GPRA Data Entry Tips

WITS Release 23.7



Changes with the new GPRA

- 1. The new GPRA tool (called "GPRA Assessment" in WITS) is available on the left side navigation panel once a client is enrolled in a SOR program.
- 2. The new GPRA is presented in a new "user interface" and format, with a "Completion Requirements" panel on the right as a progress or completion indicator. Users have the flexibility to complete sections in any order.
- **3.** The questions in the new GPRA are not numbered. There is a completion summary at the end of each section indicating the number of questions answered and the percentage of completion.
- 4. The "Assessment Date" in the GPRA form is the date the GPRA Interview was conducted. It is not the same as the Assessment Date on the Client Intake screen.
- 5. The new GPRA must be "locked" after completion to be included in the list of GPRAs to be sent to SPARS. The new GPRA must be "unlocked" for editing. Once editing is done, the GPRA must be "locked" again so that the updated GPRA will be included in the list of GPRAs to be sent to SPARS.
- 6. The GPRA Interview entered using the expired GPRA version is accessible as Read Only.



1. Click on "GPRA Assessment" to access the new GPRA tool.

The **GPRA Assessment** link becomes available after enrolling a client in a SOR III program.





2. The new GPRA is presented in a new "user interface" and format.

- Click on the Edit button (at the top right of the page) to update the GPRA.
- Navigate to different sections of the GPRA through the menu on the left or right. (The Back and Next buttons are removed.)

Client List						
Client Profile						
Linked Consents	A. RECORD MANAGEMENT					
Non-Episode Con	Unique Client Number 0454461SG614675	Contract/G TI083297	rant ID 7			
~ Activity List						
Intake	Treatment Client	Intake	354			
Screening Tool	Discussion and interaction 2	lasso (au D				
> Assessments	Did you conduct an interview?	10/2/202	22 mm/dd/yyyy			
> ASAM	Program Enrollmant					
PCPC Summary	WITS 23 - Facility A/SOR II SCA : 10/1/2022 -					
Adminut	Created By	Created (4.0004.4			
on Admission	Cueto, Jeanette	3/2/20	GPRA Assessme	nt 🐵		✓ Edit 母田田 🛇
> Outcome Mea	Updated By	Updated				
Program Enroll	Cueto, Jeanette	4/14/2				
Diagnosis List	Upload Action	Upload S	Record Management			Completion Requirements V
GPRA Assess				 Record Management 		
~ Expired GPRA	Number of Upload Errors	Upload D	A. Record Management -			Demographica
~ A. Record			Demographics	Client ID (UCN)	Contract/Grant ID	
Diagnos			B. Substance Use and	K3239315W202554	1005765	B. Substance Use and Planned O Services
Planned			Planned Services	Assessment Date	Interview Type	
Service 1	< Back Next >		C. Living Conditions	01/21/2023	Intake	C. Living Conditions
Service 2			C. Entring Conditions	Status		D. Education, Employment, and ③
Service 3			D. Education, Employment,	In Progress		Income
			and Income	Program	Client Description by Grant Type	E. Legal 💿
			E. Legal	WITS 23 - Facility A/SOR III Housing:1/20/2023-	Treatment grant client	F. Mental and Physical Health
				Created By	Created Timestamp	Problems and
			F. Mental and Physical Health Problems and	Cueto, Jeanette	09/18/2023 11:29 AM	Treatment/Recovery
			Treatment/Recovery	Updated By	Updated Timestamp	G. Social Connectedness
				Cueto, Jeanette	09/18/2023 11:30 AM	
			G. Social Connectedness	Upload Date	Upload Action	
			Complete Assessment	Upload Status	Number Of Upload Errors	
				Upload Response Date		



3. The questions in the new GPRA are not numbered. There is a completion summary at the end of each section.

GPRA Assessment	nt 🕙		✓ Done	Editing 🛱 🛨 🖃 🛇
 Record Management A. Record Management - Demographics B. Substance Use and Planned Services C. Living Conditions D. Education, Employment, and Income E. Legal F. Mental and Physical Health Problems and Treatment/Recovery G. Social Connectedness Complete Assessment 		a to Specifically Support Recovery ial Activities vices y Support Services # Required Questions Completed 113 ving most of the time? [DO NOT READ RESPONSE OPTIC Room, Trailer, Or House over the past 30 days, has regularly used alcohol or othe	% Complete 65 Next Question DNS TO CLIENT.] x *	Completion Requirements B. Substance Use and Planned D. Education, Employment, and Income E. Legal O. Social Connectedness O
	# Total Required Questions 2	# Required Questions Completed 2	% Complete 100]



4. The "Assessment Date" in the GPRA is the date the GPRA Interview was conducted.

The GPRA Assessment Date is not the same as the Assessment Date on the Client Intake screen.

