GPRA Questionnaire

User Guide

31 May 2023

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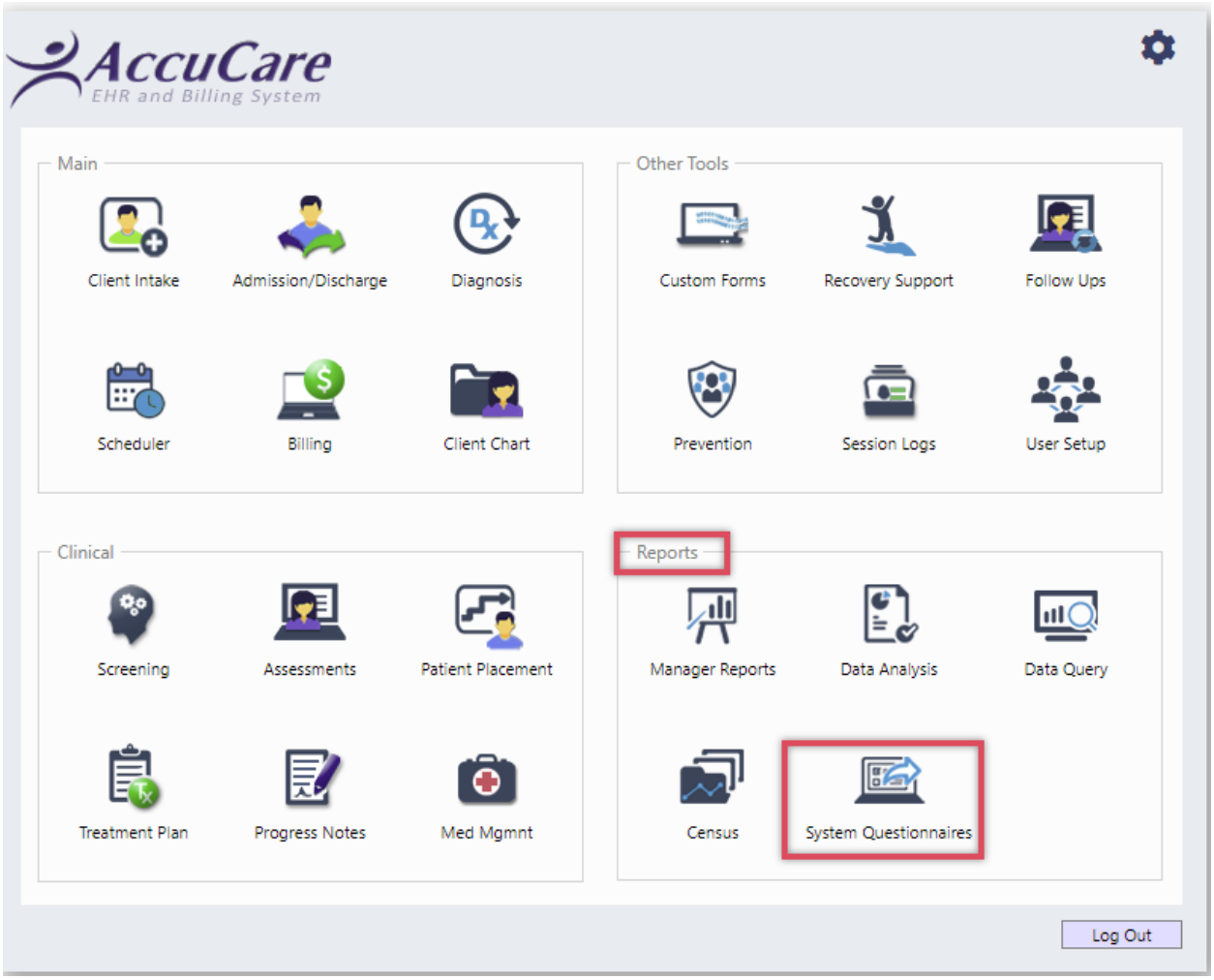
GPRA Questionnaire Added to AccuCare

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?

