



State Opioid Response (SOR)
Government Performance Act and Results (GPRA)
Storage System

March 1, 2021

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We're changing our GPRA submission process, so providers have seamless options to submit data!

Old System Barriers

Difficulty submitting GPRA through Adobe 

Limited options to submit GPRA

Multiple steps to storing GPRA

New System Pros/Solutions to Barriers

When providers submit GPRAs to the new system, they will not need an account.

Multiple (simpler) options to submit GPRA

Reduced steps to store GPRA

GPRA Submission

GPRA submissions for the next fiscal year will not be submitted by clicking the submit button.

fill out the following form. When finished, click Submit Form to return the completed form. You can save data typed into m.

Highlight Existing Fields **Submit Form**

DATA Consent Report Generated:

CONFIDENTIALITY OF ALCOHOL AND DRUG ABUSE PATIENT RECORDS

The confidentiality of alcohol and drug abuse patient records, which may include HIV/AIDS information and other records indicating the presence of a communicable or non-communicable disease, maintained by this program is protected by Federal law and regulations. Information identifying a patient as an alcohol or drug abuser will not be disclosed by the person or organization that received it unless:

(1) The patient consents in writing; OR
(2) The disclosure is allowed by a court order; OR
(3) The disclosure is made to medical personnel in a medical emergency or to a qualified personnel for research, audit, or program evaluation; OR
(4) The patient commits or threatens to commit a crime either at the program or against any person who works for the program.

If relevant, I also voluntarily authorize and request disclosure (including paper, oral and electronic interchange) of any mental health information. This includes specific permission to release all records and other information regarding mental health treatment, hospitalization and outpatient care.

*Violation of the Federal law and regulations by a program is a crime. Suspected violations may be reported to the United States Attorney in the district where the violation occurs.
Federal law and regulations do not protect any information about suspect child abuse or neglect from being reported under state law to appropriate state or local authorities.*

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GPRA Submission

GPRA submissions will be sent to a Box.com folder.

Three Forms of Submission

1. Email
2. Link – Drag File
3. URL – Submit



Note: Providers can submit GPRA without having a Box.com account.

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GPRA Submission - Email

Before GPRA is emailed, it must be saved using the following criteria.

Criteria

First name initial, last name initial, date completed, underscore, type of evaluation.

