

GPRA Follow-up Assessment Guidance

This guidance is designed to help you complete your GPRA 6 month Follow-up assessment.

To Confirm your client is due for the 6 Month Follow-up Assessment:

1. **Getting here:** Login, select the **Facility**, select **Agency** on the Navigation Pane (left menu). Select **GPRA Follow-up Due**.

Actions	Name	Display Name	Description
	A Managed Service Contractor	A Managed Servi	
	Auth Period Training	Auth Period Tes	
	Bonneville County Community Crisis Center	Bonneville CCCC	
	Business Psychology Associates	BPA	
	D Williams Agency	D Williams Agen	
	Department of Health & Welfare	State DHW	
	DHW Child Welfare	Child Welfare	
	DHW Contractor	DHW Contractor	DHW TEST CONTRACTOR agency for SUD
	Idaho Department of Correction	IDOC	
	Idaho Dept of Juvenile Corrections	IDJC	
	Idaho Hope Project	Idaho Hope	
	Idaho Supreme Court	ID Supreme Ct	

2. Search using the following criteria:

Grant: ATR 4

Agency/Facility Type: Follow-up

Followup Attendance: Within Window

Follow-up Type: 6 month

Enter the search criteria. Select **Go**. Confirm in the list that your client is listed in green and that their follow-up is due.

Actions	Unique Client Number	Client Name	Agency	Facility	Intake Date	Intake Interview Date	Due Date	Followup Open Date	Followup Close Date
	10311187333807R	01, Green	D Williams Agency	Alternative Treatment Location	12/19/2014	12/19/2014	6/19/2015	5/19/2015	8/19/2015
	10225180408115R	02, Orange	D Williams Agency	Alternative Treatment Location	12/19/2014	12/19/2014	6/19/2015	5/19/2015	8/19/2015
	111151550000094	ATR4, I	D Williams Agency	Williams Treatment	12/17/2014	1/21/2015	7/21/2015	6/21/2015	9/21/2015
	11216171000003L	kent, clark	D Williams Agency	Williams Treatment	12/24/2014	12/24/2014	6/24/2015	5/24/2015	8/24/2015
	10214178000010O	Labuda, John	D Williams Agency	Alternative Treatment Location	12/19/2014	12/19/2014	6/19/2015	5/19/2015	8/19/2015
	11207156000018O	Road, Rocky	D Williams Agency	Williams Treatment	12/12/2014	12/12/2014	6/12/2015	5/12/2015	8/12/2015

Re-Open the Episode to complete the Assessment:

3. Search for the client. Contact the WITS Help Desk to have the episode re-opened if necessary.

Client: kent, clark | 11216171000003L | 1 Clear Client

Episode List Start New Episode

Actions	Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE	Domains
	1	Closed	Williams Treatment	Linder, Carissa, WA	12/24/2014	6/29/2015	Williams Treatment/ATR 4 : 12/1/2014 - 5/27/2015	ATR
	2	Open Active	Williams Treatment	Linder, Carissa, WA	5/27/2015		Williams Treatment/Adolescent GAIN-I Assessment : 5/27/2015 - 6/11/2015	Substance Abuse

Complete the GPRA Follow-up:

4. Select Client List on the Navigation Pane. Select Activity List. Select GPRA.

Home Page

Agency Contacts

Agency

Group List

Clinical Dashboard

Authorization Dashboard

Client List

- Client Profile
- Gain Short Screener
- Eligibility Screener
- Benefit Application
- Linked Consents
- Client Contacts
- Non-Episode Contact
- Activity List
 - Intake
 - Fee Determination
 - Drug Testing
 - Wait List
 - Tx Team
 - Assessments
 - Diagnosis List
 - Admission
 - Encounters
 - Immunization
 - Notes
 - ASAM
 - Treatment
 - Continuing Care
 - Discharge
 - Recovery Plan
 - Recovery Plan Rvw
 - Service Summary
 - Consent
 - GPRA**

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	12/24/2014	12/24/2014	Completed
	Client Program Enrollment (ATR 4)	12/1/2014	12/24/2014	Completed
	Intake Transaction	12/24/2014	12/24/2014	Completed
	Admission	12/24/2014	12/24/2014	Completed
	Encounter Summary	12/24/2014	12/24/2014	Completed
	GPRA Interview (Intake)	12/24/2014	12/24/2014	Completed
	Consent (RSS Stand Alone)	12/24/2014	12/24/2014	Completed
	Referral (RSS Stand Alone)	12/24/2014	12/24/2014	Completed
	Consent (Provider Training Agency)	12/26/2014	5/26/2015	Revoked
	Discharge	5/27/2015	5/27/2015	Completed
	Diagnosis Summary	5/27/2015	12/24/2014	Not Applicable
	Consent (RSS Stand Alone)	6/6/2015	6/22/2015	Completed
	ASAM Summary	6/16/2015	12/24/2014	Not Applicable