SPRA Intake		Add GPF
Add GPRA Assessment	×	Interview Type
Interview Type	-	Client Descriptio
Client Description by Grant Type	•	Did you conduct
Assessment Date		Assessment Dat
Program	•	Program
Save × Cancel		Save

GPRA Follow-up and Discharge

Interview Type	
Client Description by Grant Type	
Did you conduct an interview?	
Assessment Date	



WITS has the following validation rules on the GPRA Interview Dates:

The GPRA interview date cannot be before the client intake date.	×
Follow-up interview date must be greater than GPRA intake interview date, and Discharge interview date cannot be earlier than GPRA intake interview date.	×
The Interview Date must occur during the active period of the selected Program Enrollment.	×

Still an issue in Release 23.7: The error message "The Assessment Date cannot be before 1/21/2023" is no longer displayed when adding Discharge and Follow-up GPRAs.

This applies to the scenario where the GPRA Intake was entered using the expired GPRA tool and the Follow and Discharge were done using the new GPRA tool. WITS should not allow users to enter an Assessment (interview) Date earlier than 1/21/2023 because the new tool is effective only starting this date.



5. Lock the GPRA

- 1) When all the questions have been answered, the Completion Requirements panel on the right is no longer displayed.
- 2) Check that the Complete Assessment box at the end of the GPRA form shows a name for Completed By and a date for Completed Timestamp to check that the GPRA has been marked as "Complete". (This ensures that the GPRA will be processed and sent to SPARS.)
- 3) If either the Complete, Lock or Unlock button is not shown in the Complete Assessment panel, make sure you are in the Edit mode by clicking the Edit button at the top right of the form.





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5. Lock the GPRA

- The GPRA must be locked after completion, by clicking **Complete**, for it to be sent to SPARS.
- 2) When the GPRA needs to be edited, **unlock** it first.
- 3) After editing is complete, **lock** it again.





6. The GPRA Interview (expired version) is available as Read Only.

企	Client List							
Home Page	> Client Profile							
▦	Linked Consents							
Agency	Non-Episode Contact							
	~ Activity List	GPRA Interview List						
	Intake	Interview Type 🗸	Client type 🗸	Interview Date 🗸	Record Status 🗸			
J-25 Clinical Dashboard	Screening Tool	Intake	Treatment Client	10/11/2020	Completed		:	
(a)	> Assessments							
Client List	> ASAM	птаке	Treatment Client	10/14/2022	Completed	View	2	
ø	PCPC Summary	6-Month Follow Up	Treatment Client	4/14/2021	Completed		-)`= -	
System Administration	> Admission	Discharge	Treatment Client	4/14/2021	Completed		:	
ß	> Outcome Measures		1					
Reports	Program Enroll							
ß	Diagnosis List							
Support Ticket	GPRA Assessment	_						



Expired GPRA

Frequently Asked Questions

1. Is a Follow-up GPRA needed for each SOR II client?

- No Follow-up GPRA is needed for SOR II clients who were due for follow-up after the conclusion of SOR II grant on September 29, 2023.
- A Follow-up GPRA is required for SOR II clients whose follow-up was due before the end of the SOR II grant on September 29, 2023.

2. Is a new GPRA Intake needed for SOR II clients who will move to SOR III?

- SOR II clients transitioning to **SOR III** funding **need a new GPRA Intake** under any of the SOR III programs.
- Only GPRA interviews done on or after 1/21/2023 are accepted in the new GPRA tool.



Data entry prioritization:

(considering the 1/29/2024 SPARS upload deadline for SOR II GPRAs)

1. Enter **SOR II GPRA Follow-ups*** (with interviews), where the GPRA Intake (done using the expired GPRA) is in Accepted status.

2. Enter **SOR II GPRA Intake** (completed from January 21, 2023 through March 31, 2023) and the corresponding **SOR II GPRA 6-month Follow-up** (with interviews).

3. Verify that GPRAs entered in #1 & #2 are in Accepted status. Correct those that are not in Accepted status.

4. Begin entering **SOR III GPRAs**, if there are no SOR II backlog GPRAs.

* There is no need to prioritize entering in administrative GPRA Follow-ups (without interviews) at this time.



Update from Department of Corrections (DOC):

- 1. Beginning November 2023, the DOC will not be referring individuals' GPRAs to the SCAs until further notice.
- 2. The DOC will reach out to individuals to conduct the GPRA Follow-up.





Upcoming release (23.8)

- GPRA Follow-up Due Summary
- GPRA Follow-up Due Detail
- GPRA Discharge Due

At this time (WITS Release 23.7), while these GPRA pages are accessible in WITS, they are not showing data on GPRAs entered using the new GPRA tool.



Follow-up Timeline (example)



- WITS will not allow another GPRA Intake on a client, if a Follow-up has not been entered yet (before the 8th month mark after the initial GPRA Intake interview).
- A client's GPRA episode will have a status of Closed when all three GPRAs (Interview, Follow-up and Discharge) are entered in WITS.



