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TO: BPA Network Providers
FROM: The Idaho Department of Health and Welfare
DATE: November 3, 2011
SUBJECT: GPRA Completion Guidelines

This is a reminder to the BPA network providers of the importance of the GPRA tool being completed at the three key points:

- 1) Intake
- 2) Discharge
- 3) 6 Month Follow-Up

ATR providers are expected to complete a discharge GPRA on every ATR client that is admitted. There needs to be a 100% completion rate on discharge GPRA per the grant requirements. If a provider is unable to complete a face to face interview then an administrative discharge GPRA should be completed. The policy and procedure for completing an administrative discharge is attached to this communication.

There is a 3 month window in which the 6 month follow-up GPRA can be completed. This window begins at the 5th month and ends at the 8th month of the client's treatment. There are 3 different discharge/6 month follow-up GPRA scenarios that have been attached for your review.

It is important that the Idaho ATR project is in compliance with the GPRA guidelines as continued ATR funding is dependent on this. Thank you for your cooperation and hard work.

MICHAEL BARTLETT
ATR Project Coordinator