

OCTOBER 6, 2025

SOR SUPRT DDAP Technical Assistance Call

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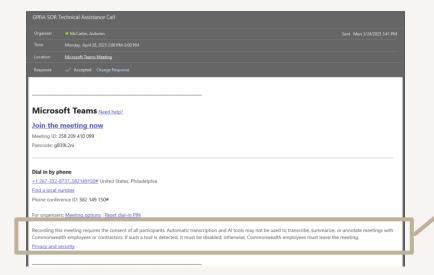
State Opioid Response (SOR) grant
SAMHSA Unified Performance Reporting Tools (SUPRT)
Substance Abuse and Mental Health Services Administration (SAMHSA)

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Reminder: Disable AI Assistants

Related policies:

- Management Directive 205.34
 Amended Commonwealth of Pennsylvania Information
 Technology Acceptable Use Policy
- Generative Artificial Intelligence |
 Office of Administration |
 Commonwealth of Pennsylvania



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SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Topics:

Transition to SUPRT

SUPRT – A Frequently Asked Questions

SUPRT – C Frequently Asked Questions

Resources and Support



Transition to SUPRT

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

General Information



GPRA

The Government Performance and Results Act of 1993 (GPRA) was enacted to measure effectiveness and improve performance of taxpayer-funded programs. All SAMHSA grantees are required to collect and report performance data using approved measurement tools.



SPARS and WITS

Client data entered in the Web Infrastructure Treatment System (WITS) across the commonwealth are de-identified and submitted to SAMHSA's Performance and Accountability Reporting System (SPARS) via a batch upload process to report timely and accurate data to SAMHSA. WITS users should NOT enter data directly into SPARS.



Use of data in SPARS

Data collected through SPARS are used to monitor the progress of SAMHSA's discretionary grants, assist as a decision-making tool on funding, and to improve the quality of services provided through the programs.



Grant ID

The Grant ID is an alphanumeric code assigned by SAMHSA. Pennsylvania's SOR IV grant ID is **TI087839.** The same Grant ID is used in SUPRT-A and SUPRT-C.



SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

From GPRA to SUPRT

Grantees are not required to offer SUPRT-C unless the client begins a new episode of care and completes a SUPRT-A baseline assessment.

Client has GPRA Intake.

If the client's record was to be **closed out** <u>during the 60-day</u> <u>reassessment window</u>, complete only one entry of **SUPRT-A** (for closeout, no need for a SUPRT-A reassessment).

Client has GPRA Intake and GPRA Follow-up.

Complete **SUPRT-A** to **close out** the clients' records when they are released.

Client has GPRA Intake and GPRA Discharge.

Complete **SUPRT-A** for a **reassessment** <u>during the 60-day</u> <u>window</u>, if the GPRA Follow-up was due on or after 10/1/25.



SUPRT-A (Administration) Frequently Asked Questions

Does the SUPRT-A tool have to be captured on paper?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

No, the SUPRT-A does not have to be captured on paper.

The SUPRT-A form (and SUPRT-C forms) will be made available in WITS, DDAP's program and client-level data collection system.

Fillable PDF versions of these forms will be made available soon.



Do we have to collect information on every person our program serves?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- SUPRT-A is required for all clients receiving services under the grant.
- A client is defined as a person who is actively receiving treatment through a grant funded program.
- An episode of care begins when the client begins to receive services under the grant, as defined by the program, and ends when the client is closed out and no longer receiving services through the grantee's project.



A client returned after completing their closeout, can they re-enroll in services?



- Yes, a client can re-enroll in services and start a new episode of care.
- For each episode of care, a new baseline is conducted. The client then has new reassessment and annual assessment due dates.
- The same unique Client ID is used for every new episode of care.
 - The same Client ID number should be used for all episodes of care, irrespective of the number of episodes of care.
 - Each client will only count once toward reaching the target number of clients to be seen, regardless of the number of baseline assessments.



