen is used to view and update diversion payment information.
- The UDIV Screen displays the county number, aid code, payment date and amount, reason code for the diversion payment, and the federal assistance flag.

## **Time Clock Recalculations**

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- Diversion records added, modified, or deleted requires an update on the time clock calculations.
- Time clock updates will occur a day after the diversion modification was made.

# Valid Diversion Codes

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- Valid Diversion Reason, Condition Codes, Program Type, and Program Participation Type Code must be used when updating diversion records.
- Valid codes related to diversions are maintained in the TRAC Reference Codes. TRAC Reference Codes are maintained on the WDTIP website: <https://www.wdtip.ca.gov>

# Diversion Reason & Condition Codes

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- Refer to the following sections of the TRAC Reference Codes for valid Diversion codes:
  - Diversion Reason Code
  - Diversion Condition Code
  - Program Participation Type Code
  - Program Type Code

## **TRAC Navigation**

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- TRAC is accessed through the MEDS system.
- At the MEDS Main Menu, type “Y” at the Menu Option line, and then hit the ENTER key. This will allow you to access the TRAC production system.

# MEDS Inquiry Request Menu

MENU

\*\* INQUIRY REQUEST MENU \*\*

OPTION ?  
(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  
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



# TRAC Navigation

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- On TRAC's Main Menu, type 14 on the screen number line and then hit the ENTER key for the UDIV Screen.
- Before TRAC displays the Diversion records, you will need to identify the correct individual to TRAC.
- TRAC will display the Individual Inquiry (IINQ) screen. You may search by individual by CIN, SSN, Last Name, etc.

# 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

## Select Individual

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- On the IINQ Screen, enter the CIN, the Social Security Number, or your search criteria for the individual.
- Match(es) that meet your selection criteria will be displayed.
- ISUM will display one or more individuals that meet your search criteria.

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IINQ                                TRAC INFORMATION SYSTEM
                                     INDIVIDUAL INQUIRY

SEARCH CRITERIA - ENTER 1 OR MORE
SSN      :  _ _ _ - _ _ - _ _ _ 
CIN       :  _ _ _ _ _ _ _ _ 
ALIEN #   :  A _ _ _ _ _ _ _ _ 
COUNTY ID :  _ _ - _ _ - _ _ _ _ _ _ _ _ (COUNTY #/AID/SERIAL #/FBU/PRSN #)

*****OR*****

SEARCH CRITERIA - ENTER FIELDS
                LAST*              FIRST             MIDDLE            SUFX
NAME:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ 

                SPECIFIC          -OR-           RANGE
DOB:    _ _ / _ _ / _ _ _ _ _ _ FROM :  _ _ / _ _ / _ _ _ _ 
                                   TO   :  _ _ / _ _ / _ _ _ _ 

SEX:    _ _ 
        *MANDATORY

                ENTER SEARCH CRITERIA AND PRESS ENTER

                F1=HELP F5=AIND F11=MEDS F12=TRAC

```

# IINQ Search Results by CIN

```
ISUM                                TRAC INFORMATION SYSTEM
                                INDIVIDUAL RESPONSE SUMMARY
LAST   :                          SUFFIX :      CIN   : 72055812H
FIRST  :                          DOB    :      /   /   SSN   :      -   -
MIDDLE :                          SEX    :      ALIEN# :
**** 01 MATCH(ES) FOUND ON CIN ***** PAGE: 01/01
SEL  CIN/      SSN/      LAST NAME/      MIDDLE/      SUFFIX/
     ALIEN#    COUNTY #  FIRST NAME      DOB          SEX
=    72055812H  254-67-9165  III      01/19/1945  F
                        88      AAA
```

SELECT ONE AND PRESS ENTER  
F1=HELP F3=PREV F5=AIND F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC

# IINQ Search by Name

```
IINQ                                TRAC INFORMATION SYSTEM
                                INDIVIDUAL INQUIRY

SEARCH CRITERIA - ENTER 1 OR MORE
SSN      :  ___ - ___ - ____
CIN      :  _____
ALIEN #   :  A  _____
COUNTY ID :  ___ - ___ - _____ - _ - _ (COUNTY #/AID/SERIAL #/FBU/PRSN #)
```

\*\*\*\*\*OR\*\*\*\*\*

```
SEARCH CRITERIA - ENTER FIELDS
                        LAST*                FIRST                MIDDLE                SUFX
NAME:  iii_____  aaa_____  _____  _____

DOB:    __ / __ / ____    -OR-    RANGE
                                FROM :  __ / __ / ____
                                TO   :  __ / __ / ____

