**GPRA Guidance**

**General**

* If the grantee is not entering information directly into WITS at the time of the interview, the Grantees should aim to enter their data into WITS within 1 day—but no later than 7 days—after the GPRA interview is conducted.
* Each client should have his/her own unique client ID that is used at all three data collection points (i.e., GPRA intake/baseline, 6 months GPRA post-intake/baseline, GPRA discharge.) The same unique ID is used each time, even if the client has more than one episode of care. For confidentiality reasons, do not use any portion of the client’s date of birth, Social Security Number, or mother’s maiden name in the Client ID.
* If a grantee leaves and then comes back, grantees are only required to administer the GPRA baseline one time per client. However, grantees may choose to administer a second (or third, fourth, etc.) baseline GPRA. In this case, the subsequent 6-month follow-up will be required from the latest baseline only.
* SOR funding can be used for incentives, with a maximum cash value of $30 per interview. The incentives can include items such as food vouchers, transportation vouchers, or phone cards. Incentives are permitted for completion of a 6­month GPRA follow-up interview. For GPRA discharge interviews, the incentive cannot be used for routine discharge interviews; they can only be used when program staff must search for a client who has left the program or a client has dropped out of a program.

**Intake**

* Must be conducted within 4 days of receiving grant services

**6-month follow-up**

* May be completed as early as 5 months and no later than 8 months
* Must be completed for all clients even if they are discharged prior to month 5
* If discharge occurs during same time as a 6-Month Interview is due, complete one interview with the clients but enter the data into 2 different GPRA forms (one for the 6-Month interview and one for the Discharge interview)

**Discharge**

* If client presents on day of discharge, administer that day. If client drops out or leaves, client needs to be found for in-person interview within 14 days. If not found by day 15, complete Administrative Discharge
* If client is discharged less than or equal to 7 days from Intake, a full Discharge GPRA is not required. Complete an Administrative Discharge instead
* It is a requirement to submit a GPRA discharge record for every client. The only exception to this rule is when the client is still in the program after the grant ends.

**Administrative Discharge**

* Complete Sections A (Record Management; mark that the interview was not completed); J (Discharge), and K (Services Received)

**Social Security Number**

* The system is picky and wants the same number every time. You can enter 0’s followed by the client ID number; that is an easy system that everyone can use.