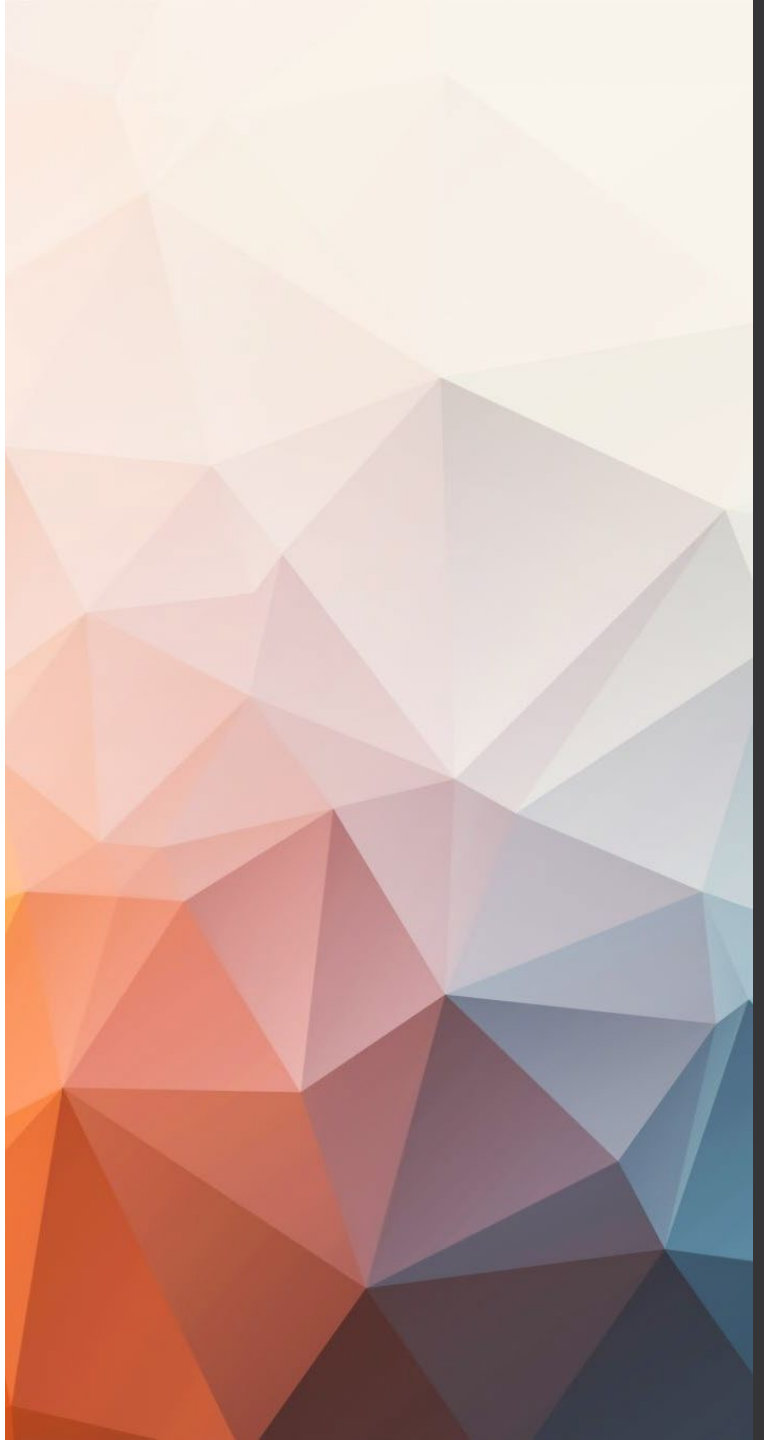