If a client refused to complete SUPRT-C, do I have to complete SUPRT-A?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Yes, grantees must complete SUPRT-A for every client for each of the assessment types even if the client refused to complete SUPRT-C.

Assessment types:

- Baseline
- Reassessment (6-month)
- Annual assessment
- Closeout



If a client completed SUPRT-C, do I have to complete SUPRT-A?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- Grantees are required to complete SUPRT-A for each of the required assessments, even if a client completes SUPRT-C.
- The only exception is SUPRT-A Section F. The demographics section at baseline is not completed if a client or caregiver initially consented to completing the SUPRT-C for their baseline assessment and then declined, even if they only answered one question.



What are the required data collection points?

Data Collection Requirements FAQ #25 Page 6

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Grantees will complete **SUPRT-A** at:

- Baseline assessment
- 6-month reassessment (no 3-month reassessment for SOR grant)
- Annual assessment (365 days from baseline and annually thereafter)
- Closeout assessment

SUPRT-A/C Data Collection Requirements

		Example Date	Example Assessment Completion Window ¹	
Assessment	Completion Window		Start	End
SUPRT-A Baseline	Within 30 days of intake	3/3/2025		
SUPRT-A/C Reassessment				
6-month reassessment	Due 180 days from baseline assessment Completed +/-30 days from due date	8/30/2025	7/31/2025	9/29/2025
SUPRT-A/C ² Annual	Due <u>every</u> 12-month anniversary of the baseline assessment Completed +/-30 days from due date	3/3/2026	2/1/2026	4/2/2026
Close Out	Due w/in 30 days of end of episode of care	5/1/2026	5/1/2026	5/31/2026

¹ Excludes programs designated by CSAT as homeless programs, which have different completion ranges

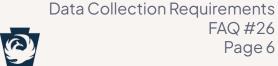
² Note that only adults are required to complete a SUPRT-C annual assessment

SUPRT - A

Are there expected reassessment rates for SUPRT-A and SUPRT-C?



- There are no reassessment rates for SUPRT-A.
- SUPRT-A assessments are required for all clients served by a grant and will be **tracked** alongside annual enrollment goals.



Do we have to complete a reassessment and annual assessment for each client?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Reassessment and annual assessments are required for each client who has received a baseline assessment and has not received a closeout assessment.



What is an assessment window?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

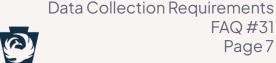
- An assessment window is the time allotted for completing the **SUPRT-A** assessment.
- The assessment window for each assessment opens 30 days before the assessment's due date and closes 30 days after the due date.
- This applies to the baseline, 6-month reassessment, and annual assessment.



The typical episode of care for my clients is very short. Many clients may end up with baseline and closeout assessment dates very close to one another. Do I still have to collect both records?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Yes, both assessments are required regardless of the amount of time between the two, however, a client's last day of services cannot be the same date as the first day of services.



Where do I find the information reported in SUPRT-A?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Information reported in SUPRT-A should be pulled from data recorded in the **grantee's record keeping system(s)**. Additionally, if the data were collected for another grant program, grantees can use that information if it was collected within 30 days before the client's first date of services received with the current program.



We have collected information about demographics in our EHR. Can we use this to complete the demographics section when the client declined to complete SUPRT-C?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- Grantees can use their client records, including their Electronic Health Record (EHR) systems to complete the demographics section only if the categories match SUPRT-A.
- Staff should not speculate on or try to map demographic categorizations.
- If there are no client- or caregiver-reported demographic data, you will select "Not documented in records or not documented in records using this standard."



What should I enter if I do not have access to some of the client's information?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

When data are not available for grantees to report through record keeping system(s), grantees should select that the data are "Not documented in records or not documented in records using this standard."



Do the Behavioral Health History, Screening, and Diagnoses sections need to be filled out by a licensed clinician?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Data collection and entry for the behavioral health sections can be input by any grantee staff. The behavioral health screening should be performed by any appropriately trained grantee staff. Only a licensed clinician can make a behavioral health diagnosis, i.e., the ICD-10 code must be assigned by a licensed clinician.

