

# GPRA SOR

## Technical Assistance

February 26, 2024

# Topics:



- ✓ GPRAs Assessment Reports
- ✓ Common GPRAs Rejection causes
- ✓ GPRAs Data Entry Tips and Tricks
- ✓ Resources for Technical Assistance

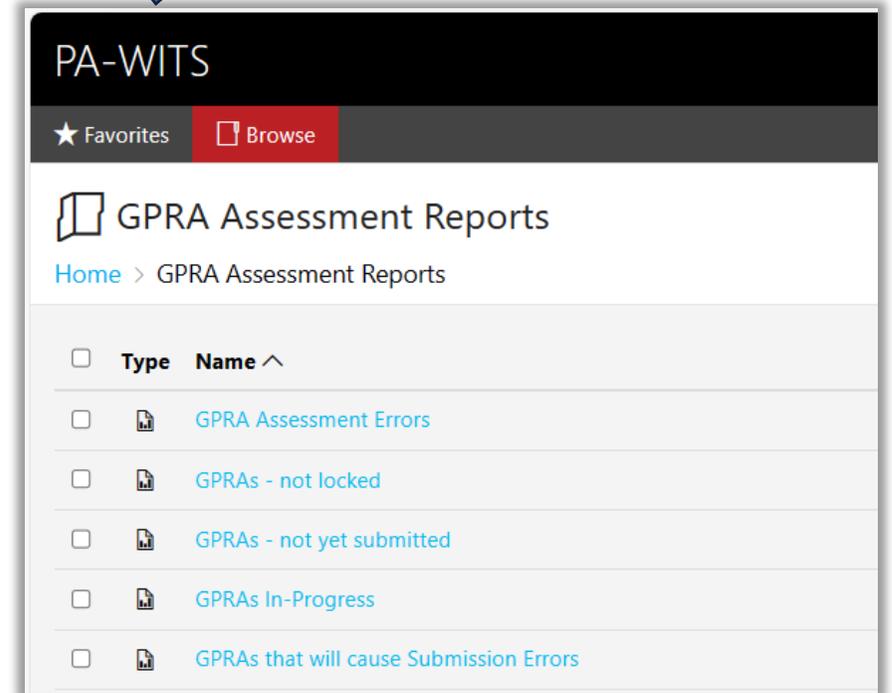
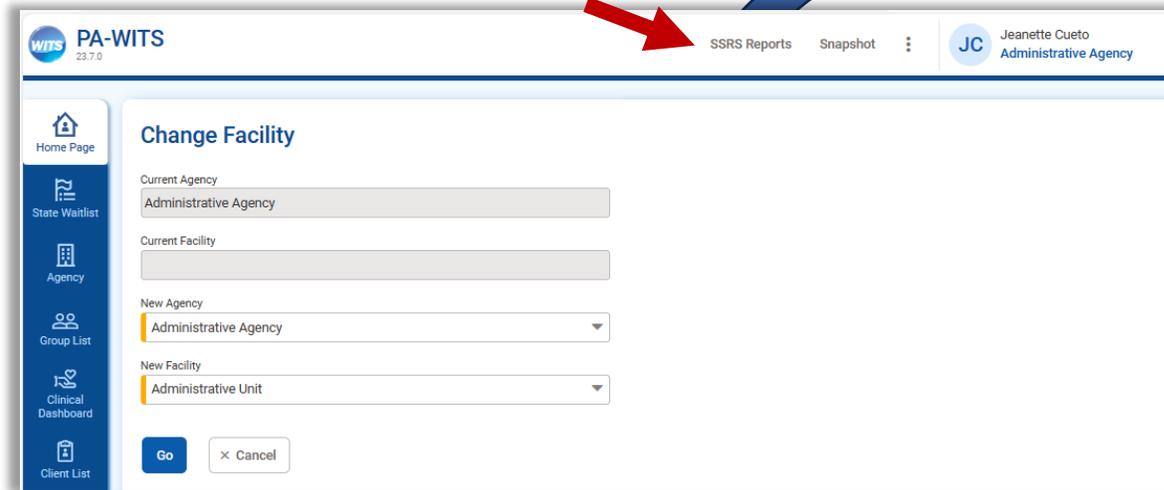
# GPRAs Assessment Reports

1. GPRAs Assessment Errors
2. GPRAs – not locked
3. GPRAs – not yet submitted
4. GPRAs In-Progress
5. GPRAs that will cause Submission Errors

***Requirements to access these reports:*** You need to have an “**SSRS Agency Reader**” role in your WITS account profile. When you have this role, you will see the “SSRS Reports” link at the top (header) of a WITS page.

