# GPRA FREQUENTLY ASKED QUESTIONS

## IS THE SOR GPRA INTAKE REQUIRED?

Yes, the Substance Abuse and Mental Health Services Administration (SAMHSA) requires the GPRA Survey to be administered to all clients receiving SOR-funded services.

In order to fulfill grant requirements, SOR-funded sites are responsible for completing a GPRA Intake for all clients receiving SOR-funded services within three days of the clients' induction to treatment. A complete GPRA Intake includes gaining client consent, completing the client contact form, and administering the GPRA Intake Survey.

It is a grant requirement that providers ask all SOR-funded clients to participate in the GPRA data collection. Clients who agree to participate must sign the client consent form, which is available for download on the GPRA Intake page. We recommend that providers print and have copies of the consent form on hand, prior to beginning a GPRA Intake.

### WHAT IS REQUIRED TO COMPLETE THE REQUIRED GPRA INTAKE?

The following steps are required to complete a GPRA intake:

1. Gain Client Consent
2. Complete the Client Contact Form
3. Administer and Submit the GPRA Intake Survey in the SPARS Portal (individual SPARS accounts are required).

For further instructions regarding each step, please view the GPRA Resource Guide.

### CAN CLIENTS STILL RECEIVE SERVICES FUNDED BY SOR IF THEY DO NOT CONSENT TO PARTICIPATE IN THE GPRA DATA COLLECTION?

Yes, clients may still receive SOR-funded services even if they do not consent to the GPRA data collection. Providers are required to review the consent form with all clients receiving SOR-funded treatment. However, if a client refuses to participate and receives SOR-funded treatment, they will still be reported to the Behavioral Health Administration. See the FAQ below for more information on reporting clients who refuse participation.

*For all other clients who do consent to participating, store the signed consent form on-site and proceed with the GPRA Intake process.*

### HOW WILL CLIENTS RECEIVING SOR-FUNDED SERVICES BE TRACKED IF THEY REFUSE TO PARTICIPATE IN THE GPRA DATA COLLECTION PROCESS?

All clients receiving services funded by SOR must be reported to the Behavioral Health Administration through monthly invoices. This includes individuals that refuse to participate in the GPRA data collection but still receive SOR-funded services. For clients who refuse, include the clients' DACODS ID and indicate the reason why the client did not receive a GPRA Intake Survey (i.e. client refused GPRA) on the monthly invoice.

*For clients who do consent to the GPRA data collection, the monthly invoice should include both the client's GPRA ID and their DACODS ID.*

### DO CLIENTS NEED TO PARTICIPATE IN AN INTAKE GPRA INTERVIEW IF THEY INITIATED SERVICES UNDER NON-SOR FUNDING (I.E. MEDICAID OR PRIVATE INSURANCE) AND THEN LATER TRANSFERRED TO SOR-FUNDED TREATMENT?

Yes, all clients that receive services through the SOR Grant should participate in a GPRA Intake Survey regardless of whether they began services funded by another source.

### IF A CLIENT IS INTOXICATED DURING THEIR INTAKE APPOINTMENT, SHOULD A GPRA INTAKE SURVEY BE ADMINISTERED?

No, a client cannot give appropriate consent to participate in the GPRA data collection if they are intoxicated. If the individual is sent to detox, a GPRA Intake should be completed when they re-enter into SOR-funded treatment.

### WHEN SHOULD RECOVERY COMMUNITY ORGANZIATIONS (RCOS) COMPLETE GPRA INTAKE SURVEYS WITH CLIENTS?

In most cases, the GPRA Intake Survey should be administered when a client begins an SOR-funded program. However, given the operating model of Recovery Community Organizations, RCOs should administer the GPRA Intake Survey to any individuals that are new to the program after they have received 5 services or 8 hours of service.

## WHAT IS THE PROCEDURE FOR CLIENT TRANSFERS?

Out-of-State Transfer: Clients who are transferring from an out-of-state treatment center and are eligible for SOR-funded treatment must be asked to complete the GPRA Intake.

In-State Transfer: Clients who did not participate in the GPRA data collection at a previous clinic may be eligible to complete the GPRA Intake, assuming that they qualify for SOR-funded services, and must be asked to complete the GPRA Intake.

