



GPRA Questionnaire

User Guide

31 May 2023

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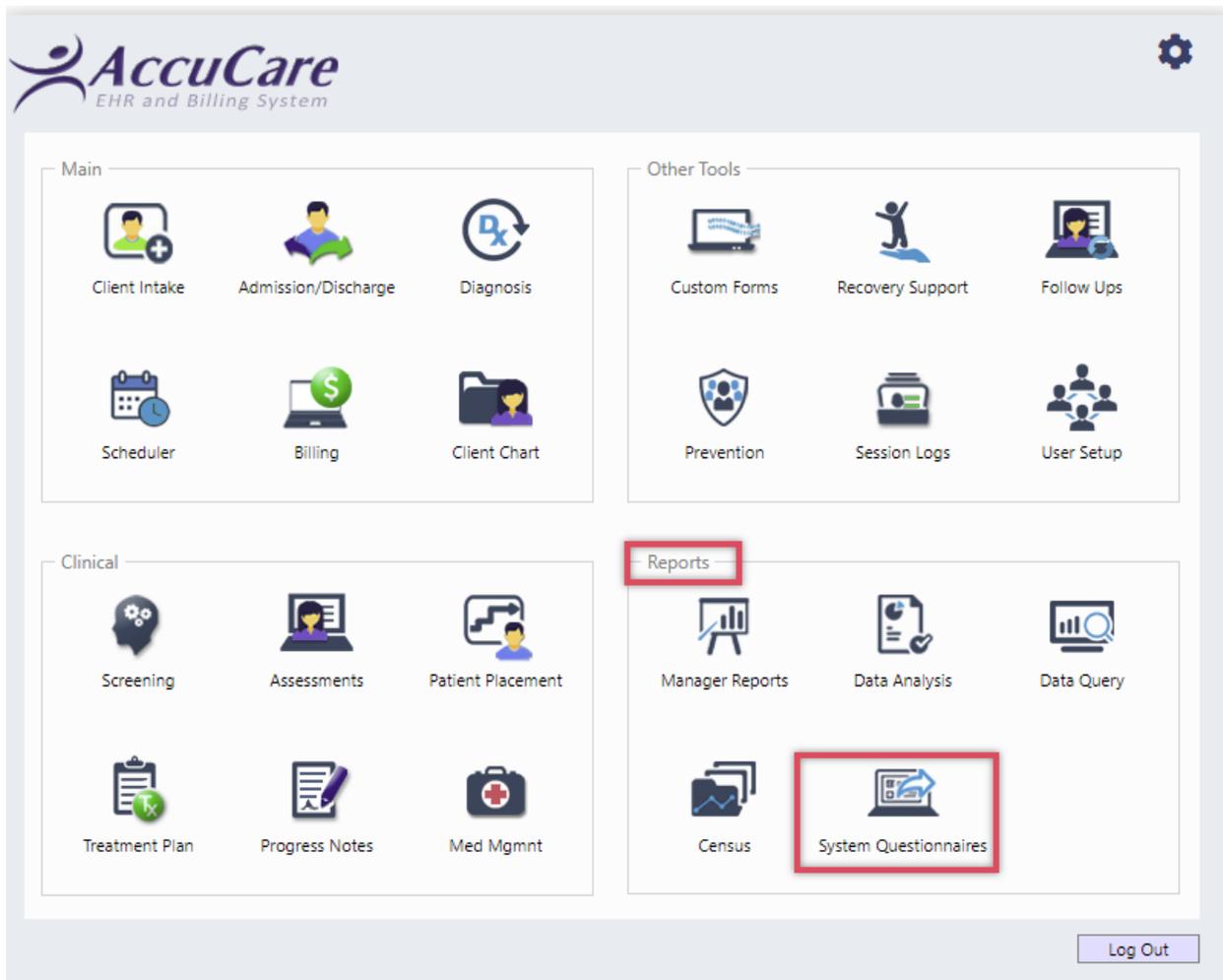
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GPRa Questionnaire Added to AccuCare

GPRa questionnaire – This is an update to the questionnaire that covers version OMB No.0930-0208. The GPRa questionnaire is only accessible in the system questionnaire module and must be activated before it can be used. The questionnaire will generate a standard Question and Answer Report for the GPRa Intake, Follow-up, and Discharge questionnaires. You will be able to create, edit, preview, print, and send a copy of the report electronically and export the data to SPARS.