GPRA Data Entry Tips

Make sure that the GPRA is locked when it is ready to be submitted to SPARS. (Unlocked GPRAs will not be sent to SPARS.)

The Completion Requirements panel will clear out a section from the list if the section was answered completely and properly.



If a section shows 100% Complete, yet it remains in the Completion Requirements panel, it means one or more questions in that section were not answered properly. Review each section to determine which question was not answered properly. For example, in Section F. Mental and Physical Health Problems and Treatment/Recovery...

Question: In the past 30 days, where have you gone to receive medical care? You may select more than one response.

Answer: "No care was sought" = YES, and then "Other" (or any other options) = Yes. *This is an improper answer. Tip:* When "No care was sought" = YES, make sure "No" is chosen for all the other options.



A. Record Management section

Check the **Upload Status** of the GPRA a day or so after it was locked and submitted to SPARS.

*	Record Management	✓ Record Management			
	A. Record Management - Demographics B. Substance Use and	Client ID (UCN) K73397776762564		Contract/Grant ID TI085783	
	Planned Services	Assessment Date 01/22/2023		Interview Type Intake	
	C. Living Conditions	Status			
	D. Education, Employment, and Income	Complete			
	E. Legal	WITS 23 - Facility A/SOR III DOC:1/20	/2023-	Treatment grant client	
	F. Mental and Physical Health Problems and	Created By Cueto, Jeanette		Created Timestamp 07/12/2023 04:18 PM	
	Treatment/Recovery	Updated By Cueto, Jeanette		Updated Timestamp 09/20/2023 05:04 PM	
	G. Social Connectedness	Upload Date		Upload Action	
	Complete Assessment	Upload Status		Number Of Upload Errors	
		Upload Response Date			

Note on GPRAs entered in November 2023: Due to the backlog of GPRAs sent to SPARS from different providers, it may take some weeks before SPARS is able to send back a response.



SPARS Upload Status:

Uploaded	The GPRA has been sent to SPARS, but no response has been received.		
Accepted	The GPRA has no errors and has been accepted by SPARS.		
	The GPRA was in a batch of data sent to SPARS that had a GPRA with an error, but this		
Discarded	GPRA did not. A GPRA with this status is automatically resubmitted, so long as the GPRA is not Deleted.		
Rejected	The GPRA has an error when it was submitted to SPARS. (The causes of the rejection and how to avoid and correct them will be provided later.)		
	WITS Production Support sets this status on a GPRA that will not be accepted. This is		
Ignored	possibly due to the end user deleting a GPRA that was meant to be added initially, or it has been replaced by another GPRA of the same type and grant.		



A. Record Management section

Question #1 (GPRA paper form): What is your birth month and year?

If the client did not refuse to answer the birth month and year, enter the full date of birth. Check the blue panel (Client Profile header) on the top of the screen for the birth date. Only the birth month and year will be sent to SPARS.

✓ A. Record Management - Demographics
Asked Only at Intake/Baseline
What is your Date of Birth?
Client refused to answer birth month and year?
 No



A. Record Management section

Question #3 (GPRA paper form):

If the answer to "Are you Hispanic, Latino/a, or of Spanish origin?" is "Yes", make sure that at least one ethnic group is selected in the follow-up question 3a "What ethnic group do you consider yourself?". The answer combination "Yes" and "Refused" is not allowed.



This will be fixed in Defect **#716780**: New GPRA Tool: Do Not Allow "Refused" for Ethnicity When Hispanic/Latino/Spanish Origin is "Yes". This is expected to be fixed in Release 23.8.



B. Substance Use and Planned Services

Scenario: The summary panel of Section B shows it is 100% Complete, yet Section B is still listed (on the right panel) as one section that needs to be completed.

Issue: At least one of the questions in Section B was not answered properly.

Resolution: Review the most common questions that are improperly answered.

GPRA Assessmer	nt 🐵			✓ Done Editi	ing 🛱 🕀 🖂 🚫
 Record Management A. Record Management - Demographics B. Substance Use and Planned Services C. Living Conditions D. Education, Employment, and Income E. Legal 	Vocational Services Recovery Housing Recovery Planning Case Management Services Alcohol- and Drug-Free Soci Information and Referral Other Recovery Support Ser Other Peer-to-Peer Recovery Not Applicable	to Specifically Support Recovery al Activities vices v Support Services			Completion Requirements B. Substance Use and Planned O Services
F. Mental and Physical Health Problems and Treatment/Recovery G. Social Connectedness Complete Assessment	# Total Required Questions 173	# Required Questions Completed 173	% Complete 100	2	



B. Substance Use and Planned Services

Questions **#2 to #5** (GPRA paper form):

If the answer to "Have you been diagnosed with an (alcohol, opioid, stimulant, tobacco) use disorder?" is "Yes", make sure:

a) that "**Yes**" is selected in **at least one** of the **answer** options to specify the intervention or FDA-approved medication that the client received; and

b) that Refused or Missing is not selected.

