

<p>York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</p>	<p>Number: GPRA-1 Policy: Government Performance and Results Act (GPRA) Requirements</p>
<p>Date Created: 1/10/22 Revised Date: 1/10/22</p>	<p>Page: 1 of 2</p>

I. Purpose: To ensure that appropriate use of State Opioid Response (SOR) funds occurs, York/Adams County Drug and Alcohol Commission (YADAC) must ensure that those funds are linked with corresponding GPRA tools in Pennsylvania Web Infrastructure System (PA WITS).

II. Policy: YADAC shall utilize State Opioid Response (SOR) funds for all YADAC funded individuals who currently have or have a history of an opiate or stimulant use disorder.

- All SOR funded individuals must have GPRA tools completed in PA WITS at intake (baseline), 6-month post intake, and discharge.
- Providers are required to use the GPRA data collection tool on Department of Drug and Alcohol Program’s (DDAP) website to collect and report performance data.
- All YADAC contracted providers are responsible for ensuring that GPRAs are completed for all appropriate individuals. Failure to comply with this requirement could lead to forfeiture of funds for services rendered.
- White Deer Run York Assessment Center (YAC) shall be the entity responsible for tracking all GPRAs completed on behalf of YADAC.
- Providers and YAC shall be responsible for obtaining all necessary YADAC consents for release of GPRA data.

III. Procedures:

A. When a level of care (LOCA or TAP in PA WITS) is completed by a YADAC assessor, a Probation assessor, the York Assessment Center assessor, a contracted Medication Assisted Treatment (MAT) provider, or another provider who has SCA permission to conduct such assessments, this assessor shall follow the guidelines below:

- At the time a LOCA/TAP is conducted with an SCA funded individual, the assessor shall explain that a GPRA is required to be conducted at the time of admission into treatment, 6-months following the initial GPRA and lastly at discharge from the treatment episode. *Example Explanation: “This data is being collected for all individuals who use opiates and/or stimulants across Pennsylvania that is then reported anonymously to State and Federal agencies. The data collected supports the continuation of treatment funding needed for individuals who have an opiate or stimulant use disorder. This not only supports the funding you need for your treatment but also for others who struggle with the same substance use disorders. Providers are required to ensure that an intake GPRA, a 6-month follow-up GPRA and a discharge GPRA are conducted. This will require that we gather as much collateral contact information as possible for someone to follow-up with you to gather information at the other important timeframes.”*
- Provider staff shall ensure that the individual provides as many collateral contacts as they can for the follow-up calls to occur. These contacts are extremely important and shall be recorded on the WITS profile pages that will be consented and referred to YAC for GPRA coordination.

The assessor then refers the individual to the appropriate level of care.

- **Inpatient (IP):** Upon admission, IP staff shall explain that a GPRA is required to be conducted at the time of admission into treatment, 6-months following the initial GPRA and lastly at discharge from the treatment episode. *See Example Explanation above in A.* IP staff will conduct the intake GPRA using a paper GPRA tool and send it back to YAC for follow-up. (IP provider must consent and refer the individual’s profile and intake to YAC in WITS) Once YAC receives and enters the intake GPRA it must be consented and referred to YADAC. Please note: Only YAC should enroll an individual into a SOR program in WITS.
- **Outpatient (OP):** Upon admission, Provider staff shall explain that a GPRA is required to be conducted at the time of admission into treatment, 6-months following the initial GPRA and lastly at discharge from the treatment episode. *See Example Explanation above in 1a.* The OP case manager shall coordinate/schedule a time for the individual to meet with YAC via phone/in person, who shall conduct the intake GPRA. (The OP provider must consent and refer the individual’s profile and intake to YAC in WITS) The OP Provider CM/Staff is responsible for completing and submitting a weekly Outpatient Admission Report for all Opiate/Stimulant use individuals admitted for that week. (Once YAC enters the intake GPRA it must be consented and referred to YADAC.) Please note: Only YAC should enroll an individual into a SOR program in WITS.

- B. When an individual enters directly into a Detox level of care with a YADAC contracted detox provider, the LOCA/TAP is conducted by Detox staff. The provider staff shall follow the guidelines below:**
- Detox staff shall explain that a GPRA is required to be conducted at the time of admission into treatment, 6-months following the initial GPRA and lastly at discharge from the treatment episode. *See Example Explanation above in 1a.* Detox staff shall conduct the intake GPRA using a paper GPRA tool and send it back to YAC for follow-up. (IP provider must consent and refer the individual's profile and intake to YAC in WITS) Detox staff shall ensure that the individual provides as many collateral contacts as they can for the follow-up calls to occur. These contacts are extremely important and shall be consented to YAC with the profile and intake as mentioned above. Once YAC receives and enters the intake GPRA it must be consented and referred to YADAC.) Please note: Only YAC should enroll an individual into a SOR program in WITS.
- C. When State Correction Institute (SCI) individuals are started on Medication Assisted Treatment (MAT) and are preparing individuals for re-entry to York or Adams County, they shall follow the guidelines below:**
- The SCI Social Worker (SW) completes a Medication Assisted Treatment Referral form and conducts an intake GPRA. They forward the completed intake GPRA to YADAC and to YAC using the "consenting and referring" mechanism in WITS. (The SCI social worker must consent and refer the individual's profile and intake to YAC in WITS) The SCI must ensure that the individual provides as many collateral contacts as they can for the follow-up calls to occur. These contacts are extremely important and shall be consented to YAC. YAC must ensure that they accept the referrals from the SCI in WITS to ensure all appropriate follow-up tracking. ** Please note that SCIs are the only other authorized entity permitted to enroll an individual into a SOR program in WITS.
- D. When an individual enters treatment with other funding and then requires SCA funding, providers shall follow the guidelines below:**
- Provider staff shall explain that a GPRA is required to be conducted at the time of admission into treatment, 6-months following the initial GPRA and lastly at discharge from the treatment episode. *See Example Explanation above in 1a.* YAC and the Provider staff shall coordinate to schedule a time for the individual to meet with YAC via phone/in person, who shall conduct the intake GPRA. (The provider must consent and refer the individual's profile and intake to YAC in WITS) The OP Provider CM/Staff is responsible for completing and submitting a weekly Outpatient Admission Report for all Opiate/Stimulant use individuals admitted for that week. (Once YAC enters the intake GPRA, it must be "Consented and Referred" to YADAC.) Please note: Only YAC should enroll an individual into a SOR program in WITS.
- E. All Providers are responsible for keeping the YAC informed of discharges for those who received an intake GPRA so that the discharge GPRAs may be conducted as appropriate.**
- F. Contracted providers must also follow the YADAC GPRA-2 Policy for completing and submitting all applicable forms/documents and reports for all SOR funded individuals.**

IV. Resources:

DDAP has the following GPRA information and resources on their website:

- *Government Performance and Results Act (GPRA) Tool (in English and Spanish)*
- *Question-by-Question Instruction Guide*
- *GPRA Frequently Asked Questions*
- *PA WITS SOR Admin Guide*
- *PA WITS SOR End User Guide*
- *SOR Rollout Presentation | Watch presentation*
- *How to check GPRA Follow-up Status and Compliance*
- *DOC Referrals*
- *Improving Client Participation in GPRA Follow-up Interviews*
- *SAMHSA Guide to GPRA Data Collection Using Trauma-informed Interviewing Skills*
- *GPRA Training Videos*

For your convenience, the link to the GPRA resources listed above is attached here: [GPRA INFORMATION](#). If you need assistance, or have questions or concerns, please do not hesitate to reach out to YADAC (717) 771-9222.

Approved By:



YADAC Administrator

1/10/2022

Date