***Where to find these reports:*** These reports are in SSRS (Microsoft SQL Server Reporting Services), the reporting system for WITS. The report folder is located at Home > GPRAs Assessment Reports.

# GPRAs Assessment Reports



Please ask your SCA or Provider “Staff Administrator” in WITS to give you an “**SSRS Agency Reader**” role if you need access to the SSRS Reports.

Your Staff Administrator will send a request to the PA WITS Helpdesk to give you SSRS access.

# 1. GPRAs Assessment Errors

Home > GPRAs Assessment Reports > GPRAs Assessment Errors

1 of 2? 100% Find | Next

### GPRAs Assessments SPARS Submission Errors

agency name	facility	Grant	unique client number	Case number	Assessment Type	Assessment date	Submission Action	Created Date	Created staff member	Error Message
Administrative Agency	Administrative Unit	SOR II	Q253368IX863554	1	Intake	1/21/2023	Add	11/27/2023	[Redacted]	If any of drug days (DAUseAlcoholDays - TobNicOther3Days) is missing/refused, all must be missing/refused.
				1	Intake	1/21/2023	Add	11/27/2023	[Redacted]	If number of days in field B.1.a.2.o2-AlcoholOther2Days is less than or equal to 0, the corresponding Route must be 'Not Applicable'.
				1	Intake	1/21/2023	Add	11/27/2023	[Redacted]	If number of days in field B.1.d.5.o2-SedHypOther2Days is less than or equal to 0, the corresponding Route must be 'Not Applicable'.
				1	Intake	1/21/2023	Add	11/27/2023	[Redacted]	If number of days in field B.1.h.2-InhalantsOther2Days is less than or equal to 0, the corresponding Route must be 'Not Applicable'.

**The GPRAs Follow-up and GPRAs Discharge are matched with an GPRAs Intake. If a GPRAs Intake was Rejected, the succeeding GPRAs Follow-up and GPRAs Discharge will also be Rejected.**

**If the error is not clear, please reach out to the PA WITS Help Desk.**

## 2. GPRAs – not locked

Please review if your agency or facility has GPRAs in this list. They need to be locked to be submitted to SPARS.

Home > GPRAs Assessment Reports > GPRAs - not locked

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### GPRAs that are not Locked

Agency Name	Facility	Unique Client Number	Grant	Assessment Type	Assessment Date	Status	GPRAs Issue	Created By
		Q943272SQ851564	SOR II	Discharge	9/28/2023	Complete	GPRAs is not locked	
		Q043037AI242564	SOR III	6 month follow-up	1/29/2024	Complete	GPRAs is not locked	
		Q303869VO332564	SOR III	Intake	1/23/2024	Complete	GPRAs is not locked	
		Q663014EH932565	SOR III	Intake	1/23/2024	Complete	GPRAs is not locked	
		Q793926MJ943544	SOR III	Intake	2/15/2024	Complete	GPRAs is not locked	

### 3. GPRAs – not yet submitted

This report is to identify the GPRAs that are not submitted yet. No action is required from users.

Home > GPRAs Assessment Reports > GPRAs - not yet submitted

1 of 2? 100% Find | Next

### GPRAs Assessments Not Yet Submitted

Agency Name Facility	Unique Client Number	Grant	Assessment Type	Assessment Date	Status	Created By
	J153500YW013554	SOR III	Intake	1/18/2024	Completed (Deleted)	
	J323602YH972564	SOR III	Intake	1/18/2024	Completed (Deleted)	
	Q253368IX863554	SOR II	Discharge	11/1/2023	Completed (Deleted)	
	Q213127SF071544	SOR II	Intake	1/22/2024	Complete	
	Q853300VJ582564	SOR III	Intake	2/7/2024	Complete	
	Q653353EP762545	SOR III	Intake	12/6/2023	Complete	
	Q963596SF511544	SOR III	Intake	7/19/2023	Completed (Deleted)	

# 4. GPRAs In-Progress

For SOR II GPRAs that are In Progress, please complete and lock them by March 7, 2024. Delete those that were erroneously entered.

