



# Introduction and Quick Start Guide to:

WrapTrack

# System Requirements

## System Requirements

<b>Operating System:</b>	Windows 7 32/64 Bit
<b>Microprocessor:</b>	Core 2 Duo 2.93 GHz
<b>RAM:</b>	2 GB
<b>Hard Drive:</b>	160 GB
<b>Hardware Interface:</b>	Mouse, Keyboard, Tablet
<b>Internet Browser:</b>	IE 9.0, Firefox, Chrome, Mozilla
<b>Note:</b>	Certified XP system prior to XP obsolescence.
	Pop-up Blocker must be disabled on Browser.

- We highly recommend you utilize Google Chrome to optimize your experience in WrapTrack.
- <https://www.google.com/intl/en/chrome/>



Introduction to:

# WrapTrack

# Contains 4 WFAS tools

- Wraparound Fidelity Index, version 4 (WFI-4)
- Team Observation Measure (TOM)
- Team Observation Measure 2.0 (TOM 2.0)\*
- Wraparound Fidelity Index, Short form (WFI-EZ)

*\*TOM 2.0 will be available by 2018.*

# Accessing

- [www.wraptrack.net](http://www.wraptrack.net)

OR

- [www.wrapinfo.org](http://www.wrapinfo.org)



# www.wraptrack.net



**User Login**

Please enter your User Name and Password to log in.

User Name:

Password:

[Forgot Password?](#)

Login

Password

Forgot  
Password  
Link



# Visual Appearance

- The log in page displays in UW color scheme. When you log in, the color scheme will change to TMS Behavioral and Integrated Health Software.



- Don't worry! You're in the right place.

# Security Question

Build 2.2.5    Ericka Wiggins : og MTWI    Change Password    **User Setting**    Log Out    Comments?

**TMS** Team Monitoring Made Simple  
WrapTrack

Menu

Dashboard +

Add Items >    Change Settings >

**Quick Links**    Edit [edit] [add] [delete]

Youth

Add a New Youth Record  
Find a Youth Record

Configuration Setup

Organization  
User  
Non-User

**Youth Records**    Edit [edit] [add] [delete]

Staff: All

Name	Status
/	Enrolled

106 Records

Make sure to update your User Settings when you first log in. Check that your email address and other contact information is correct, adjust your log out time, and update your Security Question. Hit “Save” when complete.

**TMS** Team Monitoring Made Simple  
WrapTrack

Menu

**User Settings**

\* First Name : Ericka  
Middle Name :  
\* Last Name : Wiggins  
\* Email : ewiggins@uw.edu †  
Phone (W):  
\* LogOut Time : 60 Minutes  
Organization : og MTWI  
Street 1 : RC  
Street 2 :  
City :  
\* State : WA  
Zip Code :

Save    Cancel

**Change Security Question**

† Unknown@wrap-tms.org can be used as a placeholder.

# Update Security Question

The screenshot shows the TMS WrapTrack user settings interface. At the top, the header includes the TMS logo, the text "Team Monitoring Made Simple WrapTrack", and user information for "Ericka Wiggins : og MTWI" with links for "Change Password", "User Settings", and "Log Out". A "Menu" button is visible on the left. The "User Settings" section contains fields for: First Name (Ericka), Middle Name, Last Name (Wiggins), Email (ewiggins@uw.edu), Phone (W), LogOut Time (60 Minutes), Organization (og MTWI), Street 1 (RC), Street 2, City, State (WA), and Zip Code. A "Save" and "Cancel" button are at the bottom of this section. A modal dialog box titled "Change/Updated Your Security Question:" is overlaid on the settings. It contains three input fields: "Your Password:", "Security question:" (with the text "Erickas maiden name?"), and "Security answer:". Below these fields are "Save" and "Cancel" buttons. A "Change Security Question" button is also visible in the background of the dialog.

Must add your current password and create a security question and answer. If you need to use the “forgot password” link, on the log in page, you will need to provide the security answer. Please make sure to add the “no-reply” email addresses to your safe-sender list so you can receive your new password.

