Client Program Enrollment Instructions

GPRA Form   Intake ___   Follow-up ____

Note: Client **must** have an Opioid Use Disorder to enroll in any program (PMT).

1) **Peer Recovery Support (P)**
   If client is enrolled in this program, use the **P watermark** form

2) **Medication Assisted Treatment (M)**
   If client is enrolled in this program, use the **M watermark** form.

3) **Telehealth Services (T)**
   If client is enrolled in this program, use the **T watermark** form.

Note: If a client of one program is then enrolled in another program you can use the original GPRA if it is less than 2 months old. Just fill out the watermark pages of new program and attach pages 2-21. If original GPRA is older than 2 months you must complete a new GPRA.

If you have any questions, or need assistance, please contact Josh Mayo at jmayo@itcmi.org

Assigning ID numbers to new clients.

Important: **Follow these instructions for modifying an existing client ID number or assigning a new client ID number**. Note: All **NEW** clients will need a **NEW GPRA intake** completed.

Keeping a current client ID number: If a client is already enrolled in services such as Peer Recovery Support (P) and has a Client ID like **BM4001_P**, they will keep their current client ID number.

Modifying an existing client ID number: If a client already has a P and is then also enrolled in Medication Assisted Treatment, you will add an M behind the P which signifies that the client is both a Peer Recovery Support client as well as a Medication Assisted Treatment client. The same goes for Telehealth (T) clients.

Example: **Client's ID number is BM4001_P** and they are only receiving Peer Recovery Support.
The same client is then enrolled in Medication Assisted Treatment, their **Client ID number becomes BM4001_PM**
If the client then also becomes a Telehealth client, their **Client ID would become BM4001_PMT**

Assigning a new Client ID number: If a client is new, they will receive a new 4 digit number that identifies both the Tribe that is providing services to them, and the type of program.

Every Client ID will contain three things:
1. The prefix of the Tribe where services are provided - such as Bay Mills is BM, Sault Tribe is ST, etc.
2. A number - either existing Client ID number or a new 4-digit number
3. Letter(s) signifying the type of program - P, M, and/or T

Attention: Tribes are now responsible for assigning numbers to clients. It is exremely important that a staff member at your agency keeps a **log of names that match numbers** in a secure location as we no longer have the voucher system and cannot match client numbers with names.

Client ID _____