

GPRAs Assessment-Training Sheet

Any client receiving SOR-funded treatment and/or recovery services is required to complete three (3) interviews utilizing the Center for Substance Abuse Treatment (CSAT) Government Performance and Results Act (GPRAs) Core Client Outcome Measures for Discretionary Services Programs at specific time-points:

- Intake – occurs within 24 hours of receiving first SOR-funded services.
- Discharge – occurs on last day client received SOR-funded services.
- 6-month follow-up – occurs 6 months post Intake-interview date.

The completed GPRAs assessment (Intake, Discharge, 6-Month Follow Up) should be entered into the Qualtrics system within 48 hours of completion if not entered concurrently during GPRAs interview.

I. New Admission

1. A SOR Grant insurance policy is required to be entered in the FOCUS system for all clients receiving SOR 3 services.
2. Collateral contacts should be requested from the client during intake to be utilized when completing the 6 month follow up. This information should be documented on the GPRAs tracking spreadsheet.
3. An intake GPRAs must be completed within 24 hours of receiving SOR funded services.
4. SOR Multiparty release to be completed which has extended end date to reflect 9 months post discharge.

II. 6-Month Follow-Up

Providers are eligible to complete the 6-month follow-up interviews with clients beginning 5 months post-Intake interview date and ending 8-months post-Intake date.

Example:

- a. Intake interview date-1/1/2023
 - b. 6MFU interview date range- To be completed between 5/1/2023-8/1/2023
2. 6-Month Follow Up GPRAs may only be completed and submitted to the Qualtrics system during the 90-day period. If it is completed and submitted before or after the date, it will not be eligible for reimbursement and the GPRAs will not be applied to your completion rate.
 3. At least 3 attempts at contact must be completed during the 90 day follow up window. Each attempt should be documented on the GPRAs tracking spreadsheet.
 4. The GPRAs tracking spreadsheet must be completed and submitted to SOR coordinator on the 2nd and 4th Friday of each month either via secure email or SharePoint.

5. If after a minimum of 3 attempted contacts have been made and the client is unable to be reached, please contact the SOR Coordinator via secure email with a copy of the release of information to determine if the client is open with another MCOSA funded provider to coordinate contacting the client.
6. If it is determined that the client is not open with another MCOSA funded provider and the follow up window is closing (within 2 weeks of the GPRA window closing) an administrative discharge may be completed.

III. Discharge

1. The Discharge GPRA assessment should be completed when the client is no longer receiving SOR 3 funding. This may differ depending on the program type. For example, a client may enter a recovery home receiving 90 days of SOR 3 funding for services. If after the 90 days, the client becomes self-pay, the Discharge GPRA would be completed at the time they transition to self-pay.
2. If the client remains funded under SOR 3 for the entire duration of their service, then the Discharge GPRA would be completed at time of discharge from the program.
3. If the client is still in services at time of discharge, the Discharge GPRA should be completed with the client face to face.
4. If the client is no longer in your services at time of discharge (ie. Left against advice, etc.), contact should occur via phone to attempt completion of the assessment. If you are unsuccessful in your efforts to reach the client to complete a Discharge GPRA, an administrative Discharge may occur.
5. If the Discharge GPRA is not completed with the client, you may not request reimbursement.

IV. GPRA Reimbursement

1. The GPRA Assessments (Initial, 6-month, discharge) MUST be completed with the client to submit request for reimbursement.
2. Under the section of the assessment labeled "GPRA Interview Date," you will select if the assessment was completed with or without the client present. If selected, "No Interview Completed" for the Intake, Discharge, or 6-Month Follow Up GPRA, you cannot submit reimbursement.
3. The completed GPRA assessment must be submitted timely into the Qualtrics system before reimbursement can be requested.
4. For the 6-Month Follow Up GPRA, the GPRA assessment must be submitted to the Qualtrics system before the 6 Month window closes. If submitted outside of the time frame, it will be counted as though it was not completed, and reimbursement will not be processed.
5. Once the assessment has been submitted, save a copy of the assessment in PDF, and submit with monthly billing to receive payment.
6. The reimbursement rate for a completed GPRA that meets the above requirements is \$100. In addition, a \$30 incentive in the form of a gift card will accompany the completion of a 6-Month Follow Up GPRA. The \$30 incentive gift card will be provided to the client once the interview has been completed.
7. Gift card incentive reimbursement will only occur when it is linked to a completed 6-month follow up GPRA.

8. All GPRA related billing must be submitted to mcosagrants@mccmh.net to be processed.

V. Administrative Discharge

1. If a client leaves a program against the advice of staff before a Discharge GPRA can be completed, the program may complete an administrative discharge only for the Discharge GPRA.
2. For a 6-Month Follow Up GPRA, the administrative discharge may only be completed if ALL the following steps have been taken:
 - a. At least 3 attempts of contact have been made to reach the client to complete the assessment.
 - b. Contacts should continue throughout the entire 90-day period that the 6-Month GPRA is eligible to be completed.
 - c. If after making at least 3 attempts at contact during the first 60 days of the 6-Month GPRA completion window, providers should contact SOR Coordinator at MCOSA via email with a signed copy of the release of information to determine if the client is open with another MCOSA funded provider.
 - d. If the client is open and has a valid SOR 3 release of information completed, MCOSA will link the provider with the client at the other MCOSA funded agency to coordinate the completion of the 6-Month GPRA assessment.
 - e. If MCOSA determines that they are no longer open to one of our service providers, SOR Coordinator will instruct provider that they may complete an administrative discharge.
3. If the program has documentation that the client is deceased, the provider should notify MCOSA to inform that an administrative discharge will take place for the 6-Month Follow Up GPRA assessment.