# Passwords

- HIPAA/FERPA compliant
  - **System enforced:** password must be between 8 to 16 characters in length and contain at least 1 letter, 1 number, and 1 special character [!@#\$%^&\*()\_]. Username must be at least 6 characters. If you need to update your username, you will have to contact the Configuration Administrator for your organization (mostly likely the same person identified in the old WONDERS site). This is the only person who can update your username.
  - **System enforced:** user passwords automatically changed or revoked after a user defined period has passed (60 days).
  - **System enforced:** users required to change their passwords following the initial set up or resetting of the password.

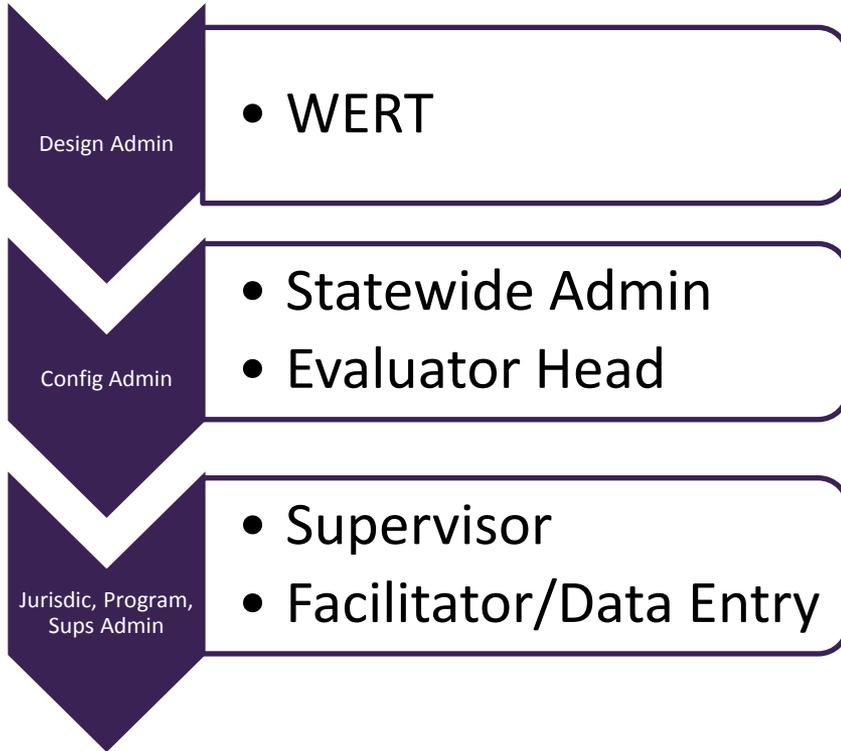
# Passwords

- History of previously used passwords is maintained by the system to prevent reuse. Value = 10 previous passwords.
- Users are provided the capability to change their own passwords at their discretion.
- User id's are disabled after a specified number of consecutive invalid login attempts. Value = 5 attempts in 10 minutes.
- System automatically logs users off after a specified period of inactivity. User preference = between 15-60 minutes.
- Passwords entered in a non-display field.
- Passwords encrypted when routed over a network.
- Passwords are encrypted in storage.

