

Q: Can you describe the difference between GPRA, Data Collection Instrument (DCI), and Services Accountability Improvement System (SAIS)?

A: The GPRA is what all grantees should be using now. SAIS is the system in which you enter your GPRA data. It also provides online reports. The DCI was the data collection tool used for the Common Data Platform (CDP) system. Since that system is now defunct, no grantee should be using the DCI any longer. There will be a crosswalk between the GPRA and DCI sent to all grantees in the coming weeks. We will also be holding a training on that crosswalk January 13, 2016 at 1pm EST.

Training

Q: Will there be access to this recorded webinar. This is my first exposure to this so I could like to watch this data entry process again. I would like not only the Slides but also the voice presenter. Where and when can I access this webinar?

Q: Is this webcast being recorded?

A: Yes, we'll be posting the recorded webinar to SAIS. You will receive email notification once the recording is posted and the training slide presentation will be included.

Q: Will the training slides be available to attendees?

Q: Will the presentation be made available for printout?

A: We will be sending all the Q&A asked and answered to all grantees on January 4, 2016. Along with that email, we will be sending the slides.

Q: Hello, I am the only member of our team attending the training today so I'm taking notes. Usually there is an option to download the slideshow at the end. Will that be so today as well so I can give my co-workers the slides of the presentation?

A: We will be sending a Q&A document with all the questions asked during this training along with the answers. In that email, we will also provide the slide presentation.

Q: Will the Trainer be going through the data download feature? I'm curious of seeing this feature more closely. For instance, does the data download give you all data entered in real time?

A: Data download is not featured in the Data Entry training, and therefore was not covered in this training. We will send all grantees notifications of upcoming trainings, which may include data download.

Q: When is the training session for reports?

Q: When will the training on data reports and downloads take place?

A: We do not yet have a reports training planned. Announcements for trainings will be sent out via email at least 2 weeks prior to the scheduled training.

Q: When will a training on administering the tool for new interviewers be up on the site? This is essential and there has been no help/info forthcoming.

Q: Will there be training on how to conduct the GPRA (not just data entry training)?

A: We hope to have a training on GPRA tool administration toward the end of January. An email will be sent to all grantees when the date has been set.

Q: When I've worked on SAMHSA grants before, we were provided with materials to get staff established in SAIS, tools to support the administration of the GPRA, etc. Will grantees be provided with this kind of information?

A: We are currently in the process of re-establishing SAIS and most of the supporting resources/components. However, all items that were previously provided will not be available. Email notifications will be sent as these items are placed back on-line. In the interim you may contact the CSAT GPRA Help Desk for immediate assistance.

Data Collection

Q: If we have to wait until late Jan for the training, does that mean we need to wait to conduct the first GPRAs until then? None of us have training on conducting the GPRAs but it seems like SAMHSA would like us to get started as soon as we can

A: First, contact your CSAT Project Officer and ask if they want you to begin interviewing clients now prior to receiving training. If they do require you to complete interviews then you should utilize the GPRA Instructions Question by Question (Q by Q) Instruction Guide located on the SAIS website (<https://www.samhsa-gpra.samhsa.gov/CSAT/System.aspx>).

Q: We have a lot of follow ups and discharge to do, since the information has not been transferred yet, I know we are going to be late in doing these follow ups. Are we going to be penalize since we are going to have to wait until the end of January for the information to be transferred?

A: The GPRA follow-up interview window is one month before and two months after the scheduled 6-month GPRA follow-up interview. For example, if you locate a client 5 to 8 months after the initial GPRA intake/baseline data collection, you may conduct a 6-month GPRA follow-up, and the client will be included.

If you know when your clients are due for their follow-ups you should complete the interviews using a hard copy form and enter the record once the data are transferred.

If you are unable to conduct the interview within the specified window due to the data not being transferred then you should have a discussion with your CSAT Project Officer for guidance.

Data Entry

Q: When can we begin entering data?

A: You can begin entering data as soon as you have a login to the system. The data entry screens are working.

Q: What date is the deadline to get all the GPRA's in?

Q: What is the date that all the backlog needs to be in by?

Q: So am I understanding correctly that there is a deadline of January 4th to enter all the backlog GPRAs we have been collecting since July?

Q: But isn't it required that we enter all back data by January 4th? Or are you saying we should let the GPO know that we will enter those once the CDP migration is complete?

