GPRA Technical Skills Training

Last Updated April 2023
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What is GPRA?

The Government Performance and Reporting Act (GPRA) is a public law that was passed by Congress in 1993. The GPRA Modernization Act of 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?

- All SAMHSA grantees (DSU) are required to collect and report performance data

- 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?

- GPRA is collected using the webtool “Alchemer”. This tool is 42 CFR, and HIPPA compliant.
- 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 and was used to formulate the Recovery Services GPRA Form.
- The form can only be accessed online:

When is GPRA Collected?

GPRA data is collected at three points in time:

1. Intake

2. Six-month follow-up

3. Discharge

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 following 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, you may not use answers from the intake or discharge to populate the form
- 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
- If the participant discharges before the 6-month follow up, a complete 6-month follow up interview must still be conducted
- All required questions must be asked at Follow- Up and the Follow Up questions
- Tip: Having a follow-up process in place will help us meet the 80% follow-up target set forth by SAMHSA.

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).

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

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.

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

UPDATE: Parents in Recovery GPRA ID Code

When we roll out the new GPRA form, the program code for the Parents in Recovery program will change.

- Old Code – "MOMS"
- New Code – "PIR"

- Please take note:
  - All GPRA ID's are unique to an individual. Meaning if an intake was created using the MOMS code, it will stay the same for discharge and follow up interviews.
  - Only new participants that start the program on or after the date the new form rolls out, will need the new code "PIR"
  - Numbering sequence will start back at 1

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

How is GPRA submitted?

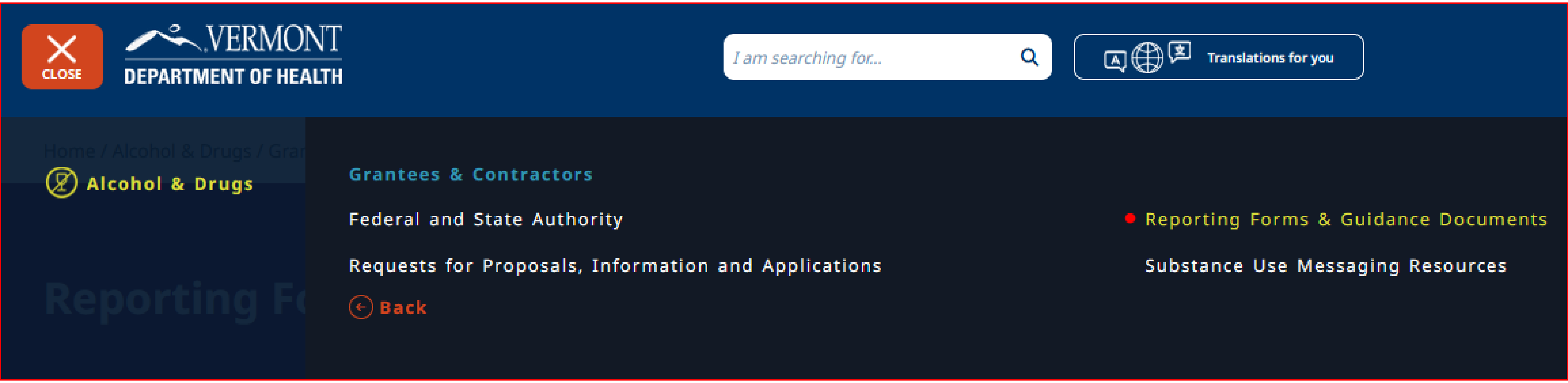
- GPRA is submitted through our secure Alchemer web link
- All forms, documents and links are located on the www.healthvermont.gov website.

How is GPRA submitted cont…

1st go to www.healthvermont.gov **and** click on **Alcohol & Drugs** (2nd column, 1st menu option)

2nd click on **Grantees and Contractors** (2nd column, 3rd menu option)

