

## Timeline for COVID-19 Forms/Data Collection

Form		Description	File in Client Chart	Send to IDPH
<b>Client Forms</b>	COVID-19 Screener	Complete form at intake to determine eligibility.	Yes	No
	Voluntary Consent	Complete this form after the COVID-19 Screener and before the GPRA Intake Interview. This serves as clients consent to participate in an IDPH grant.	Yes	No
	Collateral Contacts	Identifies family and/or other client contacts to facilitate reaching the client. This form should be reviewed with client frequently.	Yes	No
	Release of Information	ROI needs to be completed for each collateral contact.	Yes	No
<b>Other Forms</b>	Critical Incident Report	Complete in event of an incident (i.e. death, misuse of funds).	Yes	Yes
	Exception Request	Complete as needed for specific client requests outside of the approved amounts and services identified by the grant.	Yes	Yes
	Receipt Form	Complete this receipt form for all recovery supports provided by the grant.	Yes	No
Form		Description	File in Client Chart	Submit in IowaGrants:
<b>Monthly Tracking Forms</b>	Recovery Support Services (RSS) – Care Coordination	Tracks RSS provided to each client.	No	With that month's claim
	Recovery Support Services (RSS) – Case Rate	Tracks RSS provided to each client.	No	With that month's claim

If you would like additional information related to Forms, please contact the Project Evaluator ([kayla.sankey@idph.iowa.gov](mailto:kayla.sankey@idph.iowa.gov)) or the Project Director ([Jennifer.robertson-hill@idph.iowa.gov](mailto:Jennifer.robertson-hill@idph.iowa.gov)).

	Data Collection Points	Collecting Data	Enter Data in SPARS	Send to IDPH
GPRA	GPRA Intake Interview	To comply with the requirement to collect GPRA data at intake/admission, residential programs must collect GPRA data on each client as soon as possible after intake but no later than 3 days after the client officially enters the substance abuse treatment program. All types of outpatient programs other than RCSP must collect GPRA data on each client as soon as possible after assessment or intake but no later than 4 days after the client officially enters the substance abuse treatment program.	Enter data in ISMART within 7 days of completing interview.	No
	6-Month GPRA follow-up Interview	The interview window is one month before and two months after the 6-month post intake date. A 6-month GPRA follow-up is required regardless of discharge status.	Enter data within 7 days of completing interview.	No
	GPRA Clinical Discharge Interview	Conduct interview same day as discharge.	Enter data within 7 days of completing interview.	No
	GPRA Administrative Discharge Interview	Complete within 30 days of discharge if client cannot be interviewed.	Enter data within 7 days of completing administrative discharge.	No

If you would like further information on the COVID-19 Data Collection, please reference the [grant website](#) or contact your project director.