Where is the new GPRa questionnaire located in AccuCare?

On the Main Menu select the System Questionnaire Icon in the Reports quadrant. If you are unable to see this icon on the Main Menu it might be hidden from view. **If this is the case please view [Personalize the Ribbon and Main Menu Icons \(Video\)](#).**



How to start the GPRA questionnaire?

After opening the System Questions:

- a. Click the [Add New] button located at the bottom of this dialog box.

Export	Client Name	Admission Date	Questionnaire	Last Updated	Status	Date Submitted	Edit	Delete	Print	File & Sign	Signed
<input type="checkbox"/>											

- b. Open [Select Client] by typing in the first two or three letters of the last name or use the spyglass to search by the last name.
- c. Select from the External System dropdown
 - i. GPRA – Intake (0930-0208) to start the first report for the selected client
 - ii. GPRA – Follow Up (0930 -0280) to start the second report for the selected client
 - iii. GPRA – Discharge (0930-0280) to start the third report for the selected client
- d. Click the [Start] button to open the selected report

Add New Client Questionnaire

Select Client: Abley, Anna

Select External System: GPRA - INTAKE (0930-0208)

GPRA - Discharge

GPRA - DISCHARGE (0930-0208)

GPRA - Follow Up

GPRA - FOLLOW-UP (0930-0208)

GPRA - Intake

GPRA - INTAKE (0930-0208)

Illinois DASA - DARTS Client Profile

Oregon Health Authority - MOTS Client Profile

Add New **Errors Report**

Add New Client Questionnaire

Select Client: Abley, Anna

Select External System: GPRA - INTAKE (0930-0208)

Start **Cancel**

How many questionnaires make up the GPRA?

There are three GPRA Questionnaires. They are Intake, Follow up, and Discharge. When you create or open an existing GPRA you will first be taken to the Records Management tab. Review and answer all applicable questions as you go through each tab. Each questionnaire will start with a Record Management tab.

First Report - GPRA-Intake (0930-0280)

The screenshot shows the 'GPRA - INTAKE (0930-0208)' form. At the top, the client information is displayed: Client Name: Doe, Jane; Client Ref #: 4; Client Date of Birth: 04/27/1992. Below this, there are four tabs: Record Management (selected), Substance Use/Planned Services, Sections C-G, and Program Specific Questions. The form fields include: Client ID (text input with '4'), Client Description by Grant Type (dropdown), Contract/Grant ID (dropdown with an 'Add/Edit' button), and Interview Date (calendar icon with '04/14/2023'). The section title is 'A. RECORD MANAGEMENT - DEMOGRAPHICS'. The questions are: 1. What is your birth month and year? (Month: '04', Year: '1992'); 2. What do you consider yourself to be? (dropdown menu and 'Other (Specify):' text input); 3. Are you Hispanic, Latino/a, or of Spanish origin? (checkbox). At the bottom, there are buttons for 'Next', 'Previous', 'Cancel', and 'Save and Close'.

Second Report - GPRA-Follow up (0930-0280)

The screenshot shows the 'GPRA - FOLLOW-UP (0930-0208)' form. At the top, the client information is displayed: Client Name: Doe, Jane; Client Ref #: 4; Client Date of Birth: 04/27/1992. Below this, there are five tabs: Record Management, Substance Use (selected), Sections C-G, Program Specific Questions, and Follow-Up Status. The form fields include: Client ID (text input with '4'), Client Description by Grant Type (dropdown), Contract/Grant ID (dropdown with an 'Add/Edit' button), and Interview Date (calendar icon with '04/14/2023'). The section title is 'A. RECORD MANAGEMENT - DEMOGRAPHICS'. The questions are: Interview Type (dropdown menu); Did you conduct a follow up interview? (checkbox). At the bottom, there are buttons for 'Next', 'Previous', 'Cancel', and 'Save and Close'.