Q: Is there a penalty if we cannot get all our data into the system by January 4th?

Q: We have a required closure Dec. 24-Jan. 1. We are unlikely to be able to enter all of our backlogged data before then. Is there leeway on the January 4th date?

Q: I've contacted my Project Officer to grant access to SAIS, but I have not received word back on access. Being that January 4th is not far away, if I am not able to enter all the data by then, will there be penalties?

Q: Does backlogged data have to be entered by January 4th? Or we can begin entering it on that date?

A: January 4th is the deadline to have all backlogged GPRAs in the system. Please speak with your GPO if you do not believe you'll make the January 4th deadline so they are aware of your situation.

Q: We have data back log all the way from July due to CDP/GPRA being down. Are we going to get penalize for not having the data within 7 business days?

A: No, you will not be penalized. SAMHSA is aware of the backlog. However, you should proceed with entering all records that are not in SAIS as soon as possible. Once you have all your data into SAIS, moving forward, we recommend entering your records within 7 business days.

Q: So, if we have intakes that were entered in CDP and now we have 6 month follow-ups to enter into SAIS by Jan 4, are we expected to re-enter the intake into SAIS by Jan 4 in order to enter the follow up?

Q: If the timeline is at the end of January for the migration of the data entered into the CDP, is there a proposal on how to enter 6 month follow-up and d/c GPRA's?

A: SAMHSA is aware that its grantees are unable to enter 6 month follow-ups until the intakes from CDP are in the system. If you would like your data in SAIS sooner than end of January, you can enter the CDP intakes into SAIS. This will allow you to enter the associated 6 month follow-ups.

Q: Is it going to be possible to save data before reaching to the last page to click on "finish"

Q: If you need to leave the system, how do you save the work and go back to it later?

Q: Is progress saved automatically as you go?

Q: If a session is interrupted, is there a way to save what has been entered and finish it up after? (e.g., time out for bathroom)

Q: Can we press "Finish" to save it and come back to it, or only press Finish when we're done completely?

Q: Does it save the data before timeout?

A: The system has been designed to save completed records only. A record is saved by clicking the "Finish" button on the summary page. The "Finish" button is only available after you have completely entered the client record. No partial records can be saved.

Q: If I have a laptop, can I enter the answers directly into the system as I'm conducting the interview?

A: Entering records directly into the system during the interview is not recommended but can be done. Please know that if you don't complete the interview before clicking the "Finish" button that any responses entered will be lost and the interview will need to start over.

Q: Data should be entered within 7 business days or 7 calendar days?

A: GPRA data should be entered within 7 business days.

Q: Can you input data from an excel spreadsheet onto this website instead of manually entering each client and vice versa?

A: No, manual entry is the only way to get data into SAIS.

Q: So is it possible to enter the 12month data on the SAIS site?

A: Yes, 12-month data can be entered in the system but it is not required.

Q: Does it show a time-count during input?

A: There will be a pop-up window that says your session is about to timeout.

Q: Is it true, if an error is made in data entry the entire GPRA has to be removed and a new GPRA must be entered?

A: No, you can simply go back into the record and correct the error as long as the error is not the Client ID or Interview Date. If it is one of these two fields you will need to contact the Help Desk for assistance.

Q: Is it possible to review or verify SAIS data before it is submitted?

A: Prior to submitting your data you the opportunity to review your record from the summary. If you click on “Finish” the data/record is submitted. You may then go and download your data from SAIS to complete your own validation then go back and edit any records which are incorrect.

Q: Does the information in the grey box populate itself or do we type it in?

A: You will not need to enter data in the grey boxes. Additionally, some boxes may appear grey initially but based on the clients response may change to yellow and will require you to complete.

Q: What happens if the client comes after 30 days? Can we provide them the same i.d#?

A: Yes, client IDs should be the same for the same episode of care.

Q: Is there a batch upload feature? Does our data still go through the handshake with RTI?

A: Only ATR and SBIRT grantees have the batch upload feature. If you are one of those grants, you can call the Help Desk and we can get the process started for upload certification.

GPRA Tool

Q: Is the most updated version of the GPRA available on the SAIS website?

A: Yes, the most current GPRA Tool, GPRA Frequently Asked Questions (FAQs), and GPRA Question-by-Question Instruction Guide are available on SAIS.

Q: Who can we contact to ask questions about the GPRA? Is there an email, name, phone #?