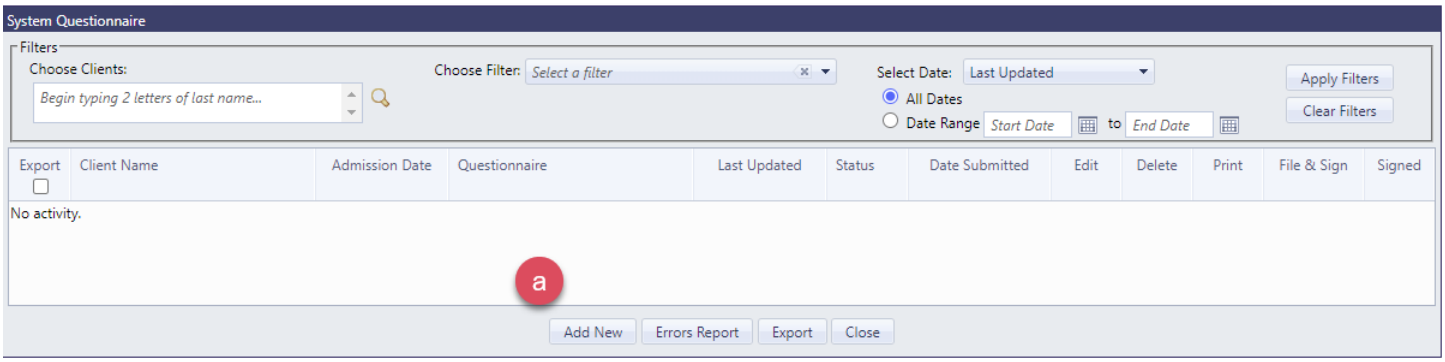
On the Main Menu select the System Questionnaire Icon in the Reports quadrant. If you are unable to see this icon on the Main Menu it might be hidden from view. **If this is the case please view [Personalize the Ribbon and Main Menu Icons (Video).]**



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.**



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.**

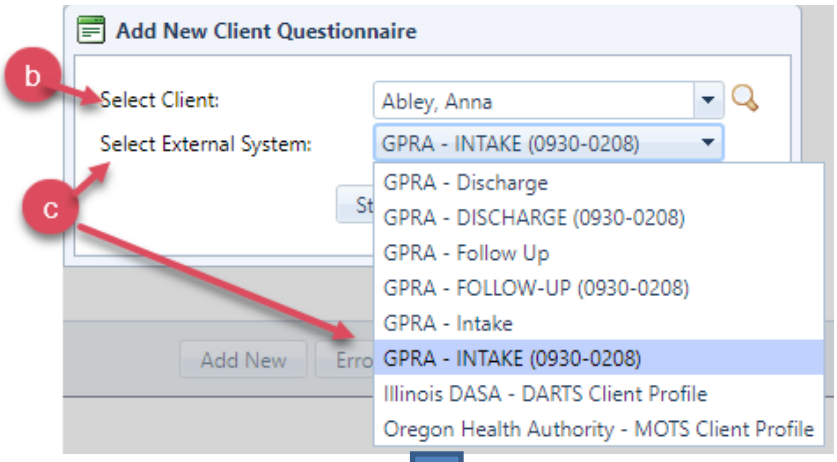
c. **Select from the External System dropdown**

   i. **<u>GPRA – Intake (0930-0208)</u> to start the first report for the selected client**

   ii. **<u>GPRA – Follow Up (0930 -0280)</u> to start the second report for the selected client**

   iii. **<u>GPRA – Discharge (0930-0280)</u> to start the third report for the selected client**

