GovCONNECT Case Management System - ADMIS GPRA Assessment - User Guide

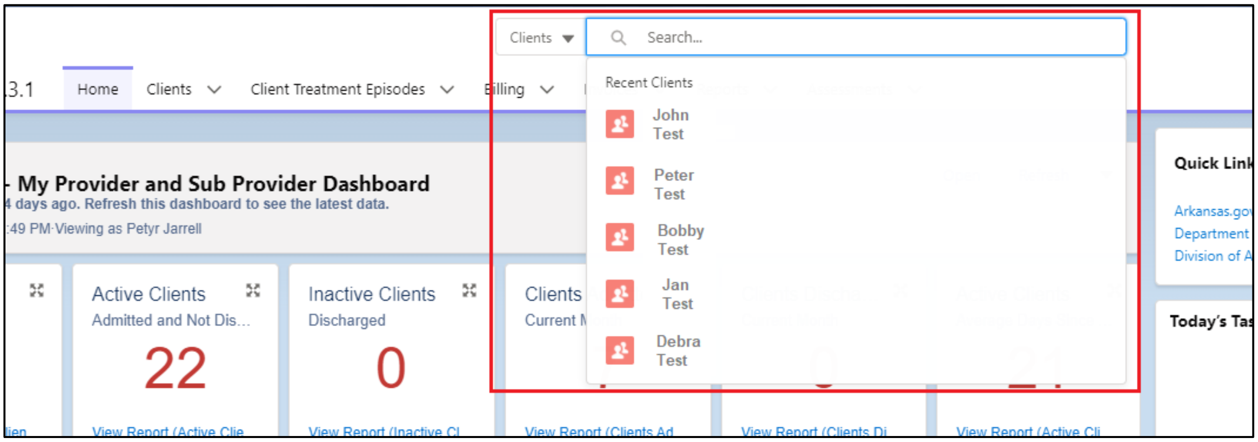
Version 1.0

Publishing Date: 9/16/2021

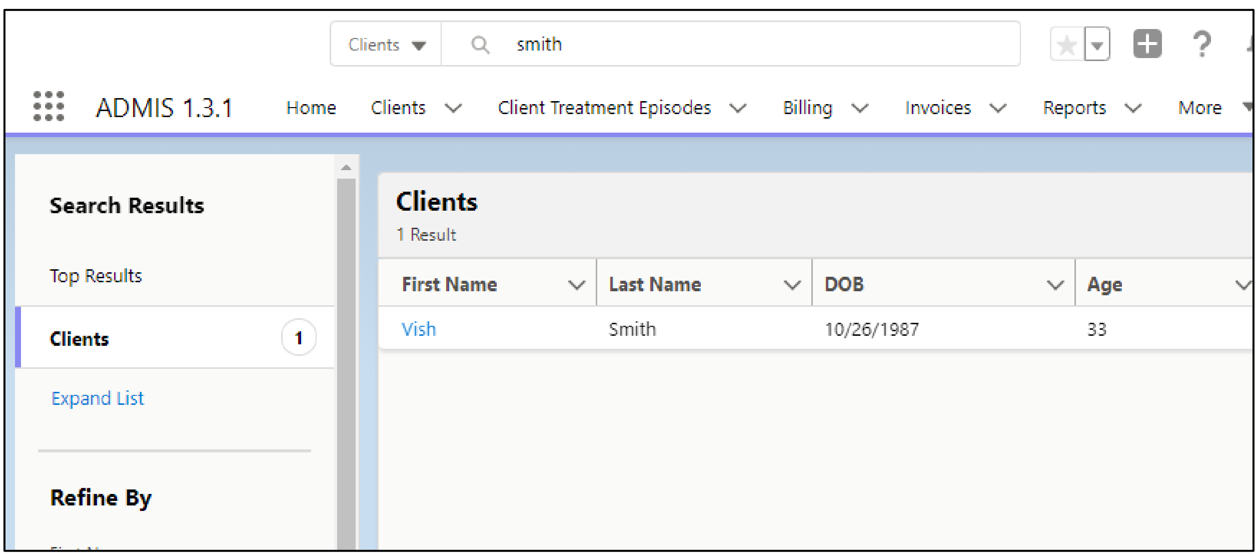
Contents

1. Searching for a Client

To search for a client, the user will use the Search bar at the top of the page. Select the dropdown and choose Clients. Then start entering the first name or last name of the client. The search grid will auto populate with suggestions.