Q: If we use the QxQ guide without the training, and then we have questions about the tool, who can we ask?

A4. You should contact the GPRA Helpdesk at:

Phone: 1-855-500-1438

E-mail: saishelp@ccs.rti.org

8:00 a.m. to 8:00 p.m. Eastern (M-F)

Q: Who assigns the client ID? If us, how?

A: The program is totally responsible for assigning client IDs for each individual client.

Q: If discharge happens before 6 months we do a discharge GPRA at that time and then still do a 6 month GPRA at the proper time.

A: Correct! You are required to conduct three interviews with each client. Intake will always be the first but the order for the Follow-up and Discharge are not conducted in a specific order. The Discharge can take place before the Follow-up and vice versa.

Q: So, can we have begin using the DCI instead of the GPRA since we were instructed to at the beginning of last year. Will there be some guidance on how to enter the DCI data?

A: RTI is currently working on a guidance crosswalk for how to enter DCI data into SAIS. That document will be emailed to grantees in the coming weeks. We will be holding a training as well on January 13th, 2016 at 1pm EST. You should begin using solely the GPRA tool moving forward.

Q: If we have been using the CDP tool, should we stick with using the CDP and just enter it into the GPRA database or do we need to switch back to the GPRA?

A: All CSAT grantees should be using the GPRA tool for data collection.

Q: So, we are permanently switching back to the GPRA?

A: SAMHSA has provided the guidance that grantees should begin using the GPRA tool immediately. They have not commented if it will be permanent. But SAIS is currently the only way to report/submit your data.

Q: I will need the demonstration on how to translate the DCI info into the GPRA format before I can enter my data. Will I get an extension on the January 4th deadline since I don't currently have that information?

A: There will be a training on January 13th, 2016 at 1pm EST to provide this guidance. SAMHSA is aware that the DCI data will not be in SAIS until after January 4.

Q: Is the GPRA 20 pages printed out?

A: Yes, the GPRA is 20 pages printed or 10 front to back pages. Please note that pages 1-3 and 18-20 are not questions asked to the client and are to be completed by program staff.

Q: Will there be a paper pencil GPRA to collect data and then have our evaluator enter the data in the SAIS system? Or will we have to directly enter the data at baseline?

Q: Can you provide the current paper GPRA please?

Q: Where can I access the most current paper GPRA?

A: All GPRAs should be collected via paper and then manually entered into SAIS. You can find a Word and PDF version of the GPRA on SAIS in the Services area under the Data Collection Tools section. You may print these documents after downloading.

Q: Do we answer "yes" to a follow up interview for both the 6 month post intake interview as well as the discharge interview?

A: This depends on if an interview was completed or not. You would respond "Yes" only if you completed the face-to-face interview with the client. This is the case for both Follow-up and Discharge interviews.

Q: Are there any pre-programmed dates for the "window" when data can be entered? e.g. if a follow up is conducted 8 months after intake?

A: The 6 month follow-up window is 30 days before and 60 days after the 6 month anniversary date. Unless you are a homeless grantee - then the window is 60 days before / 60 days after.

Q: On section C- Family and Living Conditions -- when we select "not at all" as an option...for C.2. it gives us a red error and I watched you not have that problem in the demonstration. What would cause it to not allow us to select this as an option?

A: If your client's response to B.1.c was "0" and your client's response to C.2. is "Not at all" then the appropriate response that you should enter is "Not applicable". You can find additional details regarding

this on page 38 of the GPRA Question-by-Question Instruction Guide under “Coding Topics/Definitions” for question C.2. This would also apply to questions C.3. and C.4.

Q: Just to clarify...must do a f/u interview even if a client is discharged before 6 months?

A: Correct, a follow-up interview is required regardless if the client is still receiving services from your program. If you are unable to conduct a face-to-face interview an “Administrative Follow-up” record should be entered.

Q: To clarify for the follow up: we ask questions in sections B-G if the client is present (as in still receive services) and bypasses those questions, if client is no longer in the program? Correct?

A: If a client is no longer in your program you are still required to complete an interview. The only time you would “bypass” B-G is when you are unable to conduct a face-to-face interview and you would then complete an “Administrative Follow-up”. Additional details can be found in the GPRA FAQs on pages 6-10.

Q: For training purposes and to compare with the paper instrument, is it possible to obtain a read-out of the data entry screens?