Clients who did complete a GPRA induction at a previous clinic may continue to receive SOR-funded services and do not need to complete a new GPRA intake. It is the receiving clinic's responsibility to determine if the client was previously inducted under SOR GPRA. Alternatively, if clinics have knowledge about a client transferring out of their clinic, they should send the GPRA client ID to the receiving clinic.

## WHERE ARE SIGNED CONSENT FORMS STORED?

All signed consent forms should be stored at the SOR-funded site. The forms may be stored digitally.

## DO I NEED TO SUBMIT THE GPRA SURVEY DATA IN SPARS?

SPARS is SAMHSA's Performance Accountability and Reporting System that was previously used for data collection under past SOR Grants. SOR-funded providers are not required to enter GPRA survey data into SPARS during the SOR III Grant. Instead, GPRA survey data will be collected using a REDCap reporting system monitored by The Evaluation Center. The Evaluation Center will then import GPRA survey data into SPARS on a weekly basis. The Evaluation Center will contact providers to resolve any data entry errors prior to importing any data into SPARS.

## HOW DO I DETERMINE THE GPRA CLIENT ID?

The first six digits of every GPRA ID are pre-identified by site. Find your site ID in the "Client ID Instruction" document available for download under "Provider Resources." The remaining digits are a unique identifier to the client (i.e. Electronic Health Record Number). The unique identifier may not include client identifiers such as birthdates or social security numbers.

## CAN I UPDATE CLIENT CONTACT INFORMATION AFTER I HAVE ALREADY SUBMITTED A CLIENT CONTACT FORM?

Yes, if you receive updated contact information for your GPRA client, we ask that you submit an updated client contact form. Updated contact information will help The Evaluation Center contact GPRA clients when they are eligible for their required follow-up interviews. If The Evaluation Center contacts a client and finds that their contact information is no longer valid, The Evaluation Center will contact you and request updated contact information if it is available. To submit an updated client contact form for an existing SOR GPRA client, visit the online contact form and select "I am updating a client contact form for a previously inducted SOR GPRA client." Then proceed with the form providing as much updated contact information as is available.

## WHEN SHOULD A DISCHARGE FORM BE SUBMITTED?

The Evaluation Center will contact clients to complete all GPRA discharge surveys. There is a 14-day window that the discharge interview may be completed in, starting on the date of discharge. Therefore, it is important that a discharge form is completed by the provider as soon as a client discharges from the treatment program. The GPRA client ID submitted in the discharge form should match the GPRA ID that was entered into the client contact form and intake survey at the beginning of the clients' treatment. Late discharge forms will impact the integrity of the GPRA data.

### WHAT IF A CLIENT DISCHARGES FROM SOR-FUNDED TREATMENT (A DISCHARGE FORM IS ENTERED ONLINE), BUT THEN RE-ENTERS TREATMENT AT A LATER DATE?

- If the second episode of treatment is funded by SOR, the client will need to consent and complete a new SOR GPRA intake survey. The original GPRA intake will become inactive and the follow-up interview will be scheduled based on the new intake date.
- If the second episode of treatment is not funded by SOR (i.e. funded by Medicaid or private insurance), a second GPRA intake survey will not be completed. However, note that the client will still be contacted for a follow-up survey based on their intake date from the first episode of treatment.

## HOW WILL NON-MAT CLIENTS THAT ARE SERVED ON THE MOBILE HEALTH UNITS BE TRACKED?

All clients served on the MAT Mobile Health Units (MHU) will be tracked in the Mobile Health Unit Client Form. This form is stored online as a Google Form and should be completed as clients are served on the MHU. If a client received SOR-funded treatment on the MHU and agreed to participate in the GPRA data collection, they will be recorded in this log along with their GPRA ID. If the SOR-funded client did not agree to participate and received SOR-funded treatment, please record “Refused” under “Reason Not Obtained.” This data entry is required in addition to the normal GPRA Intake process. For questions specifically regarding the MHU Client Form, please contact Kristy Jordan (kjordan@signalbhn.org).

## WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT THE REQUIRED SOR GPRA DATA COLLECTION?

- If you have questions about the GPRA data collection process and requirements, please contact Allyssa Mastroni at GPRA@SORColorado.org.
- For questions specific to the SOR grant administration, please contact Anneliese Ornelius at anneliese.ornelis@state.co.us.

Please note that there are also many resources available on the “Provider Resource” page, including training videos, a GPRA Resource Guide, and links to the required online forms.