

GPRA TIPS

*Way's to keep from getting an email or call
from ITC.....*

1. **Double check** your work for errors and completion. Neatness truly counts. **Double check** your work. Oh, did I already say that? Well it is worth saying again! Many errors can be fixed before ever reaching ITC.
2. When correcting entries on your copy, please use whiteout of some kind. You may think that the number or entry is clear on your end, but once it gets through the fax, it all looks the same on this end, nothing stands out and it usually is unreadable at that point.
3. All questions **MUST** be answered. Please don't make up an answer. Also don't write in a response that is not on the GPRA

– only select a response that is an option. I have no way to enter anything extra on the GPRA website.

Common Errors that will put the brakes on your GPRA and will also stop your voucher request from being approved.

We will begin with Page 1

Section A. Record Management

The Client/Participant ID: This will be your tribe's initials along with the client number given by the voucher system.

Also please be sure to fill in "Treatment Client" as well as completing the Interview Type.

Page 2–A. Record Management Planned Services

Please select at least one Modality and one service from this section. I cannot proceed on the GPRA Website without answers here.

All sections: If “Other” is selected, please specify what that “Other” is. This is left blank 9 out of 10 times.

Page 3 – Record Management - Demographics

Please be sure all questions are completed here. **Also double check the birth date.** It is easier than you think to accidentally put the year as 2008.

Page 4 – Drug and Alcohol Use

B1. Be sure that this section is complete.
B2. If drug use listed, please be sure to select the route used. **Don't circle the**

heading. The route goes in the box next to the number of days.

Page 5 – Drug and Alcohol Use continued
Same as page 4. Don't forget Question 3.

Page 6 – Family and Living Conditions
If Housed: Where? Sometimes this is left out. If using "Housed", Please fill in "Housed", then select where, and fill that in also.

Question C2 – C3 and C4. Please read instructions. This states that if B1a or B1c = 0, (this is alcohol and drug use on page 4), then "Not Applicable" must be selected.

This is a very common error.

Page 7 – Family and Living Conditions

Question 6. D. This question needs to be answered and is skipped quite frequently. Please be sure to answer.

Page 8–9 Education, Employment & Income

Question 4. Please put a Zero in each section that does not apply. This section continues on to page 9. This way we will know that you did not skip these.

Page 9 – Crime & Criminal Justice Status

Question 4. Be sure to include any drug use in this question. Example: If they used illegal drugs 6 times on page 4, then this answer must be at the very least 6. It can be more.

Page 10 – Mental & Physical Health Problems & Treatment Recovery

F2. All answers must be completed in each section. If yes, is answered for any, then a

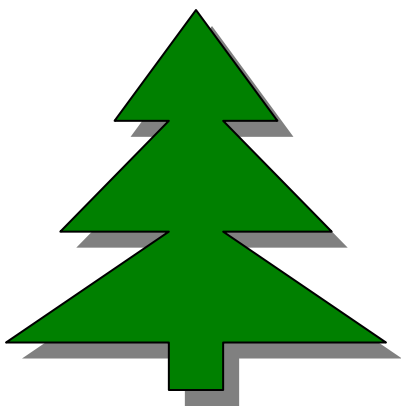
number of nights/times must also be answered.

Page 11– Social Connectedness

Section G. If yes is answered for any, include the number of times.

Page 12 – Social Connectedness

Question 5. Only select **ONE** answer here please. I can only put one on the website.



Ways to Help Save a Tree

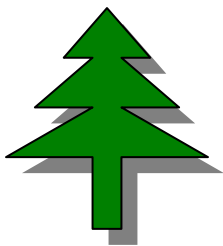
Always Use the Negative Assessment, Short Version GPRA (5 pages only) for clients who **will not be enrolled as an ATR Client and who will not receive services.**

Only use a full GPRA - up to page 12 for enrolled clients who will be receiving treatment and/or recovery support services.

Use the full GPRA (12 pages) for the 6 month follow-up GPRA.

Use the Discharge GPRA Form pages 14 & 15 at discharge. This is completed in addition to the 12 pages of the full GPRA.

Megwetch,



The Tree.