

Recovery GPRA FAQ (Frequently Asked Questions)

GPRA

Q: What is the Government Performance and Results Act (GPRA) of 1993?

A: GPRA is a public law that was passed by Congress in 1993. GPRA was enacted to improve stewardship in the Federal government and to link resources and management decisions with program performance.

Form Questions:

Q: GPRA is supposed to be de-identified data, why do I need to give a date of birth?

A: The month and year of the date of birth are required for GPRA and we do not collect the “day” of birth. This keeps the data confidential and secure.

B: DOB is only required for intake and is not required if consent is not given e.g. “Admin Only” submission

Q: How do I answer the 6-month follow-up question, “Is the participant still receiving services from your program...”?

A: Only answer yes if the person is currently utilizing your services (in the program in which you are conducting the survey) at that time. Remember to base all follow-ups on the *most recent* intake. Example: If you submit a GPRA Intake on 1/3/21 and then again for the same participant on 1/24/21, the follow-up would be based on the 1/24/21 date.

Q: How do I answer the required question, “In the last 30 days, were you diagnosed with either of the following...”?

A: The guidance given by SAMHSA is as follows: The intent of this question is to determine whether the client has been diagnosed with an Opioid Use Disorder or Alcohol Use Disorder in the past 30 days. Coaches should report this information without asking the client if possible. This question is only asking for an Alcohol Use Disorder (AUD) and/or an Opiate Use Disorder (OUD).

Q: Do I need to fill out the question “Identify the number of days each of these services was provided to the participant:” question in the Discharge Section?

A: Yes, this is a required and very important question, and you must fill out all 4 parts even if the answer is zero. If the answer is zero, please put a (0) in the fields provided (do not leave it blank). 'Peer Coaching' must have an answer of least (1) because that is the service you are providing.

Q: What date should I use for the Intake, 6 Month, and Follow up interview date?

A: No matter which type of interview you are conducting, it should always be the day you spoke with, or attempted to speak with the participant. Make sure you are **not** using the intake interview date for all your interviews.

Q: What if one of the questions on the form is **not** applicable to the participant?

A: Some of the questions are multi-part questions where the answer is not applicable. See circumstances below about questions that are okay to skip vs. those that must be answered.

1 (Okay to skip) For the question “How many children do you have?” you can skip if the answer to the above question “Do you have children?” is “No.” Same thing for “When was your last release date?” if the answers to the questions above it, “How many times have you been arrested?” are zero.

2: (Required to answer) However, if you answer, “In the past 30 days, where have you been living most of the time” as “Housed” you must answer the follow-up question about type of housing.

3: (When required to answer) and you do not know the answer to a question, all questions have an “Unknown” option.

Q: If a participant reports be prescribed an AUD or OUD medication that is not listed on the form, how do I answer question #27, since there is no “other” option?

A: The medications listed on this form are the only FDA approved medications for AUD and OUD treatment as recognized by SAMHSA. Which means you need to choose either “Diagnosed and did not receive” or “Not Diagnosed and did not receive”, because they did not receive any of the listed FDA approved medications.

Intakes

Q: Can there be more than one Intake gathered per Participant?

A: You can choose to gather multiple GPRA Intakes but only the first one counts toward GPRA target numbers. Before submitting a second, third or more intakes it is ideal to submit a discharge for the previous intake(s). In this case, you would have to do multiple discharges but only one follow-up.

B: Participants can have multiple intakes in multiple programs at the same time. This means one person can have multiple GPRA ID’s for multiple programs. E.g.: Ebony is in the MOMS program and went to the ED for a visit, while still receiving services from the MOMS program. Ebony would have 2 GPRA ID’s:

RCEDTPCCC202 and MOMSTPCCC12. Each program would need to follow the GPRA guidelines for intake, discharge and follow-up.

Q: How much time do I have to submit the intake?

A: 1-4 Days after the participant enters the program.

Q: If someone comes into program and refuses to participate in GPRA, but returns later and changes their mind, what is the process?

A: The 1st visit when they declined, you issue a GPRA ID and submit as an ADMIN Only. For the 2nd visit you would complete the interview intake using the same GPRA ID from the previous visit even though it was an ADMIN Only.

6 Month Follow-Ups

Q: When am I required to submit follow-ups for GPRA?

A: Six-month follow-ups are required to be submitted 6 months from the very last Intake. The GPRA follow-up interview window is one month before and two months after the scheduled 6-month GPRA follow-up interview. For example, if you locate a participant 5 to 8 months after the initial GPRA intake/baseline data collection, you may conduct a 6-month GPRA follow-up.