Intake Example

John Brown completed an intake appointment on February 19, 2021

Example: JB021921_intake

Follow-Up Example

JB021921_followup

Discharge

JB021921_discharge



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GPRA Submission - Email

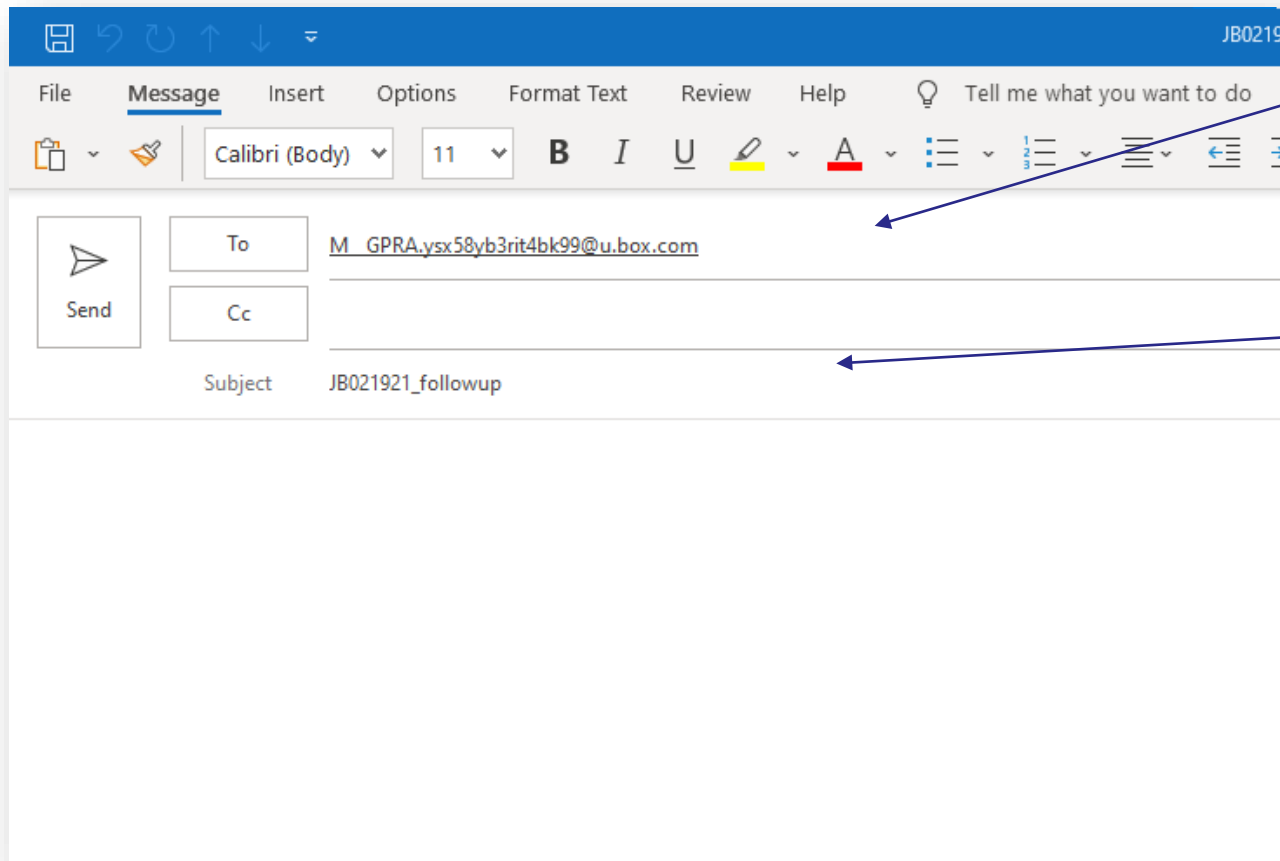
Completed GPRAs can be sent to the following email address.

M_GPRA.ysx58yb3rit4bk99@u.box.com

Copy and past the email address into the 'To' section.

The subject of the email should be the title of the GPRA saved.

If the email option is chosen, please ensure your email is encrypted.