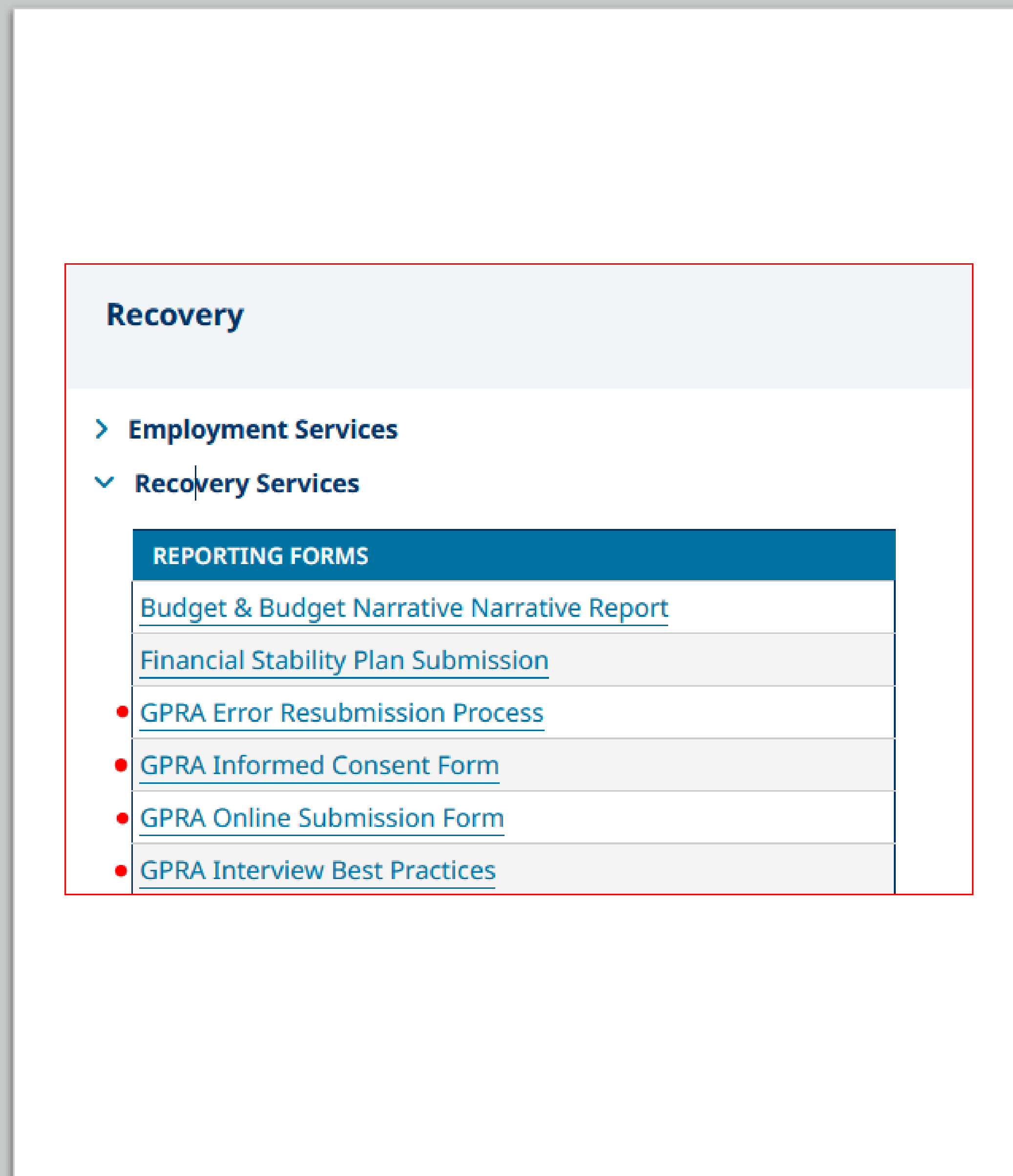
3rd click on Reporting Forms and Guidance Documents (2nd column, 1st menu option)



How is GPRA submitted...