This is causing errors in the response file from SPARS.





B. Substance Use and Planned Services



F. Mental and Physical Health Problems and Treatment/Recovery

Scenario: The summary panel of Section F shows it is 100% Complete, yet Section F is still listed (on the right panel) as one section that needs to be completed.

Issue: At least one of the questions in Section F was not answered properly.

Resolution: *Review the answers to each question.*

GPRA Assessme	ent 🕤			✓ Done Editing	母 ⊞ ⊟ ⊗
 Record Management A. Record Management - Demographics B. Substance Use and Planned Services C. Living Conditions D. Education, Employment, and Income 	Any other type of health insurance or h Yes No Refused Missing Data Other specify Not Applicable	ealth coverage plan		F. Pr Tr	Mental and Physical Health oblems and eatment/Recovery
E. Legal F. Mental and Physical Health Problems and Treatment/Recovery	# Total Required Questions 24	# Required Questions Completed 24	% Complete 100	← 2	

F. Mental and Physical Health Problems and Treatment/Recovery

Question #4 (GPRA paper form)

If the answer to "In the past 30 days, where have you gone to receive medical care?" is "No care was sought" (Yes), make sure that all the other answer options for this question are not marked Yes.

F. Mental and Physical Health Problems and Treatment/Recovery

Question #5 (GPRA paper form)

If the answer to "Do you currently have medical/health insurance?" is "Yes", make sure that "Yes" is selected in at least one of the answer options to specify the insurance type.

1		
	Do you currently have medical/health insurance?	
	Yes	
l	○ No	
	Refused	
	Missing Data	

What type of insurance do you have?	TRICARE or other military health care	
what type of insurance do you have:	Yes	
If "Do you currently have medical/health insurance?" is "Yes", then at least one insurance type must be "Yes". If any insurance type answer is "Refused" or "Mission Data" then all must be	○ No	
and the range of the string back and the number of	Refused	
Medicare	Missing Data	
Yes		
○ No	An assistance program [for example, a medication assistance program]	
C Refused	Yes	
Missing Data	○ No	
	○ Refused	
Medicaid	Missing Data	
Yes		
○ No	Any other type of health insurance or health coverage plan	
C Refused	Yes	
Missing Data	○ No	
	C Refused	
Private Insurance or Employer Provided	Missing Data	
Yes		
○ No	Other specify	
C Refused	Other health coverage plan	
Missing Data		

K. Services Received Under Grant Funding

Scenario: The summary panel of Section K shows it is 100% Complete, yet Section K is still listed (on the right panel) as one section that needs to be completed.

Issue: At least one of the questions in Section K was not answered properly.

Resolution: *Review the answers to each question.*

K. Services Received Under Grant Funding

Questions **#4 to #7** (GPRA paper form)

If the answer to "Has this client previously been diagnosed with (alcohol, opioid, stimulant, tobacco) use disorder?" is "Yes", AND that they have been prescribed an FDAapproved medication, make sure:

a) that "**Yes**" is selected in at least one of the answer options to specify the intervention or FDA-approved medication that the client received; and

b) that **Not Applicable** or **Missing Data** is not selected.

This is causing errors in the response file from SPARS.

Has this client previously been diagnosed with an opioid use disorder?			
	۲	Yes	
	\bigcirc	No	
	\bigcirc	Missing Data	
Has this client been prescribed with an FDA-approved medication for a diagnosed opioid use disorder?			
	۲	Yes	
	\bigcirc	No	
	\bigcirc	Not Applicable	
	\bigcirc	Missing Data	
M	ethad	one: Have used?	
1	\bigcirc	Yes	
	\bigcirc	No	
8	\bigcirc	Not Applicable	
8	\bigcirc	Missing Data	
Methadone: Number of Days			
Select			

K. Services Received Under Grant Funding

This will be fixed in Defect #**709584**: GPRA Assessment Section K: Treatment Services - Questions 4 and 5 are out of order.

Tier 1 Support: PA WITS Agency/Staff Administrator at SCA or Provider

- Create new staff accounts, reset passwords, lock/unlock accounts, change user account permissions
- > Address user issues during normal operation hours
- Escalate system errors or complex issues to PA WITS Service Desk (Tier 2 Support)

Tier 2 Support: DDAP, PA WITS Service Desk

- Available Monday-Friday, 8:00 AM 4:00 PM (except on State Holidays) to answer calls or emails from the SCA or Provider's Tier 1 support designee.
- > Email: <u>RA-DAPAWITS@pa.gov</u>
- > Phone: 717-736-7459

