

GPRA Administrative Discharge Guide

An Administrative Discharge (AD) may be necessary in the event of client death, relocation, or referral to non-SOR funded program. You will need to complete an AD for all remaining GPRA time points. The 6-month follow-up and discharge GPRA can be done at the same time in the case of an AD.

Contact GPRA@wayne.edu if you are unclear if your client is eligible for an administrative discharge.

6-month follow-up GPRA

Begin the 6-month follow-up on Qualtrics as normal. Select 'No Interview Completed' on the CLIENT INFORMATION page.

GPRA Interview Date:

- Date (MM/DD/YYYY)
- No Interview Completed
(only to be selected when a client is administratively discharged and/or referred for services elsewhere)

This will direct you to the FOLLOW-UP STATUS page and prompt you to answer the following questions.

What is the follow-up status of the client?

- 01: Deceased at time of due date
- 11: Completed interview within specified window
- 12: Completed interview outside specified window
- 21: Located, but refused, unspecified
- 22: Located, but unable to gain institutional access
- 23: Located, but otherwise unable to gain access
- 24: Located, but withdrawn from project
- 31: Unable to locate, moved
- 32: Unable to locate, other (specify):

Is the client still receiving services from your program?

- Yes
- No

*Reminder that SAMHSA CSAT requires an 80 % follow up rate to ensure continued funding

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Discharge

Begin the discharge on Qualtrics as normal. Select 'No Interview Completed' on the CLIENT INFORMATION page.

GPR Interview Date:

Date (MM/DD/YYYY)

No Interview Completed
(only to be selected when a client is administratively discharged and/or referred for services elsewhere)

This will direct you to the DISCHARGE STATUS page and prompt you to answer questions regarding date of discharge and services received (see below for examples).

On what date was the client discharged?

Month:

Day:

Year:

What is the client's discharge status?

- 01: Completion/Graduate
- 02: Termination

If the client was terminated, what was the reason for termination?

- 01: Left on own against staff advice with satisfactory progress
- 02: Left on own against staff advice without satisfactory progress
- 03: Involuntarily discharged due to nonparticipation
- 04: Involuntarily discharged due to violation of rules
- 05: Referred to another program or other services with satisfactory progress
- 06: Referred to another program or other services with unsatisfactory progress
- 07: Incarcerated due to offense committed while in treatment/recovery with satisfactory progress
- 08: Incarcerated due to offense committed while in treatment/recovery with unsatisfactory progress
- 09: Incarcerated due to old warrant or charged from before entering treatment/recovery with satisfactory progress
- 10: Incarcerated due to old warrant or charged from before entering treatment/recovery with unsatisfactory progress
- 11: Transferred to another facility for health reasons
- 12: Death
- 13: Other (Specify):