While a licensed clinician is required to make a diagnosis, any appropriate **staff** can complete the SUPRT-A and may report the diagnosis information from referrals, program intake, or client health records.



A client had a closeout assessment before their reassessment window opened, is their reassessment still required?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

No, if a client has a closeout assessment, then grantees do not need to complete future reassessments or annual assessments.

- This is a shift from the previous process for the GPRA tool, where a follow-up needs to be done even after a client has been discharged.
- The new SUPRT tool does not require a reassessment (which is like a follow-up) when a client's record has been closed out.



When should grantees complete a closeout for a client?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- The closeout assessment is to indicate that a client's episode of care has ended. The closeout assessment should be completed and entered or batch uploaded to SPARS within 30 days of the client episode closeout.
- For programs with a conclusion of episode of care policy or definition: Follow inter-program policy that defines at what point a client is considered to be disengaged from grant services or has completed treatment. The closeout assessment can be completed on that date and up to 30 days afterwards.
- For programs without a conclusion of episode of care policy or definition: Grantees should complete a closeout assessment for any client that has not received any grant services for 12 or more months. If during the annual assessment it is determined that a client has not received any services within the previous 12 months, a close out record should be completed instead of an annual assessment.



I entered demographic information on the SUPRT-A, and it is different from what the client reported in SUPRT-C. What do I do?



- If a SUPRT-C is completed, demographic responses in SUPRT-A should be deleted.
- SUPRT-A demographics should only be maintained in SPARS if the client did not consent to SUPRT-C.



We missed collecting the assessment during the window period, should we still enter in a record?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

For baseline or closeout assessments that were not done during the window for data collection (+/- 30 days of first services or closeout for most grant programs), a SUPRT-A assessment should be done as soon as possible.

For reassessment and annual assessments that were not done during the window for data collection (+/- 30 days of assessment due date), no assessment record is required. The grantee can complete the next assessment due.

- A baseline and closeout should be entered in WITS, even after the assessment window has closed.
- A reassessment (6-months or annual) is not required, if it was not completed during the 60-day window.



FAQ #42 Page 9

How do we transition clients to SUPRT-A?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- For clients with CSAT GPRA tool baseline records who are due for their reassessment and annual assessment after October 1, 2025, grantees will only be required to report SUPRT-A records and clients will not be required to complete the SUPRT-C.
- Grantees will be required to use the SUPRT-A closeout for all clients no longer receiving services from the grant even if baseline and reassessment records were completed using the CSAT GPRA tool.



SUPRT – C (Client/Caregiver) Frequently Asked Questions

Who should complete SUPRT-C questions?



SUPRT-C assessments should be completed independently by the client, proxy, or caregiver or parent, with the exception of the Record Management section, which must be completed by grantee staff. If necessary, due to the client's age or other limitations (e.g., cognitive ability, reading level), a caregiver or proxy can complete the assessment on behalf of the client.

- A caregiver is defined as a person who has knowledge of, or a role in, the behavioral health needs of the client. The caregiver does not need to be a parent or legal guardian.
- A proxy is someone who represents the client or is authorized to act on their behalf. The proxy does not need to be a legally appointed representative but should have sufficient knowledge to answer most questions about the client.

Grantees should provide reasonable accommodations to respondents as needed to complete the assessment. Examples of accommodations may include support for individuals with impaired vision or reading difficulties, assistance with tablets or other electronic tools, translation services, or other accessibility needs.

If an individual has trouble understanding a question or its response options, grantee staff should offer respondents the SUPRT-C Client/Caregiver FAQ. However, questions must not be rephrased or altered.



Tool-Specific Information FAQ #8 Page 2

Are there guidelines for obtaining client consent for SUPRT-C?



