

Government Performance and Results Act (GPRA)

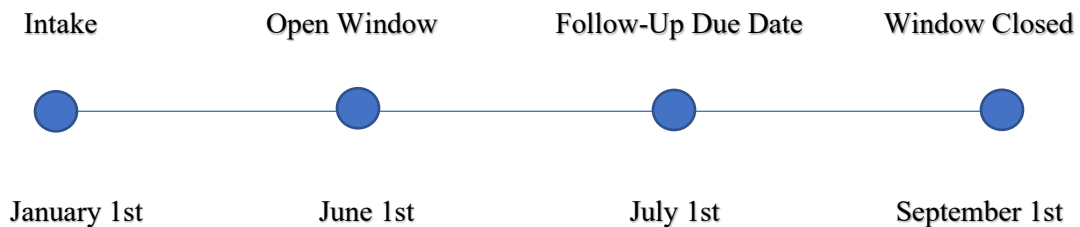
Quick Reference Glossary

SECTION I: Follow-Up Status Glossary

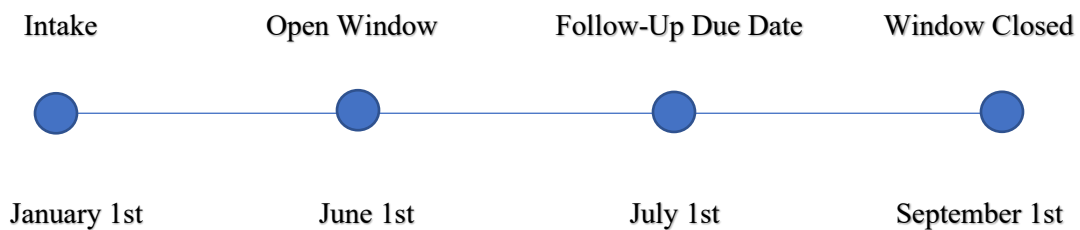
Question 2: Coding Definitions

- **01** = Deceased at time of due date – If the client is deceased at the time of follow-up and this information was verified.
- **11** = Completed interview within specified window – Follow-up GPRA's are due six months after the baseline/intake date. The window for follow-up will open five months after the baseline/intake date and will close eight months after the baseline/intake date. If a follow up GPRA interview is completed within this timeframe, code 11 should be chosen.

The image below is an example of the approved follow-up window period. Code 11 will apply to interviews conducted between June 1st and September 1st, only.



12 = Completed interview outside specified window – Code 12 should be chosen if follow-up GPRA interview is completed outside of the follow-up window. The image below is an example of the approved follow-up window period. If the follow-up GPRA interview is not completed between June 1st and September 1st, code 12 should be chosen.



Note: The dates listed in the diagrams are examples, only. The client's follow-up window will be determined by the baseline/intake GPRA date. If a follow up interview did not occur, do not select code 11 or 12.

- **21** = Located, but Refused, unspecified – The client is enrolled in the program, but will not participate in the follow-up interview.
- **22** = Located, but unable to gain institutional access – You located the client in an institution but were unable to secure permission to have a face-to-face interview. The institution can be any setting in which the client is currently located (jail/prison, hospital, mental institution, residential or other drug treatment setting which does not allow the client to have outside contact).
- **23**=Located, but otherwise unable to gain access – You know where the client is located but are unable to gain access due to distance or other factors. For example, you learned that the client moved to another country and this information was verified.
- **24** = Located but withdrawn from project – The client is no longer enrolled in the program, has been located, and will not participate in the follow-up interview.
- **31** = Unable to locate, moved – The client has moved out of the area, this information was verified, and you are still unable to locate.
- **32** = Unable to locate, other (Specify) _____ - The client may or may not have left the area and you are unable to determine their location or current status (e.g., living/deceased) and are unable to verify if any of the above noted conditions exist. Record a description of the situation in the space provided.

SECTION J: Discharge Status Glossary

Question 2a: Termination Coding Definitions

- **01** = Left on own against staff advice with satisfactory progress – Client was compliant with the program/treatment plan but left before completion.
- **02** = Left on own against staff advice without satisfactory progress – Client was not compliant with the program/treatment plan and left before completion.
- **03** = Involuntarily discharged due to nonparticipation – Client was not compliant with the program/treatment plan and was terminated by the program.
- **04** = Involuntarily discharged due to violation of rules – Client violated program rules or committed a dischargeable offense and was terminated by the program.
- **05** = Referred to another program or other services with satisfactory progress – Client was compliant with the program/treatment plan but was referred to another program or services.
- **06** = Referred to another program or other services with unsatisfactory progress – Client was not compliant with the program/treatment plan and was referred to another program or services.

- **07** = Incarcerated due to offense committed while in treatment/recovery with satisfactory progress – Client was compliant with the program/treatment plan but was incarcerated due to offense committed during treatment.
- **08** = Incarcerated due to offense committed while in treatment/recovery with unsatisfactory progress – Client was not compliant with the program/treatment plan and was incarcerated due to offense committed during treatment.
- **09** = Incarcerated due to old warrant or charged from before entering treatment/recovery with satisfactory progress – Client was compliant with the program/treatment plan but was incarcerated due to offense committed prior to treatment.
- **10** = Incarcerated due to old warrant or charged from before entering treatment/recovery with unsatisfactory progress – Client was not compliant with the program/treatment plan and was incarcerated due to offense committed prior to treatment.
- **11** = Transferred to another facility for health reasons – Client’s health made transfer to another facility necessary prior to completion of treatment.
- **12** = Death – The client died prior to completing the program.
- **13** = Other (Specify) - Client was terminated prior to completion of treatment for a reason not listed above. Specify the reason for termination.