Q: Do I need to perform a 6-month follow-up on people that have been terminated?

A: Yes, you need to do a 6-month follow-up on every participant, regardless of whether that person drops out or is terminated.

Discharge

Q: If a person leaves the program prior to the 7th day, do I need to do a discharge?

A: No.

Q: If a person completes the program, do I need to choose a reason for termination?

A: No. The only reason to choose from the termination list, is if the person was terminated from the program. If a person is terminated, that means they did not complete the program. Completion happens when the person has fulfilled all the requirements of your program and has completed it. E.g.: Recovery Coaches in the Emergency Department Program – completion is typically when a person participates in the 10-day follow-up process and is given a referral for services. The MOMS in Recovery Program – Completion typically happens when a person is not active in the program for 30 days.

GPRA ID

Q: Do I create a new GPRA ID if an individual has already received services from another GPRA program or hospital and already has one?

A: Yes. GPRA ID's are not transferable between programs; you will need to do a new intake with a new ID. Example: Martina Hernandez was seen in the MOMS program and completed a GPRA intake. Martina Hernandez was then seen in the Recovery Coaches in the Emergency Department Program. A new GPRA intake would need to be completed with Martina, and a new GPRA ID created for them. If you are creating a unique ID for another program/ grant but for the same person, it will need a new ID.

Q: What do I do if a person already has a GPRA ID in RDP from another center?

A: GPRA ID's are not transferable between centers. If the person is seeking services from your center, you need to create a GPRA ID using your center abbreviations.

Q: If a person is still active in one program and then seeks help from another program in my center, do I need to discharge that person?

A: No, a person can have active intakes in multiple programs.

Q: Do I need to create a new GPRA ID each time an individual visits my hospital?

A: No. Each participant should have their own unique participant ID that is used at all three data collection points. The same unique ID is used each time, even if the participant has more than one episode of care.

Consent

Q: What is the purpose of the consent form?

A: To gain consent from every person that agrees to participate in the GPRA study.

Q: Who signs the consent form for GPRA?

A: The consent form needs to be signed by the "person obtaining consent" i.e. The Recovery Coach

Q: Do I need to submit the GPRA Informed Consent form?

A: No, the form does not need to be submitted to ADAP. You keep it for your centers records.

Q: How long do I need to keep the consent forms on record?

A: You are required to keep the Consent form in your paper records for 3 years.

Q: Do I need to submit the GPRA form to ADAP if the person declines to consent?

A: Yes, and you must indicate in Administrative Section of the Recovery Services Form whether consent has been given and create a GPRA ID.

Q: What is the procedure to follow if I do NOT obtain consent for GPRA from an individual?

A: Even though the individual has not consented to be a part of a research project, they are still counted, and you must still count it as a Person Served

1. Generate a GPRA ID and enter it on GPRA Recovery Services Form
2. Fill out the Administrative Section of the form answering, “No” to the question, “Informed consent given for GPRA collection?”
3. Submit the form using this link.

Q: If a person declines consent for the GPRA study, can they still receive services from the program?

A: Yes.

Q: If an individual declines to consent, is it necessary to provide a birth date and name?

A: No. It is not required. However, you must still fill out the Administrative Section of the Recovery Services Form.

Tips & Tricks/ Overcoming Problems

Q: Why does it seem like the GPRA Recovery Services form is not working properly or appearing correctly?

A: If the form is opened in a web-browser, it will not look or behave optimally. For example, the Dates and Times might not be functioning. The best solution is to download the free version of Adobe Acrobat Reader <https://get2.adobe.com/reader/> (the one that doesn't say “Pro” in the name) or another PDF reader. This will show proper formatting and colors needed to fill out the form correctly.

Q: How do I avoid common problems and errors or needing to resubmit?

A: Here are some of the most common reasons:

- 1) Follow correct formatting of the GPRA ID.
- 2) Complete all the required questions (in red). To see the form properly, download and use Adobe Acrobat reader here: <https://get2.adobe.com/reader/>
- 3) Keep your eye out for the second part of a question.
- 4) Make sure to save a copy of the form to your computer before you clear the form
- 5) If there is an “other” part to the question, be sure to fill it in

Q: If my form is rejected, how long do I have to resubmit?

A: Errors need to be corrected and resubmitted within **48 hours**.

Q: What version of the form should I use?

A: Always use the newest version of the form located on the [Vermont Department of Health website](#) for all submissions even for corrections to older versions of the form.