Home > GPRAs Assessment Reports > GPRAs In-Progress

Navigation: 1 of 2? | Refresh | Back | 100% | Save | Print | Find | Next

### GPRAs Still In-Progress

Agency Name	Facility	Unique Client Number	Grant	Assessment Type Display Name	Assessment Date	Status	GPRAs Issue	Created By
		Q073411IQ162544	SOR III	Intake	1/10/2024	In Progress	In Progress GPRAs	
		J953461IP282574	SOR III	Intake	2/6/2024	In Progress	In Progress GPRAs	
		T23011018723210	SOR III	Intake	12/15/2023	In Progress	In Progress GPRAs	
		J683118YG461565	SOR II	6 month follow-up		In Progress	In Progress GPRAs	
		J193057MJ412564	SOR III	Intake	2/9/2024	In Progress	In Progress GPRAs	
		Q423595PE543545	SOR III	Intake	9/26/2023	In Progress	In Progress GPRAs	
		J033327SL283564	SOR II	6 month follow-up		In Progress	In Progress GPRAs	
		Q543165GQ381564	SOR II	6 month follow-up		In Progress	In Progress GPRAs	
		Q593519MV01356	SOR II	Discharge		In Progress	In Progress GPRAs	

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# 5. GPRAs that will cause submission errors

This report will help you determine if there are GPRAs Intakes entered in SOR II with an assessment or interview date after the SOR II grant has ended (9/29/2023).

1. Check to see if the client is funded under SOR III.
2. If funded under SOR III, create a SOR III enrollment.
3. Re-enter the GPRAs under the SOR III enrollment.
4. Delete erroneously entered SOR II GPRAs (not mandatory; delete only for WITS data clean up)

Home > GPRAs Assessment Reports > GPRAs that will cause Submission Errors

1 of 3 ? 100% Find | Next

### GPRAs that will cause Submission Errors

Agency Name	Facility	Grant	Unique Client Number	Assessment Type	Assessment Date	Status	SPARS Error Reason	Created By
[Redacted]	[Redacted]	SOR II	Q253368IX863554	6 month follow-up	10/5/2023	Complete	Assessment Date not in Grant period	[Redacted]
		SOR II	Q253368IX863554	Discharge	11/5/2023	In Progress	Assessment Date not in Grant period	
[Redacted]	[Redacted]	SOR II	Q2131275F071544	Intake	1/22/2024	Complete	Assessment Date not in Grant period	[Redacted]
		SOR II	Q5739135H872555	6 month follow-up	10/20/2023	Complete	Assessment Date not in Grant period	
		SOR II	Q593676XW652554	6 month follow-up	11/10/2023	Complete	Assessment Date not in Grant period	
		SOR II	Q653830YG703554	Intake	10/3/2023	Complete	Assessment Date not in Grant period	
		SOR II	Q653830YG703554	6 month follow-up	1/25/2024	Complete	Assessment Date not in Grant period	
[Redacted]	[Redacted]	SOR II	J373588HI432554	6 month follow-up	3/25/2022	Complete	Assessment Date before 1/21/2023	[Redacted]
		SOR II	M54008209080400	6 month follow-up	6/17/2022	Complete	Assessment Date before 1/21/2023	

# Total Accepted and Rejected GPRAs

(2/23/2024 data, entered using the new GPRAs tool)

Interview	Grant Type	Status	GPRAs Count
Intake	SOR II	Accepted	1,632
Follow Up	SOR II	Accepted	1,637
Discharge	SOR II	Accepted	1,958
<b>SOR II Total Accepted</b>			<b>5,227</b>
Intake	SOR III	Accepted	4,910
Follow Up	SOR III	Accepted	858
Discharge	SOR III	Accepted	719
<b>SOR III Total Accepted</b>			<b>6,487</b>

Interview	Grant Type	Status	GPRAs Count	With Interviews	Without Interviews
Intake	SOR II	Rejected	83	83	-
Follow Up	SOR II	Rejected	341	211	130
Discharge	SOR II	Rejected	436	214	222
<b>Total SOR II Rejected</b>			<b>860</b>	<b>508</b>	<b>352</b>
Intake	SOR III	Rejected	173	173	-
Follow Up	SOR III	Rejected	80	63	17
Discharge	SOR III	Rejected	74	31	43
<b>Total SOR III Rejected</b>			<b>327</b>	<b>267</b>	<b>60</b>

Note: There are 247 SOR II GPRAs that were rejected due to the Interview date, which is later than September 29, 2023, the end date of the SOR II no cost extension.

