

## Important News Regarding TrainTrack and E-Track

Due to increasing stability and security concerns, **TrainTrack, our current data collection system, will be retired on October 1<sup>st</sup>**. TrainTrack has served us well for over 20 years but can no longer support our growth. E-Track, its replacement, will not go live until a later date.

In the interim beginning October 1<sup>st</sup>:

1. RTCs will begin using paper forms that are compatible with E-Track. We are changing to the new forms now so we can enter the data when E-Track goes live. You will see **new sign-in sheets, trainer feedback forms, certificates, and evaluation survey** in workshops beginning October 1.
2. E-Track will not use your SS# as your unique identifier. (However, fiscal will still need to use the SS#). In the next few weeks **you will be contacted by IHS to determine your new E-Track user ID**. We will use the following:
  - The user ID is 11 characters
  - The first two characters are your two digit birth month
  - Characters three and four are your two digit birth day
  - The fifth character is the first letter of your legal first name
  - The last 6 characters are the first five letters of your legal last name, followed by a number
  - Example: Tracie Trainer's (10/17/68) user ID is: 1017TTrain1
3. We will no longer only have two evaluations – one for caregiver and one for staff. E-Track allows us to tailor evaluation surveys to specific workshops (ex – each Core module will have a different evaluation). Please note:
  - The **Likert scales** and the items on the new evaluation surveys are **quite different** from the old evaluation forms.
  - Until E-Track goes live there will be **no evaluation summary reports**. In the absence of formal reports, trainers and RTC staff can still review hardcopy evaluation surveys after workshops.
  - During this interim, E-Track evaluation surveys will request the trainees fill in their E-Track user ID, which means it is possible to determine individual trainee responses and we cannot guarantee confidentiality. This negatively impacts the validity of the data, but is a temporary situation that will change as soon as E-Track is functioning and trainees are completing evaluation surveys online.
4. The **deadline** for completing and submitting specialized and related workshop content outlines remains **October 31, 2009**. When you submit your content outlines, please make sure to provide the competencies and classification categories you address. Both the Universe of Competencies and the E-Track Classification Table can be found at [ocwtp.com](http://ocwtp.com). There are links to both documents from the homepage.

If you have questions or concerns, please contact:

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Thank you for the work you do and for your flexibility as we transition to E-Track.