A: Yes, you can find a PDF and Excel version of the GPRA Codebook on SAIS in the Services area under the Data Collection Tools section. You may print these documents after downloading.

System

Q: Is this EXACTLY the same system as before? Or are there changes? If there are, do you have a document that describes the changes?

A: This IS EXACTLY the same system as before.

Q: Which browser is the best to use for the SAIS system?

A: We recommend Chrome or Internet Explorer (IE). Please note that IE 11 is not compatible with SAIS. You need to use IE 10 or lower.

Q: I had access to the CDP system, but SAIS does not recognize my login or grant me access - what should I do?

Q: How do we get login information for the data entry site?

Q: How do you set up a username and password? I had difficulties logging into CDP in the past.

Q: I have requested a username and password. Approximately how long will it take to get it?

Q: I attempted to log into the SAIS site, but received a message that my account does not exist, although I had an account with CDP. Should I contact the Help Desk?

Q: If we had a password for the CDP data site and not for the GPRA site, how do we request a login and a password for the GPRA site?

A: We are currently working to load new users into the system. You may also contact the Help Desk and they will load you as a user. To expedite this, please have your Project Director send an email to the Help Desk with the following information:

Name

CSAT TI#

Email Address

Phone Number

Role on project

Q: Is it possible for me to receive the SAIS emails? Our project director has been forwarding them to me, and it would be helpful if I can receive them directly.

Q: How can we get on the email list for these trainings? I've asked my GPO several times, but I am still not any of the email lists to get information.

A: Yes, can receive the emails as long as you have an active SAIS user account. If you have any account please send your request to the GPRA Help Desk (saishelp@ccs.rti.org).

If you do not have any account, please have your Project Director send an email to the Help Desk with the following information:

Name

CSAT TI#

Email Address

Phone Number

Role on project

Q: If we had a previous log in name/password will it still work or do we have to request it again?

A: Previous logins will work. You will be prompted to change your password when you do login and the system will work the same as before.

Q: The previously-collected data to be available after January 4 - does that include GPRA tools entered into the CDP site?

Q: All of the GPRAs that we entered into the CDP are not showing up the SAIS system. What do we do? We don't need to re-enter this data, do we?

Q: CDP data will be transferred to SAIS?

A: RTI is processing (cleaning and validating) the CDP data now. We will be loading it into SAIS toward the end of January. SAMHSA is aware of this timeline and has approved it. If you do not want to wait until then to see the data in the system you can enter it into SAIS.

Q: Will we still have the same access as we did previously? The ability to run 6 month reports?

A: Yes, 6 month reports will eventually be available. We are working now to get them online. We will send a communication when all reports are up and working.

Q: I serve as Project Evaluator for more than one grant. Will I have a single logon and password to enter SAIS and then enter the GPRAs based on project number?

A: Yes, when you request a login, please ensure you give them ALL the grants for which you are associated. They will make sure you have access to those grants.

Q: Is this system back up and running currently?

A: Yes, SAIS is running. We are working on getting all the online reports up. But the data entry screens are available.

Q: There were some technical glitches in the CDP which caused some fields, no matter what data was input, to default to a "0" or "-9" when closed out. Can we be confident that the data that has already been input is correct?

A: RTI is working to clean and validate the data. The data will be correctly transformed from CDP to GPRA data when we are done.

Q: When should we start using this?

A: You should start using SAIS immediately to enter and submit your records.

SBIRT

Q: We were originally told 30 days to enter all the SBIRT back log but is January 4th correct?

A: Yes, SAMHSA has set January 4 as the date.

Best Practice

Q: Do the SBIRT student training grants have different data collection points, right?

A: Correct! SBIRT Student Training are considered Best Practices grantees. Services and BP grantees have different data collection points. The SBIRT collection points are Intake and Follow-up. The Introduction to Best Practices Training on December 30th at 1pm EST will cover this information.

Q: For SBIRT grants, are the clients the students being trained?

A: Yes, the clients for you SBIRT grant could possibly be students that are being trained. We have scheduled an Introduction to Best Practices grants training on December 30 at 1p EST. The announcement for this training is being sent today, December 18th.

Q: For the Best Practice Grantees, will you be providing an electronic format (e.g., Excel, SPSS, etc) for uploading data

A: Only ATR and SBIRT grantees have the batch upload feature. The upload feature is not available to Best Practice Grantees.