# Common Errors

Item	Error Message	SOR II	SOR III	Grand Total	Responsible for Correcting the GPRA
1	Dependency error: The record was found, but the ClientType did not match the active record's ClientType in the database. NOTE: The ClientType cannot be updated.	324	39	363	FEI; to be fixed in Release 24.2 (early March)
2	Interview date is not within grant start/end date. / Entry for 'Interview Date' should be no later than the end date of the grant.	247		247	Users to delete GPRA and re-enter them under SOR III, if applicable.
3	Please select at least one ethnic group.	10	40	50	Users to replace Refused with a specific Ethnic group, if the answer to the Hispanic/Latino/Spanish origin is YES.
4	If One ReceivedMedCare for is missing, all ReceivedMedCare for must be missing.	28	19	47	Users to review response or change all responses to "Missing"
5	'Question Modality.11 in section K' is a required field.	44	2	46	FEI - Target fix date to be confirmed
6	Services Received : Modality other is chosen, but other specific is not specified.	43	2	45	FEI - Target fix date to be confirmed
7	If One from kStUDIntContMgmt-kStUDIntNotReceived missing, all must be missing.	21	13	34	TBD: Discharge GPRAs (mostly without interviews)
8	If One from KOUDMedMethadone-KOUDMedXRNaltrexone missing, all must be missing.	21	10	31	TBD: Discharge GPRAs (mostly without interviews)
9	If one of Opioids set to -9, all must be -9.	22	5	27	TBD: (Section B)
10	If One insurance is missing(refused), all insurance must be missing(refused).	17	9	26	Users to review response or change all responses to "Missing"

(2/22/24 data)

The Error Message is generated by SPARS and sent to WITS. The language may contain codes that are not easy for WITS users to decipher. For example, -9 means Missing Data.

# GPRAs Assessment Errors that can be fixed by the users

## Section A. Record Management - Demographics

Error message	FEI Guidance/Notes
Entry for 'Interview Date' should be no later than the end date of the grant.	Please confirm the GPRAs Interview date is correct and within the grant time period.
Interview date is not within grant start/end date.	

Count of GPRAs with this error:

- 247 GPRAs in SOR II
- None in SOR III

1. Check to see if the client is funded under SOR III.
2. If funded under SOR III, create a SOR III enrollment.
3. Re-enter the GPRAs under the SOR III enrollment.
4. Delete erroneously entered SOR II GPRAs (not mandatory; delete only for WITS data clean up)

# GPRAs Assessment Errors that can be fixed by the users

## Section A. Record Management - Demographics

Error message	FEI Guidance/Notes
Please select at least one ethnic group.	Rules were introduced in later releases to prevent this error from happening.  To update GPRAs created in earlier versions, if Hispanic is "Yes", you must choose an ethnicity.

Count of GPRAs with this error:

- 10 GPRAs in SOR II
- 40 GPRAs in SOR III

The screenshot shows a form titled "A. Record Management - Demographics". It contains several questions with their corresponding answers:

- Upload Status: Rejected
- Upload Response Date: 01/31/2024 06:31 PM
- What is your Date of Birth? (Empty field)
- Client refused to answer birth month and year? No
- What do you consider yourself to be? Male
- Are you Hispanic, Latino/a, or of Spanish Origin? Yes
- What ethnic group do you consider yourself? You may indicate more than one. Refused
- What is your race? You may indicate more than one. White

Two red arrows point to the "Yes" and "Refused" answers, indicating they are the source of the error.

# GPRA Assessment Errors that can be fixed by the users

## Section B. Substance Use and Planned Services

Error message	FEI Guidance/Notes
<i>MedicationNameDays</i> must be a value between 1 and 30	Rules were introduced in later releases to prevent this error from happening.  To update GPRA's created in earlier versions, select a value between 1 and 30 for days used. If one FDA-approved medication is refused, then all must be. If an FDA-approved medication was prescribed, then Yes must be selected for at least one medication.