SEX:    _
      *MANDATORY
```

ENTER SEARCH CRITERIA AND PRESS ENTER

F1=HELP F5=AIND F11=MEDS F12=TRAC

# IINQ Search Results by Name

ISUM

## TRAC INFORMATION SYSTEM INDIVIDUAL RESPONSE SUMMARY

LAST : III  
FIRST : AAA  
MIDDLE :

SUFY :  
DOB : / /  
SEX :

CIN :  
SSN : - -  
ALIEN# :

\*\*\*\* 25 MATCH(ES) FOUND ON NAME

\*\*\*\*\* PAGE: 03/05

SEL	CIN/ ALIEN#	SSN/ COUNTY #	LAST NAME/ FIRST NAME	MIDDLE/ DOB	SUFY/ SEX
=	32432232A	- - 19	A A	01/01/1939	F
-	72055812H	254-67-9165 88	III AAA	01/19/1945	F
-	39068271A	531-45-5684 54	A MR.	08/26/1947	M
-	32674230A	199-28-1621 88	AAA FATHER	03/15/1949	M
-	39664230A	180-10-1081 88	AAA FATHER	03/17/1949	M

F1=HELP F3=PREV F5=AIND F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC

4B

:00.1

09/03

## **UDIV Screen Fields**

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- County # - identifies the county issuing the diversion payment.
- Aid CD – identifies the aid code.
- Payment Date – indicates the diversion payment date.
- Amount – indicates the dollar amount of the diversion payment.



## **UDIV Screen Fields (Continued)**

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- Fed Assist – A Yes/No flag indicating whether or not the diversion payment meets the definition of TANF assistance. A Y will be counted on the TANF 60-month time clock.
- Start Month – indicates the start month of the diversion period.
- End Month – indicates the end month of the diversion period.
- Cond – indicates the status of the diversion payment (D = initial, A = apply, R = repay).

# UDIV Screen

UDIV

# TRAC INFORMATION SYSTEM DIVERSION UPDATE

```
LAST      : III
FIRST     : AAA
MIDDLE    :
```

SUFIX :  
DOB : 01/19/1945  
SEX : F

CIN : 72055812H  
SSN :  
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	
=		--	-- / -- /	----	-- , ---- : --	-	-- / ----	-- / ----	D

PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

# How to Add a Diversion Record

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- In the “Add a New Record” Section of the UDIV screen, type the letter “A” in the “SEL” field and then hit the ENTER key.
- The UDIV does not have a field for the “Program Type”. Any diversion records added on-line will automatically be for program type “13”.
- To add, modify, or delete diversion records with program type “14” must be performed through batch processing.

## UDIV