- The client, proxy, or caregiver or parent should review the consent page before completing the assessment.
- As noted on the consent page, individuals may indicate at any point that
 they do not wish to complete the assessment. If this occurs, grantee staff
 should select 'No The assessment was not completed' to question 1 in
 the Record Management section, then select 'Client/Caregiver was unable
 to provide consent' to question 1b.
- Declining to participate in a SUPRT-C assessment applies only to that specific assessment point (e.g., baseline, reassessment, or annual assessment).
- Grantee staff must offer SUPRT-C to the client, proxy, or caregiver or parent at each assessment point.
- IMPORTANT: Participation in SUPRT-C is completely voluntary, although encouraged. Declining a SUPRT-C assessment does not affect eligibility for any grant-funded services and does not negatively affect grantee compliance.



Tool-Specific Information FAQ #9 Page 3

Does SUPRT-C have to be captured on paper?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- No, SUPRT-C does not have to be captured on paper.
- Clients, proxies, or caregivers/parents should respond to the SUPRT-C independently, using the paper tool or another data collection system (e.g., within their EHR, using survey software, etc.).

The SUPRT-A form (and the SUPRT-C forms) will be made available in WITS, DDAP's program and client-level data collection system.



Can clients, proxies, caregivers, and parents skip or decline SUPRT-C questions?



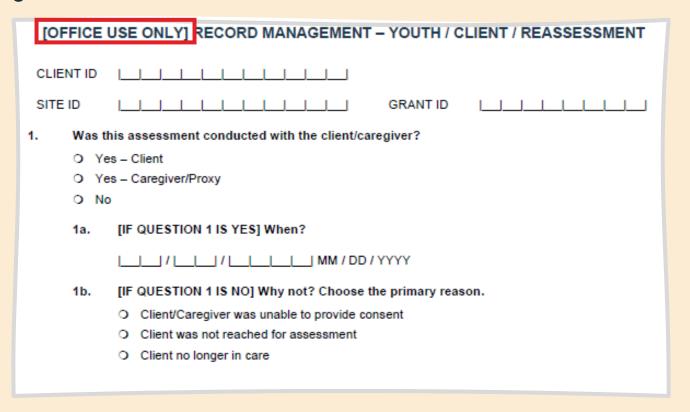
- Respondents can skip any questions they do not wish to answer.
- The option 'Prefer not to answer' is available for most questions, but respondents may also leave any question blank.



Who should complete the Record Management section?



Questions in the Record Management section must be completed by grantee **staff**.

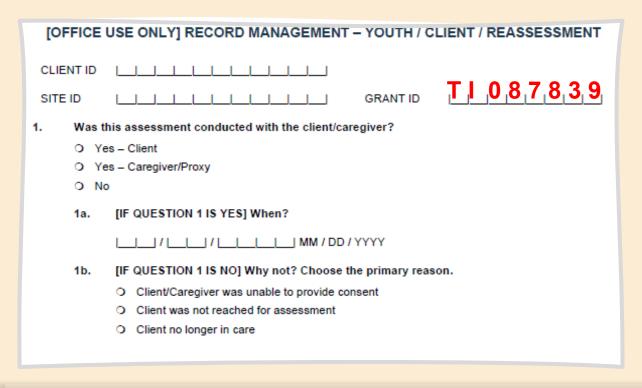




Can questions in the Record Management section be left blank?



Grantee staff must complete all questions in the Record Management section at each assessment point. (Answer question 1a if the response to #1 is Yes, or answer 1b if the response to #1 is No.)



- The Client ID is the Unique Client ID in WITS.
- Keep the Site ID blank.
- The **Grant ID** refers to the SOR IV grant ID which is **TI087839**.



Tool-Specific Information FAQ #14 Page 4

Do grantees have to collect information on every person their program serves?



- SUPRT-C assessments should be offered to all clients receiving services (or their proxies, caregivers, or parents).
- However, clients who previously completed an assessment using the CSAT GPRA Tool do not need to be offered a SUPRT-C assessment for the same episode of care.