# Permissions Driven

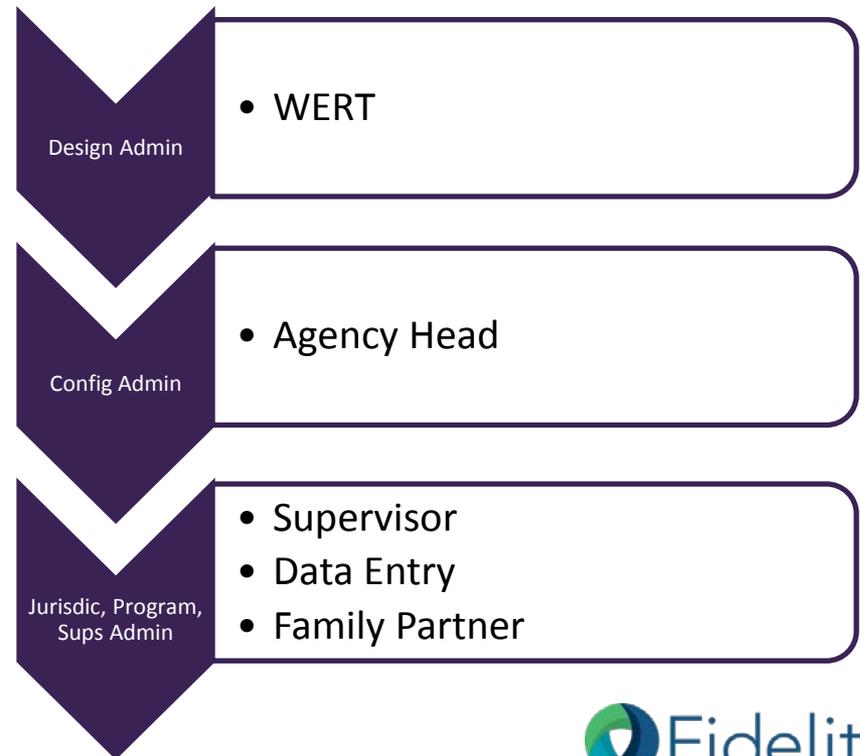
- Permissions in WrapTrack are customizable. There are preset permissions, like the example here.
- Or, you can add your own roles based on local implementation and need.
- Example Permissions:
  - Design Admin (WERT)
  - Configuration Admin (Local Head)
  - Jurisdic/Program Admin
  - Supervisory Admin
  - Team Member

# Local Site Configuration



Example One

## Example Two





# SYSTEM SCREEN-SHOTS

# The Home Page

**TMS** Behavioral and Integrated Health Record Software  
WrapTrack Build 10.0.1 (1,2,3,4,5,6,7, 8,9,10,11,12) [5.0]

Go to Admin Settings April Sather : 19 Wrap Te... Change Password User Settings Log Out

**Menu**

Dashboard New Tab +

Add Items » Change Settings »

**Quick Links** Edit [edit] [refresh] [close]

**Youth**  
Add a New Youth Record  
Find a Youth Record

**Configuration Setup**  
Organization  
User

**Youth Records** Edit [edit] [refresh] [close]

Name	Organization Name	Status
<a href="#">_FromJim, _ATest</a>		Pending
<a href="#">00ZZZ, 00ZZZ</a>		Pending
<a href="#">100001000100, 1000..</a>	Org 3 Test	Enrolled
<a href="#">123-kj, 123-kj</a>	Org 2	Enrolled
<a href="#">1234543312, 123454..</a>	88-8	Enrolled
<a href="#">123456, 123456</a>	19 Wrap Test ..	Enrolled
<a href="#">123456789, 123456789</a>	19 Wrap Test ..	Enrolled
<a href="#">123456Y, 123456Y</a>	19 Wrap Test ..	Enrolled

1 2 3 4 5 ... >>

134 Records

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FidelityEHR.com

# Menu

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with several options. On the right is a 'Youth Records' table. Red arrows point from text annotations to specific elements in the menu and table.

**Menu Options:**

- Thursday  
July 6, 2017  
10:13:31 AM
- HOME
- ENROLLMENT
- WrapTrack Reports and Data Export
- Bulk Import and Export
- ADMIN

**Annotations:**

- Current date and time (points to the calendar widget)
- Back to the home page (points to the HOME button)
- Youth Enrollment Data Entry (points to the ENROLLMENT button)
- Reporting/Exporting (points to the WrapTrack Reports and Data Export button)
- Bulk import/export (points to the Bulk Import and Export button)
- Administrative Tab (not relevant to all users) (points to the ADMIN button)