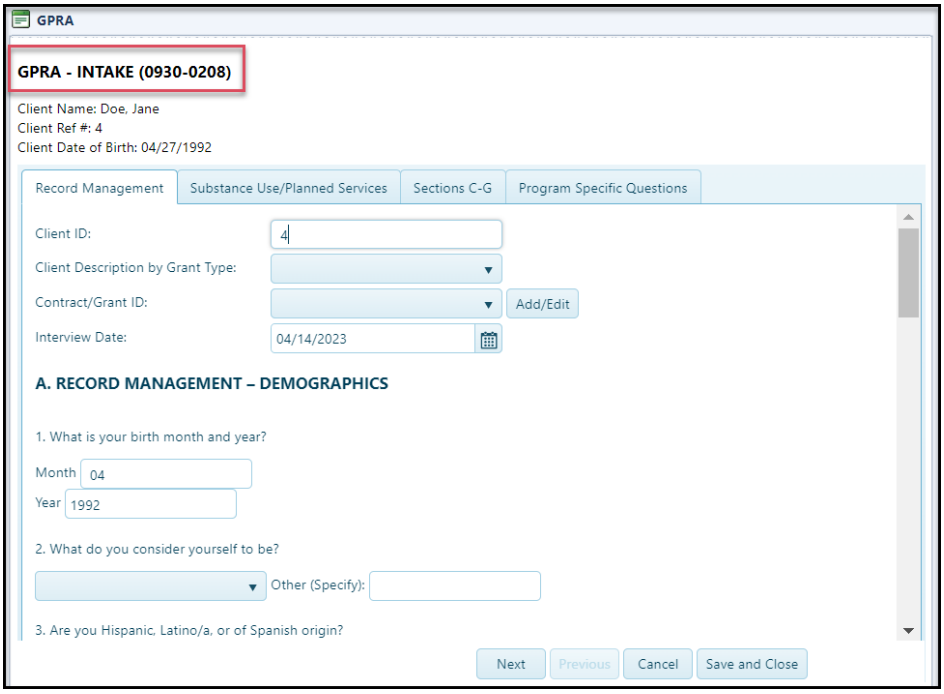
d. **Click the [Start] button to open the selected report**



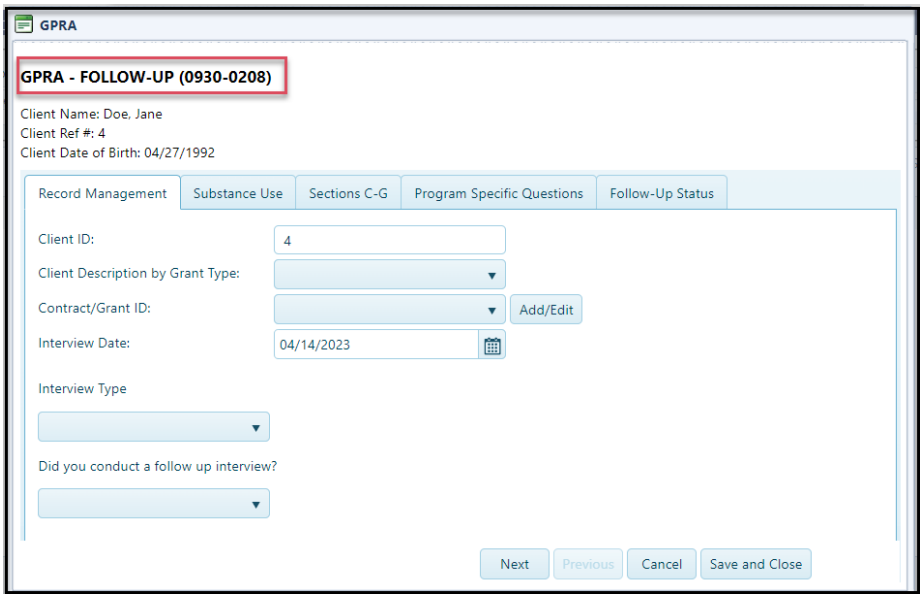
How many questionnaires make up the GPRA?

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.

