

Michigan Promoting Healthy Lifestyle (MI-PHL) GPRA Reporting Requirements

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Access MI-PHL (SBIRT) Resources

To support your clinic's implementation of SBIRT services under the MI-PHL grant, please visit the **MI-PHL (SBIRT)** tab at:

 <https://migprainfo.org>

Available resources include:

- **MI-PHL Project Goals**
- **On-Demand GPRA Training** for clinic staff
- **6-Month Follow-Up Engagement Scripts**
- **Release of Information (ROI) Form**
- **GPRA Patient Tracker** (optional clinic tool)
- **Direct Link to the GPRA Batch Upload Submission Platform**



Government Performance and Results Act (GPRA) Overview

What is GPRA?

GPRA is a **federal reporting requirement** for all treatment programs funded by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**.

Purpose of GPRA Data Collection:

- To **measure patient outcomes** at key timepoints: **Intake, Discharge, and 6-Month Follow-Up**.
- To **evaluate the effectiveness** of SBIRT (Screening, Brief Intervention, and Referral to Treatment) services.
- To serve as the **primary measure of clinic performance** and progress toward the goals and objectives of the **Michigan Promoting Healthy Lifestyle (MI-PHL)** grant.
- **Who Must Be Included?**
GPRA data must be collected for **all patients receiving SBIRT services** under the MI-PHL grant.



How does GPRA align with SBIRT Services?

GPRA data reporting is based on the highest level of SBIRT service a patient receives.

- The service level a patient receives may not always reflect their assigned service level.

SBIRT Service Levels (from lowest to highest):

1. Negative Screen

2. Positive Refusals (positive screening patients that decline SBIRT services)

3. Brief Intervention (BI)

4. Brief Treatment (BT)

5. Referral to Treatment (RT)



GPRA Requirements by SBIRT Service Level

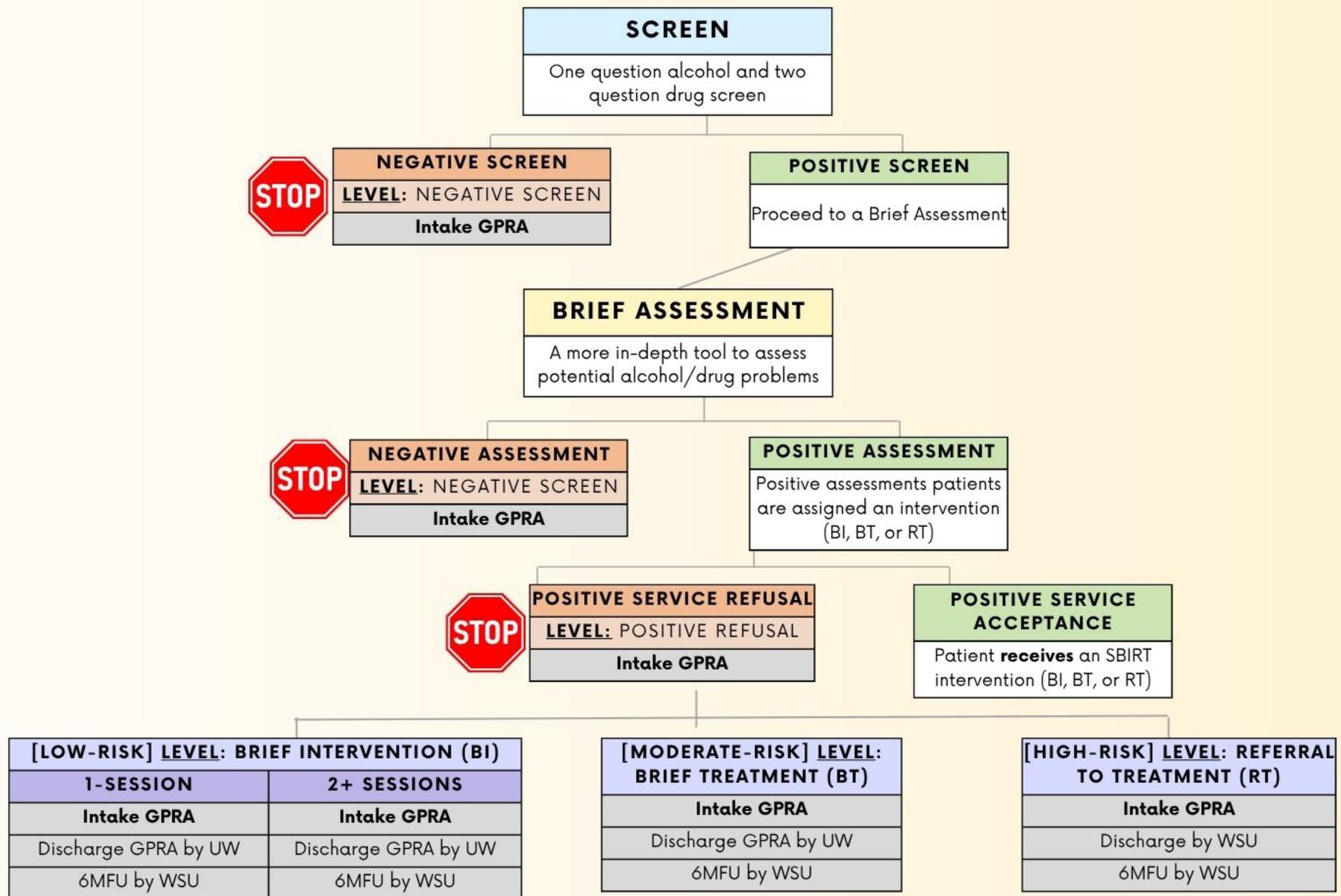
Collection Points: GPRA data may be required up to three times, depending on the level of SBIRT service