**Youth Records Table:**

Name	Organization Name	Status
_FromJim, _ATest		Pending
00zzz, 00zzz		Pending
1000010000100, 1000..	Org 3 Test	Enrolled
123-kj, 123-kj	Org 2	Enrolled
1234543312, 123454..	88-8	Enrolled
123456, 123456	19 Wrap Test ..	Enrolled
123456789, 123456789	19 Wrap Test ..	Enrolled
123456Y, 123456Y	19 Wrap Test ..	Enrolled

134 Records

# Youth Enrollment & Status Updates

**TMS** Team Monitoring Made Simple  
WRAP-Track

Menu

Youth Assessments

Name: Adam, Klaassen      Wrap ID: Klaassen, Adam 75209

Demographics WRAP-Track

\* First Name:       Middle Initial:   
\* Gender:       Wrap ID:   
\* Race:       Hispanic?   
\* Date of Birth:       Age:       \* Last Name:   
Street 1:       Street 2:       Case Number:   
City:       State:       Medicaid Number:   
Zip:       Funding:   
Phone (W):       Phone (C):       Entered By: Page, Holly  
Entered on: 8/12/2010  
Last Edited On: 8/12/2010

Primary Caregiver: --  
Enrollment Status: Enrolled, 8/12/2010, 880 Days  
Facilitator: Beckles Jovanka

**Enrollment**      Save      Cancel

Click on Enrollment to add details.

Click here to update enrollment, discharge, etc..

**TMS** Team Monitoring Made Simple  
WRAP-Track

Menu

Youth Assessments

Name: Adam, Klaassen      Wrap ID: Klaassen, Adam 75209

**Youth Enrollment**

Name: Adam, Klaassen      Wrap ID: Klaassen, Adam 75209

**Add Enrollment Status**

Status	Start Date	Organization	Duration	Edit	Delete
Enrolled	08/12/2010	West County Children's Clinic	125 Weeks, 5 days	<a href="#">Edit</a>	<a href="#">Delete</a>
Pending	08/11/2010		0 Weeks, 1 days	<a href="#">Edit</a>	--

Close

Enrollment      Save      Cancel

# WFI Data Entry



Team Monitoring Made Simple  
WrapTrack

Menu

Youth Assessments

Name: 755, 755

Wrap ID: 755

### WrapTrack Forms

Add

Click on this button to add WFI-4, TOM, or WFI-EZ forms.

WrapTrack Forms	Date Added	Last Updated	Edit	Delete
WFI - Caregiver Form	05/10/2012	05/10/2012	<a href="#">Edit</a>	<a href="#">Delete</a>
WFI - Facilitator Form	04/13/2012	04/13/2012	<a href="#">Edit</a>	<a href="#">Delete</a>

Make sure to complete all fields and sections of each form prior to hitting SAVE. Do not SAVE after each section.

WFI Caregiver Form - Team Monitoring Made Simple - Google Chrome

www.tms-demo.org/WFI/CaregiverForm.aspx?YId=22462&AId=17222&YFN=%20755&YLN=755&FM=E

Assessment Name: Caregiver Form Youth Name: 755, 755

Caregiver Introduction Engagement Planning Implementation Transition Other

1.1 CC When you first met with the wraparound facilitator, were you given time to talk about your family's strengths, beliefs, and traditions? Did this process help you appreciate what is special about your family? 2 - Yes to both questions

1.2 FVC Before your first team meeting, did your wraparound facilitator fully explain the wraparound process and the choices you could make? 2 - Yes

1.3 SB At the beginning of the wraparound process, did you have a chance to tell your wraparound facilitator what things have worked in the past for your youth and family? 2 - Yes

1.4 TB Did you select the people who would be on your wraparound team? 2 - Yes

1.5 TB Is it difficult to get team members to attend team meetings when they are needed? 0 - Yes

1.6 OB Before your first wraparound team meeting, did you go through a process of identifying what leads to crises or dangerous situations for your youth and your family? 2 - Yes

Undo Save Clear Close

# WFI Reports

 **Team Monitoring Made Simple** Comments  
*WrapTrack*

Menu

## WFI-4 Fidelity Reports:

- Report 1: Summary of Respondents
- Report 2: Youth Demographics
- Report 3: School Information
- Report 4: Custody Information
- Report 5: Team Membership & Wraparound Process
- Report 6: Services, Supports & Strategies
- Report 7: Fidelity Scores - Overall, Principle & Phase
- Report 8: Item Summaries
- Report 9: Strengths & Areas for Improvement
- Report 10: Comments**

Click on a link and then enter the qualifiers.