5. Select **Add GPRA 6 Month Follow-up.**

Client: kent, clark | 1121617100003L | 1 Clear Client

Action	Interview Type	Client type	Interview Date	Record Status
	Intake	Treatment Client	12/24/2014	Completed

Buttons: Add GPRA Intake, **Add GPRA 6 Month Follow-up**, Add GPRA Discharge

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6. Select **Yes** to continue with the assessment.

Client: kent, clark | 1121617100003L | 1 Clear Client

You are about to enter a 6-month follow-up record for this client. Would you like to continue?

Yes No

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7. Complete the assessment. When completed the record will appear 'read only' and in gray fields.

Client Type: Treatment Client
Interview Type: 6-Month Follow Up
Did you conduct an interview? Yes
Interview Date: 6/29/2015 mm/dd/yyyy
Is this a methamphetamine client?
Created Date:
Created By:
Updated Date:
Updated By:
Upload Action:
Upload Status:
Number of Upload Errors:
Upload Date:
Response Date:

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B. DRUG AND ALCOHOL USE

1. During the past 30 days, how many days have you used the following:

	# of Days	RF/DK
a. Any alcohol	0	
b1. Alcohol to intoxication (5+ drinks in one sitting)		Not Applicable
b2. Alcohol to intoxication (4 or fewer drinks in one sitting and felt high)		Not Applicable
c. Illegal drugs	0	
d. Both alcohol and drugs (on the same		

8. If the client is also discharging at this time:

Select “Yes” to populate the discharge GPRA Interview with values from the follow-up. If the client is not discharging at this time, do not complete the assessment.

Client: kent, clark | 11216171000003L | 1 Clear Client

Do you want to generate a completed discharge GPRA interview based on this follow-up GPRA interview?

Yes No

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9. Confirm the 6 Month Follow-Up has a Record Status of “Completed.”

Client: kent, clark | 11216171000003L | 1 Clear Client

					Add GPRA Intake	Add GPRA 6 Month Followup	Add GPRA Discharge
Action	Interview Type	Client type	Interview Date	Record Status			
	Intake	Treatment Client	12/24/2014	Completed			
	6-Month Follow Up	Treatment Client	6/29/2015	Completed			

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Re-Open the Authorization to complete the Encounter:

10. Contact BPA to have the client authorization reopened to bill for the GPRA Follow-up.

Client: kent, clark | 1121617100003L | 1 Clear Client

Authorization List Add New Authorization Record

Actions	Auth #	Payer	Status	Effective Date	End Date	Authorized	Encumbered	Expended	Available	Last Activity Date
	2254	ATR4 [ATR4, 7919BPA]	Closed	12/24/2014	12/24/2014	\$24.80	\$0.00	\$24.80	\$0.00	12/24/2014
	2256	ATR4 [ATR4, 7919BPA]	Closed	12/24/2014	5/27/2015	\$0.00	\$0.00	\$0.00	\$0.00	5/27/2015



11. Confirm the authorization status is 'Active' for the authorization that contains the GPRA Interview.

Client: kent, clark | 1121617100003L | 1 Clear Client

Authorization 11

Group Enrollment: ATR4 Status: Active

Plan: ATR4 Contract: 7919BPA - DHW-D Williams (ATR4) / 12/1/2014 - 9/29/2017 - ATR4-ATR4

Authorization #: 2254 Date Approved: 12/24/2014

Administering Agency: A Managed Service Contractor Updated Date: 6/29/2015 11:17 AM

Effective Date: 12/24/2014 Updated By: Linder, Carissa, WA

End Date: 12/24/2014 ATR Intake: 12/24/2014-Williams Treatment

Comments

Authorized Services List Add Service

Actions	Service	Authorized Units	Authorization Amt	Encumbered	Expended	Available Amount	Available Units
	Alcohol or Drug Assessment (ATR)	20	\$0.00	\$0.00	\$0.00	\$0.00	20.00
	GPRA Interview (ATR)	3	\$24.80	\$0.00	\$24.80	\$0.00	1.00

Actions: Close Requests

Total Authorized: \$24.80
 Total Encumbered: \$0.00
 Total Expended: \$24.80
 Total Available: \$0.00

Cancel
Save
Finish

Re-Open the Client Program Enrollment (ATR 4):

12. Select the Client List, Select Activity List on the blue navigation pane (left menu). Find the Client Program Enrollment (ATR 4), click  and select Review.