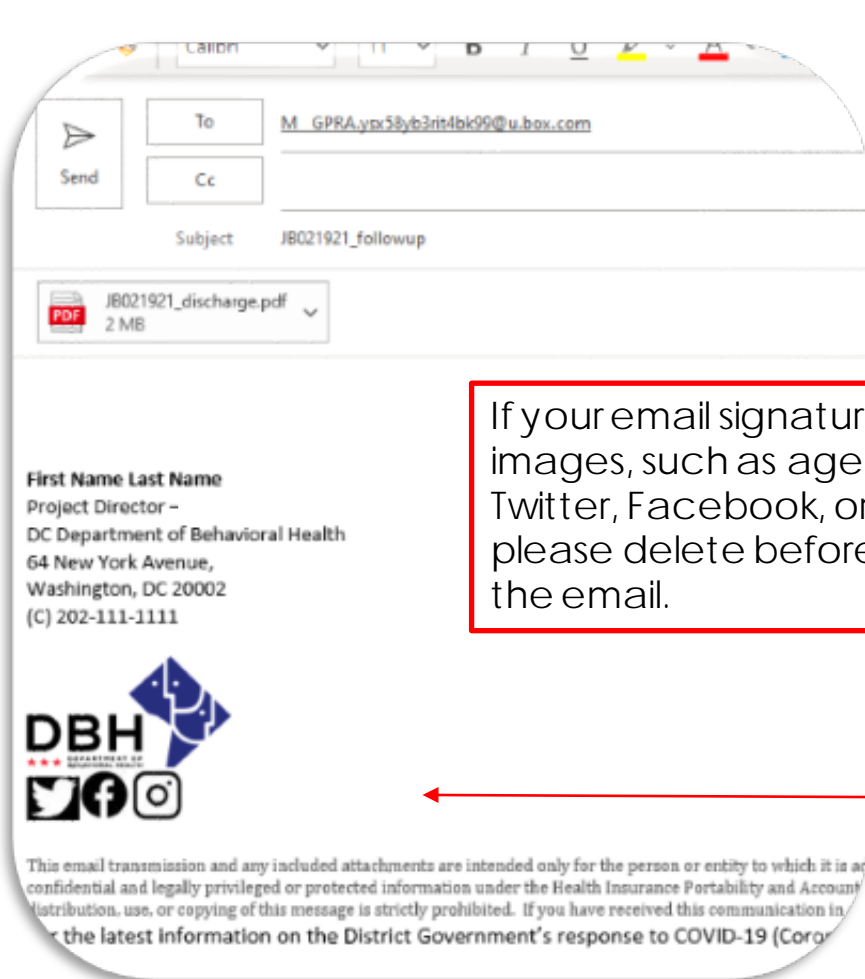
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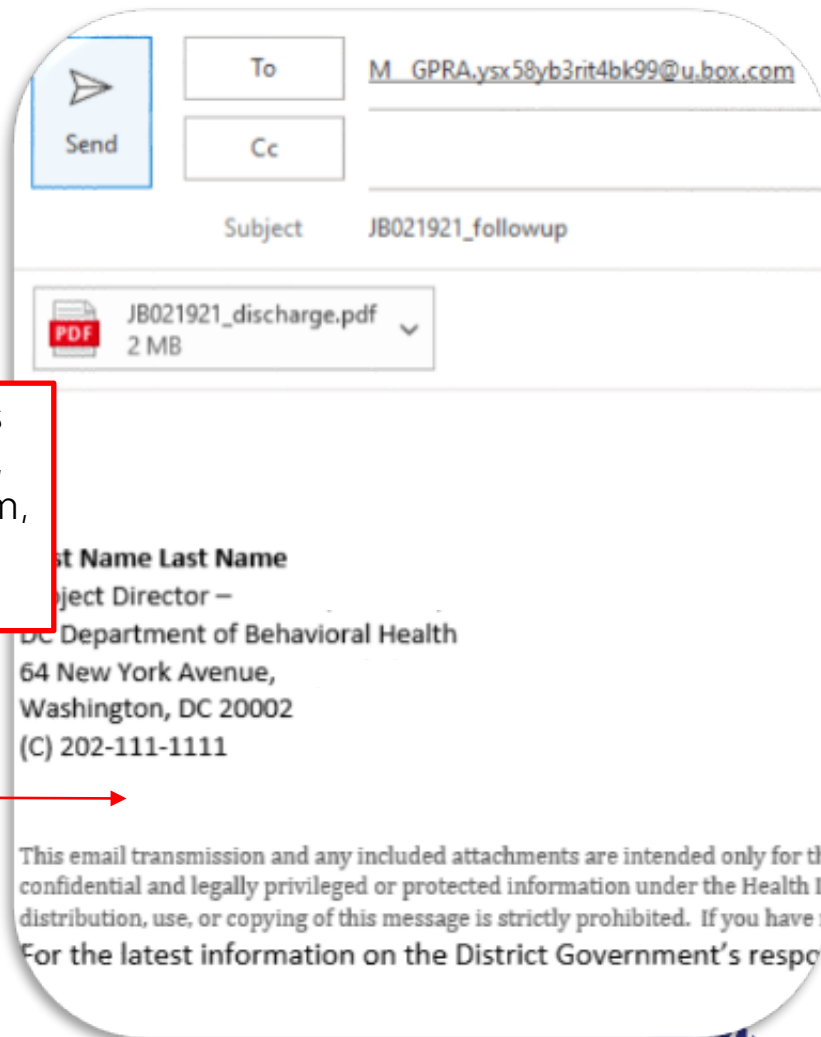
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GPRA Submission - Email

Attach GPRA



If your email signature includes images, such as agency logos, Twitter, Facebook, or Instagram, please delete before sending the email.



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GPRA Submission - Email

Success! Your email attachment was uploaded to Box...