# Exports

Click on a link and then enter the export qualifiers desired.

Menu

WFI/TOM Data Export

- WFI - Youth Form
- WFI - Caregiver Form
- WFI - Team Member Form
- WFI - Facilitator Form
- TOM
- WFI -EZ Youth Form
- WFI -EZ Caregiver Form
- WFI -EZ Facilitator Form

WFI/TOM Data Export :

**Youth By Creator**

- One user
- More than one user
- All users

**Youth By Organization**

- One organization
- More than one organization
- All organizations

**Youth By Facilitator**

- One facilitator
- More than one facilitator
- All facilitators

Continue

Select export qualifiers. Make sure to check "One user" or "One organization" if you would like to select specific youth files.

Once the selections have been made you can export this raw data into Excel.

Excel ribbon: Paste, Format Painter, Bold, Italic, Underline, Font, Alignment, Number, Conditional Formatting, Calculation, Check Cell, Explanatory T..., Input, Insert, De

ConfigurationName	OrganizationName	Interviewer	Youth Name	WrapID	DateAdded	LastUpdatedDate	StartTime	EndTime	PositiveFeedback	NegativeFeedback
09 Wrap Test Site Config	09 Wrap Test Site Config	Pitt, Brad	12345, 12345	12345	03/11/2013	03/11/2013	01-00-PM	01-15-PM		
09 Wrap Test Site Config	09 Wrap Test Site Config	Pitt, Brad	364798, 364798	364798	02/22/2013	02/22/2013	01-00-PM	01-20-PM	kjsdhfjk	kjhdkjfhaj
09 Wrap Test Site Config	09 Wrap Test Site Config	Pitt, Brad	45678, 45678	45678	02/12/2013	02/12/2013	02-00-PM	03-05-PM	kjsdlkfjg	
09 Wrap Test Site Config	09 Wrap Test Site Config	Pitt, Brad	47852HQ, 47852HQ	47852HQ	02/25/2013	02/25/2013	01-00-PM	01-20-PM	kajsk	kjlskjdfik
09 Wrap Test Site Config	09 Wrap Test Site Config	Pitt, Brad	789, 789	789	02/20/2013	02/20/2013	02-05-PM	02-25-PM	ksdfhksjfh	,kjhfgksjh
09 Wrap Test Site Config	Org 2	Pitt, Brad	42986561, Hattie	42986561	02/01/2013	02/20/2013	07-00-PM	08-00-PM	Positive	
09 Wrap Test Site Config	Org 2	Pitt, Brad	Jackson, Shelly	5486541984	02/25/2013	02/25/2013	05-00-PM	07-00-PM		
09 Wrap Test Site Config	Org 2	Pitt, Brad	Rawley, Erick	654654654	01/31/2013	01/31/2013	05-00-PM	00-00-AM		
09 Wrap Test Site Config	Org 2	Pitt, Brad	Smitts, Jimmy	866144967	03/01/2013	03/07/2013	05-00-PM	06-00-PM		



# TOM Data Entry

**Team Monitoring Made Simple**  
WrapTrack

Menu  
Youth **Assessments**

Name: Kosha, McAlister      Wrap ID: 31270.1

**WrapTrack Forms**  
Add

WrapTrack Forms	Date Added	Last Updated	Edit	De
TOM Form (with Meeting Information)	05/16/2012	05/16/2012	<a href="#">Edit</a>	<a href="#">De</a>
WFI - Caregiver Form	08/16/2012	08/16/2012	<a href="#">Edit</a>	<a href="#">De</a>
WFI - Facilitator Form	08/08/2012	08/08/2012	<a href="#">Edit</a>	<a href="#">De</a>
WFI - Youth Form	08/16/2012	08/16/2012	<a href="#">Edit</a>	<a href="#">De</a>