Client: kent, clark | 11216171000003L | 1 Clear Client

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	12/24/2014	12/24/2014	Completed
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	Intake Transaction	12/24/2014	12/24/2014	Completed
	Admission	12/24/2014	12/24/2014	Completed
	Encounter Summary	12/24/2014	12/24/2014	Completed
	GPRA Interview (Intake)	12/24/2014	12/24/2014	Completed
	Consent (RSS Stand Alone)	12/24/2014	12/24/2014	Completed
	Referral (RSS Stand Alone)	12/24/2014	12/24/2014	Completed
	Consent (Provider Training Agency)	12/26/2014	5/26/2015	Revoked
	Discharge	5/27/2015	5/27/2015	Completed
	Diagnosis Summary	5/27/2015	12/24/2014	Not Applicable
	Consent (RSS Stand Alone)	6/8/2015	6/22/2015	Completed
	ASAM Summary	6/16/2015	12/24/2014	Not Applicable
	GPRA Interview (6-Month Follow Up)	6/29/2015	6/29/2015	Completed

13. Remove the End Date from the Program Enrollment Profile Screen. Select Save and Finish.

Client: kent, clark | 11216171000003L | 1 Clear Client

Program Enrollment Profile

Facility Williams Treatment

Program Name ATR 4

Program Staff

BPA Authorization #

Termination Reason

Notes

Days on Wait List

Start Date 12/1/2014 

End Date 5/27/2015 

Create the Encounter:

14. Select the Client List, Select Activity List on the blue navigation pane (left menu). Select Encounters. Select Add Encounter.

Client: kent_clark | 1121617100003L | 1 Clear Client

Encounter Search

Start Date: 6/29/2014 End Date: 6/29/2015

Rendering Staff: Service: Program:

Encounter Status: Allow Disclosure of Note:

Clear Go

Encounter List (Export) **Add Encounter**

Actions	Svc Date	Service	ENC ID	Rendering Staff	Program Name	Status
	12/24/2014	GPRA Intake Interview	5828	Linder, Carissa, WA	ATR 4	Released

15. Complete the Encounter Note. Select Release to Billing in the Administrative Actions Box.

Client: kent_clark | 1121617100003L | 1 Clear Client

Encounter

Note Type: Assessment

ENC ID: Created Date:

Service: GPRA Follow-up Interview

Parent Service: GPRA Interview (ATR)

Program Name: Williams Treatment/ATR 4 - 12/1/2014 -

Service Location: Start Date: 6/29/2015 Start Time: 10:00 AM End Date: End Time: 11:00 AM

Duration: 60 Min # of Service Units/Sessions: 1

Pregnant: No

Emergency:

Diagnoses for this Service

Primary: 291.89-Alcohol-Induced Anxiety Disorder(DSM IV)

Secondary:

Tertiary:

Rendering Staff: Linder, Carissa

Supervising Staff:

Referring Phys:

Administrative Actions

[Release to Billing](#)

Cancel Save Finish

Close the Intake:

16. Select the **Client List**, Select **Activity List** on the blue navigation pane (left menu). Over the **Intake Transaction**, click  and select **Review**.

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	ASAM Summary	6/16/2015	12/24/2014	Not Applicable
	Encounter Summary	6/29/2015	12/24/2014	Completed
	GPRA Interview (6-Month Follow Up)	6/29/2015	6/29/2015	Completed

17. Enter **Date Closed**. Select **Save and Close the Case** to close the intake.

Client: kent, clark | 1121617100003L | 1 Clear Client

ATR 4 Intake Case Information

Intake Facility: Williams Treatment

Intake Staff:

Initial Contact: Other

County of Res: BOISE

Source of Referral: Individual/Self

Referral Contact:

[Add Collateral Contact](#)

Case #:

Case Status: Open Active

Date of First Contact: 12/24/2014

Intake Date: 12/24/2014

Pregnant: Not Applicable

Due Date:

Priority Population: ATR-Homeless

HIV Tested?:

Past IV Drug Use: No

Is client under court supervision? No

Supervising County:

Did Client sign ATR Application form?

Inter-Agency Service: Adult Protection, Court/Legal Interface, Developmental Disabilities, Domestic Violence Service Provider

Inter-Agency Service Selected: None

Domains: Substance Abuse

Selected Domains: ATR

Date Closed: 06/29/2015 Save & Close the Case

Cancel Save Finish