Some content in this message has been blocked because the sender isn't in your Safe senders list. [I trust content from noreply@box.com.](#) | [Show blocked content](#)



Box <noreply@box.com>

Mon 2/22/2021 10:21 AM

To: Sender's Name



Your email attachment, JB021921_discharge.pdf, was successfully uploaded into the M. GPRAs to Transfer folder

Log in to your Box account to manage or add collaborators, or to share a link to this file with others.

[View File Now](#)



Box © 2021 | [About Box](#) | [Privacy Policy](#) | [Edit Notification Settings](#) | 900 Jefferson Avenue, Redwood City, CA 94063, USA

DCTO ECM Administrators

You will receive a confirmation email once your document has been successfully sent to the email address.

[Reply](#) | [Forward](#)

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GPRA Submission – Link

The following link will be shared with all providers submitting GPRA.

<https://dcmgov.app.box.com/f/8feaf78d756645bc9d737afdd8b0a513>

dcmgov.app.box.com/f/8feaf78d756645bc9d737afdd8b0a513

Submit files

Upload files *



Drag and drop files

Select Files

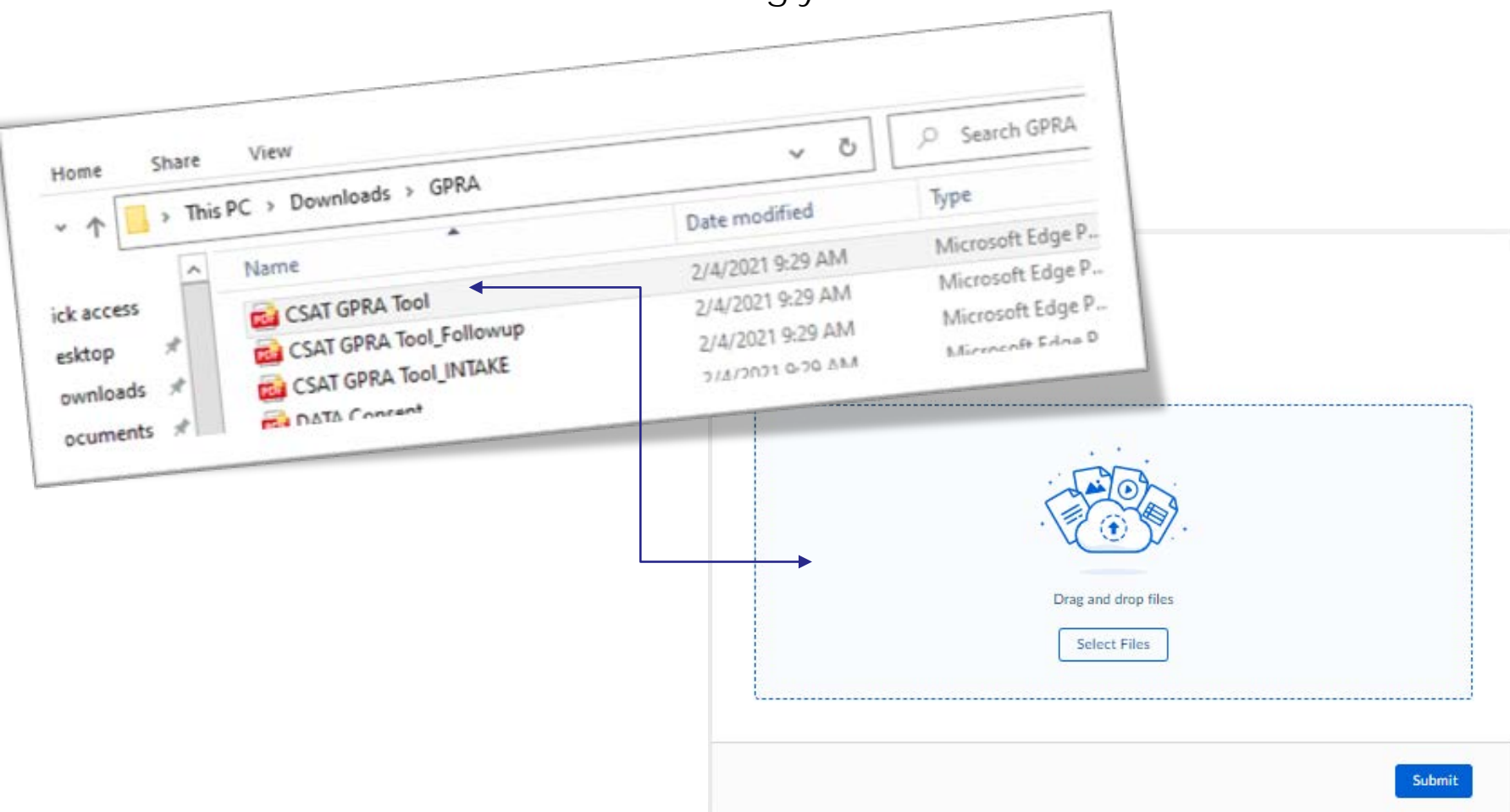
Submit

Step 1: Click on the link. The folder will appear for you to begin adding files.



GPRA Submission – Link

Step 2: Go to the folder on your computer where your GPRA documents are stored. Left click the document and drag your mouse into the blue box.



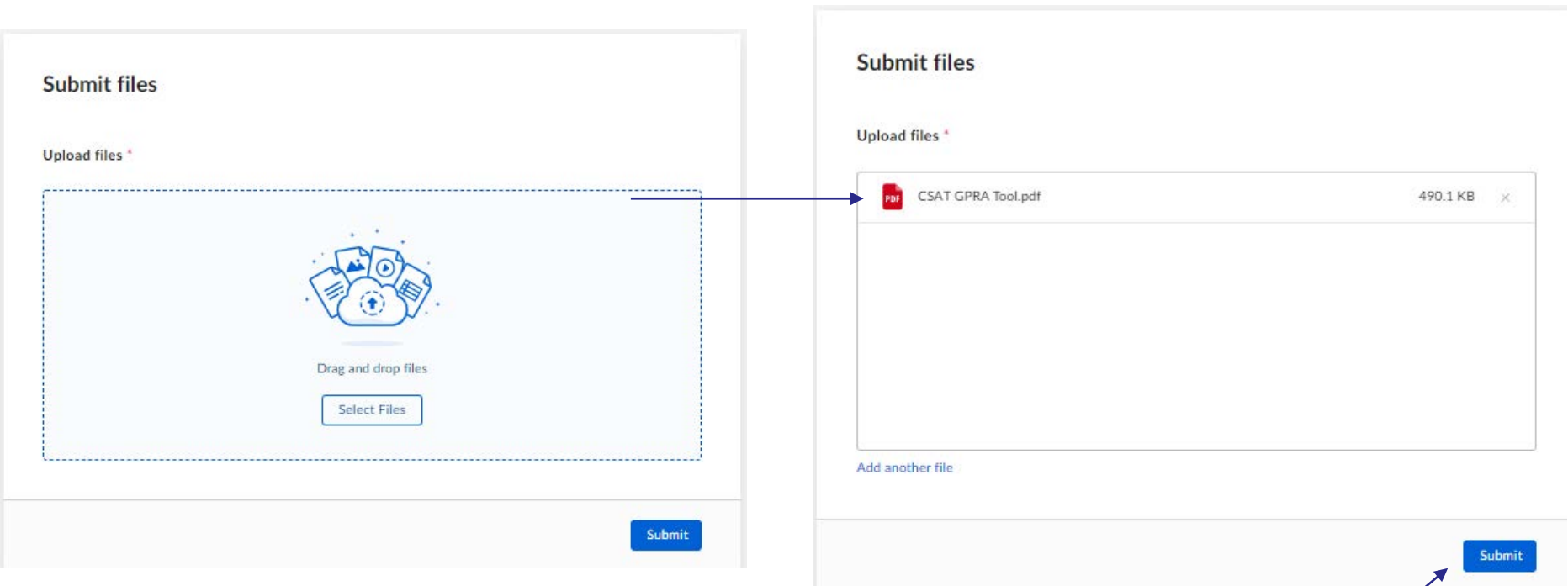
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GPRA Submission – Link

Once you have successfully dragged the document, it will appear in the folder.