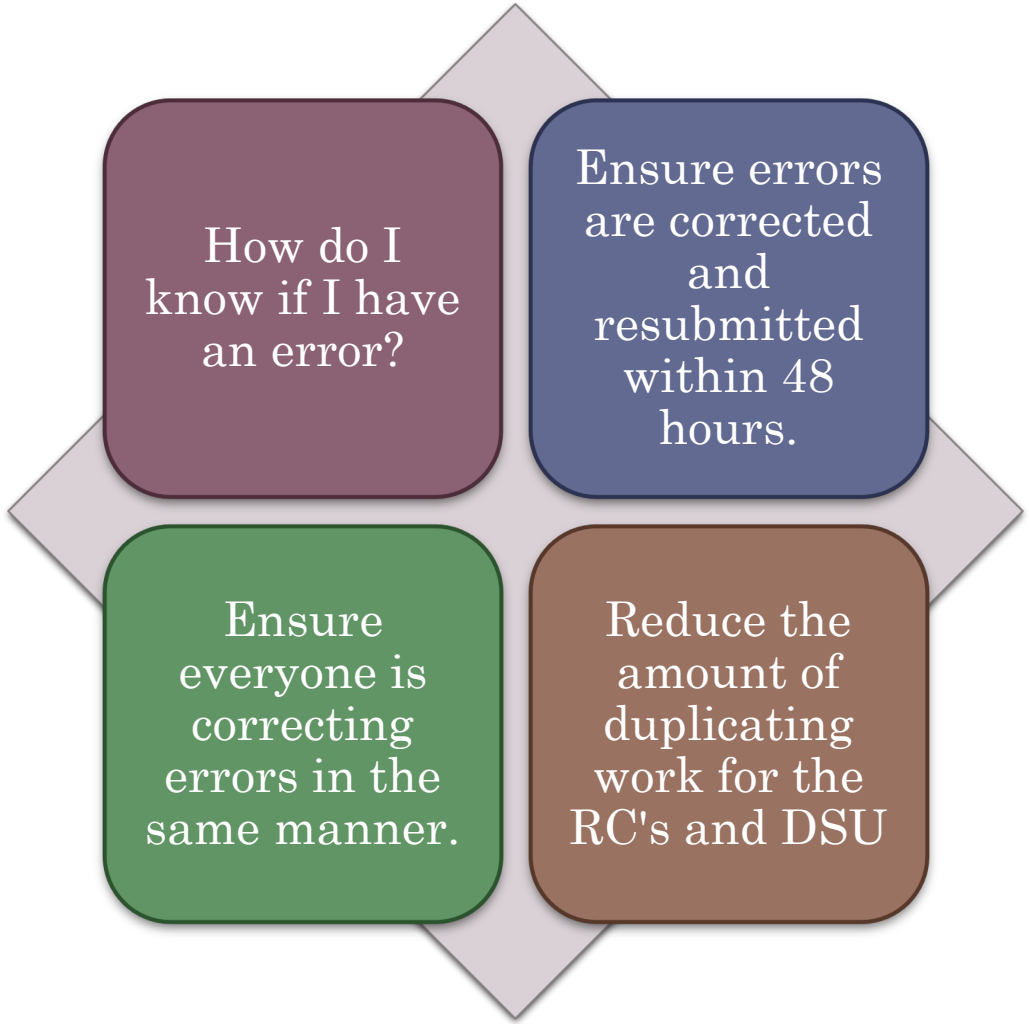
GPRA

