

***Inter-Tribal Council
of Michigan Inc.
Behavioral Health Department***

**GRPA DATA COLLECTION PROCEDURES
MANUAL**



Developed By:
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In Consultation with the ITC Staff
Revised for ATR by Terri Tavenner
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INTER-TRIBAL COUNCIL OF MICHIGAN INC.
BEHAVIORAL HEALTH DEPARTMENT
GPRA DATA COLLECTION PROCEDURES



Anishnaabek Healing Circle,
Access to Recovery

DATING OF GPRA FORMS

I. PURPOSE

The purpose of this policy and procedure is to clarify the dating of GPRA forms.

- II. RESPONSIBLE PERSONNEL** The counselor, intake personnel, case manager or other staff at each site who are designated by the site as the person responsible for completing GPRA forms at intake, discharge and follow-up.

III. TIMELINES

The interview date on the GPRA forms should be the date you **complete** the form and FAX it to the Inter-Tribal Council of Michigan.

GPRA Intake:

GPRA Intake is completed as part of the initial intake and assessment process for the ATR program.

The GPRA Intake interview is billable as a service at the rate of \$80 per completed interview.

The Intake GPRA must be completed at the tribal site, faxed to the Inter-Tribal Council before a voucher for services can be issued. The GPRA intake must be completely error free and accepted on the CSAT website **before** any reimbursement for client services can occur.

The date on the GPRA Intake will be used to calculate when the 6 month follow-up interview will be due.

GPR A Discharge:

The GPR A Discharge is completed at the time the client leaves the ATR program. This means the client has left both clinical treatment and recovery support services paid by voucher redemption.

For Discharge, the date of the interview will be the day you Discharge the client from the ATR Program. It should be the same day you fax the form to ITC.

The GPR A Discharge interview is billable as a service at the rate of \$80 per completed interview.

If a client is discharged from the ATR program and re-enters later, this is considered a new episode of care: a new GPR A Intake must be completed but the same client ID stays assigned.

GPR A 6 Month Follow-up Interview:

The interview date on the 6 month follow-up forms should fall within the window for completion as defined by the funding agency (CSAT). This window is 30 days prior to or 60 days after the due date.

For 6-month follow-ups, the due date is 6 months from the interview date indicated on the GPR A Intake.

The GPR A 6 Month Follow-up interview is billable as a service at the rate of \$80 per completed interview.

[HINT for Tracking: Begin to track the client at the very beginning of the 6 month follow-up window (30 days prior to the due date). Don't wait. Some clients are very hard to find.]

GPR A Follow-up Notifications and Reports from ITC:

You will receive bi-weekly notifications from ITC, via email, of clients currently in the follow-up window.

You will periodically receive a Tribal Site Status Report for all waves (Intake, 6 month follow-up and Discharge) indicating whether the forms are complete/missing; out of the window/in the window. Use these reports for internal monitoring of your GPR A compliance.

Voucher Redemption for GPRA Interviews:

Each GPRA Interview (Intake, Discharge, 6 month Follow-up) is a voucher service that will be redeemed at a rate of \$80 per interview.

ITC enters the GPRA onto the CSAT website as soon as ITC receives the faxed copy. The website ONLY accepts complete GPRAs --- every question must have a response. Incomplete or incorrect answers delay acceptance.

You will only receive the full voucher redemption amount for complete, timely GPRA interviews that are faxed to ITC and accepted onto the CSAT Website within the 7 day entry window. All other GPRA interviews will either be rejected for reimbursement or redeemed at a lesser rate.

It is the responsibility of the tribal site to correct incomplete, missing or incompatible data and fax to the Inter-Tribal Council of Michigan within the established timeframe.

IV. PROCEDURE

GPRA Intake Interview

1. The client will receive the ATR program screening, intake and assessment services offered by the tribal ATR Access Center.
2. The designated staff member will complete the GPRA forms based on information gathered in the screening, intake and assessment or through a specific GPRA interview to answer questions not covered by the normal screening, intake, and assessment process.
3. The date that the GPRA form is completed is the date that the designated staff member should enter on the GPRA form as the interview date. It should be the same date that the form is faxed to ITC.

GPRA Discharge Interview

1. The Discharge interview is conducted at the point the client is no longer receiving ATR program services --- clinical treatment and recovery support.
2. The designated staff member will complete the GPRA form as part of the Discharge planning process.

