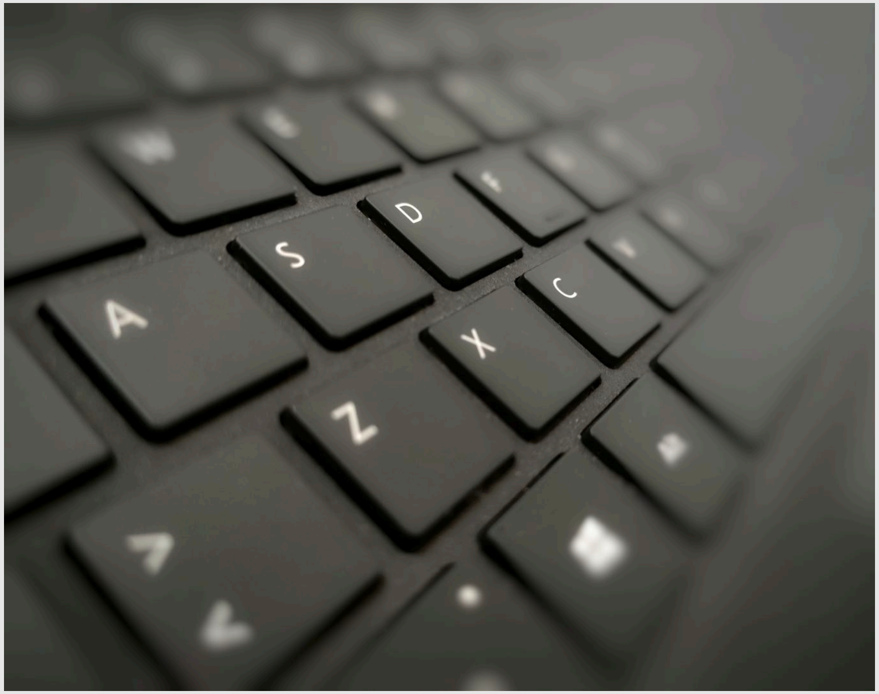
VERMONT
DEPARTMENT OF HEALTH

GPRA Technical Skills Training



Last Updated May 2024
By: Tammie Bridge, Public Health Specialist DSU

Section 1 – Technical

What is GPRA?

The Government Performance and Results Act (GPRA) is a public law that was passed by Congress in 1993. The GPRA Modernization Act of 2010 and 2022 updated some aspects of the GPRA Act of 1993 by establishing changes and building on lessons agencies have learned in setting goals and reporting performance.

Enacted to improve program management in the Federal government and to link resources and management decisions with program performance.

As part of this federal mandate, all SAMHSA grantees are required to collect and report performance data using approved measurement tools.

Who collects GPRA data, and who do they collect it from?

- All SAMHSA grantees (DSU) are required to collect and report performance data using the Recovery Services GPRA Form

- All DSU grantees (you) that receive State Opioid Response funding.

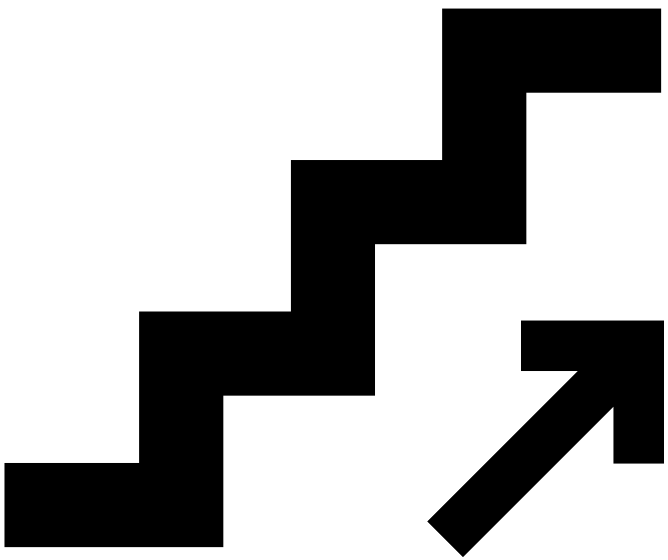
- Program staff (Recovery Coaches) must collect data on all participants using the approved measurement tool; as defined by the grant, and submit data to DSU

- All participants served using funds from the State Opioid Response (SOR) Grant, are defined as participants

How is GPRA collected?