Error Resubmission

Process

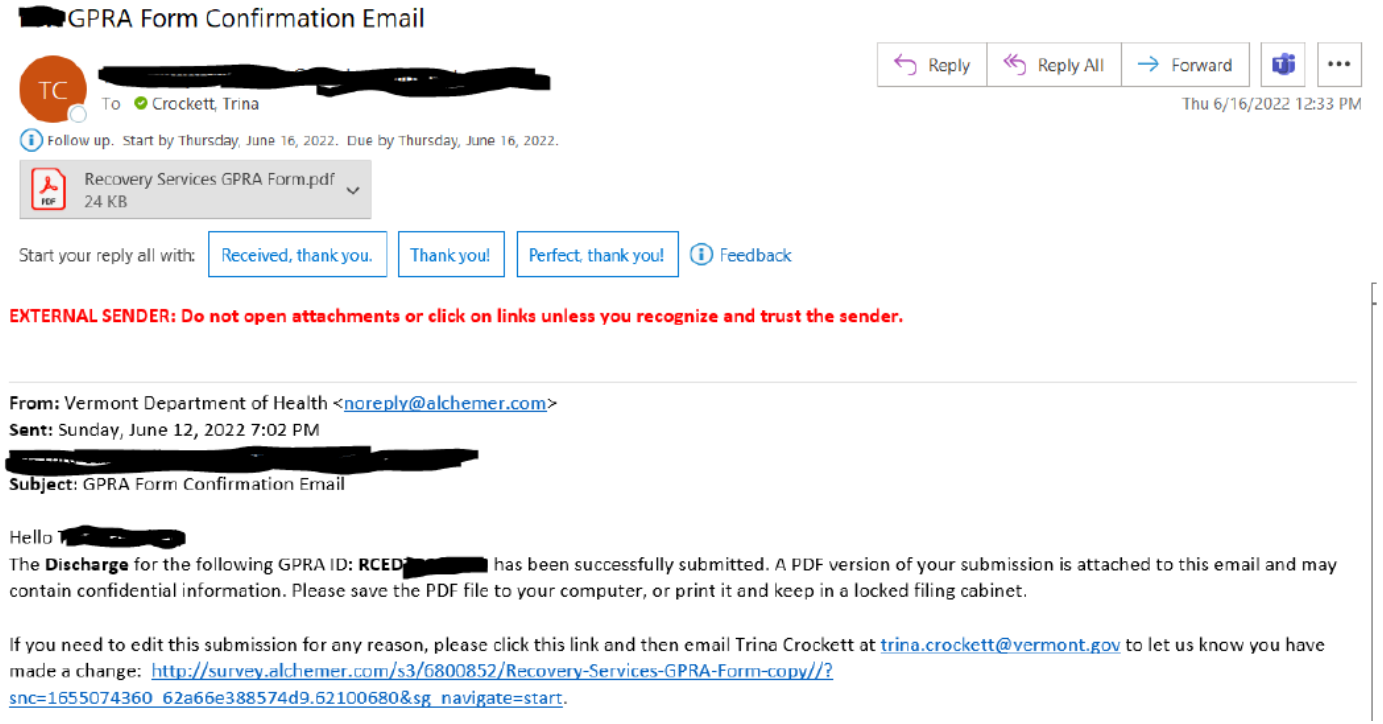


Why do we have an error process?



Submission Confirmation Email

- Keep your confirmation emails from Alchemer as it will have your GPRA submission in it.
- The email looks like this:



[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.

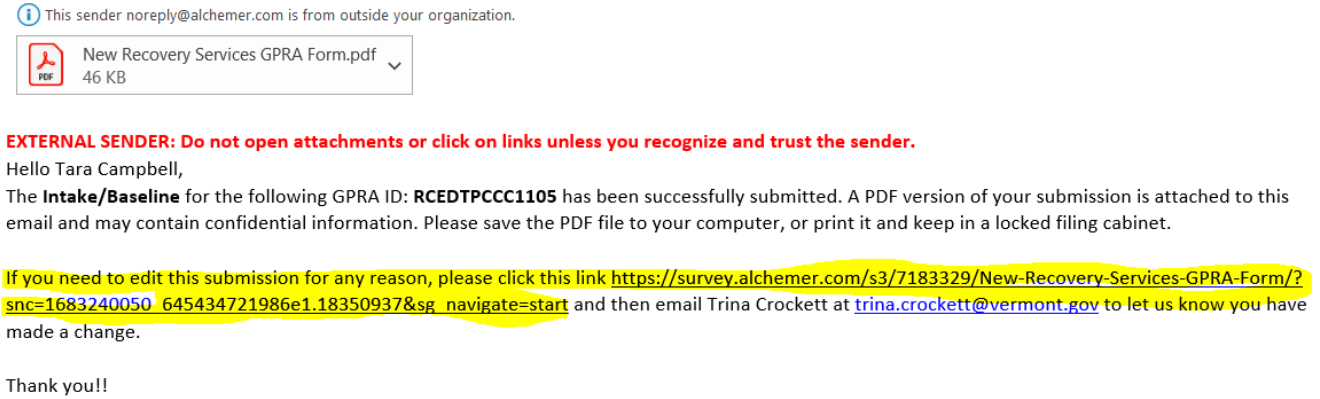
I have an error

- If you have an error, you will receive an email from ahs.vdhdsugpra@vermont.gov.
- You will have 48 hours from the time the error email is sent to correct the error.
- If you cannot find you confirmation email for the submission with the error, email ahs.vdhdsugpra@vermont.gov to have the email re-fired to you.
- Once the error is corrected and resubmitted, *you need to **reply all** to the error email*. Please make sure you are replying all when responding. Without this email, we will not know the error has been corrected.
- You should never be resubmitting a new form with the correction made. The correction needs to be made on the original submission.



How to fix the error

Step 1 – Click on the link that is highlighted below (this link will be specific to each survey).



This sender noreply@alchemer.com is from outside your organization.