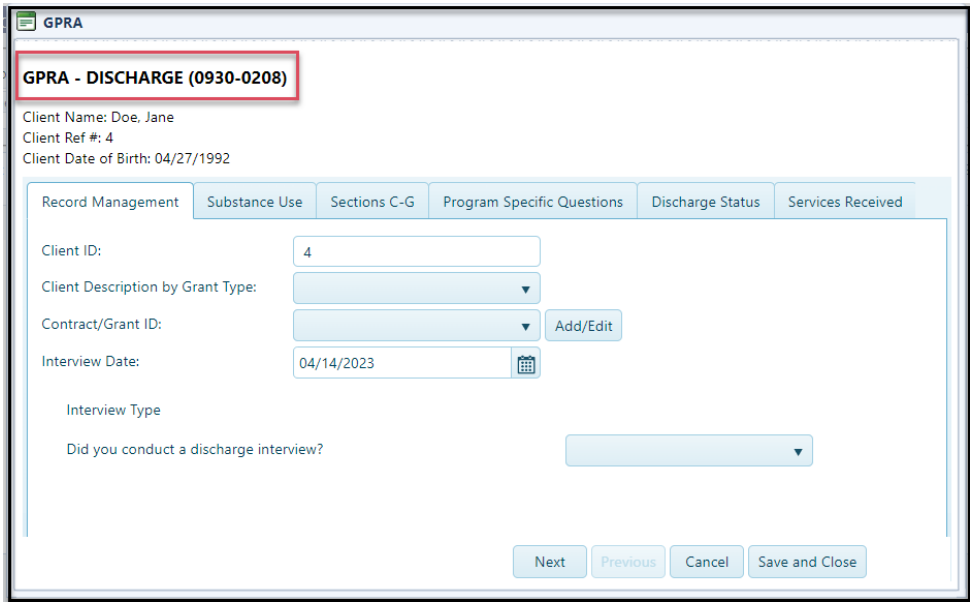
First Report - GPRA-Intake (0930-0280)



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

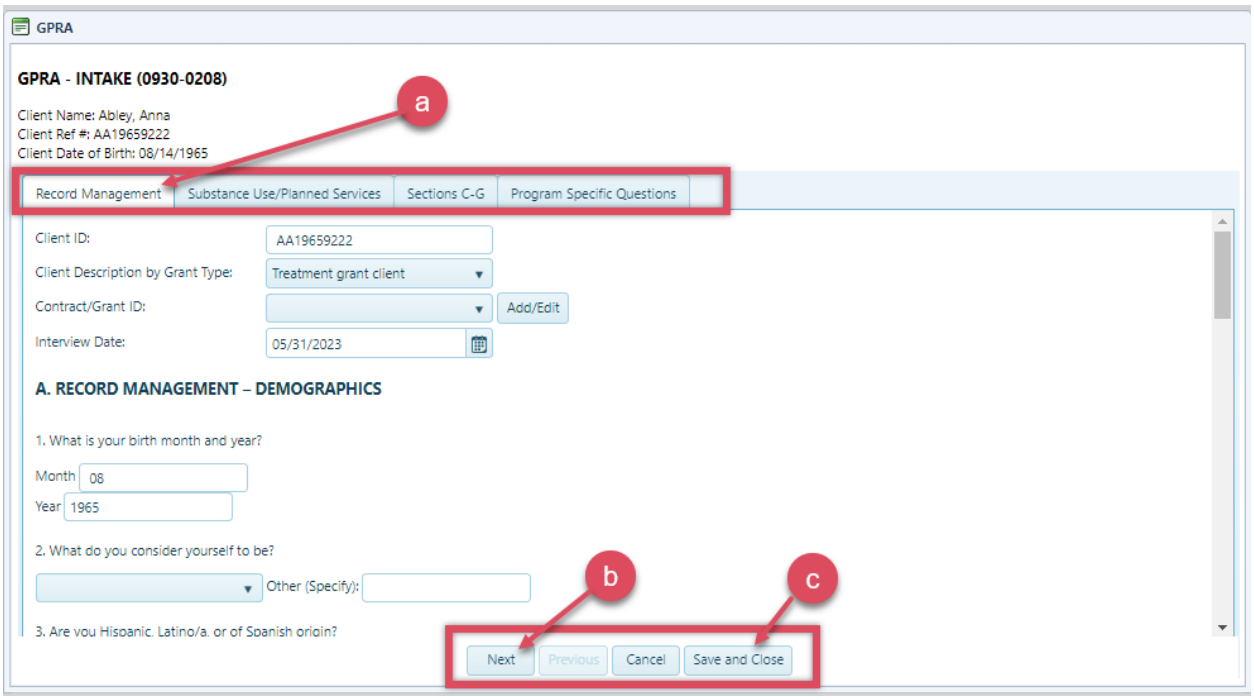


Third Report - GPRA-Discharge (0930-0280)