If the client does not auto populate, press the enter key and the system will produce a list of clients that match the search criteria.



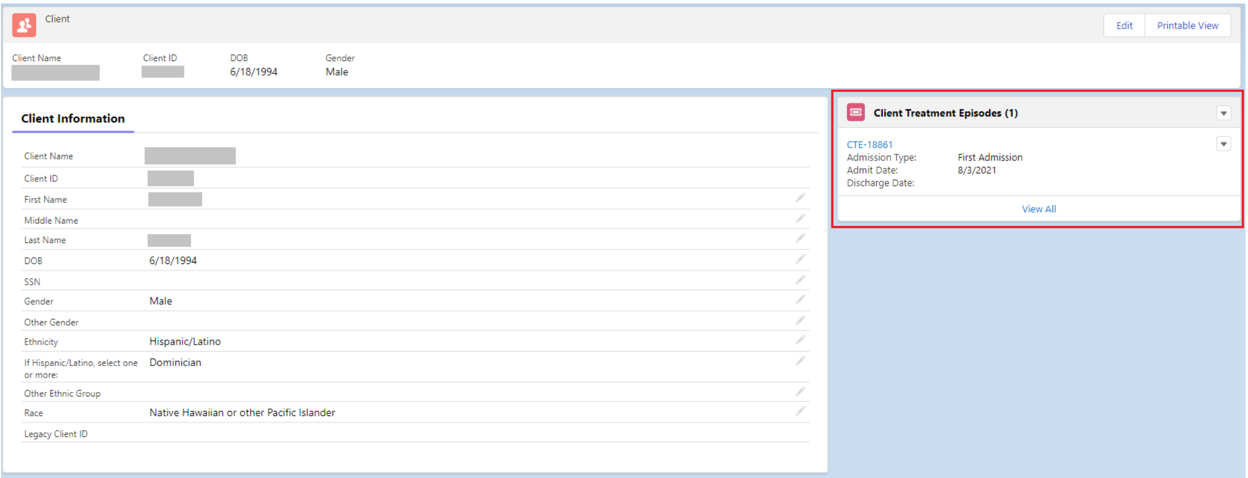
2. Creating a new Client

Searching and finding an existing client record is the best way to properly connect Client Treatment Episodes and GPRA Assessments so that the historical information can be tracked to the client over time. Only when searching for a client does not result in a match, then will the user create a new client.

Clicking the Clients menu option on the menu at the top of the screen will display a list of clients that have been recently viewed. Clicking the New button will display the New Client screen.

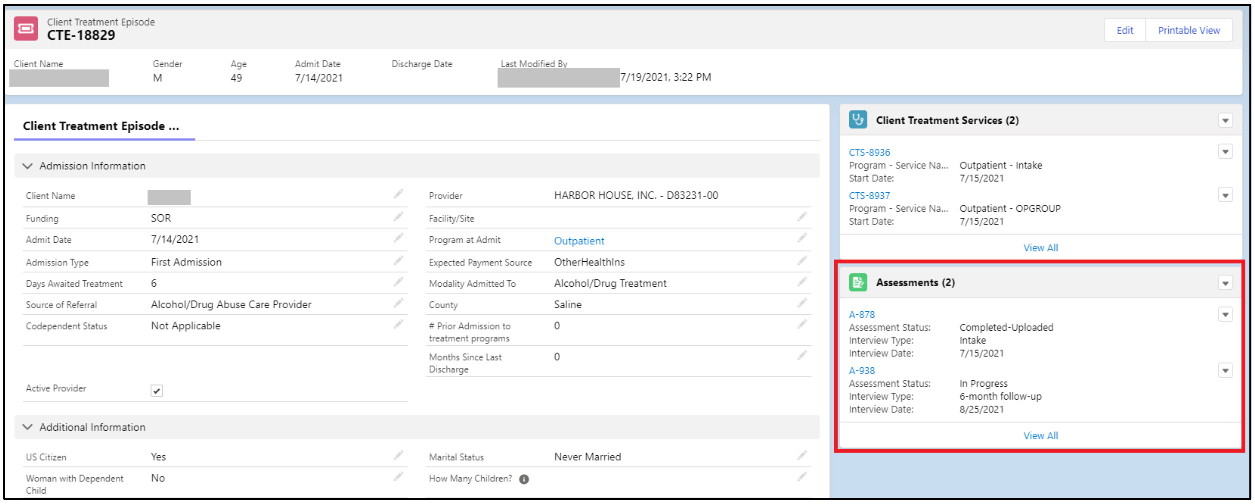
3. Adding a Client Treatment Episode

Once the client information has been established by searching for the existing client record or creating a new client record, the Client Treatment Episode tile will be available on the right side of the page. The user can create a new Treatment Episode or edit a Treatment Episode.