4th Scroll to the bottom of the page, and you'll see "Recovery", under this title you choose "Recovery Services"

5th Choose the document, link or form you need

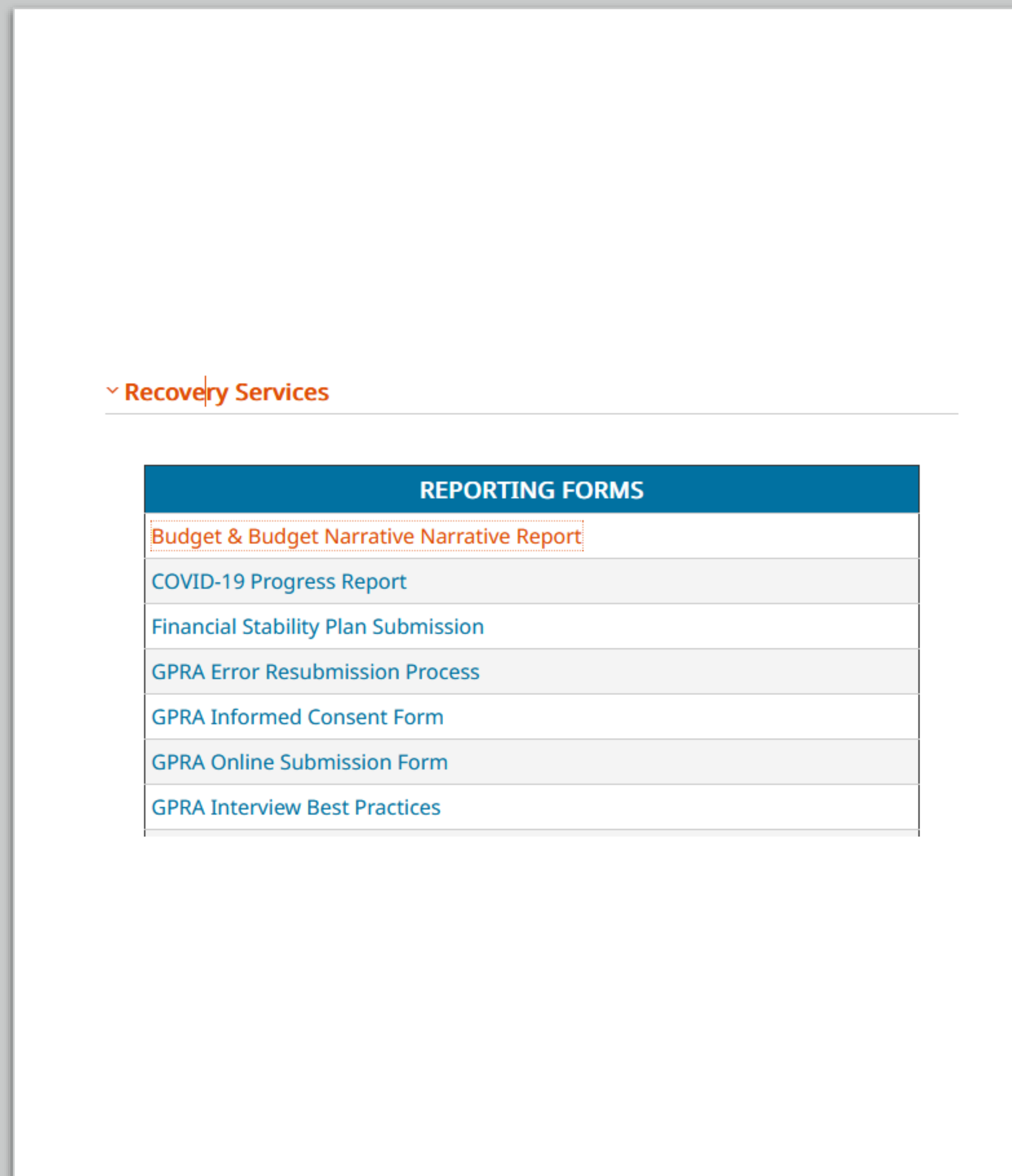


Documents related to GPRA

<u>Related documents:</u>

- GPRA Error Resubmission Process
- GPRA Informed Consent
- GPRA Submission Link
- GPRA Training
- GPRA FAQ

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



Recovery Services

REPORTING FORMS
Budget & Budget Narrative Narrative Report
COVID-19 Progress Report
Financial Stability Plan Submission
GPRA Error Resubmission Process
GPRA Informed Consent Form
GPRA Online Submission Form
GPRA Interview Best Practices

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).

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)

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.

GPRA Errors – Resubmission Process

- There is a documented process for resubmitting an error
  - Instructions are located on this link

Ongoing Technical Assistance

*Ongoing technical assistance is available for grantees collecting GPRA data

*Open office hours/TA on a monthly basis will be offered virtually for grantees

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

THANK YOU

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Questions?