When is the Client ID used?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- Each client should have their own unique Client ID that is used at all data collection points (i.e., baseline, 6-month reassessment, annual assessment, and closeout).
- The same unique Client ID is used even if the client has more than one episode of care and is used for both SUPRT-A and SUPRT-C.

- The same Client ID number should be used for all episodes of care, irrespective of the number of episodes of care.
- Each client will only count once toward reaching the target number of clients to be seen, regardless of the number of baseline assessments.



When should grantees collect SUPRT-C from the client, proxy, or caregiver or parent?

Data Collection Requirements FAQ #21 Page 5

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Grantees should offer assessments to all active clients, proxies, or caregivers/parents at each timepoint (i.e., baseline, reassessment, and annual stages) once per episode of care, regardless of how long a client receives services. Once the assessment window has closed, grantees should not offer SUPRT-C until the next assessment point.

SUPRT-A/C Data Collection Requirements

		Example	Example Assessment Completion Window ¹	
Assessment	Completion Window	Date	Start	End
SUPRT-A Baseline	Within 30 days of intake	3/3/2025		
SUPRT-A/C Reassessment				
6-month reassessment	Due 180 days from baseline assessment Completed +/-30 days from due date	8/30/2025	7/31/2025	9/29/2025
SUPRT-A/C ² Annual	Due <u>every</u> 12-month anniversary of the baseline assessment Completed +/-30 days from due date	3/3/2026	2/1/2026	4/2/2026
Close Out	Due w/in 30 days of end of episode of care	5/1/2026	5/1/2026	5/31/2026

Excludes programs designated by CSAT as homeless programs, which have different completion ranges

² Note that only adults are required to complete a SUPRT-C annual assessment

Should reassessments and annual assessments be collected if clients are no longer active in the program?

- SUPRT-A closeout assessments should be completed when the client is no longer receiving services through the grant program.
- SUPRT-C reassessments and annual assessments are no longer required once a closeout is completed.



Which SUPRT-C form should the client, proxy, or caregiver or parent complete?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- Adults (18+) complete their own assessments
- Youth (12–17) can complete their own assessments
- Child (5–17) caregiver completes the assessment
- Young Child (0-4) caregiver complete the assessment

A proxy can assist or respond for youth or adult clients.

Clients, proxies, or caregivers/parents should complete the same age version of SUPRT-C at each subsequent assessment, regardless of the client's age at the time. For example, a client who completes the Youth baseline assessment should complete the Youth reassessment, even if they have turned 18 years old at reassessment.

Grantee staff should ensure that respondents receive the correct form at each assessment.



Does the same proxy or caregiver or parent have to complete every assessment?

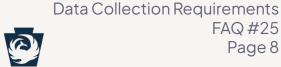
SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

No. SUPRT-C should always be about the same client, but a different proxy, caregiver, or parent can complete the assessment across rounds.



When do grantees need to collect the annual assessment?

- The annual assessment is due 365 after the SUPRT-A baseline and every 365 days while the client continues to receive services.
- Grantees should only collect SUPRT-C annual assessments from individuals who completed the Adult (18+) baseline assessment.
- Grantees should not collect the annual assessment if the Young Child, Child, or Youth assessment was completed at baseline.



Does the SUPRT-C baseline assessment need to be completed at the same time as the SUPRT-A baseline assessment?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

No, SUPRT-C baseline assessments do not need to be completed at the same time as the SUPRT-A baseline assessment.



Does the Record
Management section
need to be
completed for each
assessment?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Yes, grantee **staff must complete the Record Management section** for every client at each assessment point, regardless of whether the assessment was completed or declined.



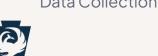
Does a new SUPRT-C baseline assessment need to be offered to clients starting a new episode of care?

- Yes, grantee staff should offer the SUPRT-C baseline assessment for each episode of care, and the version of the form will depend on the client's age at the time of the new episode of care.
- The client's previous episode of care will become inactive in SPARS but will not be deleted.
- Grantees must use the same Client ID for all episodes of care.



Can the reassessment or annual assessment be collected after the assessment window closes?