```
LAST      : III
FIRST     : AAA
MIDDLE    :
```

SUFIX :  
DOB : 01/19/1945  
SEX : F

CIN : 72055812H  
SSN :  
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	
A		--	-- / -- /	----	-- , ---- , --	-	-- / ----	-- / ----	D

PAGE: 01/01

4000 - PLEASE ENTER DATA AND PRESS ENTER.

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

# Enter Diversion Data

UDIV

TRAC INFORMATION SYSTEM  
DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
#		CD			ASST	MONTH	MONTH	

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
#		CD			ASST	MONTH	MONTH	
A		3k	05 / 01 / 2022	01 , 000 . 00	n	05 / 2022	05 / 2022	D

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4000 - PLEASE ENTER DATA AND PRESS ENTER.

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

4B

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# Type Y to Add Record

UDIV

## TRAC INFORMATION SYSTEM DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
#		CD				ASST	MONTH	MONTH	

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
#		CD				ASST	MONTH	MONTH	
A		3K	05 / 01 /	2022	01 , 000 . 00	N	05 / 2022	05 / 2022	D

ADD RECORD (Y/N)? Y PAGE: 01/01

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

4B

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# **Diversion Summary (DSUM) Screen**

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- Diversion records are summarized on the DSUM screen.
- The DSUM screen includes the following fields:
  - Aid Code – identifies the aid code.
  - Description – describes the type of diversion.
  - Start Month – identifies the start month of the diversion period.
  - End Month – identifies the end month of the diversion period.
  - County # - identifies the county issuing the diversion payment.

# DSUM Record

DSUM

TRAC INFORMATION SYSTEM  
DIVERSION SUMMARY

LAST :	SUFX :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :
SEL AID CODE	DESCRIPTION	START MONTH END MONTH COUNTY #
- 3K	Diversion Two-Parent - FFP	05/2022 05/2022 01

SELECT ONE AND PRESS ENTER

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

4B

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# **Diversion Detail (DDET) Screen**

## **(1 of 3)**

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- The DDET screen displays detailed information about the diversion record from the DSUM screen. The screen includes the following fields:
  - Diversion Aid Code – identifies the aid code.
  - Description – describes the type of diversion the individual is receiving.
  - Diversion Payment Date – identifies the date the diversion payment was made.

# **Diversion Detail (DDET) Screen**

## **(2 of 3)**

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- Diversion Amount – identifies the dollar amount for the diversion payment.
- Diversion Fed Assist – A Yes/No flag indicating whether or not the diversion payment meets the definition of TANF assistance. A Y will be counted on the TANF 60-month time clock.
- Diversion Period Start month – identifies the start month of the diversion period.
- Diversion Period End month – identifies the end month of the diversion period.

# **Diversion Detail (DDET) Screen**

## **(3 of 3)**

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- Diversion Condition – indicates the status of the diversion payment (D = initial, A = apply, R = repay).
- Diversion TANF months – the number of months added to the TANF time clock as a result of the diversion payment.
- Diversion CalWORKs months – the number of months added to the CalWORKs time clock as a result of the diversion payment.
- Exceptions – indicates if the individual received an exception during the diversion period. This is flagged Y or N.
- County # - identifies the county number for the county issuing the diversion payment.

# DDET Screen Example

DDET

TRAC INFORMATION SYSTEM  
DIVERSION DETAIL

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

DIVERSION AID CODE	:	3K
DESCRIPTION	:	Diversion Two-Parent - FFP
DIVERSION PAYMENT DATE	:	05/01/2022
DIVERSION AMOUNT	:	1,000.00
DIVERSION FED ASST	:	N
DIVERSION PERIOD START MONTH	:	05/2022
DIVERSION PERIOD END MONTH	:	05/2022
DIVERSION CONDITION	:	D
DIVERSION TANF MONTHS	:	000
DIVERSION CALWORKS MONTHS	:	000
EXCEPTIONS	:	N
COUNTY #	:	01

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F10=TSUM F11=MEDS F12=TRAC

4B

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01/02

## **Time Clock Updates**

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- Any addition, modification, or deletion of diversion records will require an update on the time clocks.
- Time clocks will be calculated the next day. The time clock summary data is displayed on the TSUM screen.

## **Purpose of TSUM Screen**

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- The TSUM screen will display summary information for the TANF 60-month, CalWORKs 60-month & the WTW 24-month (historic data between 01/01/2013 – 04/30/2022) time clocks.

# TSUM Screen

TSUM

## TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

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

	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK START MONTH	05/2022	05/2022	
TIME CLOCK END MONTH			
MONTHS USED	000	001	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 : 05/23/2022  
OVERLAPPING PROGRAM PARTICIPATION : N  
\* INCLUDED IN MONTHS USED

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

4B

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## **Time Clock Detail**

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- The time clock detail is shown on the TANF 60-month calendar (TCAL), CalWORKs 60-month calendar (KCAL), or WTW 24-month calendar (WCAL) (historic data between 01/01/2013 – 04/30/2022) screens.



# TCAL Months

TCAL

TRAC INFORMATION SYSTEM  
TANF 60-MONTH CALENDAR

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

TANF 60-MONTH TIME CLOCK START MONTH	:	05/2022
TANF 60-MONTH TIME CLOCK END MONTH	:	
TANF 60-MONTHS USED	:	000
NON-CAL MONTHS (INCLUDED IN MONTHS USED)	:	000
EXCEPTION MONTHS	:	000
REPAY MONTHS	:	000

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022	-	-	-	-	N	-	-	-	-	-	-	-

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

# KCAL Months

KCAL

