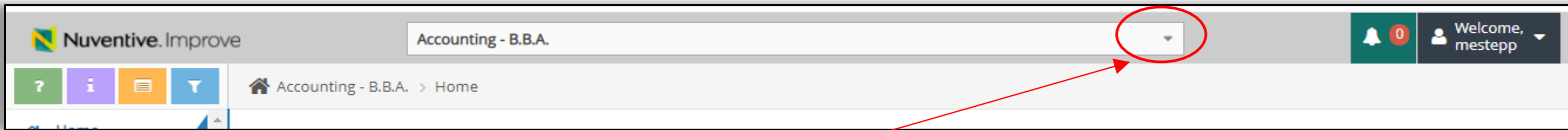
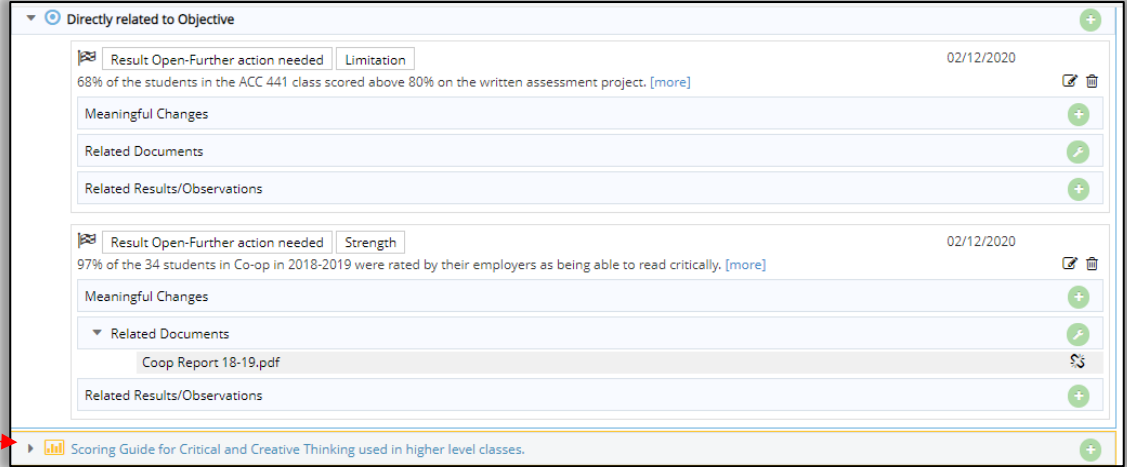
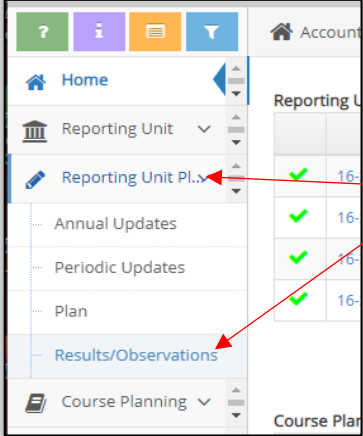


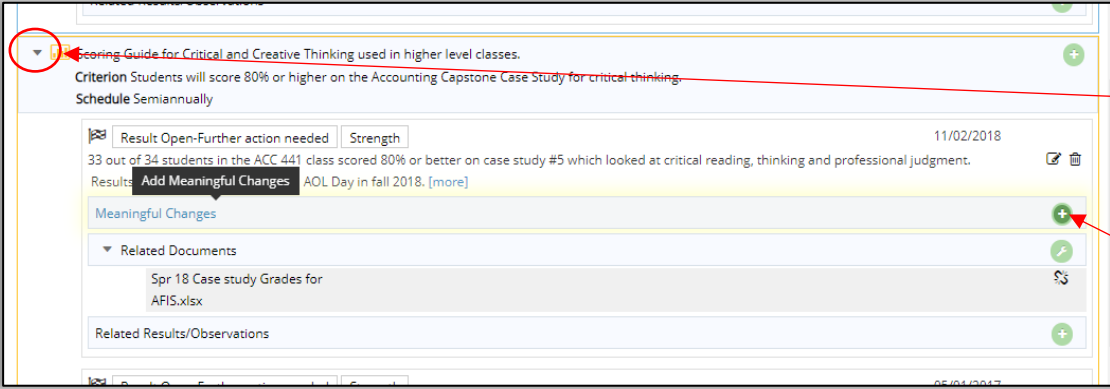
ENTERING MEANINGFUL CHANGE INTO TRACDAT



1. Select the **reporting unit/program** for which you would like to enter a new objective from the drop down menu.
2. After you have selected the reporting unit/program that you would like to add an assessment method to, select
 - **Reporting Unit Planning**
 - **Results/Observations** from the menu on the left side of the page



3. Click on the objective to which you wish to add a meaningful change. Locate the **orange highlighted box** within that objective drop down section.



- 4a. Select the **drop down arrow** beside the orange box you wish to edit.
- 4b. Select the green **+** to the right of "Meaningful Change" to add information.

5. Enter the **date** on which you input the meaningful change.

6. Enter **Meaningful Change**.

7. Click the yellow **"SAVE"** button at the top right.