- 1. Intake** – at the start of services
 - 2. Discharge** – at the end of services
 - 3. 6-Month Follow-Up (6MFU)** – six months after the start of services
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Data Requirements by Service Level:

- **Negative Screen and Positive Refusals:**
 - Only **Intake** data is required.
- **Brief Intervention (BI), Brief Treatment (BT), and Referral to Treatment (RT):**
 - Patients receiving an SBIRT intervention require a GPRA Intake, Discharge, and 6-Month Follow-Up (if the patient consents to participation) survey to complete their data collection record.





Patient ID Requirements for GPRA Data Collection

Patient ID

Patient IDs are assigned by clinics to each patient screened for SBIRT and should be:

- **Unique:** Each patient must have a **unique, 12-digit numeric Patient ID**.
- **De-Identified:** To protect the patient's privacy, **no personally identifying information**, such as birthdates, medical record numbers, or initials should be used.
- **Consistent:** The **same Patient ID** must be used for all GPRA data (Intake, Discharge, and Follow-Up) required for that patient.

GPRA Submission Guidelines:

- GPRA data is submitted **once per patient** for the duration of the grant.
- If a patient returns and receives a **higher level of SBIRT service** than previously recorded, a **new GPRA submission** is required using the **same Patient ID**.



SBIRT Patient Record Tracking Requirements

Tracking Clinics are required to establish a process for **tracking SBIRT patient records** throughout the duration of the project. This includes maintaining accurate records of:

- Patient IDs
- SBIRT service levels and service date
- 6MFU Participation (was ROI signed)

Why Tracking Matters

- Helps **prevent duplication** of patient records
- Supports accurate and complete GPRA reporting

Recommended Tool

- Use of the **GPRA Patient Tracker**, available on the **MI-GPRA Info website**, is **strongly recommended** to support consistent and organized tracking.



GPRA Data Collection and Submission Workflow

Data Collection:

- Required GPRA data will be collected through the clinic's **Electronic Medical Record (EMR)** system.
 - **Data Mapping:** Recruitment staff will work with clinics to **map EMR fields** to capture as much required GPRA information as possible.
- EMR reports will be **generated monthly** by clinics and provided to their recruitment team.