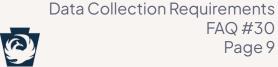
- Grantees are not required to offer SUPRT-C outside the 60-day assessment window.
- However, if SUPRT-C is completed outside this window, grantee staff may still enter in WITS. The data will be uploaded into SPARS.
- Data collected outside the 60-day window will not count towards the grantee's performance metrics but will be available in the user's data download.



Is completion of **SUPRT-C** required to receive services?

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- No, the completion of SUPRT-C is not required to receive services.
- Clients should be offered to complete SUPRT-C at each assessment.
- However, clients are still eligible to receive grant-funded services if the SUPRT-C assessment is declined.



FAQ #30 Page 9

How should grantees handle clients who are readmitted for treatment services?

Data Collection Requirements FAQ #32 Page 9

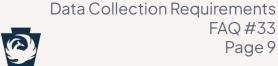
SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

- Occasionally, a client will return for treatment after stopping services and being discharged. When this happens, grantees should initiate a new episode of care by completing another SUPRT-A baseline assessment using the same Client ID as in previous episodes of care and offering the client, proxy, or caregiver or parent the SUPRT-C baseline assessment.
- Reassessment and annual assessment due dates for the new episode of care are determined by the most recent SUPRT-A baseline assessment date. Each client is counted only once toward the grant's target number of clients served, based on their most recent episode of care, regardless of the number of episodes of care during the grant period.

Each client will only count once toward reaching the target number of clients regardless of the client's number of episodes of care.

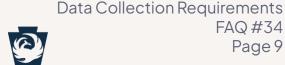
If a client declines to participate in a SUPRT-C assessment, should they be offered to complete future assessments?

- Yes, grantee staff should still offer clients, proxies, or caregivers/parents the opportunity to complete future assessments as long as a SUPRT-A baseline was completed.
- A client's decision to decline a SUPRT-C assessment applies only to that specific assessment (i.e., baseline, reassessment, or annual).



What is the target SUPRT-C completion rate?

- There is no required completion rate for SUPRT-C. A completion rate will be calculated for SUPRT-C, so that response rates can be monitored for these assessments. The SUPRT-C reassessment completion rate is calculated by dividing the total number of reassessments completed (not declined) by the total number of clients enrolled for more than 3 or 6 months (i.e., 90 or 180 days), depending on the cohort.
- The SUPRT-C annual assessment completion rate is calculated by dividing the total number of annual assessments completed (not declined) by the total number of adult clients enrolled for more than 12 months (i.e., 365 days). For clients with multiple episodes of care, only the most recently completed reassessment/annual assessment is used in the calculation.



If grantees previously conducted the baseline assessment using GPRA or NOMs tools and are now moving to SUPRT, when should they complete SUPRT-C?

> SUPRT-C Requirements FAQ #45 Page 12

SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

For clients with a baseline assessment conducted using the CSAT GPRA Tool who are eligible for reassessment or annual assessment after October 1, 2025, grantees are <u>only</u> required to complete the appropriate <u>SUPRT-A</u> reassessment and annual assessments and are **not required to complete SUPRT-C**.

- The assessment window opens **30 days before** and closes **30 days after** the 6 or 12-month anniversary of the GPRA intake date (measured in days).
- Grantees are not required to offer SUPRT-C unless the client begins a new episode of care and completes a SUPRT-A baseline assessment.

If the SUPRT-A baseline assessment was completed on or after October 1, 2025, grantees must complete SUPRT-A and offer SUPRT-C for reassessments and annual assessments (adults only).

Resources and Support



Technical Assistance Calls

- > SOR SUPRT DDAP Technical Assistance calls
- > Individual calls with Single County Authorities
- > WITS online SUPRT webinar (schedule to be announced)

DDAP WITS Service Desk

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



SAMHSA Unified Performance Reporting Tools (SUPRT - A/C)

Resources and Support

Click on the links or follow the path to access State Opioid Response (SOR) Grantee Resources and the new SUPRT forms.