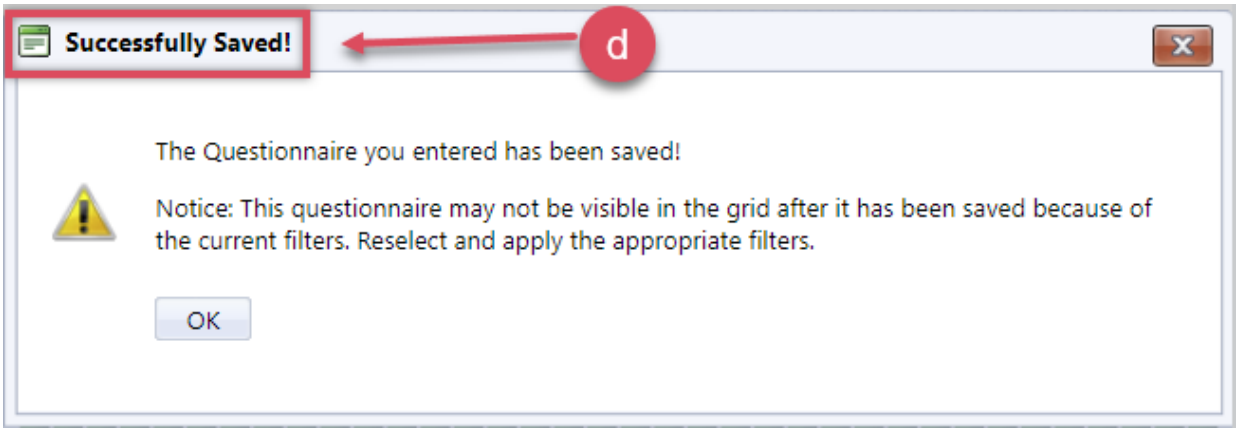


How to Create and Save Your GPRA

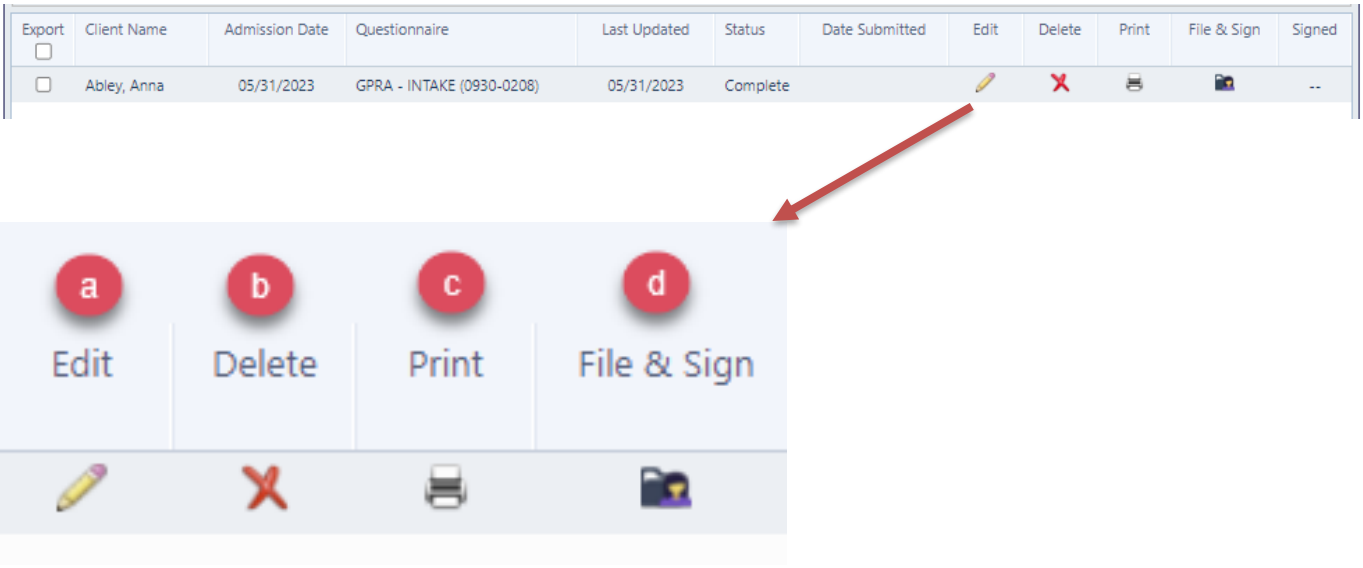
a. **Upon opening the GPRA start with the Record Management tab**
b. **Click the [Next] to move to the next tab**
c. **Click the [Save and Close] to return to the System Questionnaire**



