## **GPRA Error Resubmission Process**

 When you submit a GPRA form in Alchemer, you will receive a confirmation email with an "edit link" (see photo below).

			S Reply	Keply All	→ Forward	<b>G</b>	••••
To Crockett, Trina					Thu 6/16	5/2022 12:	33 PM
i 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!	1 Feedback					
EXTERNAL SENDER: Do not open attachments or click	on links unless you reco	gnize and trust the send	ler.				
From: Vermont Department of Health <noreply@alch< th=""><th>emer.com&gt;</th><th></th><th></th><th></th><th></th><th></th><th></th></noreply@alch<>	emer.com>						
Sent: Sunday, June 12, 2022 7:02 PM							
Subject: GPRA Form Confirmation Email							
Hello T							
The <b>Discharge</b> for the following GPRA ID: <b>RCED</b> contain confidential information. Please save the PDF	has been successfully file to your computer, or	submitted. A PDF version print it and keep in a loo	on of your sub ked filing cab	omission is attac pinet.	hed to this em	ail and m	ay
If you need to edit this submission for any reason, ple made a change: <u>http://survey.alchemer.com/s3/680</u>	ase click this link and the 0852/Recovery-Services-0	n email Trina Crockett at SPRA-Form-copy//?	trina.crocket	tt@vermont.gov	<u>/</u> to let us know	you have	Э
spc=1655074360_62a66e388574d9_62100680&sg_ps	vigate=start						

- 2. Save the confirmation email in an email folder and follow your organizations records management policy for filing the PDF attachment GPRA submission.
- 3. If your submission has an error that you did not notice, you will receive an email from DSU, which will include a list of the errors that need to be corrected.
- 4. Once you are notified of an error, you have 48 hours to resubmit the corrected form.
- 5. Then, go back to the original confirmation email you received and refer to the instructions in the email (see example below).

GPRA Form Confirmation Email					
		Reply All	→ Forward	10	
TC To OCrockett, Trina			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 ~					
tart your reply all with: Received, thank you. Thank you! Perfect, thank you! ③ Feedback					
	11				
RIERNAL SENDER: Do not open attachments of click on links unless you recognize and trust the se	ender.				
om: Vermont Department of Health < <u>noreply@alchemer.com</u> >					
ibject: GPRA Form Confirmation Email					
he Discharge for the following GPRA ID: RCED has been successfully submitted. A PDF ver	sion of your su	bmission is attac	hed to this ema	il and m	nay
ontain confidential information. Please save the PDF file to your computer, or print it and keep in a	locked filing cal	binet.			
you need to add this submission for any reason, please click this link and then email Trina Crockett	at tripa crocka	tt@vermont.cov	to let us know	you have	2
ade a change: http://survey.alchemer.com/s3/6800852/Recovery-Services-GPRA-Form-copy//?	at tima.crocke	tt@vermont.gov	to let us know	you nav	
nc=1655074360 62a66e388574d9.62100680&sg navigate=start.					5

- 6. Click on the "edit link" provided in your confirmation email to view the original GPRA submission.
- 7. Make the necessary corrections, then click through the "next" buttons until you get to the submit button, then click "submit". You will receive a second confirmation email when it is complete.
- 8. When an error has been corrected, send an email to DSU contact (listed below) to inform them the corrections have been made.
  - Without this email from you, DSU will not know if the error has been corrected.

## Current DSU Contact:

Trina Crockett - trina.crockett@vermont.gov