

## SOR GPRA Data Collection Resource Guide

### Programs that Require GPRA Data Collection



- MAT (via MSO contracts)
- Residential (via MSO contracts)
- MAT Mobile Units
- Severe Infection due to Intravenous Drug Use with Transition to Residential Care (Denver Health)

### Exclusions to GPRA Data Collection



- STR Carryover Clients
- MAT Initiated in Jails
- Clients who previously completed a GPRA Intake in one modality of treatment and then **transferred** to a different modality **DO NOT** need to provide a second GPRA Intake. E.g. a client who initiates services at an OTP and then transitions to residential care, **DO NOT** complete a new GPRA Intake.

### Client Transfers

**Out of State Transfers** are eligible to participate in SOR data collection as a new client and must be asked to complete the GPRA intake survey.



#### In-State Transfers

- If the client has not participated in GPRA or data collection, the client is **considered new** and must be asked to complete the GPRA intake survey.
- If the client has participated in GPRA and data collection, they may continue to receive services funded through SOR and **do not** need to complete an additional intake GPRA survey.
- If clinics have knowledge of a client transferring out of their clinic they should send the client's GPRA client ID to the receiving clinic.

### Helpful Resources

Visit the **SOR Colorado website** at <https://www.sorcolorado.org/>. Here you will find other helpful resources including training videos and links to the following important documents and forms:

- Client Consent Form
- Client ID Convention Instructions
- Client Contact Form
- Discharge Form

#### Contact Us

For questions about GPRA data collection and entry, please contact Allyssa Mastroni at 720-693-9372 or by emailing [GPRA@SORColorado.org](mailto:GPRA@SORColorado.org).

Questions regarding the SOR grant administration can be directed to Stephanie Rogers - [stephanie.russell@state.co.us](mailto:stephanie.russell@state.co.us).



If you do not have a SPARS account, please submit a SPARS Account Request Form on the SOR Colorado Website:  
<https://www.sorcolorado.org/sor-gpra>.



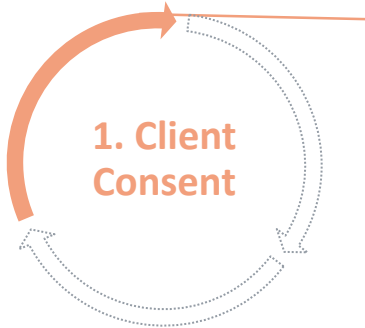
All GPRA data are required to be entered and submitted into SAMHSA’s Performance Accountability and Reporting System (SPARS).



Individuals entering GPRA data are required to have their own SPARS account and should enter their own name under the “clinician” field when completing the client contact form. .

## How to Complete a GPRA Intake

The **three steps** required to complete a GPRA Intake are outlined below. Visit [www.sorcolorado.org/sor-gpra/intake](http://www.sorcolorado.org/sor-gpra/intake) for direct links to the consent and client contact forms.



Providers are **required** to ask clients receiving SOR-funded treatment to participate in the GPRA data collection and review the client consent form. Clients who agree to participate must sign the consent form **before** they begin participating. The signed consent must be stored and will be submitted at a later date. **Copies of the consent form are available for download on the SOR Colorado website.** If a client refuses to participate, they are still eligible to receive SOR-funded treatment services.



Identifying information such as client names and contact information is not collected in the intake GPRA survey. In order to complete follow-up interviews, it is imperative that all client contact information is submitted in the **online client contact form**. A link to this form is available on the SOR Colorado website.

Be careful to enter the correct client ID in both the client contact form and the GPRA intake survey – the client ID is the only field that links the information submitted in both the contact form and the survey.

All sub-grantees are required to use the SOR GPRA Client ID convention:

- First Six Digits: Site License Number (available on the SOR Colorado website) - if your site does not have a license number, please use 999999.
- Remaining Characters: Site-assigned electronic health record number

**A list of site license numbers as well as more detailed instructions regarding the client ID convention are available on the SOR Colorado website.**



Once you submit the client contact form, you will be automatically redirected to the SPARS portal to begin entering the intake GPRA survey.

1. On the SPARS portal, navigate to the “Data Entry and Reports” tab and hover over “For CSAT Users.” Select “CSAT Data Entry.”
2. Under the data entry drop down menu, select the services option. Highlight and move “State Opioid Response” to the selected GFAs table and select the find key at the top of the page. This will populate the correct grant information in the blue table.
3. Once the “State Opioid Response” option is available, choose the “select” action. This will bring you to the interview selection page where you will select the “Add Client Intake” hyperlink and begin entering data into the intake tool.

The Evaluation Center will be completing discharge interviews with the clients. In order to do so, the online discharge form (available on the SOR Colorado website) must be completed whenever a SOR-funded client is discharged from treatment.