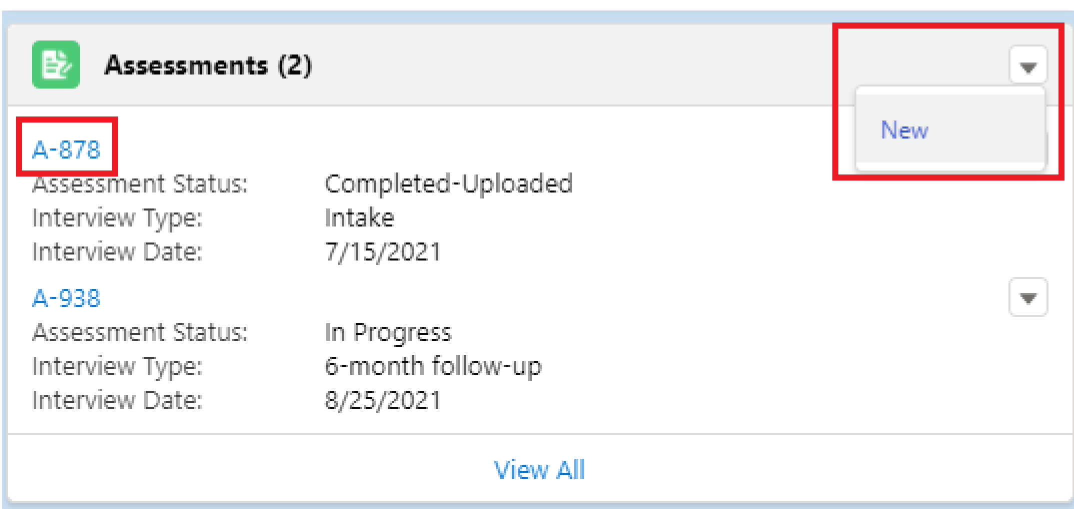


4. Creating/Editing an Assessment

The user will navigate to the SOR/SOR2 Funded Client Treatment Episode Record if one exists or create a new SOR/SOR2 Funded Client Treatment Episode if it doesn't exist. Once on the Client Treatment Episode Page, the Assessment tile will be located on the right side of the page.

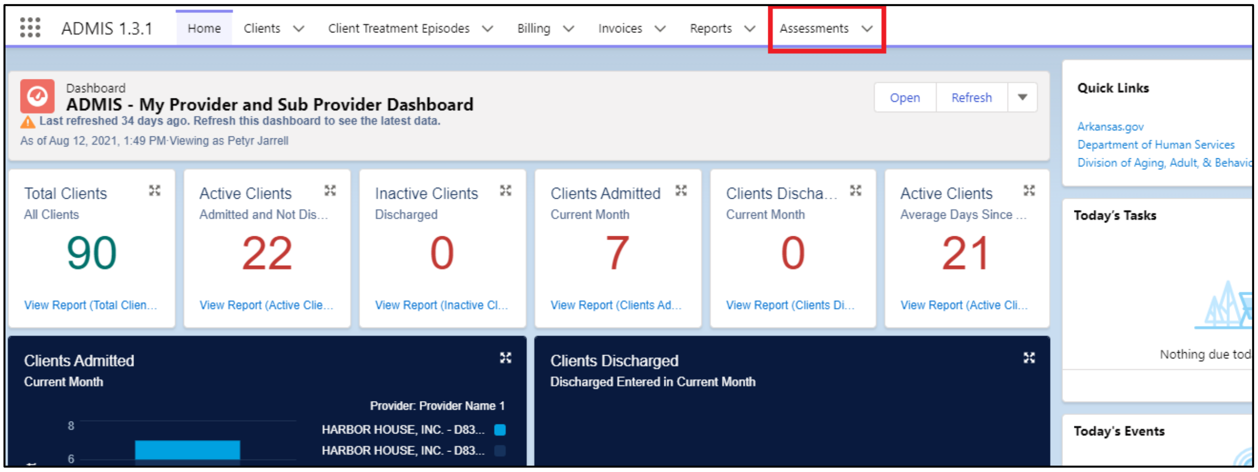


To create a new Assessment, the user will select the dropdown arrow on the Assessment tile and select 'New'. To edit the Assessment, the user will select the Assessment ID link.