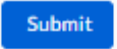
Step 3: Click submit

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GPRA Submission – Link

After you click  , the document will begin loading. A message will appear that informs you the file has been submitted successfully.

Success! Your file has been submitted.



You may now **X** out of the web browser.

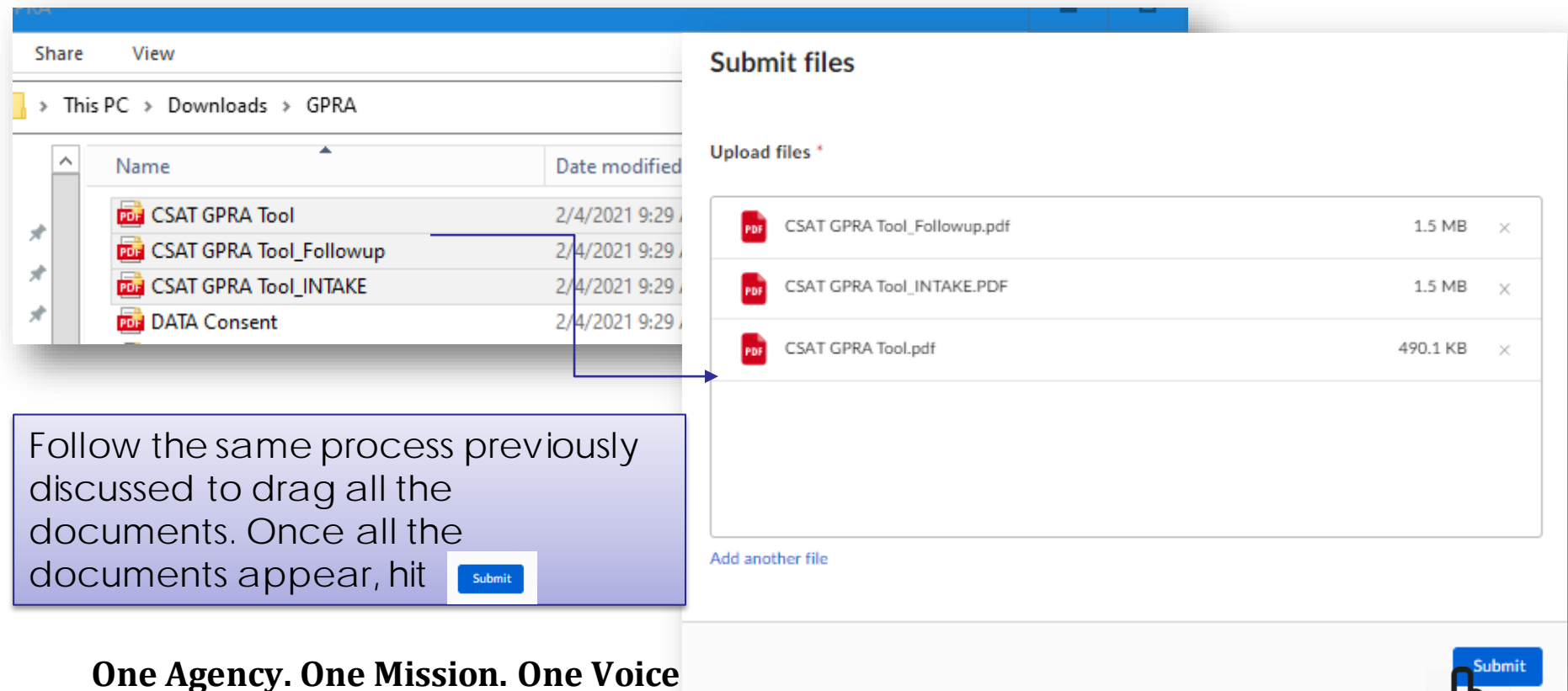
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GPRA Submission – Link

Multiple Submissions

If you have multiple GPRA that need to be uploaded, highlight all of them. Left click the first document, press Shift, and then go to the last document you would like to upload. Click it. All documents in between the first and last document should be highlighted.