Count of GPRA with this error:

- 6 GPRA's in SOR II
- 41 GPRA's in SOR III

**Diagnosed Alcohol Use Disorder**

Have you have been diagnosed with an alcohol use disorder?  
**Yes**

Have you been prescribed with an FDA-approved medication for a diagnosed alcohol use disorder?  
*If FDA medication was prescribed, 'Yes' must be selected for one or more of the medications listed below.*

**Yes**

Naltrexone: Have used?  
**No**

Naltrexone: Number of Days  
**Not Applicable**

Extended Release Naltrexone: Have used?  
**No**

Extended Release Naltrexone: Number of doses  
**Not Applicable**

Disulfiram: Have used?  
**No**

Disulfiram: Number of Days  
**Not Applicable**

Acamprosate: Have used?  
**No**

Acamprosate: Number of Days  
**Not Applicable**

# GPRAs Assessment Errors that can be fixed by the users

## Section B. Substance Use and Planned Services

Error message	FEI Guidance/Notes
At least one Modality should be selected.	Rules were introduced in later releases to prevent this error from happening.
At least one Modality should be greater than zero.	To update GPRAs created in earlier versions, select at least one modality. For discharge GPRAs, add number of days for the Modality selected.

*This is one of the main reasons a GPRAs shows 100% Complete in the summary for Section B, but the section is not cleared from the Completion Requirements panel (right side).*

## Section B – Substance Use and Planned Services (c)

**Question:** Identify the services you plan to provide to the client during the client's course of treatment/recovery.

**Tip:** Users need to make sure they're selecting at least one Modality, and one Planned Service in this section. Even though "Not applicable" is an option, that option cannot be selected for Treatment Services, Case Management Services, Medical Services, After Care Services, Education Services, Recovery Support Services; one valid service must be selected.

PLANNED SERVICES PROVIDED UNDER GRANT FUNDING [REPORTED BY PROGRAM STAFF ONLY AT INTAKE/BASELINE]

Identify the services you plan to provide to the client during the client's course of treatment/recovery. [MARK ONLY THE CIRCLE CORRESPONDING TO THE PLANNED SERVICE THAT YOU GRANT. MARK ALL THAT APPLY IN EACH SECTION.]

Modality  
[SELECT AT LEAST ONE MODALITY]

- Case Management
- Intensive Outpatient Treatment
- Inpatient/Hospital (Other Than Withdrawal Management)
- Outpatient Therapy
- Outreach

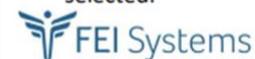
Treatment Services  
[SELECT GRANTS YOU MUST PROVIDE AT LEAST ONE OF THE TREATMENT SERVICES NUMBERED 1 THROUGH 4]

- Screening
- Brief Intervention
- Brief Treatment
- Referral to Treatment
- Assessment
- Treatment Planning
- Recovery Planning
- Individual Counseling
- Group Counseling
- Contingency Management
- Community Reinforcement
- Cognitive Behavioral Therapy
- Family/Marriage Counseling
- Co-Occurring Treatment Services
- Pharmacological Interventions
- HIV/AIDS Counseling
- Cultural Interventions/Activities
- Other Clinical Services
- Not Applicable

One Modality must be selected

One Service Must be selected

User cannot select "Not Applicable" as an answer to all Service Options in this section



# GPRAs Assessment Errors that can be fixed by the users

## Section F. Mental and Physical Health Problems and Treatment/Recovery

Error message	FEI Guidance/Notes
The number of times must be > 0	This error likely has to do with the AttendVoluntaryTimes field (if the answer to AttendVoluntary is Yes then AttendVoluntaryTimes must be greater than 0)

The GPRAs question format has been changed since WITS Release 24.0 which was available by the end of January.

This affected 18 GPRAs, 16 of them were created in January 2024, and 2 in the prior month. This error no longer occurred in February 2024.

The screenshot displays the Pennsylvania-WITS UAT interface for a GPRAs assessment. The client information at the top includes the name S2, unique client ID J47475776684655, case number 1, date of birth 10/13/2003, and sex Female. The assessment is for Section F, 'Mental and Physical Health Problems and Treatment/Recovery', and Section G, 'Social Connectedness'. The progress bar shows that 24 out of 24 questions for Section F and 5 out of 5 questions for Section G are completed. The assessment questions are visible, including 'How many times attended voluntary mutual support groups for recovery?' and 'In the past 30 days, did you have interaction with family and/or friends that are supportive of your recovery?'.