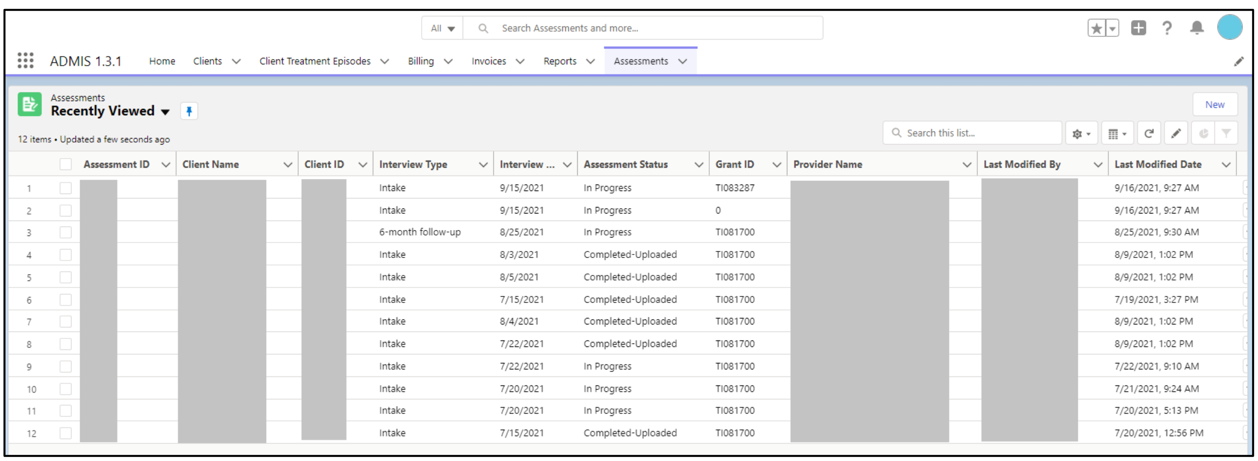


5. Viewing Assessments – At a Glance

On the Menu bar located at the top of the screen, the Assessments menu can be selected to open the Assessment View.



The Assessment Recently Viewed will be displayed.



6. Failed to Upload Assessments

Assessments in a 'Completed' status will be uploaded to the SPARS system on a daily basis. If SPARS rejects the Assessment, there will be one or more data problems with the Assessment. The Assessment Status will be changed to 'Failed to Upload'.

6.1 Failed to Upload Report

In the Reports section, the user can find the report 'GPRA Assessment - Failed to Upload' which displays the Assessments with a current status of 'Failed to Upload'. If the Assessment is displayed on the report, the user must correct Assessment data and re-submit the Assessment again so that the Assessment Status is set back to 'Completed' in order for it to be sent back to SPARS.

GPRA Assessment - Failed to Upload

	Client ID	Client Treat	Assessment ID	Interview Date	Assessment Status
1				01/01/2021	Failed to Upload
2				02/01/2021	Failed to Upload
3				03/01/2021	Failed to Upload
4				04/01/2021	Failed to Upload

6.2 Failed to Upload – Error Details

To identify the data errors on the Assessment, the user must review the report 'GPRA Assessment – Error Details'. The error message column will display the reason the assessment was rejected by SPARS. Review the error information and make appropriate adjustments to the GPRA Assessment data. Once the Assessment data is corrected, navigate to the last section of the Assessment and re-submit the assessment so that the assessment status is changed from 'Failed to Upload' to 'Completed' to place it back in the queue to send to SPARS. For any questions related to the error description, please contact the DHS DAABH Office.

GPRA Assessment - Error Details

	Provider	Client ID	Client Treat	Assessment ID	Interview Date	Grant #	Error Message	Error Code
1					02/01/2021	TI083287	Client discharge status is termination and	DischargeRule3
2					03/01/2021	TI083287	'J.2 Other Specify in section J' is a required	FieldRequired
3					04/01/2021	TI083287	There is no related active Intake interview	ActiveIntakeNo
4					01/01/2021	TI083287	When Section A is not provided, system can	FamilyandLivingR

6.3 Failed to Upload Task

When an Assessment is rejected by SPARS, the system will generate a Failed to Upload Task reminder for the user that created the assessment. The task will be displayed on the Home Page.