Full TOM Form - Team Monitoring Made Simple - Google Chrome  
www.tms-demo.org/TOM/FullTOMForm.aspx?YId=13958&AId=499&TId=0&YFN=%20McAlister&YLN=Kosha&FM=E

Assessment Name: TOM      Youth Name: Kosha, McAlister

Meeting Information    Part1    Part2    Part3    Part4    Part5    Part6    Part7    Part8    Part9    Part10

**Team Membership & Attendance**

1.a: Parent/caregiver is a team member and present at the meeting.      1 - Yes

1.b: Youth (over age 9) is a team member and present at the meeting.      1 - Yes

1.c: Key school or other public stakeholder agency representatives are present.      666 - N/A

Notes:

**Effective Team Process**

2.a: Team meeting attendees are oriented to the wraparound process and understand the purpose of the meeting      1 - Yes

2.b: The facilitator assists the team to review and prioritize family and youth needs.      1 - Yes

2.c: Tasks and strategies are explicitly linked to goals.      1 - Yes

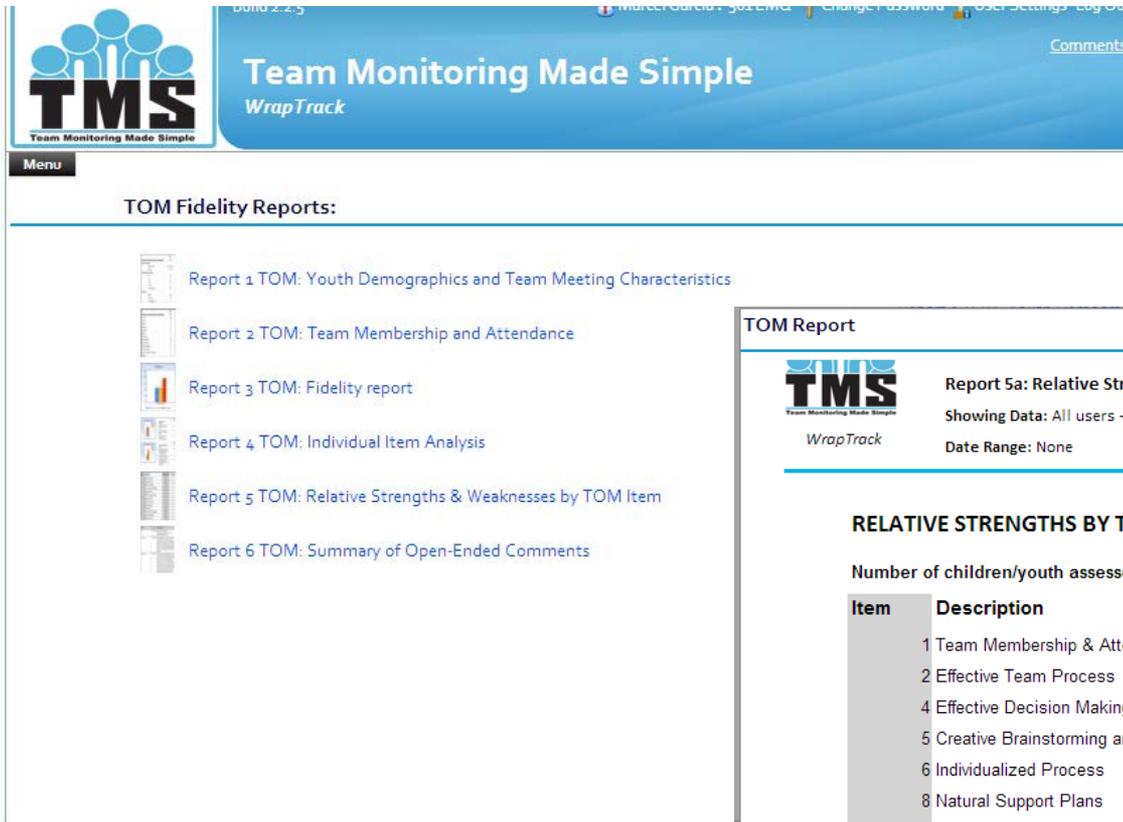
2.d: Potential barriers to the nominated strategy or option are discussed and problem-solved.      1 - Yes

Notes:

Undo    Save    Clear    Close

Make sure to review all data entered before Saving at the end.