3. The date that the GPRA form is completed is the date that the designated staff member should enter on the GPRA form as the Discharge interview date. It should be the same date that the form is faxed to ITC.
4. If the Discharge is “unplanned” – the client has left services without notifying the primary counselor or case manager – and has not been receiving services for a minimum of 30 days – the designated staff should attempt to locate the client to conduct the interview but if that fails the designated staff member should complete the GPRA Discharge form with the best available data, use the current date, and fax the form to ITC.

GPRA 6 Month Follow-up Interview

1. The client will be located for follow-up by the counselor, care coordinator, case manager or staff person designated for follow-up interviews.
2. The designated staff member will complete the GPRA forms as part of the follow-up interview.
3. The window for follow-up is 30 days prior and 60 days after the Intake interview date. Staff should try to locate the client at the beginning of the 90 day window and not wait as some clients are difficult to find.
4. The date that the GPRA form is completed is the date that the designated staff member should enter on the GPRA form as the interview date. It should be the same date that the form is faxed to ITC.

NOTE: CSAT requires an 80% completion rate for 6 month follow-up GPRA interviews. Continued funding for the ATR program is tied directly to this requirement. The GPRA must be complete and on time to be counted. No exceptions.

INTER-TRIBAL COUNCIL OF MICHIGAN INC.
BEHAVIORAL HEALTH DEPARTMENT
GPRa DATA COLLECTION PROCEDURES



FAXING OF GPRa FORMS

I. PURPOSE

The purpose of this policy and procedure is to clarify the process for faxing GPRa forms from the tribal site to ITC.

II. RESPONSIBLE PERSONNEL

The counselor, intake personnel, care coordinator, case manager or other staff at each site who are designated by the site as the persons responsible for completing the GPRa at intake and follow-up.

III. TIMELINES

The GPRa forms should be faxed to ITC on the secure fax line on the date specified as the interview date on the form.

IV. PROCEDURE

1. The date that the GPRa forms are completed is the date that the designated staff member should enter as the “Interview Date” on the forms.
2. On the same date (Interview Date) the forms should be faxed to ITC.
3. If the secured office at the tribal site does not have a fax machine, remove the forms from the office in a folder marked “Confidential.” Take the form(s) to the fax machine and fax to ITC. Do not leave the forms unattended.
4. Take the forms back to the secured office and file in the client file along with other clinical records.
5. Never leave forms in an unsecured area. Treat these forms as you would all other confidential client records.
6. ITC recommends that each tribal site pre-program their fax machine with the correct ITC fax number to avoid sending forms to the wrong number or to an unsecured location. The correct number is:

Lori McDonald FAX 906-632-7744

7. ITC recommends that the unique client identifier and page number be written on each page. Record this on the bottom right hand corner of the form to avoid any mix-ups when the forms are faxed. Occasionally they may fall from the fax machine and could become mixed up.

INTER-TRIBAL COUNCIL OF MICHIGAN INC.
BEHAVIORAL HEALTH DEPARTMENT
GPR A DATA COLLECTION PROCEDURES



SECURE STORAGE OF GPR A FORMS AT THE PROVIDER SITES

I. PURPOSE

The purpose of this policy and procedure is to clarify the process for secure storage of GPR A forms at the Tribal sites and with other providers who collect GPR A data.

II. RESPONSIBLE PERSONNEL

The counselors, intake personnel, care coordinator, case manager or other staff at each site who are designated by the site as the persons responsible for completing the GPR A forms at intake and follow-up.

III. PROCEDURE

1. When the GPR A forms are completed, the designated staff will place them in the secured client file in a secured office.
2. The provider will follow procedures established by the local program for Security of Client Records that must include the following:
 - Files will be kept in a locked filing cabinet.
 - All forms will be secured at the end of the day.
 - All forms not secured in a file will be placed in a locked file cabinet until the next business day.
 - At no time will forms be left unattended.
 - Documents may not be removed from the file for office.
 - The Administrative Assistant's office must be locked when not in use.
 - Inactive client forms (all follow-up completed) are filed in a separate space and designated as inactive records.
 - GPR A records shall be maintained for 5 years. After that period all records will be shredded.
 - GPR A records may be maintained electronically, but all security procedures must be followed.

