

*How to Access Tracking  
Recipients Across  
California (TRAC)*

**Welfare Data Tracking  
Implementation Project  
(WDTIP)**

## 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.

## Logging On

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- 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      EEEEEEEEEE  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.

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DTSS21WO

# MEDS Screen

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

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- 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 & Password – see your County MEDS Coordinator.



## Client Inquiry Screen Appears

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- 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

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INQR

\*\* CLIENT INQUIRY REQUEST \*\*

CLIENT IDENTIFICATION:

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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

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- 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 \*\*

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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)
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FOR DETAILED EXPLANATIONS OF THE INQUIRY OPTIONS LISTED PRESS F13

## Another Login Method

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- 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

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

SELECT A SCREEN NUMBER AND PRESS ENTER : ==

F1=HELP F3=EXIT F11=MEDS

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# TRAC Inquiry and Update Screens

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- 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)

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- 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)

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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 48-Month Calendar (KCAL)
- Welfare-to-Work 24-Month (WCAL)

# 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)

## Conclusion

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