# TOM Reports

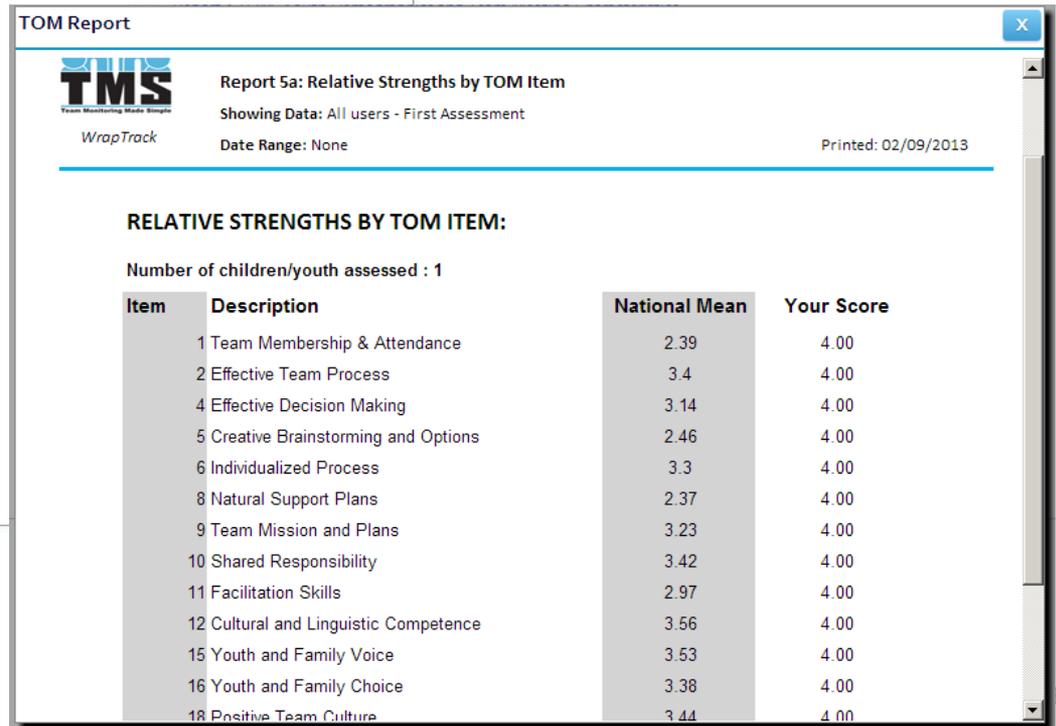


**TMS**  
Team Monitoring Made Simple  
WrapTrack

Menu

**TOM Fidelity Reports:**

- Report 1 TOM: Youth Demographics and Team Meeting Characteristics
- Report 2 TOM: Team Membership and Attendance
- Report 3 TOM: Fidelity report
- Report 4 TOM: Individual Item Analysis
- Report 5 TOM: Relative Strengths & Weaknesses by TOM Item
- Report 6 TOM: Summary of Open-Ended Comments



**TOM Report**

**TMS**  
Team Monitoring Made Simple  
WrapTrack

**Report 5a: Relative Strengths by TOM Item**  
Showing Data: All users - First Assessment  
Date Range: None  
Printed: 02/09/2013

