

The Vermont Department of Health, Division of Alcohol and Drug Abuse Programs is required to collect performance data for all Center for Substance Abuse Treatment (CSAT) discretionary program grants awarded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Government Performance and Reporting Act (GPRA) is a public law that was enacted to improve program management in the Federal government and to link resources and management decisions with program performance.

What is GPRA?

GPRA is a measurement tool and data set that SAMHSA grantees are required to use to collect and report performance data.

How is GPRA collected?

GPRA is collected through the CSAT-GPRA Core Client Outcomes, referred to as the GPRA tool, which includes client-level data items that have been selected from widely used data collection instruments. The GPRA tool is available as a fillable PDF form or can be filled out by hand.

What information is collected by GPRA?

Outcome measures include substance use, criminal activity, mental and physical health, family and living conditions, education/employment status and social connectedness.

When is GPRA collected?

GPRA is collected at intake, at a 6-month follow up, and at discharge.

Intake Interview: Conducted 1-4 calendar days after entering a non-residential program (1-3 days after entering a residential program) and includes sections A1-A3 completed by program staff and sections A4 & A5, B-G completed as client-report.

6-Month Follow Up Interview: Conducted within the window of 1 month before and 2 months after the 6-month mark of the baseline interview and includes sections A1, A2 and I completed by program staff and sections B-G completed as client-report. If a client is unable to be reached, only sections A1, A2 and I are completed.

Discharge Interview: Conducted within 14 days of discharge and includes sections A1, A2, J, and K completed by program staff and sections B-G completed as client-report. If a client is unable to be reached, only sections A1, A2, J and K are completed.

KEY POINTS

- **GPRA collection is a requirement for all CSAT discretionary programs.**
- **GPRA is collected using the GPRA tool, which cannot be changed.**
- **GPRA is collected at three points – intake, 6-months, and discharge.**

How and when is GPRA submitted to ADAP?

The completed GPRA tool must be uploaded through Survey Gizmo for submission to ADAP within 48-hours of conducting an interview. If necessary, it can be faxed to (802) 652-2019.

Rules for GPRA collection:

- Consent is obtained before the interview and the client can refused to answer any question.
- The entirety of the interview must be conducted within one day (not 24-hours).
- Questions must be asked as written.
- Client report questions are answered as reported, even if the interviewer knows the answer is not truthful.
- Interviews can take place face-to-face, by phone, or virtually.
- GPRA records must be kept for 3 years after the grant period ends.
- Programs are responsible for their GPRA records management.

Client ID

Each client should have their own unique client ID that is used at all three data collection points. The format of the GPRA Client ID is COV+ 2-digit Provider Code+ up to 8 alpha-numerical unique identifier. The ID cannot include any identifying information included date of birth, social security number, or mother's maiden name.

Provider	Provider ID	Client ID + Unique Identifier
Counseling Services of Addison County	01	COV01
Northwest Counseling and Support Services	02	COV02
Howard Center	03	COV03
Lamoille County Mental Health	04	COV04
Health Care & Rehabilitation Services of Southeast Vermont	05	COV05
Northeast Kingdom Mental Health Services	06	COV06
Clara Martin Center	07	COV07
Rutland Mental Health Services	08	COV08
United Counseling Services	09	COV09
Washington County Mental Health Services	10	COV10
Pathways	50	COV50

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