

## ADDING IMPROVEMENT PLANS

1. If you are not on the “Data/Results” page- Click on “Unit Planning” and then “Data/Results.”
2. Click the “caret” to the left of the O/O to which you plan to add an Improvement Plan.
3. Click the “caret” to the left of the Assessment Tool to which you plan to add the Improvement Plan. (NOTE- the “Improvements” field only appears after you have entered assessment data/results for an assessment tool.)
4. To add an Improvement plan, click the plus sign to the far right on that data/result. This will open the “Improvements” entry screen.

The screenshot shows the 'Data/Results' page in the tracdat system. The left sidebar contains navigation options: Home, Unit, Unit Planning, Unit Assessment Plan, Data/Results, Mapping, Reports, Documents, and Settings. The main content area displays a list of objectives and their associated assessment tools. The 'Report (tasks, participation, appointments, resources)' tool is selected, and its 'Improvements' field is visible. Red numbers 1 through 4 indicate the steps for adding an improvement plan.

5. Enter the Improvement plan including an intended date for completion.
6. Click “Save” on the top right of the screen.
7. Click “Return” on the top right of the screen.

The screenshot shows the 'Add Improvements' screen in the tracdat system. The left sidebar contains navigation options: Home, Unit, Unit Planning, Unit Assessment Plan, Data/Results, Mapping, Reports, Documents, and Settings. The main content area displays the 'Improvements' field for the 'Report (tasks, participation, appointments, resources)' tool. Red numbers 5 through 7 indicate the steps for saving and returning from the screen.