New Recovery Services GPRA Form.pdf
46 KB

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

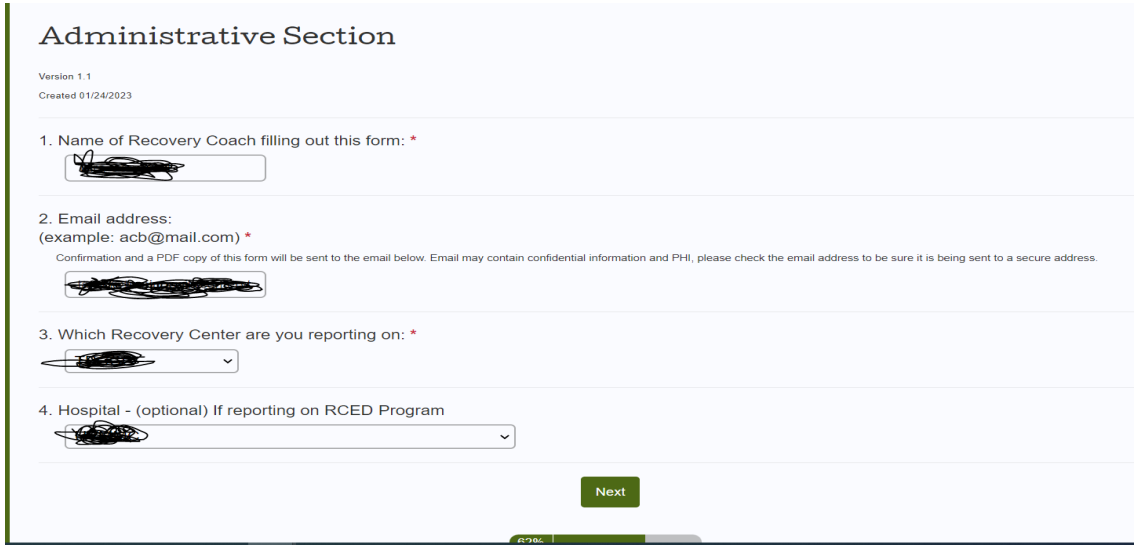
Hello Tara Campbell,

The **Intake/Baseline** for the following GPRA ID: **RCEDTPCCC1105** 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 https://survey.alchemer.com/s3/7183329/New-Recovery-Services-GPRA-Form/?snc=1683240050_645434721986e1.18350937&sg_navigate=start and then email Trina Crockett at trina.crockett@vermont.gov to let us know you have made a change.

Thank you!!

Step 2 – When you click on the link, it will take you back to the first page of the survey.



Administrative Section

Version 1.1
Created 01/24/2023

1. Name of Recovery Coach filling out this form: *

2. Email address:
(example: acb@mail.com) *

Confirmation and a PDF copy of this form will be sent to the email below. Email may contain confidential information and PHI, please check the email address to be sure it is being sent to a secure address.

3. Which Recovery Center are you reporting on: *

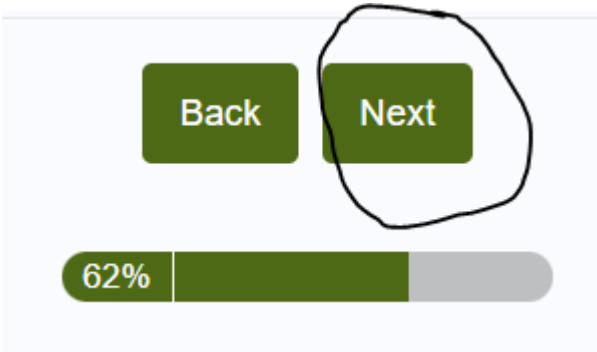
4. Hospital - (optional) If reporting on RCED Program

Next

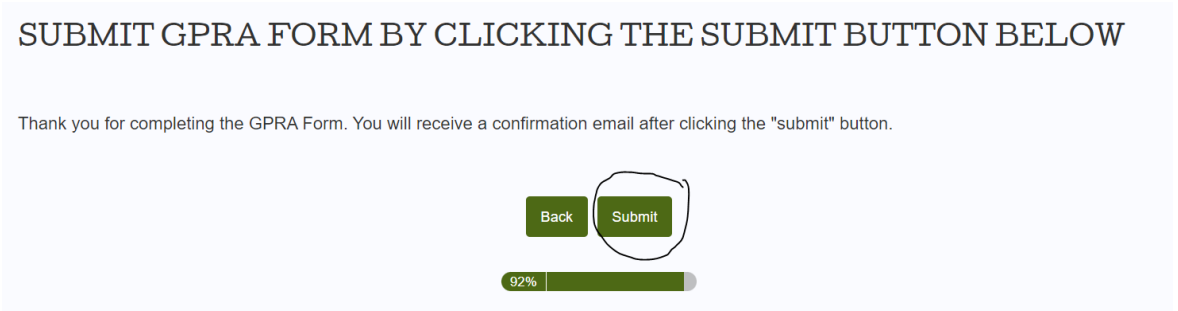
Step 3 – If you do not land on the page in Step 2 than you did not click on the correct link in your confirmation email.

How to fix the error

Step 4 – You will now need to click the next button at the bottom of the page until you get to the error. After you make the correction, continue to click the next button until you have reached the end of the survey.



Step 5 – When you get to the end of the survey, you will see the submit button at the bottom of the page. Make sure you click on submit, otherwise your submission will show incomplete.



Step 6 – Make sure you reply all to the error email, so DSU knows the error has been corrected.

Do or Don't?

1. Reply all to the error email from ahs.vdhdsugpra@vermont.gov when error is corrected
2. Create a new submission for the GPRA ID I received an error on
3. Save my confirmation email from submissions
4. Correct and resubmit within 48 hours of receiving the error email
5. Correct the error when you have time

Do or Don't?

DO

1

Reply all to the error email from ahs.vdhdsugpra@vermont.gov when error is corrected

DON'T

2

Create a new submission for the GPRA ID I received an error on

DO

3

Save my confirmation email from submissions

DO

4

Correct and resubmit within 48 hours of receiving the error email

DON'T

5

Correct the error when you have time