- The Recovery Services GPRA Form follows the guidelines from the Core participant Outcome Measures in the CSAT-GPRA data collection tool (the GPRA tool).
- This tool includes participant-level data items that have been selected from widely used data collection instruments and assessment tools
- The form can only be accessed online using this link. All GPRA documents, trainings, and guidance tools are located on the VT Department of Health website:

When is GPRA Collected?



GPRA data is collected at three points in time:

1. Intake

2. Six-month follow-up

3. Discharge

When is GPRA submitted?

GPRA is collected in real time

- This means that your program must upload all GPRA data into Alchemer within **48-hours** of conducting the interview (or completing the administrative follow-up or discharge).

- **Note:** the 48-hour clock does not start until you've asked for consent and completed the interview or administrative intake.

CONSENT

- Informed consent for the purpose of GPRA data collection is defined as follows:
  - *"Informed consent" means a voluntary willingness to participate in a research project was provided by an individual with the capacity to demonstrate understanding of the project's objectives, their role in the project, and the significance and relevance of the individual's decision to participate.*
- Informed consent must be obtained before collection of participant information.
- If someone does not give consent to participate in the GPRA research project, you may still provide services to the individual and only complete and submit the GPRA Participant ID and Administrative Section of the GPRA Form (*see next slide for example)
- If a person declines to participate in GPRA research project at intake, you do not need to fill out a discharge or follow-up GPRA form
- Consent form must be signed by the person obtaining consent (i.e. The Recovery Coach)

How much GPRA are we collecting?

- Because program staff must collect data on all participants as defined by the SAMHSA Grant, the amount of GPRA you're collecting will depend on the number of participants served using SOR grant funds.

- Only one GPRA intake (or "admin only") submission required for each participant

- **Nationally**, the target **follow-up** rate is 80%
  - Participants that are unable to be reached for follow up or discharge do not count toward the target rate of 80%

Why do we collect GPRA?

- To demonstrate that our programs are making tangible contributions to meet GPRA objectives.
- For SAMHSA to report to Congress on the status of grant activities, services provided, and participant outcomes.
- For SAMHSA to make the case to Congress that the money awarded to grantees is being spent effectively.
- Required for grant funds

Section 2 – Interview Types

Intake Interview

- **An intake is the first interview, where you gather initial information about the participant.**
  - **This interview must be completed 1-4 calendar days after they enter the program.**
  - **It is imperative that we begin to collect GPRA data on each participant as soon as possible after the participant's intake into the program.**

- **Grantees are <u>only</u> required to administer the Intake <u>one time per participant</u>.**
  - **Grantees may choose to administer a second (third, or fourth, etc.) intake interview, if the participant leaves and is readmitted to the program. In this case, the GPRA ID stays the same and the subsequent 6-month follow- up will be required from the latest intake only.**

- **Participants can have intakes in multiple programs at the same center at the same time. This means one person can have multiple GPRA IDs for multiple programs.**
  - **Example: Taysean was admitted to the ED and agreed to GPRA. The RCED coach created a GPRA ID for them and completed the intake interview. Then, they received a referral for the Parents in Recovery Program and the PIR coach created a GPRA ID for them and completed the intake interview. Taysean now has two GPRA ID's for two different programs: *RCEDKRC01* and *PIRKRC12*. Each program follows the GPRA guidelines for intake, discharge and follow-up.**

6-Month Follow-Up Interview

- **A follow-up interview is a way to check in with the participant at a fixed point in time. A second interview 6-months after the intake interview.**
  - **Collects the same information as the intake interview at a fixed point in time. Must be completed within the window of 1 month before and 1 month after the 6-month mark. The 6-month mark is in relation to the date of the latest intake interview**
- **Questions must be asked and answered again in a new interview**
- **If a participant is not able to be reached, conduct an administrative follow up in which the program staff completes only the administrative section and the 6 month follow up section**
  - **Nationally, the target follow-up rate is 80%**
    - **Participants that are unable to be reached for follow up or discharge do not count toward the target rate of 80%**
- **Tip: Having a follow-up process in place will help us meet the 80% follow-up target set forth by SAMHSA.**
- **If the participant discharges before the 6-month follow up, a complete 6-month follow up interview must still be conducted**

Discharge Interview

- Discharge is defined by the program's discharge policy and happens when the person is discharged from the program. If no discharge policy is in place, it's at 30 days of no contact.
- If the participant is present on the day of discharge, the GPRA discharge interview should be conducted on that day.
  - All required questions must be asked at Discharge and the Discharge Section, if the participant is present for the interview.
- If a participant has not finished the program, drops out, or is not present the day of discharge, you have 14 calendar days to find the participant to conduct the interview.
- If the participant cannot be located, you will fill out the administrative section and the discharge section.
- If a participant is discharged from your program within 7 calendar days of their GPRA intake interview, a face-to-face interview is not required, and program staff will complete an administrative discharge (as above).