Submission Workflow

1.) Batch Preparation: Recruitment teams will use these reports, with data on all SBIRT patients served that month, to **populate an Excel batch template.**

Intake Template types:

- Negative Screen and Positive Refusal patient data will go on the Non-SBIRT Intervention Group template. Note: Positive Refusals are positive screening patients who refuse SBIRT intervention.
- BI, BT, and RT patient data will go on the SBIRT Intervention Group template.



GPRRA Data Collection and Submission Workflow (cont.)

2.) **Verification:** Once templates are complete, clinics will review and verify the populated templates for accuracy.

3.) **Submission:** The completed batch will be submitted to **Wayne State University's Evaluation Team (WSU)** via Qualtrics.

➤ Qualtrics submission:  [Link to Submit GPRRA Batch Data](#)

3.) **Federal Upload:** WSU will upload the data to the **federal GPRRA system**, ensuring clinics receive credit for the SBIRT services they provided.

- If any errors on the batch template prevent federal submission, WSU will contact the clinic and recruitment for corrections and resubmission to Qualtrics.



Clinic GPRA Data Responsibilities

Data Collection: Clinics are responsible for collecting **all GPRA Intake data** for SBIRT patients.

Monthly Reporting Process Each month, clinics must:

- **Pull EMR reports** containing data on all SBIRT patients served during that month.
- **Send the reports** to their recruitment team.
- **Verify** populated templates. For monthly batch submissions, ensure:
 - Only data collected during the submission month is included (e.g., All patients in the April batch have April Intake dates).
 - Patient IDs are 12-digit numbers.
 - All template fields are accurately and correctly populated.

Ongoing Tracking Clinics must maintain accurate records to:

- **Prevent duplicate data submissions** by tracking previously submitted patient records.



Wayne State University (WSU) Team Responsibilities

The WSU Evaluation Team plays a central role in supporting GPRA data collection and reporting for the MI-PHL SBIRT initiative. Their responsibilities include:

1.) GPRA Batch Template Provision

Templates include **detailed coding instructions** to ensure accurate data entry. Template types:

- **Intake:** (Non-SBIRT Intervention Group or SBIRT Intervention Group)
- **Discharge** (Full Discharge or Administrative Discharge)

2.) Data Submission and Entry

- **Collects completed GPRA batch submissions** via the Qualtrics portal.
- **Enters data into SPARS**, the federal reporting system, ensuring clinics receive credit for SBIRT services provided.



Wayne State University (WSU) Team Responsibilities (cont.)

3.) Discharge

- WSU, in partnership with UW, will complete all required patient Discharge data.

4.) 6-Month Follow-Up

- WSU will **partner with clinics** to help meet 6MFU completion targets.
- WSU will manage follow-up logistics, attempt to contact patients with signed ROIs, conduct 6MFU surveys with patients successfully reached and distribute to them a \$30 gift card.

5.) Training and Technical Assistance

- Provides **GPRA training** and **on-demand technical assistance (TA)** to clinics as needed.

6.) GPRA Performance Monitoring

- WSU will analyze each clinic's GPRA data, including 6MFU success rate, each month and provide a summary report of metrics to the MI-PHL administrative team.



6-Month Follow Up (6MFU) Overview

What is 6MFU?

- A **30-minute phone survey** conducted approximately **six months after services are received**.
- Designed to assess **long-term outcomes** and the **effectiveness of SBIRT services**.
- Completion of the 6MFU is a **federal funding requirement**—a specific percentage of eligible patients (**BI, BT, or RT** recipients) must complete the survey.

To engage patients to participate in the 6MFU process, clinics must:

- **Inform patients** of the 6MFU, including the **\$30 incentive** for completing the survey.
- **Explain patient privacy rights** and the purpose of follow-up surveying.
- **Obtain consent** by having patients:
 - Sign the **Limited Release of Information (ROI)** form.
 - Provide **contact information** for themselves and **one alternate contact**.
- **Check appropriate response for "ROI Signed"** on Intake Batch template and retain copy in patient record.



