

**Government Performance and Results Act (GPRA)
CSAT Community Resilience and Recovery Initiative (CRRI)
Aggregate Reporting Tool**

**Question-By-Question
Instruction Guide**

August 2011

Version 1.2

General Overview

These instructions are for reporting the Center for Substance Abuse Treatment (CSAT) Government Performance and Results Act (GPRA) Aggregate Measures for clients/patients/consumers accessing services during the designated reporting quarter. Data should be reported within 10 business days of the end of the quarter for which data are being submitted. Client counts should reflect clients served through funds made available through the Community Resilience and Recovery Initiative (CRRI) grant. Numbers should reflect counts for current reporting period.

Section A. Grantee Information

- A1. Enter your CMHS/CSAT-assigned grant identification number. The number usually begins with H79 TI #####. This number is used to identify your grant. For example, a grant ID may be H79 TI12345. The identifying portion of the number is TI 12345.
- A2. Enter the date the quarterly CRRI data were entered into the SAIS system.
- A3. Select the quarter for which you are reporting aggregate data from the drop-down menu.

Section WD. Workforce Development

WD2. Enter the number of people in the substance abuse, mental health and related workforce trained in specific mental-health related practices/activities as a result of the grant during this reporting quarter.

Section PC. Partnership/Collaborations

- PC1. Enter the number of organizations that entered into formal written inter/intra organizational agreements (e.g., MOU/MOAs) to improve mental health-related practices/activities as a result of the grant during this reporting quarter.
- PC2. Enter the number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant during this reporting quarter.

Section T. Types/Targets of Practices

T2. Enter the number of programs/organizations/communities utilizing evidence-based mental health-related practices/activities as a result of the grant during this reporting quarter.

Section AW. Awareness

AW1. Enter the number of individuals exposed to mental health awareness messages during the reporting quarter. This field is 7 digits in length.

Section TR. Training

TR1. Enter the number of individuals who have received training in prevention or mental health promotion during this reporting quarter.

Section R. Referral

R1. Enter the number of individuals referred to mental health or related services during this reporting quarter.

Section AC. Access

AC1a. Enter the number of individuals receiving mental health or related services after referral during this reporting quarter.