Third Report - GPRA-Discharge (0930-0280)

GPRA - DISCHARGE (0930-0208)

Client Name: Doe, Jane
Client Ref #: 4
Client Date of Birth: 04/27/1992

Record Management | Substance Use | Sections C-G | Program Specific Questions | Discharge Status | Services Received

Client ID: 4
Client Description by Grant Type:
Contract/Grant ID:
Interview Date: 04/14/2023
Interview Type:
Did you conduct a discharge interview?
Next Previous Cancel Save and Close

How to Create and Save Your GPRA

- a. Upon opening the GPRA start with the Record Management tab
- b. Click the [Next] to move to the next tab
- c. Click the [Save and Close] to return to the System Questionnaire

GPRA - INTAKE (0930-0208)

Client Name: Abley, Anna
Client Ref #: AA19659222
Client Date of Birth: 08/14/1965

Record Management | Substance Use/Planned Services | Sections C-G | Program Specific Questions

Client ID: AA19659222
Client Description by Grant Type: Treatment grant client
Contract/Grant ID:
Interview Date: 05/31/2023

A. RECORD MANAGEMENT - DEMOGRAPHICS

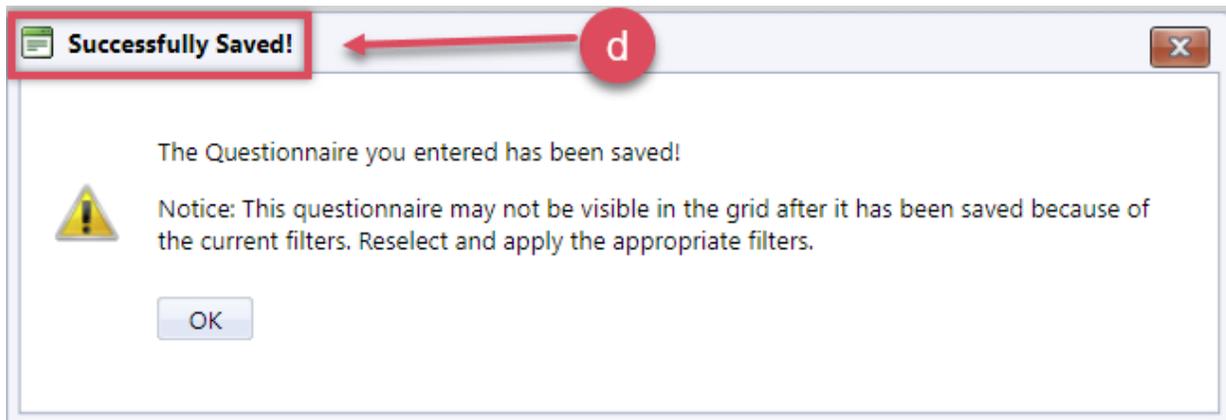
1. What is your birth month and year?
Month: 08
Year: 1965