TRAC INFORMATION SYSTEM  
CALWORKS 60-MONTH CALENDAR

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

CALWORKS 60-MONTH TIME CLOCK START MONTH : 05/2022  
CALWORKS 60-MONTH TIME CLOCK END MONTH :  
CALWORKS 60-MONTHS USED : 001  
NON-CAL MONTHS (INCLUDED IN MONTHS USED) : 000  
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS) : 000  
EXTENDER MONTHS (INCLUDED IN MONTHS USED) : 000  
REPAY MONTHS : 000

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022	-	-	-	-	Y	-	-	-	-	-	-	-

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

4B

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01/02

# WCAL Months

WCAL

TRAC INFORMATION SYSTEM  
WTW 24-MONTH CALENDAR

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

EARLIEST WTW PLAN SIGN DATE	:
WTW 24-MONTH TIME CLOCK START MONTH	:
WTW 24-MONTH TIME CLOCK END MONTH	:
WTW 24-MONTHS USED	: 000
EXCEPTION MONTHS	: 000
EXTENDER MONTHS (INCLUDED IN MOS USED)	: 000

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

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1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

4B

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## **IDET Indicator**

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- A Diversion record will trigger the “Diversion Indicator” on the Individual Detail (IDET) screen to display as “Y” (yes).

# IDET Indicator Diversion

IDET

## TRAC INFORMATION SYSTEM INDIVIDUAL DETAIL

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

BIRTH COUNTRY :  
BIRTH STATE :  
ALTERNATE IDENTITY : N  
LAST COUNTY OF RECORD : 38

TIMECLOCK INDICATOR  
A. TANF 60 : Y  
B. CAL 60 : Y  
C. NON-CAL MONTHS : N  
D. WTW 24 : N

EXCEPTIONS INDICATORS  
A. SANCTIONS : N  
B. EXEMPTIONS : N  
C. GOOD CAUSE : N  
D. EXTENDER : N  
E. REPAY : N

DIVERSION INDICATOR : Y

F1=HELP F2=IINQ F3=PREV F4=SCRN F9=NXTSCRN F10=TSUM F11=MEDS F12=TRAC

## **How to Modify Diversion Record**

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- Type the letter “M” in the “SEL” field of the record to be modified and then hit the ENTER key.

# Record Ready for Modification

UDIV

## TRAC INFORMATION SYSTEM DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
	#	CD			ASST	MONTH	MONTH	
M	01	3K	05 / 01 / 2022	01 , 000 . 00	N	05 / 2022	05 / 2022	D

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ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
	#	CD			ASST	MONTH	MONTH	

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1700 - PLEASE MODIFY DATA AND PRESS ENTER.

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

4B

:00.1

11/10

# End Month Modified

UDIV

## TRAC INFORMATION SYSTEM DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
	#	CD			ASST	MONTH	MONTH	
M	01	3K	04 / 01 / 2022	00 , 750 . 00	N	04 / 2022	04 / 2022	D

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
	#	CD			ASST	MONTH	MONTH	

MODIFY RECORD (Y/N)? Y

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

4B

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01/02



# Type Y to Modify Record

UDIV

## TRAC INFORMATION SYSTEM DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	
M	01	3K	04 / 01 /	2022	00 , 750 . 00	N	04 / 2022	04 / 2022	D

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	

MODIFY RECORD (Y/N)? Y

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

4B

:00.1

01/02

UDIV

## TRAC INFORMATION SYSTEM DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	
-	01	3K	04 / 01 /	2022	00 , 750 . 00	N	04 / 2022	04 / 2022	D

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	
			/	/			/	/	D

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1090 - RECORD MODIFIED SUCCESSFULLY.

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

# No Changes to Time Clocks

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	05/2022	05/2022	
TIME CLOCK END MONTH			
MONTHS USED	000	001	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 : 05/23/2022  
OVERLAPPING PROGRAM PARTICIPATION : N  
\* INCLUDED IN MONTHS USED

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

## Record Deletion

---

- Type the letter “D” in the “SEL” record for the record to be deleted and then hit the ENTER key.

# Type D to Delete Record

UDIV

TRAC INFORMATION SYSTEM  
DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
	#	CD			ASST	MONTH	MONTH	
D	01	3K	04 / 01 / 2022	00 , 750 . 00	N	04 / 2022	04 / 2022	D

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT DATE	AMOUNT	FED	START	END	COND
	#	CD			ASST	MONTH	MONTH	

DELETE RECORD (Y/N)? \_

PAGE: 01/01

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

4B

:00.1

22/25

# Type Y to Delete Record

UDIV

## TRAC INFORMATION SYSTEM DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	
D	01	3K	04 / 01 /	2022	00 , 750 . 00	N	04 / 2022	04 / 2022	D

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
	#	CD				ASST	MONTH	MONTH	

DELETE RECORD (Y/N)? Y

PAGE: 01/01

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

4B

:00.1

01/02

# Record Successfully Deleted

UDIV

TRAC INFORMATION SYSTEM  
DIVERSION UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D)

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
#	CD					ASST	MONTH	MONTH	

\*\*\*\*\*

ADD A NEW RECORD (A):

SEL	CTY	AID	PAYMENT	DATE	AMOUNT	FED	START	END	COND
#	CD					ASST	MONTH	MONTH	
-			/	/		-	/	/	D

PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

# TSUM: Clock Changes

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 : N  
\* 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

01/02



# IDET: Diversion Flag Change

IDET

## TRAC INFORMATION SYSTEM INDIVIDUAL DETAIL

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

BIRTH COUNTRY :	TIMECLOCK INDICATOR
BIRTH STATE :	A. TANF 60 : N
ALTERNATE IDENTITY : N	B. CAL 60 : N
LAST COUNTY OF RECORD : 38	C. NON-CAL MONTHS : N
	D. WTW 24 : N

EXCEPTIONS INDICATORS

A. SANCTIONS	: N
B. EXEMPTIONS	: N
C. GOOD CAUSE	: N
D. EXTENDER	: N
E. REPAY	: N

DIVERSION INDICATOR : N

F1=HELP F2=IINQ F3=PREV F4=SCRN F9=NXTSCRN F10=TSUM F11=MEDS F12=TRAC

4B

:00.1

21/42

## Conclusion

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- This training module provides an overview of adding, modifying, or deleting a Diversion record.