d. Confirmation GRPR save successfully

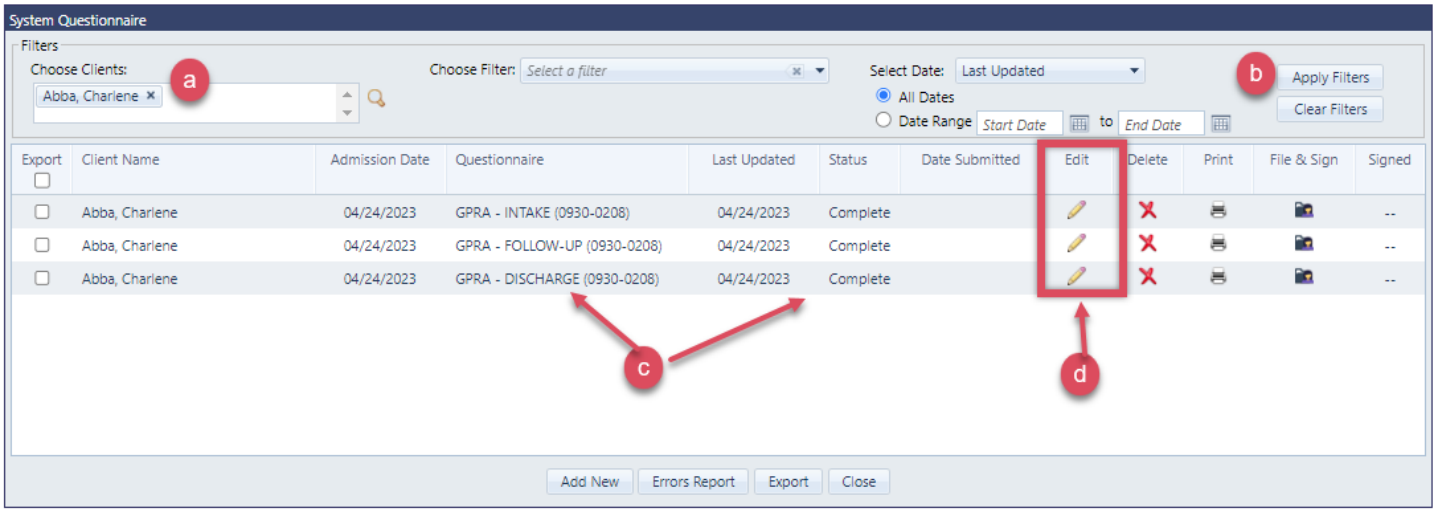


How to Edit, Delete, Print, and File & Sign GPRA



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

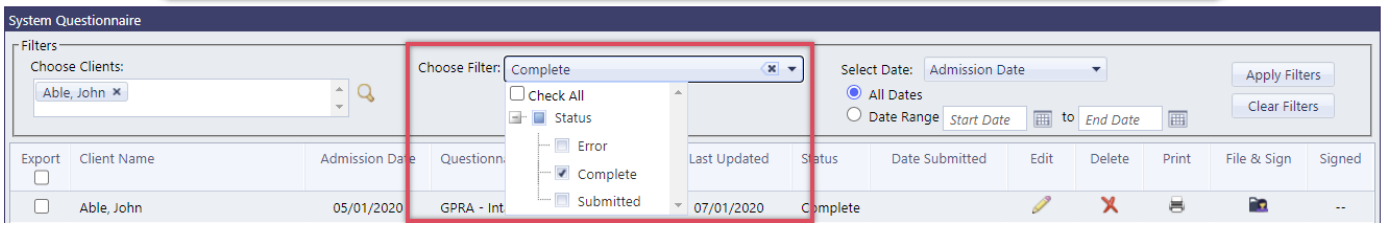


After you have created a question you may need to go back to add, change, or review your responses. When you first go into System Questionnaire you will need to search for the client to find exiting GPRA questionnaires.

