

Interim Solution for CMS Data Capture in TRACS

Subgroup Membership

Scott Knight – WSFR HQ (Lead)
Sherry Crouch – Arizona
Carol Lukenbach – Wyoming
Jane Riley – Wisconsin
Debbie Wircenske- WSFR PAR

Stacey Xenakis - Ohio
Barry Summers – Tennessee
Fabian Romero – WSFR R3
Phil King – WSFR Training

Subgroup Objectives

- Develop an interim strategy for collecting action level data from Comprehensive Management System states
- Modify the Tracking and Reporting on Actions for Conservation of Species (TRACS) system workflow to accommodate entry of CMS project information

Issue Statement

Version 1 of TRACS does not effectively accommodate the entry of CMS project level data into TRACS. The project form in TRACS is geared more to the project-by-project submission process. Currently TRACS is missing the accomplishment information relating to CMS grants. Accomplishments are primarily identified by the entry of Actions in TRACS. The CMS Interim Solution Subgroup of the TRACS Working Group was tasked with identifying an interim solution. We are approaching two years' worth of accomplishment data missing in TRACS. Unless we find an agreeable interim solution, WSFR Program accomplishment data for CMS States will be absent from TRACS and attempts to rollup accomplishments on a national level will be incomplete.

Desired Outcomes

- Capture the accomplishments of CMS States by inventorying and recording all reportable actions in TRACS. Projects and accomplishments are available on the public viewer and all reportable actions can be rolled up on a national level for reporting to the various stakeholder groups.
- Minimize the amount of development resources and time needed to implement the interim solution in the system.
- Respect the regulatory and operational differences between the CMS approach and the project-by-project approach.

- Minimize the amount of required duplication of effort for CMS States and WSFR Regional Office staff.
- The interim solution will set a minimal national standard that achieves the subgroup's objective and offer flexibility to CMS States and WSFR Regional Offices to enter additional detail.

Strategy

- CMS States will continue to submit their traditional application packages. The WSFR Regional Office will use the traditional application packages to conduct their review and approval of the grants. CMS States will continue to submit their performance reports as they do currently.
- CMS funded activities will be entered into TRACS at the program level. The minimum requirement is the establishment of a project for each program (i.e. Wildlife Restoration and Sport Fish Restoration). Once the projects are created they will be used for the time frame of the interim period until TRACS version 2.0 becomes available.
- When creating the CMS project in TRACS, the project Description tab should include **a description of the state's comprehensive management system including inventory, strategic plan, operational plan, and evaluation.**
- Each project should identify the applicable action categories for the project. It is likely for a CMS project that all action categories will be selected.
- Each project will have at least one project statement for each subaccount covering a given funding period. For example, under the Wildlife Restoration TRACS project, a project statement will be created for Wildlife Restoration, Basic Hunter Education, and Enhanced Hunter Education subaccounts. (See Attachment - CMS).
- Within each project statement, only the "objectives" section of TRACS will be required. This is required in order to avoid programming changes to the system. Each project statement must contain at least one objective. The other required data elements of the project statement form (Need, Approach, Expected Results, Additional Elements) are to be completed by noting the following statement:

According to 50 CFR 80.81, this data is not required for a state with an approved Comprehensive Management System.
- The CMS States will identify the reportable TRACS actions carried out within the framework of each project. Those actions will be entered into TRACS and associated with the applicable objective established in the project statement.

Frequently Asked Questions

How will CMS funded activities be entered in the TRACS system?

CMS funded activities will be entered at the WSFR program level. (Wildlife Restoration or Sport Fish Restoration). It is intended that the time frame of the project will encompass the period from post FAIMS until TRACS version 2.0 is available.

May a CMS project in TRACS be created at a more finite level than at the WSFR program level?

Yes, CMS states have the flexibility to create projects in TRACS at a more finite level than overall WSFR program level. The WSFR Program level is the minimum level at which a CMS Project in TRACS may be created.

How should the geospatial boundary for a CMS project in TRACS be defined?

The geospatial boundary for a CMS project in TRACS will be the statewide boundary.

Is a CMS Project in TRACs required to have a project statement?

Yes. CMS projects must have, at a minimum, a project statement for each relevant WSFR subprogram.

May a CMS state create a project statement in TRACS at a more finite level than at the WSFR subprogram level?

Yes, CMS states have the flexibility to create project statements in TRACS at a more finite level than at the WSFR subprogram level. The WSFR subprogram level is the absolute minimum level at which a TRACS project statement may be created.

Are Project Statement data element tabs (Need, Approach, Expected Results, Additional Elements) required to be populated for a CMS project?

No, according to 50 CFR 80.82 these elements are only required for states who are applying for a project-by-project grant. Because of the design of TRACS, at least one objective must be created for each project statement.

How does the CMS project entry in TRACS progress if the TRACS system requires data elements to be populated but these same data elements are not required to be submitted for a CMS project?

The TRACS required data elements of the project statement form (Need, Approach, Expected Results, Additional Elements) are to be completed for a CMS project by placing the following statement in the required data field:

According to 50 CFR 80.81, this data is not required for a state with an approved Comprehensive Management System.

Are CMS projects in TRACS required to have objectives and actions?

Yes, each CMS project in TRACS must have objectives and actions. TRACS requires actions to be associated back to an objective in the project statement.

Is the procedure for developing objectives in TRACS the same for a CMS project as a non-CMS project?

Yes. The procedure for developing objectives in TRACS is the same for both CMS and non-CMS projects.

Is the procedure for reporting on actions in TRACS the same for a CMS project as a non-CMS project?

Yes. The procedure for reporting on actions in TRACS is exactly the same for both CMS and non-CMS projects. The regulatory standards for both project-by-project and CMS are exactly the same.

How should the geospatial boundary for a CMS action in TRACS be defined?

The geospatial boundary for a CMS action in TRACS could be statewide or site specific depending on the action area. The geospatial requirements for CMS actions are the same as those for project-by-project grant actions.