IDPH SOR grant: Version July 11, 2019

SOR Iowa GPRA QUICK REFERENCE Guide:

Here is some important information about how to complete GPRA interviews*.

*For EVERY client that begins receiving **SOR-funded treatment or recovery services**, starting Monday June 24, 2019, the GPRA interviews are required. (If a client **began** SOR-funded services prior to June 24, NO GPRAs are required even if they continue to receive funded services after June 24)

Required GPRA data: There is just one GPRA Interview Tool, but there are three occasions that some version of the GPRA interview needs to be completed for each client. See the client scenarios below.

A. "Regular" client (one that receives services longer than 7 days)
   1. Intake (Baseline) Interview: Sections A-G of the tool
   2. Follow-up (6 month) Interview: Sections A (just Record Management), B-G & I
   3. Discharge Interview (even if discharge is before 6mos): Sections A (just Record Management), B-G, J&K
B. Client receives some services but stops within first 7 days:
   1. Intake (Baseline) Interview: Sections A-G of the tool
   2. Administrative Discharge: Sections A (just Record Management), J&K
   3. Administrative Follow-up (6 month): Sections A (just Record Management) & I
C. Client completes intake but leaves before receiving ANY treatment or recovery services
   1. Intake (Baseline) Interview: Sections A-G of the tool
   2. Request Intake be deleted via IDPH (Monica Wilke-Brown or Julie Jones). No discharge or follow-up will be required and it will not count against the follow-up rate.

Basic GPRA information for the staff conducting the interview:

GPRA is a client level data collection for SAMHSA evaluation purposes. It is separate and distinct from the SOR grant quarterly reports required by IDPH. Both are required.

GPRA questions refer to the last 30 days unless noted otherwise. It is helpful to have a calendar handy for the client to reference.

Note that GRPA data collection IS an interview process, the tool is NOT to be given to the client for completion on their own.

The interviews must be completed face-to-face, unless permission is granted by SAMHSA to perform them over the phone (permission is being requested).

Incentives ($30 gift cards) are provided to complete the follow-up interviews. See incentive details** below.

It is the job of the staff to record what the patient responds to each question, even in the event that you know one of their answers is false or inaccurate. The only time it is appropriate for staff to question the client's answer is if it directly contradicts a previous answer given (because the data system will not accept it: For example: they report using illegal drugs on 3 of the last 30 days, but when asked about how many days they used each drug, they report using a particular drug (ie. Heroin) on 5 days)

On the GPRA tool, there are **open-ended questions** and **multiple-choice questions**.

- Open-ended are listed with answers in UPPERCASE FONT in the GPRA tool. This means that you read the question, listen for the answer given, and then choose the appropriate answer that matches the reported answer. (ie. If they do not know, choose "DON'T KNOW", or if they refuse to answer, you can mark "REFUSED")
- Multiple-choice are listed with answers in *lower case* font in the GPRA tool. This means you read both the question *and the listed answers*, then listen for the answer chosen by the client.

Tips for success: Be sure to use transition statements between sections of the GPRA tool, such as, "Now these questions will be about your (use the title of the section such as) Drug and Alcohol Use" or "Now this section will ask about your Family and Living Conditions" and so on.

GPRA is available in other languages. Please let IDPH know if you anticipate needing to use one or more and which language(s).

<u>Timelines for GPRA data collection:</u>

Phase 1: **Paper collection**

Begin collecting GPRA intake (and discharge if applicable) data on clients with paper copies of the tool on June 24, 2019 until the ISMART Grants Management set up is complete and you have been notified by IDPH. It is anticipated to be ready for agency data entry in early August 2019.

Intakes must be completed within first 3 days of entering residential services, the first 4 days for non-residential services, and within first 3 contacts for recovery services.

Discharge must be complete within 14 days from discharge.

Follow-ups should not be necessary on paper. Timelines are listed below.

Phase 2: ISMART entry

Intake must be complete within first 3 days of entering residential services, and first 4 days for non-residential services, and within first 3 contacts for recovery services.

Discharge must be complete within 14 days from discharge.

Follow-up must be complete during the 5-8 month window after intake is complete. It will count as complete if entered within the one month before the follow-up date, or within the 2 months after the date. For example:

Client begins SOR funded services on June 24, 2019.

Intake is completed on June 25, 2019.

Follow-up will be due on December 25, 2019, but the window for completion is anytime between November 25, 2019 and February 25, 2020. If it is completed BEFORE or AFTER these dates, it will NOT count as a successful follow-up and will be considered "missed". This is very important in order to maintain the minimum 80% completion rate.

Tips for success: Be sure to invest sufficient time in locating the client in order to successfully complete the follow-up interview. It may take many attempts to contact or locate the client. Use the collateral contacts form to gain potential contacts that will be able to locate the client if anything changes that makes it difficult for the agency to get ahold of them. Be sure to get a release of information filled out and signed providing permission to contact the collateral contacts they provide.

**Incentive details:

A $30 gift card is to help incentivize the client to complete the follow-up (6mos) interview. Staff should explain this during the initial conversation to describe the grant-funded services that require this series of 3 data collection interviews.

If the client is incarcerated at the time of the follow-up interview, arrangements can be made to provide the card to whomever they designate. Document with a signed and dated statement by the client indicating this, as well as the signature of the person who was designated when it is received.

For additional detail about administration of the GPRA, please review the QxQ Guide.