2. What do you consider yourself to be?
Other (Specify):

3. Are you Hispanic, Latino/a, or of Spanish origin?

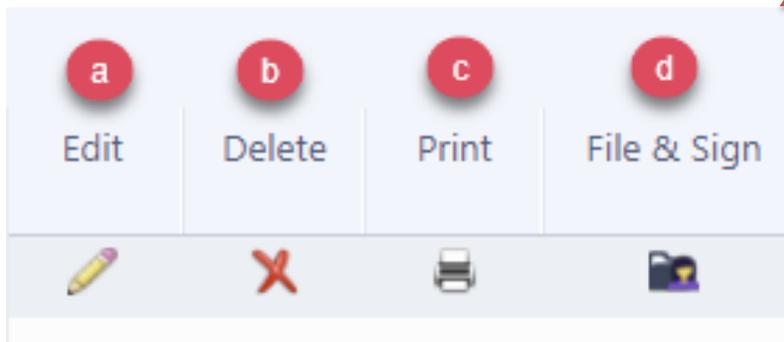
Next Previous Cancel Save and Close

d. Confirmation GRPR save successfully



How to Edit, Delete, Print, and File & Sign GPRA

Export	Client Name	Admission Date	Questionnaire	Last Updated	Status	Date Submitted	Edit	Delete	Print	File & Sign	Signed
<input type="checkbox"/>	Abley, Anna	05/31/2023	GPRA - INTAKE (0930-0208)	05/31/2023	Complete						..



- a. Edit allows you to return to your GPRA to continue
- b. Delete the GPRA, if you have the proper permissions
- c. Print out your GPRA
- d. File & Sign – Sign the GPRA and send a copy to Chart Management

How to Lookup a Client's GPRA in System Questionnaire

System Questionnaire

Filters

Choose Clients:

Choose Filter:

Select Date:

All Dates Date Range to

Export	Client Name	Admission Date	Questionnaire	Last Updated	Status	Date Submitted	Edit	Delete	Print	File & Sign	Signed
<input type="checkbox"/>	Abba, Charlene	04/24/2023	GPRA - INTAKE (0930-0208)	04/24/2023	Complete						--
<input type="checkbox"/>	Abba, Charlene	04/24/2023	GPRA - FOLLOW-UP (0930-0208)	04/24/2023	Complete						--
<input type="checkbox"/>	Abba, Charlene	04/24/2023	GPRA - DISCHARGE (0930-0208)	04/24/2023	Complete						--

After you have created a question you may need to go back to add, change, or review your responses. When you first go into System Questionnaire you will need to search for the client to find existing GPRA questionnaires.

- Type in the client's last name
- Click the [Apply Filters] button to see the results
- A list of created GPRA(s) will show below
- Select the one you wish to view and edit by clicking the pencil icon

Explanation of other filters found in the System Questionnaire

Using Choose Filter: dropdown box you will be able to filter by status

System Questionnaire

Filters

Choose Clients:

Choose Filter:

Select Date:

All Dates Date Range to

Export	Client Name	Admission Date	Questionnaire	Last Updated	Status	Date Submitted	Edit	Delete	Print	File & Sign	Signed
<input type="checkbox"/>	Able, John	05/01/2020	GPRA - Int	07/01/2020	Complete						--

You will also be able to narrow down your search by Last Updated, Date Submitted, and Admission Date.

System Questionnaire

Filters

Choose Clients:

Choose Filter:

Select Date:

All Dates Date Range to

Export	Client Name	Admission Date	Questionnaire	Last Updated	Status	Date Submitted	Edit	Delete	Print	File & Sign	Signed
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You are given the option to select All Dates (default) or enter a Date Range

System Questionnaire

Filters

Choose Clients: Able, John

Choose Filter: Complete

Select Date: Admission Date

All Dates

Date Range 04/01/2020 to 06/01/2020

Apply Filters

Clear Filters

Here is an example of my Apply Filters

System Questionnaire

Filters

Choose Clients: Able, John

Choose Filter: Complete

Select Date: Admission Date

All Dates

Date Range 04/01/2020 to 06/01/2020

Export	Client Name	Admission Date	Questionnaire	Last Updated	Status	Date Submitted	Edit	Delete	Print	File & Sign	Signed
<input type="checkbox"/>	Able, John	05/01/2020	GPRA - Intake	07/01/2020	Complete						--
<input type="checkbox"/>	Able, John	06/01/2020	GPRA - Follow Up	07/01/2020	Complete						--

Apply Filters

Clear Filters

GPRA Export to SPARS

The information entered and collected in each of the GPRA forms listed above can now be exported into a CSV batch file. The CSV batch file will be downloaded to the AccuCare user's download folder on their local computer.

