

FSSA – Division of Mental Health & Addiction

# GPRA Interview Guidance



# General Guidance



Ask the questions as they're worded in the document



If an interviewee has a question, you can clarify. But SAMHSA recommends you stick as close to the original wording as possible.



All questions are considering the last 30 days, not necessarily the start of the month

# General Guidance

- There is the option for a client to refuse to answer or if the client does not know the answer to select these in the option list. We do ask that these options **not** be provided to the client, but rather selections you can make based on the client's response
- Make the interviewee as comfortable as possible
  - Let them know the approximate time an intake takes
  - Let them choose where they sit in the room, and let them know they can stop or take breaks as needed
  - Offer any additional amenities when/if available.



# Follow-up Guidance



Provide the client with the interviewer's or agency's contact information, and let them know when they'll be contacted next



Notify clients that follow-ups can occur over the phone and that the process is shorter than the Intake interview



Provide flyers or info cards that clients can take with them as a reminder of follow-up interviews

# Interview Timeline

Intake	6-month Follow-up	Discharge
<p>Residential Facilities - within 3 days of client entering program</p> <p>Nonresidential Facilities - within 4 days of client entering program</p> <p>Recovery Hubs - if recovery supports are offered beyond 5-7 days or 3 episodes of services then GPRA must be collected</p> <p>Program entry date should be the date that the client began receiving SOR funded services.</p>	<p>Between 5-8 months from the Intake Interview date</p>	<p>30 days has elapsed from the time of last services. The grantee will have 14 days after discharge to contact the client and conduct the discharge interview (in-person preferable but phone/telehealth allowable).</p>

*Follow-up may occur before or after discharge, depending on the length of the program/service.*



# Interview Timelines



## Administrative Follow-Up

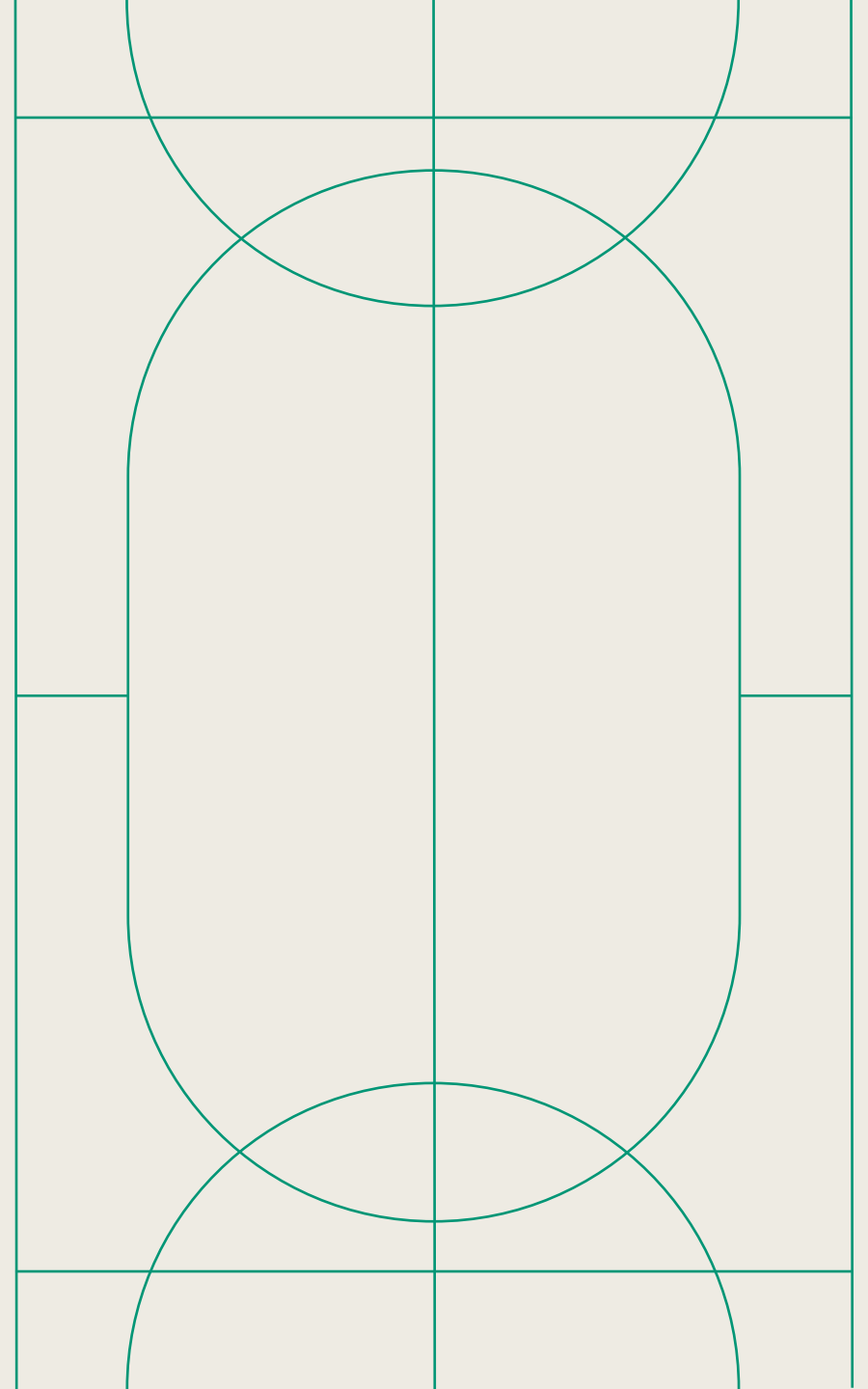
If the follow-up Interview has not been completed after 8 months