6-Month Follow-Up Release of Information (ROI) Overview

The **Release of Information (ROI)** is a **limited authorization** form that allows clinics to share a patient's contact information with **Wayne State University (WSU)** for the purpose of completing the 6MFU survey.

Key Details:

- **Scope:** The ROI only permits the release of contact information for 6MFU purposes.
- **Duration:** Authorization is valid for **up to 8 months** from the date of signing.
- **Contact Protocol:** WSU will make **every reasonable effort to contact the patient first** before reaching out to the alternate contact.
- **Patient Rights:** Patients may **rescind their permission at any time**.
-  [Link to 6MFU GPRA ROI Form] <https://migprainfo.org/2024/10/07/sbirt-gpra-roi/>



6-Month Follow-Up Best Practices for Clinics

To achieve the best outcomes and meet the 6MFU project goals, clinics will:

- **Promote Participation** by developing and prioritizing practices that increase:
 - The number of patients with **positive screenings who accept SBIRT interventions**.
 - The number of **BI, BT, and RT** patients who agree to participate in the 6MFU.
- **Engage Patients Effectively**: By using **motivational interviewing techniques** to encourage participation and emphasize the **\$30 incentive** to boost interest.
- **Standardize the Conversation**: Discuss the 6MFU with **all eligible patients**.
 - Use **sample scripts and engagement materials** available at www.migprainfo.org to guide conversations and explain the ROI process.
- **Collect Comprehensive Contact Information**: By gathering **multiple contact methods** for each patient and information for **at least one alternate contact**.
 - The more contact options, the greater the likelihood that WSU will reach the patient to successfully complete 6MFU.



University of Wisconsin (UW) Team Responsibilities

The University of Wisconsin Team provides comprehensive assistance to help clinics successfully implement and sustain SBIRT services under the MI-PHL grant. Key areas of support include:

1. Training and Coaching

- Delivers **SBIRT training** and **ongoing coaching** to clinic staff.
- Builds staff capacity to deliver effective interventions and collect required data.

2. Process Development

- Assists clinics in developing **internal workflows** for SBIRT service delivery and **GPRA data collection**.

3. Discharge

- In collaboration with WSU, UW will complete all patient discharge data requirements.

4. Performance Monitoring

- Distribute **monthly newsletter** featuring **target goals** and **individual clinic performance updates**.

5. Continuous Quality Improvement

- Engages in **process improvement efforts** to:
 - Build on clinic strengths to address and resolve **implementation barriers**

Collaborate with WSU to assess patient SBIRT Satisfaction as part of 6MFU.



Annual Targets

In the second project year, the MI-PHL grant is expected to provide **15,730** patients with SBIRT services by conducting:

	Year 2 Service Level Target Numbers	Minimum # of 6MFU Participants per Level
Screening	12,585	NA
BI	1,573	157
BT	786	79
RT	786	79
Total	15,730	315

A **minimum** of 10% of BI, BT, RT patients must complete the 6MFU GPRA.

GPRA data serves as the sole implementation measurement of the MI-PHL Project. Missing annual targets could result in a loss of funding.



GPRA Data Collection: Immediate Action Required

- **Start Immediately:** GPRA data collection must begin **at the clinic MI-PHL contract start date.**
- **Collaborative EMR Mapping:** Clinics should **work with their recruitment team** to begin mapping their **Electronic Medical Records (EMRs)** to align with GPRA data requirements.
- Early and accurate data collection is essential to ensure compliance and support the success of the MI-PHL project.



Need More Information or Support?

 Visit: MIGPRAinfo.org

 Email: Samantha Singer at BB0903@wayne.edu

- If you have questions or would like to schedule **SBIRT GPRA training** or a **technical assistance session**, please don't hesitate to reach out at any time.