# GPRAs Assessment Errors that can be fixed by the users

## Section F. Mental and Physical Health Problems and Treatment/Recovery

Error message	FEI Guidance/Notes
If One insurance is missing (refused), all insurance must be missing (refused).	Rules were introduced in later releases to prevent this error from happening.  To update GPRAs created in earlier versions, if one insurance type is missing, all must be missing. If one insurance type is refused, all must be refused.

Count of GPRAs with this error:

- 17 GPRAs in SOR II
- 9 GPRAs in SOR III

Do you currently have medical/health insurance?  
Yes

**What type of insurance do you have?**

Medicare  
No

Medicaid  
No

Private Insurance or Employer Provided  
No

TRICARE or other military health care  
No

An assistance program [for example, a medication assistance program]  
Refused

Any other type of health insurance or health coverage plan  
Yes

Other specify  
incarcerated

# GPRAs Assessment Errors that can be fixed by the users

## Section F. Mental and Physical Health Problems and Treatment/Recovery

Error message	FEI Guidance/Notes
If One insurance is missing(refused), all insurance must be missing(refused).	Rules were introduced in later releases to prevent this error from happening.  To update GPRAs created in earlier versions, if one insurance type is missing, all must be missing. If one insurance type is refused, all must be refused.

5. Do you currently have medical/health insurance?

- Yes
- No *[GO TO NEXT SECTION]*
- REFUSED *[GO TO NEXT SECTION]*

5a. What type of insurance do you have [CHECK ALL THAT APPLY]?

- Medicare
- Medicaid
- Private Insurance or Employer Provided
- TRICARE or other military health care
- An assistance program [for example, a medication assistance program]
- Any other type of health insurance or health coverage plan (SPECIFY) \_\_\_\_\_
- REFUSED

*(the same error message as in previous slide)*

Updated version of the GPRAs to prevent this error from happening:

Do you currently have medical/health insurance?

Yes

No

Refused

Missing Data

What type of insurance do you have?  
*If "Do you currently have medical/health insurance?" is "Yes", then at least one insurance type must be selected.*

Medicare

Medicaid

Private Insurance or Employer Provided

TRICARE or other military health care

An assistance program [for example, a medication assistance program]

Any other type of health insurance or health coverage plan

# GPRAs Assessment Errors that can be fixed by the users

## Section F. Mental and Physical Health Problems and Treatment/Recovery

Error message	FEI Guidance/Notes
If one ReceivedMedCare for is missing, all ReceivedMedCare for must be missing.	Rules were introduced in later releases to prevent this error from happening. To update GPRAs created in earlier versions, if one ReceivedMedCare is missing, all must be missing.

### Fixed (release 24.1)

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

- Primary Care Provider
- Urgent Care
- The Emergency Department
- A specialist doctor
- No care was sought
- Other
- Refused
- Missing Data

### Count of GPRAs with this error:

- 6 GPRAs in SOR II
- 41 GPRAs in SOR III

### Old GPRAs versions allowing this error to happen:

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

- Primary Care Provider  
No
- Urgent Care  
Missing Data
- The Emergency Department  
Missing Data
- A specialist doctor  
Missing Data
- No care was sought  
Missing Data
- Other  
Missing Data
- Other  
Not Applicable

# GPRA Assessment Errors that can be fixed by the users

## Section K. Services Received Under Grant Funding

Error message
If One from kOUDMedMethadone-kOUDMedXRNaltrexone missing, all must be missing.
If One from kStUDIntContMgmt-kStUDIntNotReceived missing, all must be missing.
If One from kTUDMedNicotineRepl-TUDMedTakenAsPrescribed missing, all must be missing.
If One from kAUDMedNaltrexone-AUDMedTakenAsPrescribed missing, all must be missing.