This is not considered towards our follow-up rates.



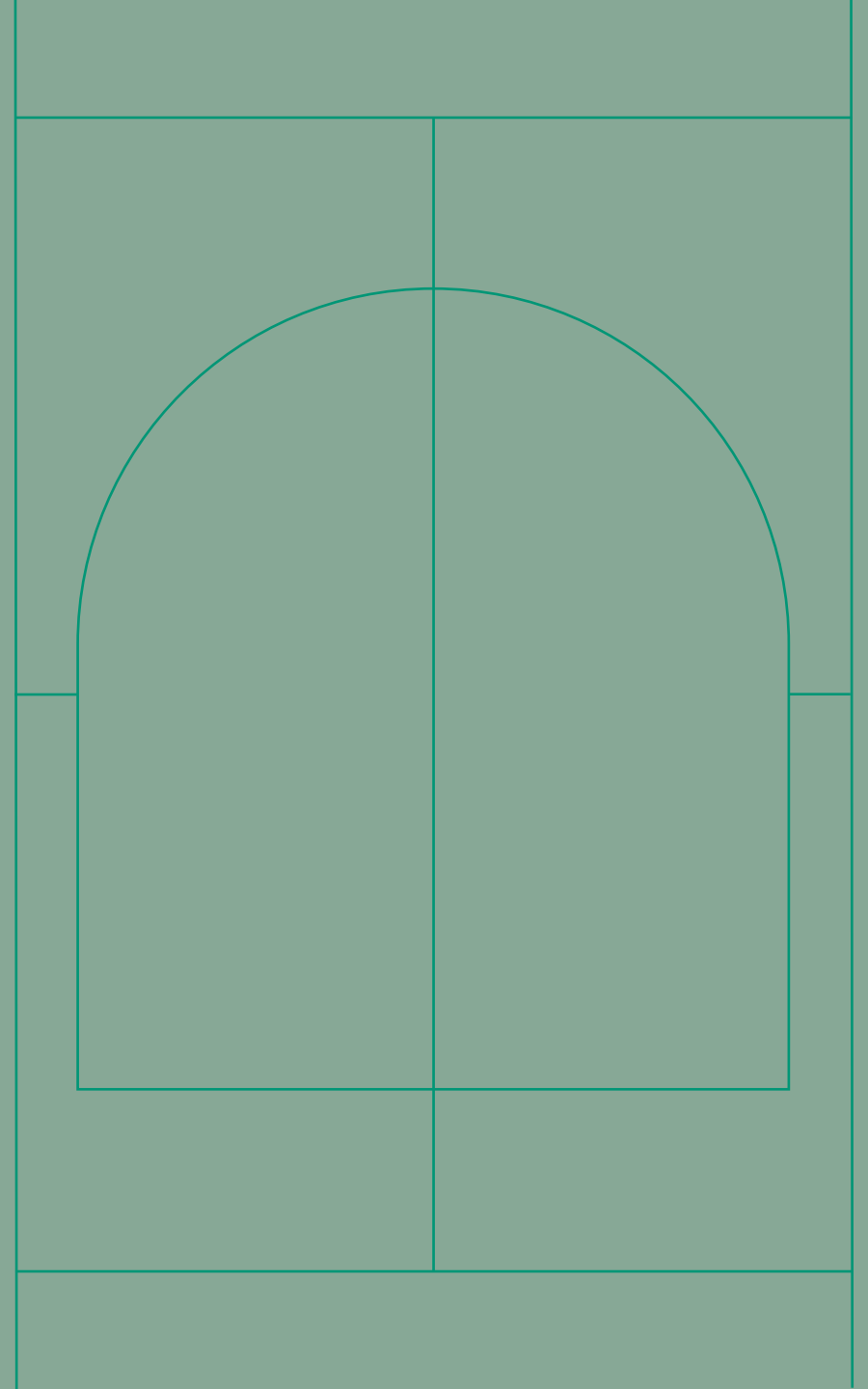
## Administrative Discharge

If the Discharge interview has not been conducted by day 15



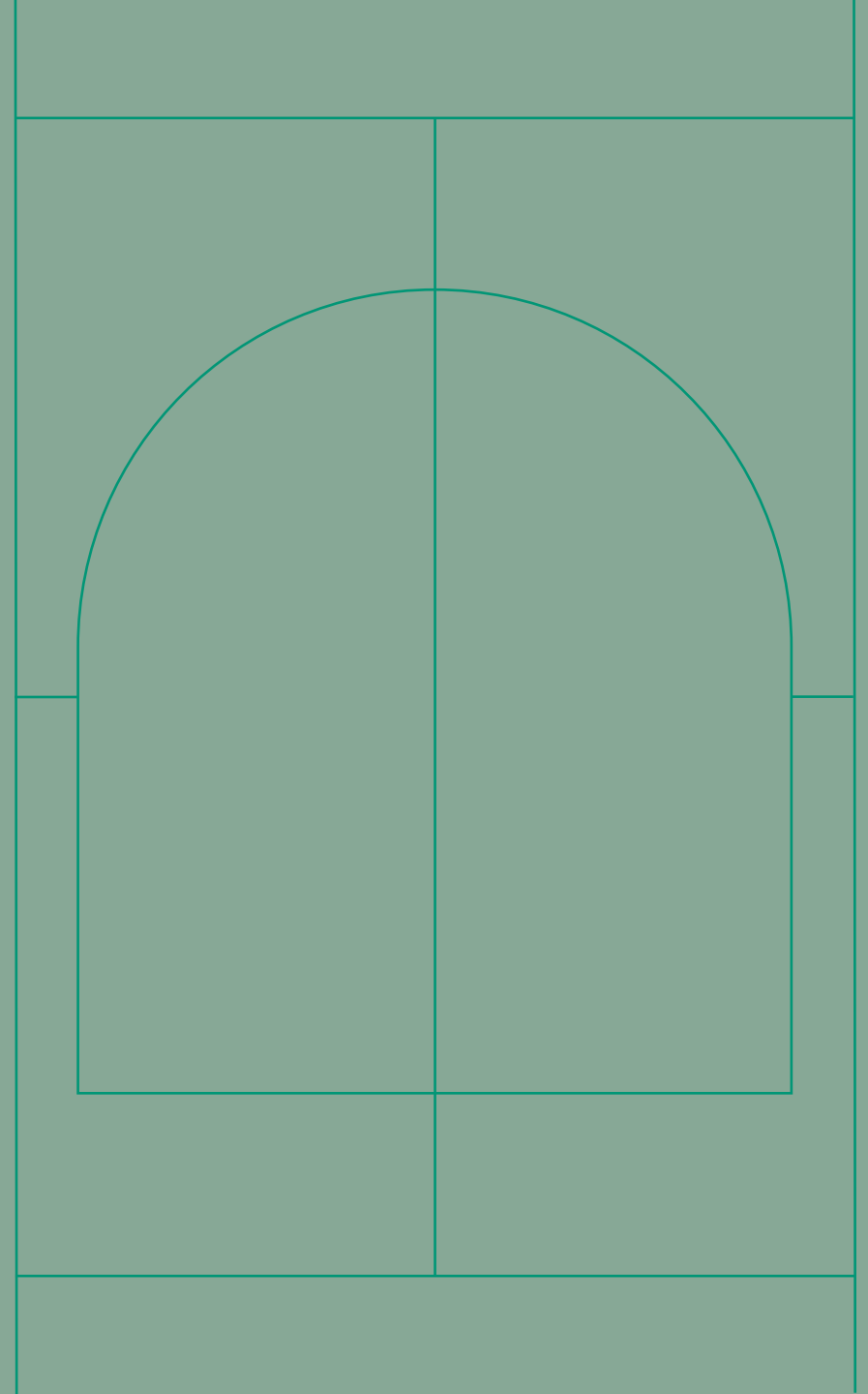
# Inputting GPRA's into DEBS

- Contract/Grant ID auto-fills from the DEBS system
- Red icons in the section headers indicate questions that are unanswered
- Red icons next to questions indicate response(s) are required
- For the SOR grant one of the client's diagnoses must be an Opioid-related disorder, Cocaine-related disorder, or Other stimulant-related disorder.



# Inputting GPRA's into DEBS

- When certain responses are selected for some questions, additional question boxes will pop-up
- When "Other" options are selected, please specify with the detail provided by the client
- GPRA submissions process overnight, if there are errors beyond unanswered questions then you'll receive an email notification the next day to address the errors in DEBS
  - You have 60 days from error notification to address them before the GPRA is deleted from DEBS
  - If you have specific questions on what the error is referring to, first check DEBS, then if questions still exist contact the SOR team at DMHA





For additional questions regarding  
inputting GPRAs into DEBS, please reach  
out to the SOR team at DMHA

- SOR Data Coordinator,  
[Joann.Keys@fssa.IN.gov](mailto:Joann.Keys@fssa.IN.gov)
- SOR Grant Assistant,  
[Laura.Schairbaum@fssa.IN.gov](mailto:Laura.Schairbaum@fssa.IN.gov)