

Promoting Resilience & Recovery Grant

GPRa Interview and Data Entry Request Portal



Use the secure online portal to request interviews & data entry.

www.keislersbr.com/GPRA

What support is provided by DBH to collect and enter GPRa data?

The District of Columbia Department of Behavioral Health contracted Keisler Social & Behavioral Research to support sub-grantees of the Promoting Resilience & Recovery Grant by collecting and reporting GPRa data. Keisler

Research is also available to help you set up your internal GPRa workflow, troubleshoot, and provide technical assistance with GPRa data collection and entry into the SPARS system.

Workflow Overview

Requests for GPRa interviews and data entry are made through a secure, online portal. Your organization's POC(s) will receive updates as work is completed.

Step 1: Make a request on the portal. See [How do I make a portal request?](#) for specific instructions.

GPRa Request Form - Secure

Client Information: Requesting an Interview

5. You MUST provide a unique Client ID for each client. You can use an ID from your own EHR, or make one up. The Client ID MUST be consistent across all GPRa interviews. *

Client ID:

6. Client's last name: *

7. Client's phone number

Step 2: Request confirmation. Your organization's POC(s) will receive an email confirmation of your submission.

GPRa Request Form <noreply@alchemer.com>

to [redacted]

This email confirms that you sent a GPRa request(s) for the following clients:

Client ID (for those requesting an interview): [redacted]

Step 3: Disposition email. Your organization's POC(s) will be notified of the outcome of all interview requests by email: interview completed, client could not be contacted, or client declined the interview. This information can be used to process gift cards per your organization's workflow.

GPRA

to GPRA, [redacted]

This email is to inform you of the GPRA interview status of your R&R grant client.

Client ID: [redacted]

Interview Type: Follow-Up

Status: No Contact

Step 4: Monthly audit. Your organization’s POC(s) will receive an audit each month, or a list of clients that we have attempted to contact, and the outcomes of each attempt. Audits are for your record-checking purposes only, you do not need to take any action if the data agrees with your records.

| Client ID | Provider | Intake Date | Task Requested | Status |
|-----------|----------------------|-------------|----------------|-------------|
| ██████ | ████████████████████ | 3/1/2021 | Data Entry | Entered |
| ██████ | ████████████████████ | 3/25/2021 | Data Entry | Entered |
| ██████ | ████████████████████ | 3/25/2021 | Data Entry | Entered |
| ██████ | ████████████████████ | 3/20/2021 | Data Entry | Outstanding |

How do I make a portal request?

Go to www.keislersbr.com/GPRA and enter the information about your client(s). See the table below for the GPRA sections you need to complete and special instructions for each interview/data entry type.

| INTAKE INTERVIEWS | DISCHARGE INTERVIEWS | COMBINED FOLLOW-UP & DISCHARGE INTERVIEWS: | DATA ENTRY FOR ANY INTERVIEW |
|---|---|--|---|
| Upload GPRA Part A. | Upload GPRA Parts J & K. | Upload GPRA Parts J & K. | Upload all completed GPRA sections. |
| <ul style="list-style-type: none"> ✓ Client ID, Intake date and contact information are required. ✓ Complete one portal request per client. | <ul style="list-style-type: none"> ✓ Complete a separate portal request for each client. | <ul style="list-style-type: none"> ✓ Include any updated contact information for each client. ✓ You may submit a request for up to ten (10) clients at a time. | <ul style="list-style-type: none"> ✓ You must indicate whether the data is from a completed or declined interview. ✓ You may submit a request for up to ten (10) clients at a time. |

3. What kind of request are you submitting? *

I'm requesting a single interview (Intake, Discharge OR Follow-up). Submit 1 client request at a time.

I'm submitting completed GPRA(s) for data entry. Submit data for up to 10 clients.

I'm requesting one or more combined interview (ex., Discharge + Follow-up). Submit requests for up to 10 clients.

4. Select interview type(s). Select more than one option for combined interviews (ex., Follow-Up + Discharge). *

Intake

6-month Follow-Up *check both*

Discharge

This is how you should complete the portal for COMBINED interviews.

For INTAKE interviews, what do I do if a client doesn't want to be interviewed, or only completes a partial interview?

You still **must** submit a GPRA with the client ID, treatment date, and any completed interview sections through the portal. This information will be entered into SPARS.

Who can I contact for more information?

For questions about specific requests,
contact the helpdesk:

GPRA@keislersbr.com

For all other questions, contact the Project
Director, Dr. Aysha Keisler:

aysha@keislersbr.com