Section 3 – Unique Identifier/ GPRA ID

GPRA/ Participant ID (unique identifier)

- Each participant must have their own unique GPRA/ participant ID that is used at all three data collection points. The same unique ID is used each time, even if the participant has more than one episode of care.

- For confidentiality reasons, do not use any portion of the participant's date of birth, Social Security Number, or mother's maiden name in the participant ID.
  - Follow the GPRA ID formulation provided by the state

GPRA/ Participant ID Formulation

1st use the program code:

- PIR (Parents in Recovery)
- RCED (Recovery Coaches in the ED)
- RC (All other coaching)

2nd center abbreviation – no more than 5 characters

- TPCR
- JRCC
- KRC

*there is a key for this on the next slide

3rd is the numbering sequence

- Starting with number 1, the numbers will go in sequence.
- **1, 2, 3, 4, 5, 6, etc

**Each program must start a new sequence of numbers, e.g. PIR starts with (1), RCED starts with (1), and RC starts with (1).

Center Name	Abbreviation for GPRA ID
Journey to Recovery Community Center	JRCC
Kingdom Recovery Center	KRC
North Central VT Recovery Center	NCVRC
Second Wind Foundation (Upper Valley TP)	SWF
Turning Point Center of Addison	TPCA
Turning Point Center of Bennington	TPCB
Turning Point Center of Central VT	TPCCV
Turning Point Center of Chittenden County	TPCCC
Turning Point of Franklin County	TPFC
Turning Point Center of Rutland	TPCR
Turning Point Center of Springfield	TPCS
Turning Point Center of Windham	TPCW

CENTER KEY

Participant ID Examples:

1

Program Code	Center Abv.	Number
R C E D	T P C R	1

2

Program	Center Abv.	Number
P I R	N C V R C	20

3

Program	Center Abv.	Number
R C	N C V R C	103

Section 4 – Submitting GPRA to DSU

How is GPRA submitted?

- GPRA is submitted through our secure Alchemer web link
- All forms, documents and links are located on the www.healthvermont.gov website.

GPRA Reporting Forms

Related Reporting Forms:

- GPRA Informed Consent Form
- GPRA Online Submission Form
- GPRA Form (Printable Version)

NOTE: *Interactive links above, will take you to the form or link.*

NOTE*: Use the GPRA TEST Online Submission Form for all new recovery coach training on submission process*

Recovery Services

REPORTING FORMS
GPRA Informed Consent Form
GPRA Online Submission Form
GPRA Form (Printable Version)
Needs Statement & Budget
Quarterly Progress Report
Quarterly Progress Report (SOR)
Recovery Center Work Plan Template
Recovery Services Budget, Narrative & Justification Template
Submit Budget & Budget Narrative
Submit Workplan
Submit Workplan (SOR)
VAMHAR Quarterly Report (Base Grant)
VAMHAR Quarterly Report (RCED)
VAMHAR Quarterly Report (SOR)

Guidance Documents related to GPRA

Related documents:

- GPRA Interview Best Practices
- GPRA Technical Skills Training
- GPRA FAQ Guidance Document
- GPRA Tracker Template
- GPRA Error Resubmission Process

Interactive links above, will take you to the form or link.