The screenshot displays a file upload interface. On the left, a file explorer window shows a folder named 'GPRA' containing four PDF files: 'CSAT GPRA Tool', 'CSAT GPRA Tool_Followup', 'CSAT GPRA Tool_INTAKE', and 'DATA Consent'. All four files are highlighted. A blue box with a white border is overlaid on the bottom left of the file explorer, containing the text: 'Follow the same process previously discussed to drag all the documents. Once all the documents appear, hit'. A blue arrow points from the 'CSAT GPRA Tool' file in the file explorer to the 'Submit' button in the blue box. On the right, a 'Submit files' dialog box is open, showing the same four files being uploaded. Each file entry includes a PDF icon, the filename, the size, and a close button (X). The files are: 'CSAT GPRA Tool_Followup.pdf' (1.5 MB), 'CSAT GPRA Tool_INTAKE.PDF' (1.5 MB), and 'CSAT GPRA Tool.pdf' (490.1 KB). Below the list is a link that says 'Add another file'. At the bottom right of the dialog is a blue 'Submit' button. A hand cursor icon is pointing at this button.

Share View

> This PC > Downloads > GPRA

Name	Date modified
CSAT GPRA Tool	2/4/2021 9:29
CSAT GPRA Tool_Followup	2/4/2021 9:29
CSAT GPRA Tool_INTAKE	2/4/2021 9:29
DATA Consent	2/4/2021 9:29

Follow the same process previously discussed to drag all the documents. Once all the documents appear, hit

Submit

Submit files

Upload files *

CSAT GPRA Tool_Followup.pdf	1.5 MB	X
CSAT GPRA Tool_INTAKE.PDF	1.5 MB	X
CSAT GPRA Tool.pdf	490.1 KB	X

Add another file

Submit

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GPRA Submission – Link

After you click  , the document will begin loading. A message will appear that informs you the files has been submitted successfully.

Success! Your files have been submitted.



You may now **X** out of the web browser.

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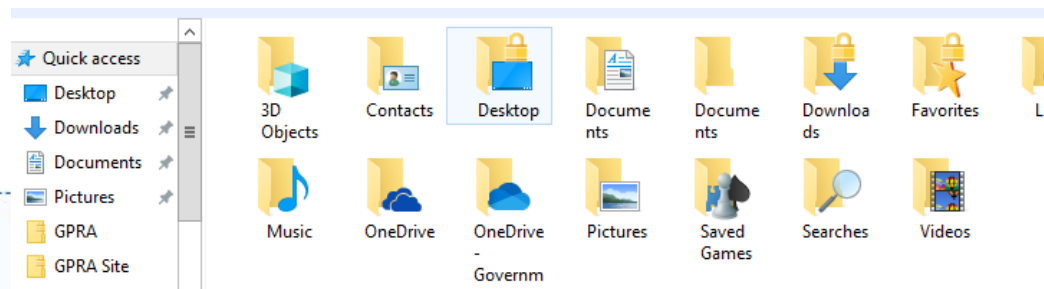
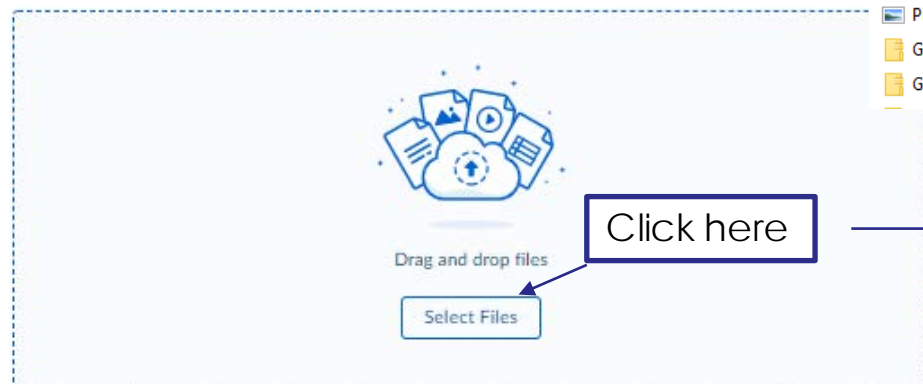


GPRA Submission – Link

Alternative to dragging files: If you do not wish to drag files into the blue box, you can manually select the file.