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SECURE STORAGE OF GPR A FORMS AT ITC

I. PURPOSE

The purpose of this policy and procedure is to clarify the process for secure storage of GPR A forms at ITC.

II. RESPONSIBLE PERSONNEL

The GPR A Compliance Coordinator/Data Specialist and ATR staff responsible for reviewing the GPR A forms for completion, entering the data onto the CSAT website, and storage of forms.

III. PROCEDURE

1. When GPR A forms are received via fax from the sites, procedures for retrieving missing data, logging forms, and data entry onto the website are followed.
2. When completed forms have been successfully entered on the CSAT website, the GPR A Compliance Coordinator/Data Specialist will file forms by the Unique Client Identifier/by Tribal Access Center site, in the GPR A Compliance Coordinator/Data Specialist's office.
3. Files will be kept in a locked file cabinet.
4. All forms will be secured at the end of the day.
5. All forms not secured in a file will be placed in a locked file cabinet until the next business day.
6. At no time will forms be left unattended.
7. Documents may not be removed from the file or office.
8. The GPR A Compliance Coordinator office must be locked when not in use.
9. Inactive client forms (all follow-ups completed) are filed in a separate file, designated as inactive records.
10. GPR A records shall be maintained for 5 years. After that period all records will be shredded. GPR A files may be maintained electronically, but all security procedures must be followed.

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DATA CHECKING & ENTRY FOR GPR A FORMS AT ITC

I. PURPOSE

The purpose of this policy and procedure is to clarify the process for GPR A form checking and data entry.

II. RESPONSIBLE PERSONNEL

The GPR A Compliance Coordinator/Data Specialist and ATR staff responsible for reviewing GPR A forms for completion, entering the data on the CSAT website, and for storing the hardcopy forms.

III. PROCEDURE

Form is received at ITC:

1. Receipt by fax – Date stamped – Confirm receipt (GPR A Compliance Coordinator/Data Specialist.)
Receipt electronically by PDF file: receipt acknowledged via email (GPR A Compliance Coordinator/Data Specialist).
2. Log in – Check for completion (GPR A Compliance Coordinator/Data Specialist.)
3. Review form & contact tribal site via phone or email for missing (MIA) data.

Missing Data:

4. Unable to obtain data on first call, fax or email: if minor, call again (GPR A Compliance Coordinator/Data Specialist)
5. Unable to obtain data: if major, notify Associate Program Director.
6. MIA data: GPR A Compliance Coordinator/Data Specialist continually contacts the provider site & logs all attempts at contact (24/48 hours). If out of 7-day window during attempts to contact the site, discuss date change with site once information is complete.
7. MIA data is obtained: GPR A Compliance Coordinator/Data Specialist dates form and enters data on CSAT website and logs date of entry.

Complete Data:

8. Data Entry: GPR A Compliance Coordinator/Data Specialist enters data on CSAT website and logs date of entry.
9. Hardcopy is filed by Client ID# and Tribal site and maintained in a locked file.

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NEGATIVE ASSESSMENT FOR ATR SERVICES AT INTAKE

I. PURPOSE

The purpose of this policy and procedure is to clarify the process for handling a negative assessment for substance abuse.

All GPRA Intakes count towards ATR grant-mandated target numbers.
Negative Assessment: A person is screened and/or assessed negative and determined not eligible for the ATR program services. However, the grantee wants credit for counting that person against grant target numbers.

Use this procedure only if no ATR services are planned for this person.

II. RESPONSIBLE PERSONNEL

The Intake/ Assessment personnel for the ATR Tribal Access Center

III. PROCEDURE

1. Conduct the ATR screen, using the DAST-10 or AUDIT.
2. If the score indicates that the person is not in need of further assessment for substance abuse, and does qualify for recovery support only services, then the screen is negative and the person is not eligible for ATR services. However, if you wish to count that person towards the grant target number, then:
3. Assign a client ID number
4. Complete sections A and B ONLY of the GPRA tool, Short Version.
5. Fax the GPRA to the Inter-Tribal Council
6. No Follow-up or Discharge interview is conducted for a negative assessment
7. The negative assessment will, however, count towards target intake numbers
8. No further action for that person is required
9. File the GPRA in an Inactive Client File

IV. REIMBURSEMENT

The Tribal Access and Care Coordination Center is allowed to request a voucher for screening and assessment and will be reimbursed for associated services, so long as the Short Version GPRA is completed and submitted on time.