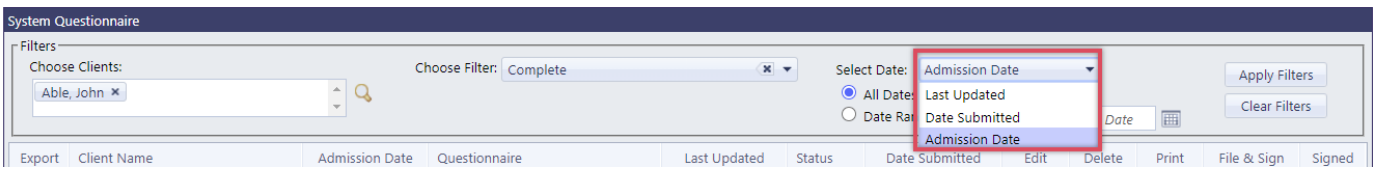
a. **Type in the client's last name**
b. **Click the[Apply Filters] button to see the results**
c. **A list of created GPRA(s) will show below**
d. **Select the one you wish to view and edit by clicking the pencil icon**

Explanation of other filters found in the System Questionnaire

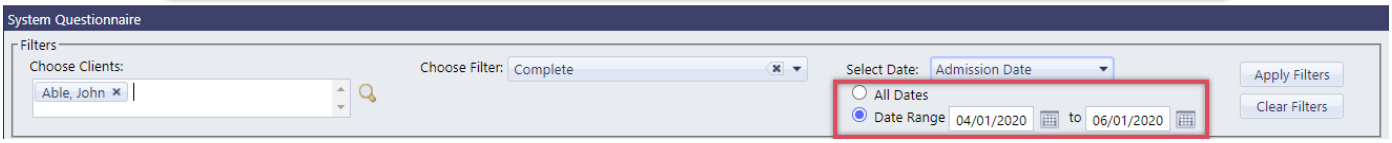
Using <u>Choose Filter:</u> dropdown box you will be able to filter by status



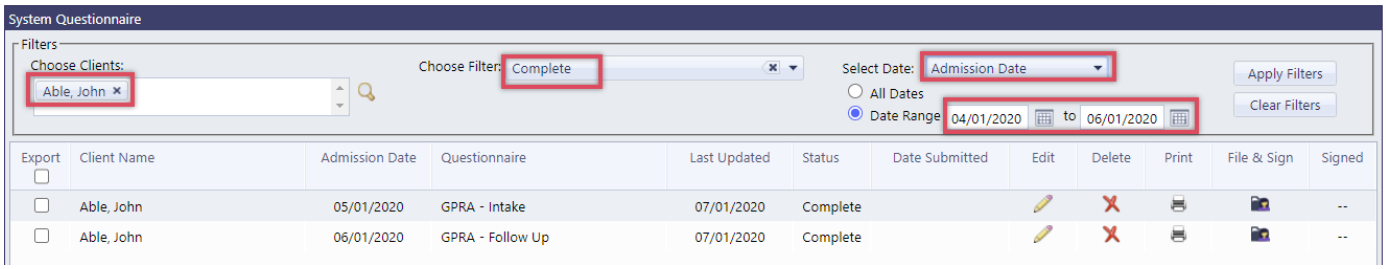
You will also be able to narrow down your search by Last Updated, Date Submitted, and Admission Date.



