

<p style="text-align: center;">York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</p>	<p><i>Number: GPRA-2</i></p> <p><i>Policy: Government and Performance Results Act (GPRA) Completion and Reporting Procedures</i></p>
<p><i>Creation Date: 1/10/22</i> <i>Effective Date: 1/10/22</i></p>	<p style="text-align: right;"><i>Page: 1 of 2</i></p>

I. Purpose:

To track all SCA funded individuals who shall be funded using State Opioid Response (SOR) funding.

II. Policy for Reporting SOR funded Individuals:

SOR funding must be matched with corresponding GPRAs. To ensure appropriate GPRAs are conducted for all such individuals, YADAC requires the contracted entity assigned for following GPRAs and local outpatient providers to complete and submit reports. Failure to adhere may result in forfeiture of funding. Please remember that GPRAs must be conducted even if the funding stream changes.

III. Completion Procedure/Guidelines:

- GPRAs must be conducted at intake (baseline), 6-month post intake interviews and discharge for all individuals who receive State Opioid Response (SOR) funds.
- GPRAs must be completed for any individual that is determined to have an Opiate or Stimulant Use Disorder based on the level of care assessment (LOCA) and who is in need of York/Adams County Drug and Alcohol Commission (YADAC) funding.
- GPRAs are only completed if the individual is engaged in ongoing SOR funded services beyond the LOCA.
- GPRA interviews must be entered in in the Pennsylvania Web Infrastructure for Treatment Services (PA WITS). GPRA tools are transmitted to SAMHSA’s Performance Accountability and Reporting System (SPARS) nightly.
- In the event a GPRA was completed in error, it must be removed. Please note that providers no longer need to seek assistance from the DDAP WITS Help Desk to remove the Program Enrollment, as it can be removed by the entity who entered it.
- Questions on tool must be asked as written.
- Tool shall not be changed
- Administered face-to-face with clients unless there are exceptions in place
- Administered over the course of one day
- Clients should not fill out the tool
- The GPRA sections of the tool must be completed as written below
 - Intake/baseline data collected: Sections A-G
 - 6-month post intake data collected: B-G, I
 - Discharge data B-G, J, K
- If the client refuses to answer a question, mark “REFUSED” on the tool.
- If the client does not know the answer to a question, mark “DON’T KNOW” on the tool.
- For items where response options are read to the client, do not offer “DON’T KNOW” and “REFUSED” to answer as response options—these options should be client-generated only.

Administrative GPRA Completion Procedure/Guidelines:

Administrative GPRA interviews occur only during the follow-up and discharge data collection points. You cannot complete an administrative interview at intake/baseline. An administrative follow-up or discharge GPRA occurs when the provider is unable to conduct the client interview, such as when staff cannot locate the client to conduct the interview, or when staff locate the client, but the client refuses to participate in the follow-up or discharge interview.

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Policy: *Government and Performance Results Act (GPRA) Completion and Reporting Procedures*

Six-Month Post Intake Follow-Up

Complete these sections during administrative follow-ups:

- Section A—Record Management
- Section I—Follow-up Status

Discharge – Please note that it is important to stay connected to the provider to determine the appropriate time to conduct the discharge GPRA.

Complete these sections during an administrative clinical discharge:

- Section A—Record Management
- Section J—Discharge Status
- Section K—Services Received

IV. GPRA Monthly and/or Weekly Reporting Procedures:

Using the Monthly GPRA & LOCA Tracking Report or the Weekly Outpatient Admissions report, GPRA information must be submitted to the YADAC monthly or weekly. Services must also be tracked even if the funding stream changes.

All Reports must be submitted via e-mail in excel format using the reporting documents created and provided by YADAC. The Monthly GPRA & LOCA Tracking Report and the Weekly Outpatient Admissions Report must **be password protected** using the following instructions:

- Once form is completed with information. Go to "File" and "Save As"
- On the dropdown menu under "Tools" select "General Options"
- Enter a Password and click "OK".
- You will be prompted to reenter the password. Reenter and click "OK"
- After entering file name click "Save"
- When you go to open the file you will be prompted to enter the password you selected. Enter password.
- You have just password protected a confidential information spreadsheet.
- Attach to email and send to intended recipient. You must send the password in a separate email to open.

Monthly reports shall be submitted within 15 calendar days from the last day of the previous service month.

Approved By:

Audrey Gladfelter
YADAC Administrator

1/10/2022
Date