NOTE*: Use the GPRA TEST Online Submission Form for all new recovery coach training on submission process*

GUIDANCE DOCUMENTS
Budget and Budget Narrative/ New Funding
GPRA *TEST* Online Submission Form
GPRA Interview Best Practices
GPRA Technical Skills Training
GPRA FAQ Guidance Document
GPRA Tracker Template
GPRA Error Resubmission Process
Standards for Recovery Services

Section 5 - Errors

Error Code Example

This is what the error code looks like:

GPRA Errors – Resubmission Process

1. When you submit a GPRA form in Alchemer, you will receive a confirmation email with an "edit link" (see photo below).
2. Save the confirmation email in an email folder and follow your organizations records management policy for filing the PDF attachment GPRA submission.
3. If your submission has an error that you did not notice, you will receive an email from DSU, which will include a list of the errors that need to be corrected.
4. Once you are notified of an error, you have 48 hours to resubmit the corrected form.
5. Then, go back to the original confirmation email you received and refer to the instructions in the email (see example below).
6. Click on the "edit link" provided in your confirmation email to view the original GPRA submission.
7. Make the necessary corrections, then click through the "next" buttons until you get to the submit button, then click "submit". You will receive a second confirmation email when it is complete.
8. When an error has been corrected, send an email to DSU contact (listed below) to inform them the corrections have been made.

Example of confirmation email

[redacted]GPRA Form Confirmation Email

TC [redacted]

To Crockett, Trina

Reply | Reply All | Forward | ...

Thu 6/16/2022 12:33 PM

Follow up. Start by Thursday, June 16, 2022. Due by Thursday, June 16, 2022.

Recovery Services GPRA Form.pdf
24 KB

Start your reply all with: Received, thank you. | Thank you! | Perfect, thank you! | Feedback

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

From: Vermont Department of Health <noreply@alchemer.com>
Sent: Sunday, June 12, 2022 7:02 PM
[redacted]
Subject: GPRA Form Confirmation Email

Hello [redacted]
The **Discharge** for the following GPRA ID: **RCED**[redacted] has been successfully submitted. A PDF version of your submission is attached to this email and may contain confidential information. Please save the PDF file to your computer, or print it and keep in a locked filing cabinet.

If you need to edit this submission for any reason, please click this link and then email Trina Crockett at trina.crockett@vermont.gov to let us know you have made a change: http://survey.alchemer.com/s3/6800852/Recovery-Services-GPRA-Form-copy//?snc=1655074360_62a66e388574d9.62100680&sg_navigate=start.

Section 6 – Helpful Tips

Guidelines for GPRA collection

- Consent must be given before the interview can start.
- The entirety of the interview must be conducted within one coaching session. Meaning the participant can be in the program for 1-4 calendar days before you introduce GPRA but once the interview has started it must be completed during that session.
- The participant can refuse to answer any question they do not feel comfortable answering.
- Questions are answered as reported by the participant.
- GPRA records must be kept for 3 years after the grant year ends.
- Recovery Centers are responsible for their GPRA records management.
- A participant's unique participant ID is unique to that person and cannot be changed.
    - If you are creating a unique ID for another program/ grant but for the same person, it will need a new ID.
- GPRA does not need to be collected for **1-time** services, e.g., telephone support, groups settings, and any other service you provide once with no knowledge if the person will return for more services.
- Section A is only required for Intakes

Tips and Tricks

- It is encouraged to have a calendar available during the interview to refer to when asking questions that begin, ‘in the last 30 days…’
- Remember… you have 1 – 4 calendar days before you need to get consent for GPRA
- Do not forget to click submit when submitting the form through Alchemer link
- Late submissions do not count toward our targets, be sure to submit on-time (48-hour deadline).
  - There is a 48-hour deadline for submitting corrections as well.
- It is highly suggested to use a tracking sheet to track, and monitor GPRA submissions for the organization
- Anything in **[***brackets***]** is a note to survey giver (Example Questions with brackets include Section B, Q14, Q16, Q19, Q22, Q39)

What are the differences between RDP and GPRA Data?

GPRA

- GPRA is not a database, it is a federal act.
- Data is collected using the Recovery GPRA Form and shared with the federal government branch SAMHSA
- Data collected is deidentified for confidentiality
- SAMHSA uses this data to report to congress on the progress of programs and to secure additional funding if the data shows a need
- Required for federal grant funding

RDP

- RDP is a national Recovery database, a tool for Recovery Organizations to track progress, assess recovery readiness, and store other tools used in the management of RO programs to provide outcomes and data
- The data collected and entered in RDP is used to build reports, e.g.: number of people served per program, type of referral or substance.
- Required for State grant funding

Ongoing Technical Assistance

*Ongoing weekly Drop-in Meeting "Everything GPRA" is every Wednesday from 9:30am – 10:30am

*This training is required every 6-months for all coaches submitting GPRA

*One-on-one assistance is available by request and is encouraged

THANK YOU

CONTACTS:

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GPRA Errors

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Questions?