Submit files

Upload files *



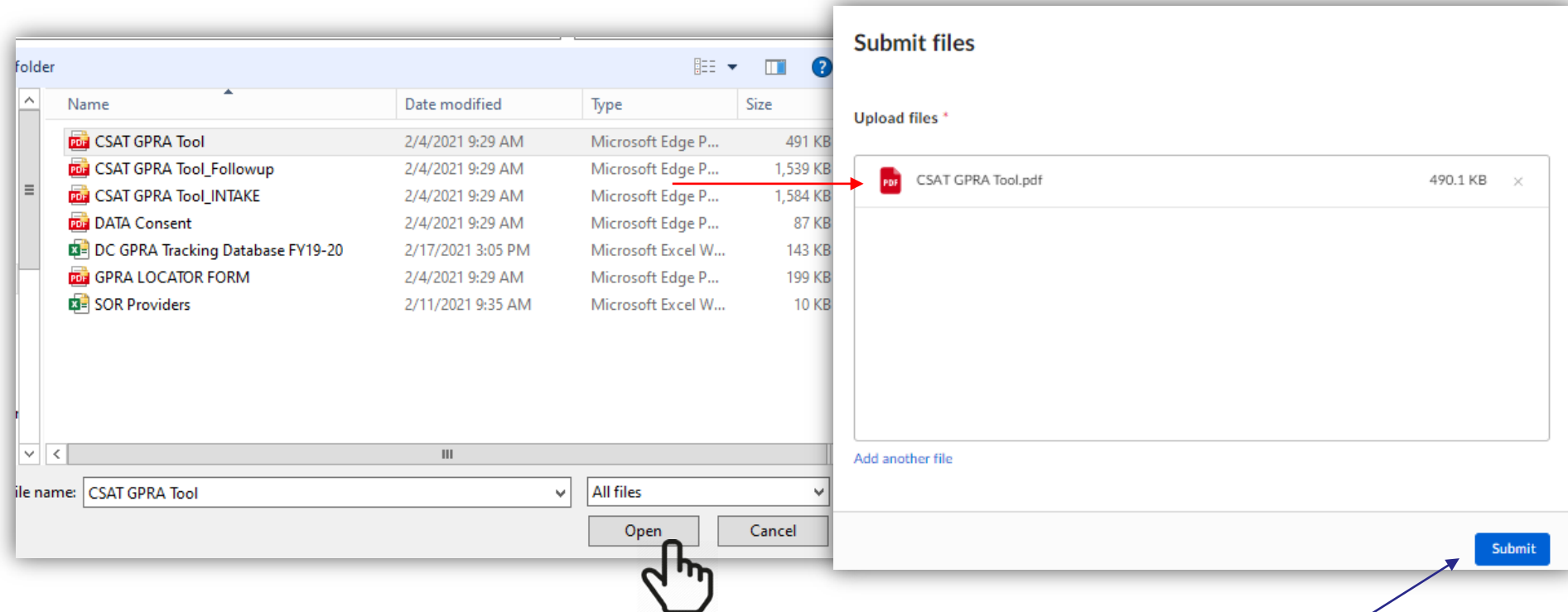
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GPRA Submission

Once you have chosen the folder,
select the file and click Open



The document will
appear. Click submit to
successfully upload the
file.

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GPRA Submission – Link

A message will appear that informs you the file has been submitted successfully.

Success! Your file has been submitted.



You may now **X** out of the web browser.

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GPRA Submission

A URL will be created that will allow providers to submit GPRAs. We are currently updating our website. Once the update is finalized, and it goes live, providers will be notified to visit the site to obtain the URL for GPRA submissions. A follow-up email with instructions will be provided at that time.



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GPRA Submission - Questions



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