System Questionnaire

Filters

Choose Clients: Abba, Charlene

Choose Filter: Select a filter

Select Date: Last Updated

All Dates

Date Range Start Date to End Date

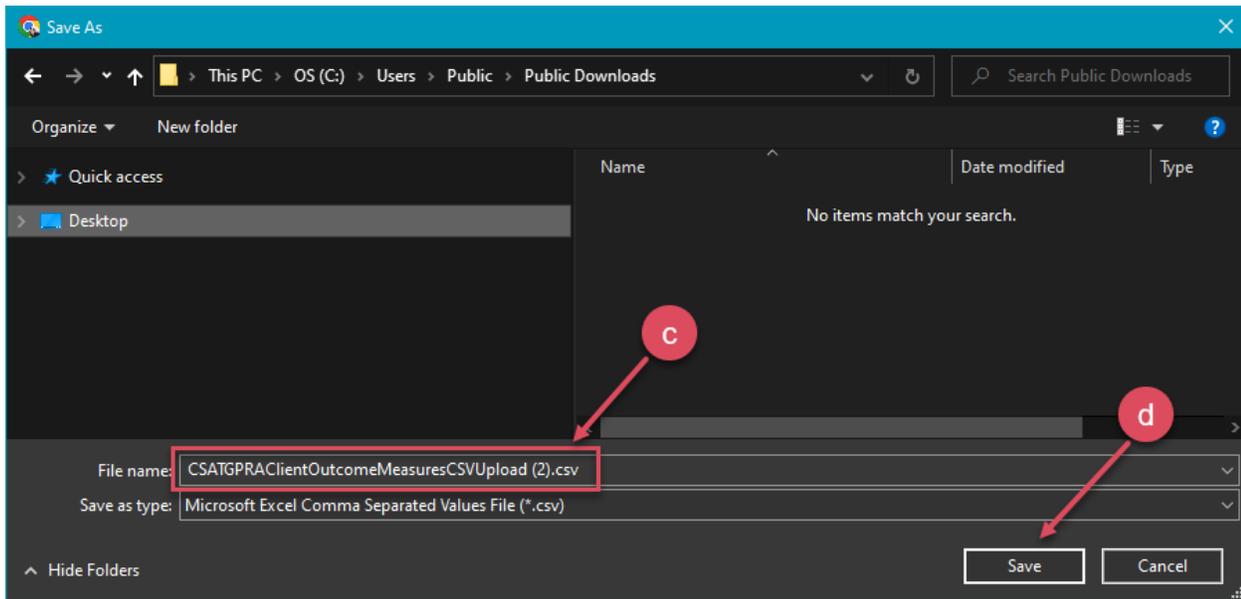
Apply Filters

Clear Filters

Export	Client Name	Admission Date	Questionnaire	Last Updated	Status	Date Submitted	Edit	Delete	Print	File & Sign	Signed
<input checked="" type="checkbox"/>	Abba, Charlene	04/24/2023	GPRA - INTAKE (0930-0208)	04/24/2023	Complete						--
<input type="checkbox"/>	Abba, Charlene	04/24/2023	GPRA - FOLLOW-UP (0930-0208)	04/24/2023	Complete						--
<input type="checkbox"/>	Abba, Charlene	04/24/2023	GPRA - DISCHARGE (0930-0208)	04/24/2023	Complete						--

Add New Errors Report Export Close

- Check the corresponding box to the GPRA you plan to export.
- Click the [Export] button to create the



c. File name is created (make note of the location for when you are ready to upload the file through your SPARS account.)

d. Click the [Save] button to save a CSV batch file to your hard drive.

This allows the CSAT grantee to directly upload the CSV batch file to their SPARS account. (Grantees: once you are logged into SPARS-CSAT, go to Data Entry>Batch Upload to upload the GPRA CSV batch file).

Please note: the previous GPRA forms GPRA- INTAKE, GPRA- FOLLOWUP, and GPRA- DISCHARGE are still available in AccuCare. However, these forms are no longer utilized or collected by SPARS for CSAT grantees and cannot be exported.

For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!