You are given the option to select All Dates (default) or enter a Date Range

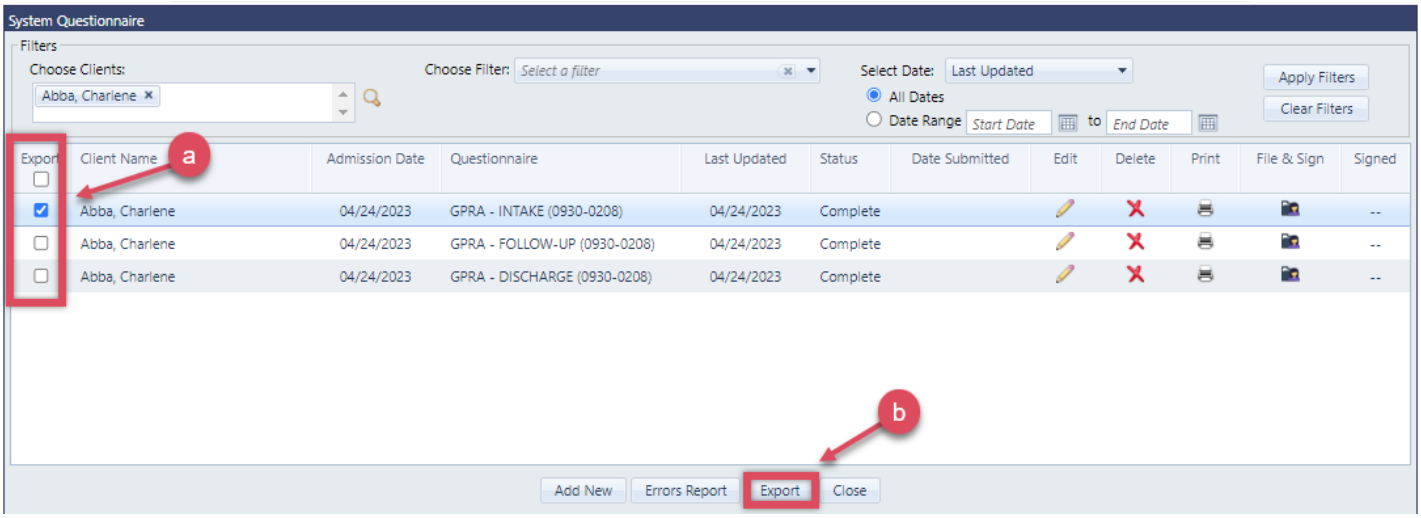


Here is an example of my Apply Filters

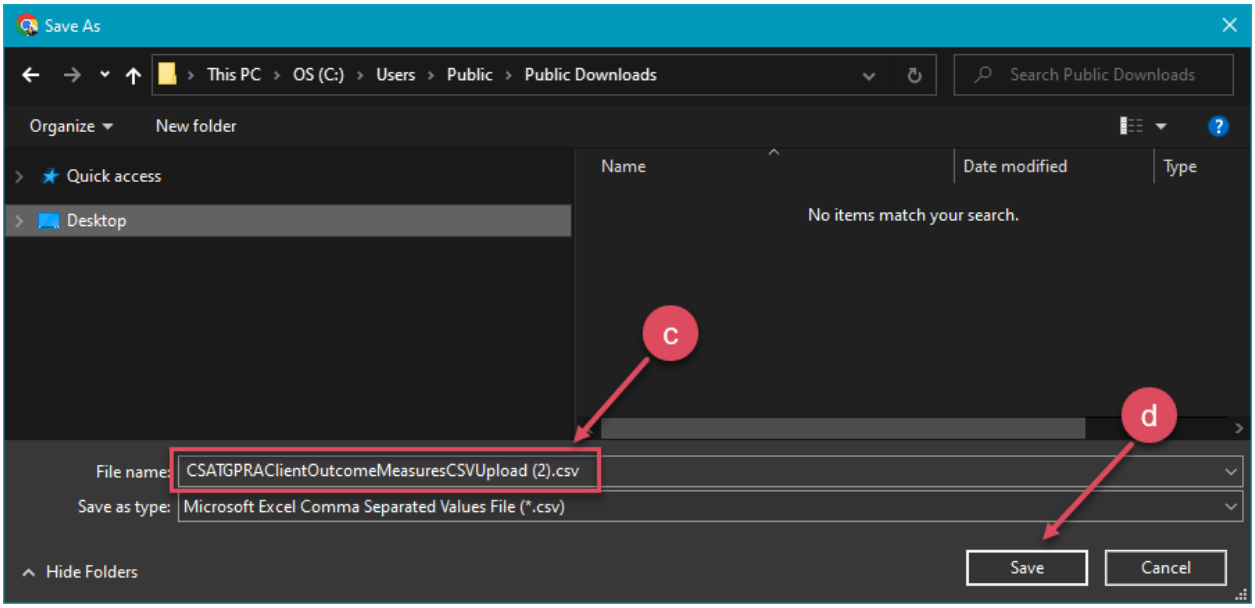


GPRA Export to SPARS

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.



a. **Check the corresponding box to the GPRA you plan to export.**
b. **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!