**RELATIVE STRENGTHS BY TOM ITEM:**

Number of children/youth assessed : 1

Item	Description	National Mean	Your Score
1	Team Membership & Attendance	2.39	4.00
2	Effective Team Process	3.4	4.00
4	Effective Decision Making	3.14	4.00
5	Creative Brainstorming and Options	2.46	4.00
6	Individualized Process	3.3	4.00
8	Natural Support Plans	2.37	4.00
9	Team Mission and Plans	3.23	4.00
10	Shared Responsibility	3.42	4.00
11	Facilitation Skills	2.97	4.00
12	Cultural and Linguistic Competence	3.56	4.00
15	Youth and Family Voice	3.53	4.00
16	Youth and Family Choice	3.38	4.00
18	Positive Team Culture	3.44	4.00

# More comprehensive training available <http://depts.washington.edu/wrapeval>



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## Wraparound Evaluation and Research Team

The Wraparound Evaluation and Research Team seeks to improve the lives of children and their families through research on the implementation and outcomes of the wraparound process.

[LEARN MORE](#)



QUALITY ASSURANCE AND  
FIDELITY MONITORING

RESEARCH

EVALUATION OF TRAINING AND  
COACHING

The **Wraparound Evaluation and Research Team** seeks to improve the lives of children and their families through research on the implementation and outcomes of the Wraparound process. Through development, refinement, and dissemination of the Wraparound Fidelity Assessment System, our team aims to assist implementation of the Wraparound process, evaluate effectiveness, identify the need for technical assistance and training, and promote communication within the service delivery and research and evaluation fields.

# Click on the WrapTrack tab

## Resources for Current Collaborators

In order to access the training materials in this section, you will need to [become a licensed collaborator](#) and obtain login credentials for our site.

If you are already a licensed collaborator, please [log in](#) to view our resources.

WFI-4	WFI-EZ	TOM 2.0	CSWI	DART	WrapSTAR	WrapTrack
<p><b>DESCRIPTION</b></p> <p>The Wraparound Fidelity Index, version (WFI-4) is a series of four interviews administered to Wraparound facilitators, caregivers or parents, youth (age 11 or older), and team members. Interviews take approximately 15-40 minutes and are completed through brief, confidential telephone calls or face-to-face meetings. Interviews result in quantitative summaries of Wraparound fidelity for the program or community.</p>	<p><b>TRAINING MATERIALS</b></p> <ul style="list-style-type: none"><li>WFI-4 User's Manual</li><li>WFI-4 Training Toolkit</li><li>WFI-4 Training PowerPoint</li><li>WFI-4 Audio Sample "Jeanette - Facilitator"</li><li>WFI-4 Audio Sample "Kevin - Youth"</li><li>WFI-4 Audio Sample "Christina - Youth"</li><li>WFI-4 Audio Sample "Teri - Caregiver"</li></ul>			<p><b>FORMS</b></p> <ul style="list-style-type: none"><li>WFI-4 Forms in English</li><li>WFI-4 Forms in Spanish</li></ul> 		

# Resources Available

- Training Videos
  - System requirements, passwords, security
  - Enrolling a Youth
  - Admin Overview
  - Exporting Data
  - Report Generation
  - Collection WFI-EZ data
- Training Materials
  - Data Dictionary
  - FAQs
  - Data Interpretation Guide
  - Listserve info
  - Manuals

# Recommendations

- WERT recommends after viewing the introductory PowerPoint, a thorough review of the WrapTrack Manual and Data Interpretation guide
- Training videos are also helpful, however, they are not required viewing, and can be helpful as a refresher, or as a tool for local supervisors to train data entry staff on the WrapTrack system

# Questions? Contact WERT

- 206-685-2310
- [wrapeval@uw.edu](mailto:wrapeval@uw.edu)
- To sign up for the Listserv, please see:  
[http://depts.washington.edu/wrapeval/sites/default/files/training\\_materials/Join%20the%20OWT%20Listserv.pdf](http://depts.washington.edu/wrapeval/sites/default/files/training_materials/Join%20the%20OWT%20Listserv.pdf). Updates and system errors are often reported via the listserve.