

LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
GPR Tool Instructions & Process

I. The GPR Tool

- a. GPR is an acronym for: *Government Performance and Results Act*
- b. Collection tool to gather and report performance data specific to State Opioid Response (SOR) funding
- c. There are three parts of the GPR Tool: *Intake, Follow-Up, and Discharge*

II. The GPR Tool MUST be completed for those individuals who have utilized substances that contain opioids and/or stimulants

- a. GPR tool can be found at:
<https://www.ddap.pa.gov/Documents/GPR/CSAT%20GPR%20Tool%20English.pdf>
- b. GPR instructions can be found at:
<https://www.ddap.pa.gov/Documents/GPR/CSAT%20GPR%20QxQ.pdf>

III. Department of Corrections

- a. If circumstances warrant*, it is strongly encouraged that the DOC staff permit the individual to view the *LCDAC GPR Training Video* <https://vimeo.com/610051049>
(*It is realized that in most circumstances, this is not possible)
- b. DOC staff are responsible for reviewing and obtaining a signature from the individual on the following documents:
 - i. *GPR Acknowledgment Signature Page*
<https://www.co.lancaster.pa.us/DocumentCenter/View/13287/GPR-Follow-Up-Acknowledgement-Signature-Page-rvsvd-08122021>
 - ii. *MAT Participant Information Form*
 - iii. For ALL identified listed individuals on the *GPR Acknowledgment Signature Page* and/or the *MAT Participant Information Form* who can be contacted to reach the client, a LCDAC consent form
<https://www.co.lancaster.pa.us/DocumentCenter/View/13286/06-Consent-to-Release-Information-rvsvd-08122021> **MUST** be completed ***for each listed individual***
 - iv. Email all documents to: DrugAlcohol@co.lancaster.pa.us
- c. DOC staff are responsible for completing the *Intake GPR*,
- d. DOC staff are responsible for entering the *Intake GPR* into *PA WITS* (Web Infrastructure for Treatment Services).
- e. No other GPR related functions are required by the DOC staff as the LCDAC staff will take over the remaining required GPR related functions.

IV. Inpatient Treatment Providers

- a. It is strongly encouraged that the *LCDAC GPR Training Video* <https://vimeo.com/610051049> be viewed by the individual **prior** to initiating the intake GPR.
- b. The inpatient treatment provider staff will have the individual complete the *GPR Acknowledgment Signature Page*
<https://www.co.lancaster.pa.us/DocumentCenter/View/13287/GPR-Follow-Up-Acknowledgement-Signature-Page-rvsvd-08122021>
 - i. For ALL identified listed individuals who can be contacted to reach the client, a LCDAC consent form <https://www.co.lancaster.pa.us/DocumentCenter/View/13286/06-Consent-to-Release-Information-rvsvd-08122021> **MUST** be completed ***for each listed individual***

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- c. The inpatient treatment provider staff are responsible for completing the *Intake GPRA*.
- d. Upon completion of the *Intake GPRA*, the inpatient treatment provider staff will email the completed *Intake GPRA*, ***GPRA Acknowledgement Signature Page***, AND all completed consents for those individuals who may be contacted to reach the client. Send everything to DrugAlcohol@co.lancaster.pa.us,
- e. **Do NOT enter the GPRA into the PA WITS system***
(*LCDAC will take the responsibility of entering the intake GPRA tool into the PA WITS system)
- f. At discharge, provider staff is responsible for asking the individual to sign a consent that allows LCDAC to contact the Aftercare agency or agencies to which the individual is being referred.
 - i. Upon completion of the consent(s), the provider will email the consent(s) to:
DrugAlcohol@co.lancaster.pa.us
- g. No other GPRA related functions are required by the inpatient treatment provider staff as the LCDAC staff will take over the remaining required GPRA related functions (i.e., *Follow-Up GPRA*)

V. Case Management Services at the Outpatient level

- a. The Outpatient treatment provider staff are responsible for completing the *Intake GPRA* , the *Follow-Up GPRA*, and the *Discharge GPRA*.
- b. Upon completion of the *Intake GPRA*, the Outpatient treatment provider staff will email the completed *Intake GPRA* to DrugAlcohol@co.lancaster.pa.us,
- c. **Do NOT enter the GPRA into the PA WITS system***
(*LCDAC will take the responsibility of entering the *Intake GPRA* tool into the PA WITS system)
- d. Upon completion of the *Follow-Up GPRA*, the Outpatient treatment provider staff will email the completed *Follow-Up GPRA* to DrugAlcohol@co.lancaster.pa.us,
- e. **Do NOT enter the GPRA into the PA WITS system***
(*LCDAC will take the responsibility of entering the *Intake GPRA* tool into the PA WITS system)
- f. Upon completion of the *Discharge GPRA*, the Outpatient treatment provider staff will email the completed *Discharge GPRA* to DrugAlcohol@co.lancaster.pa.us,
- g. **Do NOT enter the GPRA into the PA WITS system***
(*LCDAC will take the responsibility of entering the *Intake GPRA* tool into the PA WITS system)
- h. LCDAC staff will do their due diligence to send out reminders to the Outpatient treatment provider staff when the *Follow-Up GPRA*'s are due, which is between 5-8 months after the *Intake GPRA* was completed. **HOWEVER, it is the outpatient provider's responsibility to complete the follow-up GPRA's.**

VI. Individuals Prescribed Medication(s) for an Opioid Use Disorder (MOUD)

- a. The MAT/MARS/hospital service provider staff are responsible for completing the *Intake GPRA*, the *Follow-Up GPRA*, and the *Discharge GPRA*.
- b. Upon completion of the *Intake GPRA* tool, the MAT/MARS/hospital service provider staff will email the completed *Intake GPRA* to DrugAlcohol@co.lancaster.pa.us,
- c. **Do NOT enter the GPRA into the PA WITS system***

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- (*LCDAC will take the responsibility of entering the *Intake GPRA* tool into the PA WITS system)
- d. Upon completion of the *Follow-Up GPRA*, the MAT/MARS/hospital service provider staff will email the completed *Follow-Up GPRA* to DrugAlcohol@co.lancaster.pa.us,
 - e. **Do NOT enter the GPRA into the PA WITS system***
(*LCDAC will take the responsibility of entering the *Intake GPRA* tool into the PA WITS system)
 - f. Upon completion of the *Discharge GPRA*, the MAT/MARS/hospital service provider staff will email the completed *Discharge GPRA* to DrugAlcohol@co.lancaster.pa.us,
 - g. **Do NOT enter the GPRA into the PA WITS system***
(*LCDAC will take the responsibility of entering the *Intake GPRA* tool into the PA WITS system)
 - h. While the LCDAC STAFF will do their due diligence to send out reminders to the MAT/MARS/hospital service provider staff when the *Follow-Up GPRA*'s are due, which is between 5-8 months after the *Intake GPRA* was completed; **it is the MAT/MARS/hospital service provider staff's responsibility to complete the *Follow-Up GPRA*'s.**