

GPR Protocol Including Follow Up Exceptions

GPR (Government Performance and Results Act) is a Federal requirement of the Michigan Youth Treatment Improvement and Enhancement (MYTIE) Grant. Any clients between the ages of 16-21 years served with MYTIE funding must complete GPR surveying which occurs at 3 **separate** occurrences: **intake, discharge and 6 month follow up**. All 3 surveying points are required for each MYTIE client regardless of treatment status. **The minimum follow-up rate required to maintain MYTIE funding is 80%.**

Completing GPR

The GPR survey can be accessed here:

https://waynestate.az1.qualtrics.com/jfe/form/SV_d08sW7BUP29sEtv

Utilize the same client ID for all 3 survey entries to complete a client record.

INTAKE

Must be completed within 1-3 days for residential facilities and 1-4 days for nonresidential programs

If client leaves AMA or before completing treatment, discharge and follow up GPR surveying is still required.

DISCHARGE

Discharge GPR must be completed within 7 days of actual discharge

If the client can't be reached within 14 days of discharge, an administrative discharge survey must be completed by the clinician.

6-MONTH Follow Up GPR

6-month GPR must be done on ALL MYTIE clients regardless of treatment status

Can be completed 1-month before the 6-month intake anniversary date

OR

Up to 2 months after the or 6-month intake anniversary date

If client cannot be reached for follow up surveying, a clinician must complete an administrative follow up. This WILL count negatively against the grantees follow up rate.

GPRC 6-month Follow-Up by Telephone Protocol

When are you authorized to do a 6-month follow-up by telephone instead of in-person?

Approval for a 6-month follow up by telephone is only authorized when a client has missed 2 in person meetings and at least 2 methods of outreach were utilized. Examples of outreach methods are listed below.

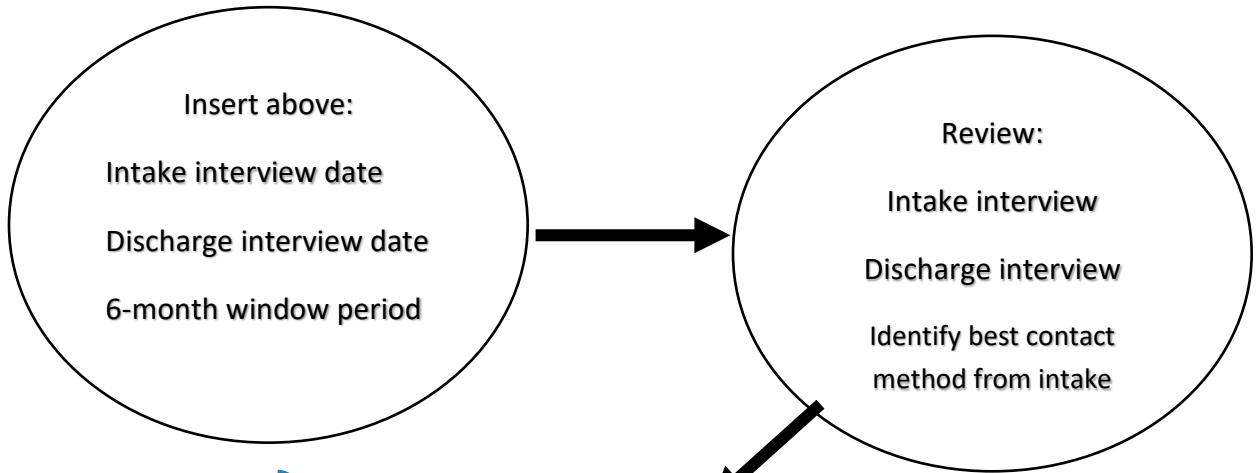
- In-person
- Office visits
- Skype
- Facetime
- Field visit

Follow checklist on page 3 to determine if you are authorized to complete the 6-month follow up GPRC by telephone.

Page 4 of this protocol includes a 'Sample Contact Sheet': It is highly recommended the GPRC collector use this form at intake to have multiple points of contact for each client to ensure contact can be made with the client during follow-up GPRC administrations.

Logic Model for GPRA Surveying

Intake Interview Date: _____	Discharge Interview Date: _____	6-Month window period: _____ to _____
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At every confirmation phase, the GPRA collector must try and schedule an **in-person interview**.

Call client 1-month prior to beginning of 6-month window period to schedule **in-person** interview

Scheduled in person interview date and time: _____
Contact number: _____

It is required to try multiple modes of contact (phone, email, field outreach, skype, or facetime) when trying to reach the client to schedule the in-person interview at the initial and confirmation phase at 4 weeks out

Scheduled in person interview date and time: _____
Contact number: _____

**IF a client misses 2 scheduled in person follow up interviews,
A telephone interview can be scheduled in substitute of an in-person interview
Clinician will need to prove 2 in person meetings were missed prior to phone interview.**

Phone interview date and time: _____
Contact number: _____

Client Contact Sheet

We would like to follow up with you 6-months after the date you completed your intake. A \$30 Amazon gift card will be provided to you at the completion of the follow up interview.

Many changes may occur in your life over the course of 6-months. To be able to find you for your follow-up interview please provide us with the names and telephone numbers of three people who will likely know where you are 6-months from now. When we call, we will let this person know only that you had agreed to complete a questionnaire for a study. We will not give them ANY other information.

Please provide information for three contact people below:

Contact Name: _____

Relationship to you: _____

Contact Telephone Number: _____

Contact Address: _____

Contact Name: _____

Relationship to you: _____

Contact Telephone Number: _____

Contact Address: _____

Contact Name: _____

Relationship to you: _____

Contact Telephone Number: _____

Contact Address: _____

GPRA Interview Reminder Cards

In addition to the client contact form, it is highly suggested that each client be given a GPRA Interview Reminder Card at intake. The cards are designed for use with MYTIE funded clients who have completed the intake GPRA and will need to be in contact with the clinician again for the 6-month GPRA.

To complete the card, write the **clinician's** name, the window of time for the 6-month follow up GPRA, the **clinician's** phone number, and the **clinician's** e-mail. Give the card to the client as a reminder to contact the clinician for their 6-month follow up GPRA and incentive.

The clinician will still be responsible for contacting the client for their 6-month follow up GPRA. The reminder card is simply meant as an incentive for clients to contact the clinician as an additional layer of contact.

See below for an example of the GPRA interview reminder card.

MYTIE GPRA FOLLOW UP REMINDER

Please contact _____ at:
Clinician Name

Phone: _____

Email: _____

Between The
Dates Of: _____

**\$30 Amazon gift card provided for completing the brief
survey (regardless of treatment status)**