For example:

Question: Has this client been prescribed with an FDA-approved medication ...? Answer: YES

Methadone: Have used? Answer: YES, 30 days

Question: Has this client taken the medication as prescribed? Answer: must be YES and not Missing Data

The screenshot shows a web application interface for GPRA Assessment. The top navigation bar includes a home icon, a user profile icon, and a search bar. The main content area is titled "GPRA Assessment" and contains a sidebar with navigation options: Home Page, State Waitlist, Agency, Group List, Clinical Dashboard, Client List, System Administration, Reports, and Support Ticket. The main content area displays a list of assessment questions and answers for a client. The questions are: "Has this client previously been diagnosed with an opioid use disorder?" (Answer: Yes), "Has this client been prescribed with an FDA-approved medication for a diagnosed opioid use disorder?" (Answer: Yes), "Methadone: Have used?" (Answer: Yes), "Methadone: Number of Days" (Answer: 30), "Buprenorphine: Have used?" (Answer: Missing Data), "Buprenorphine: Number of Days" (Answer: Not Applicable), "Naltrexone: Have used?" (Answer: Missing Data), "Naltrexone: Number of Days" (Answer: Not Applicable), "Extended Release Naltrexone: Have used?" (Answer: Missing Data), and "Extended Release Naltrexone: Number of doses" (Answer: Not Applicable). The question "Has this client taken the medication as prescribed?" is highlighted in yellow and has an answer of "Missing Data".

# GPRAs Assessment Errors that can be fixed by the users

Error message	FEI Guidance/Notes
Stimulant Use Disorder Diagnosed But Did Not Receive FDA-approved Medication and stimulant Use Disorder Not Diagnosed But Did Not Receive FDA-approved Medication cannot both be set to No	<p>Rules were introduced in later releases to prevent this error from happening.</p> <p>To update GPRAs created in earlier versions, be sure to enter at least one day/dose for FDA-approved medications if the answer to "Have you have been prescribed with an FDA-approved medication for a diagnosed <i>substance</i> disorder?" Is "yes".</p>
Stim Use Disorder Diagnosed But Did Not Receive FDA-approved Medication and Stim Use Disorder Not Diagnosed But Did Not Receive FDA-approved Medication cannot both be set to No	
Alcohol Use Disorder Diagnosed But Did Not Receive FDA-approved Medication and Alcohol Use Disorder Not Diagnosed But Did Not Receive FDA-approved Medication cannot both be set to No	

**Diagnosed Stimulant Use Disorder**

Have you have been diagnosed with a stimulant use disorder?  
Yes

Have you received an intervention for a diagnosed stimulant use disorder?  
Yes

Contingency Management: Received Intervention?  
No

Contingency Management: Number of Days  
Not Applicable

Community Reinforcement: Received Treatment?  
No

Community Reinforcement: Number of Days  
Not Applicable

Cognitive Behavioral Therapy: Received Intervention?  
No

Cognitive Behavioral Therapy: Number of Days  
Not Applicable

Other evidence-based intervention: Received Treatment?  
No

Other evidence-based intervention: Number of Days  
Not Applicable

# Do not forget to “Lock the GPRA” after editing it.

- 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.

< GPRA Assessment

Edit

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

G. Social Connectedness

In the past 30 days, did you attend any voluntary mutual support groups for recovery?  
*In other words, did you participate in a non-professional, peer-operated organization that assists individuals who have addiction-related problems such as: Alcoholics Anonymous, Narcotics Anonymous, Secular Organization for Sobriety, Women for Sobriety, religious/faith-affiliated recovery mutual support groups, etc.? Attendance could have been in person or virtual.*

Yes

How many times attended voluntary mutual support groups for recovery?  
2

How many times attended voluntary mutual support groups for recovery?

In the past 30 days, did you have interaction with family and/or friends that are supportive of your recovery?  
Yes

How satisfied are you with your personal relationships?  
Satisfied

In the past 30 days did you realize that you need to change those social connections or places that negatively impact your recovery?  
Yes

# Total Required Questions	# Required Questions Completed	% Complete
5	5	100

Complete Assessment

Completed By

Completed Timestamp

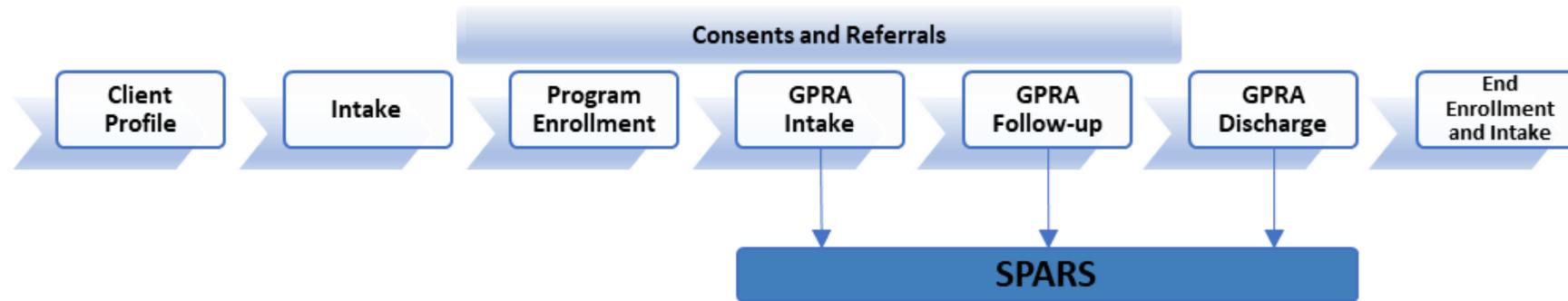
# Example of a Completed, Revised and Not Locked GPRA

Record Management

Client ID (UCN) Q983713EG581554	Contract/Grant ID TI085783
Assessment Date 09/01/2023	Interview Type Intake
Status Complete	Sbirt Class
Program ██████████/SOR III SCA:9/1/2023-	Client Description by Grant Type Treatment grant client
Created By ██████████	Created Timestamp 02/02/2024 09:05 AM
Updated By ██████████	Upload Date
Updated Timestamp 02/02/2024 09:50 AM	Upload Action
Upload Status	Number Of Upload Errors
Upload Response Date	

To create a GPRA Follow-up in WITS, you need a completed GPRA Intake. However, if the completed GPRA Intake was not uploaded to SPARS, when the corresponding GPRA Follow-up (which was completed and locked) was sent to SPARS, this would cause an error indicating the GPRA Intake (which was never uploaded) is not in the database.

# GPRA Workflow



*There can only be one active GPRA series (or also known as GPRA episode) in a SOR grant. It begins with the enrollment to a SOR program.*

*The Follow-up window opens on the 5<sup>th</sup> month after the Intake and closes by the 8<sup>th</sup> month.*

- The SCA or the initial provider agency that works with an individual will create the client profile, intake, and enroll the client into a SOR program.
- If the SCA or the provider agency needs to refer an individual to another provider for services, proceed with the consent/referral process. Once the referred-to service provider accepts the referral, WITS will automatically set up the client profile, intake and SOR program enrollment.
- The initial agency can enter GPRA's, or the referred-to agency can enter the GPRA's. WITS will ensure that there are no duplicate GPRA's created for individuals enrolled in the SOR program.

# Data entry prioritization:

(SAMHSA is extending the acceptance of SOR II GPRA in SPARS until **March 7, 2024**).

**1. Enter SOR III GPRA Intake.** Correct rejected GPRA Intakes.

If there are **SOR II GPRAs (with interviews)** that are in **Rejected** status, correct these GPRAs until March 7, 2024 only.

**2. Enter SOR III GPRA Follow-up** (with interviews first, followed by those without interviews). Correct rejected GPRA Follow-ups with interviews.

**3. Enter SOR III GPRA Discharge** (with interviews first, followed by those without interviews). Correct rejected GPRA Discharge with interviews.

# Resources for Technical Assistance:

**A. Monthly Technical Assistance calls** (group and separate calls with the SCAs and Providers)

**B. PA Business Workflow** (Monday to Friday)

- Email: [RA-DAPAWITS@pa.gov](mailto:RA-DAPAWITS@pa.gov)
- Phone: **717-736-7459**

**C. DDAP Website** [SOR Services GPRA \(pa.gov\)](https://www.pa.gov)

- PA WITS SOR III User Guide 1.0
- Quick Reference Guide SOR III
- GPRA Data Entry Tips
- WITS SOR III Training video
- CSAT GPRA Tool (fillable pdf)
- Other GPRA resources (FAQ, Question by Question Instruction Guide, etc.)



### 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: [RA-DAPAWITS@pa.gov](mailto:RA-DAPAWITS@pa.gov)*
- *Phone: **717-736-7459***

**Thank You!!**

