



# **GovCONNECT Case Management System - ADMIS GPRA Assessment - User Guide**

Version 1.0

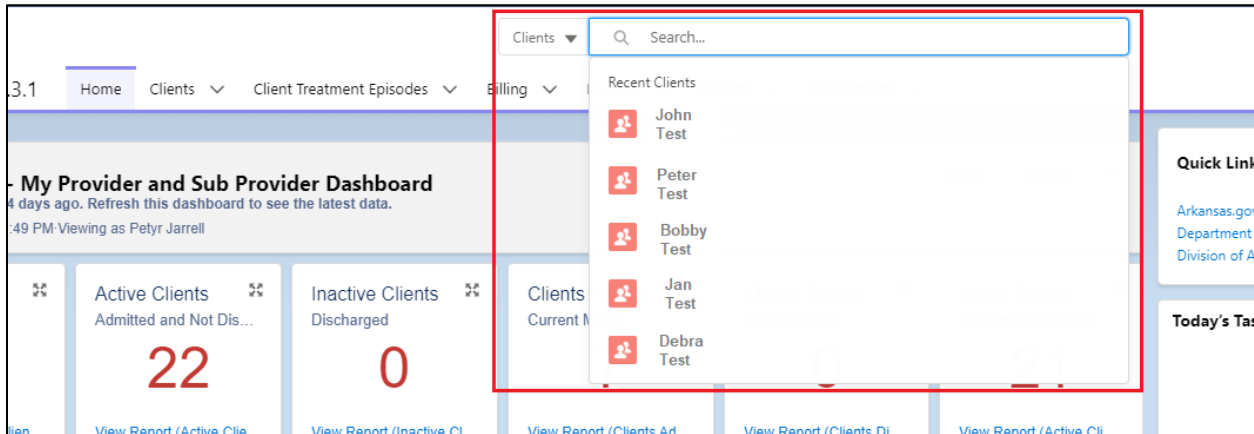
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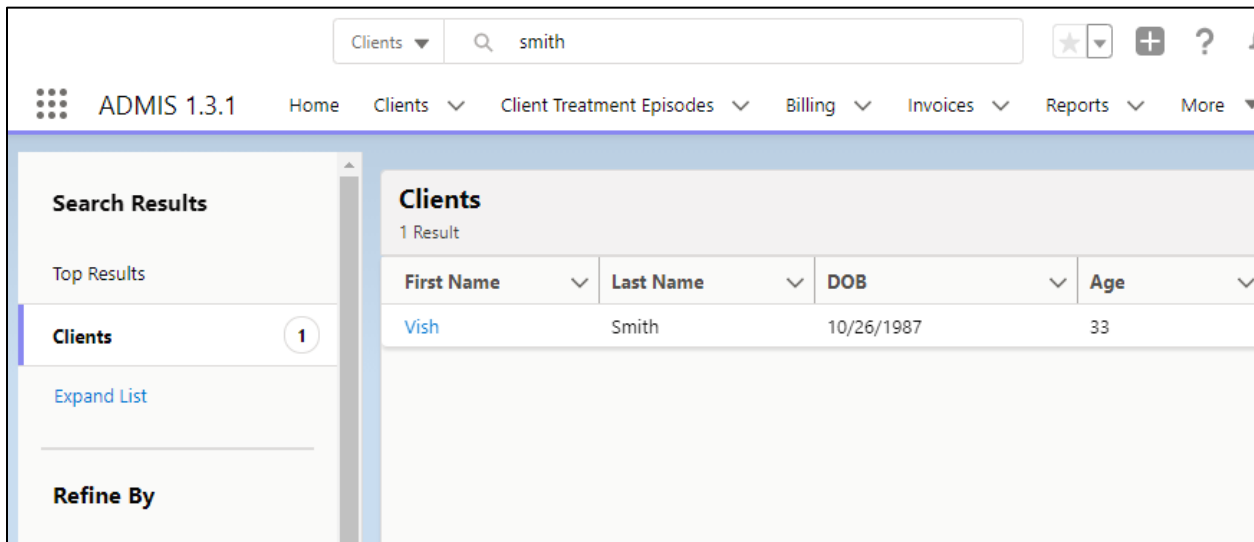
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# 1. Searching for a Client

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  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.

The screenshot shows a web interface for a client record. At the top, there is a header with a red icon and the word "Client". Below this, there are fields for Client Name, Client ID, DOB (6/18/1994), and Gender (Male). There are "Edit" and "Printable View" buttons in the top right corner.

The main content area is divided into two sections. On the left is the "Client Information" section, which contains a list of fields with edit icons (pencil icons) to the right of each field:

- Client Name
- Client ID
- First Name
- Middle Name
- Last Name
- DOB: 6/18/1994
- SSN
- Gender: Male
- Other Gender
- Ethnicity: Hispanic/Latino
- If Hispanic/Latino, select one or more: Dominican
- Other Ethnic Group
- Race: Native Hawaiian or other Pacific Islander
- Legacy Client ID

On the right is a "Client Treatment Episodes (1)" tile, which is highlighted with a red border. It contains the following information:

- CTE-18861
- Admission Type: First Admission
- Admit Date: 8/3/2021
- Discharge Date:
- [View All](#)

## 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.

The screenshot shows the 'Client Treatment Episode' page for CTE-18829. The top navigation bar includes 'Edit' and 'Printable View' buttons. Below the header, client details are listed: Client Name, Gender (M), Age (49), Admit Date (7/14/2021), Discharge Date, and Last Modified By (7/19/2021, 3:22 PM). The main content area is divided into two sections: 'Client Treatment Episode ...' and 'Client Treatment Services (2)'. The 'Client Treatment Episode ...' section contains two expandable panels: 'Admission Information' and 'Additional Information'. The 'Admission Information' panel lists fields such as Client Name, Funding (SOR), Admit Date (7/14/2021), Admission Type (First Admission), Days Awaited Treatment (6), Source of Referral (Alcohol/Drug Abuse Care Provider), and Codependent Status (Not Applicable). The 'Additional Information' panel lists US Citizen (Yes), Woman with Dependent Child (No), Marital Status (Never Married), and How Many Children? (0). The 'Client Treatment Services (2)' section lists two services: CTS-8936 (Outpatient - Intake, Start Date: 7/15/2021) and CTS-8937 (Outpatient - OPGROUP, Start Date: 7/15/2021). Below the services, there are two 'Assessments (2)' tiles. The first tile, A-878, is highlighted with a red box and shows 'Assessment Status: Completed-Uploaded', 'Interview Type: Intake', and 'Interview Date: 7/15/2021'. The second tile, A-938, shows 'Assessment Status: In Progress', 'Interview Type: 6-month follow-up', and 'Interview Date: 8/25/2021'. A 'View All' link is present at the bottom of the assessments section.

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.

This close-up screenshot focuses on the 'Assessments (2)' section. The title 'Assessments (2)' is at the top left. A dropdown arrow is visible in the top right corner of the section, and a 'New' button is highlighted with a red box. Below the title, two assessment tiles are listed. The first tile, A-878, is highlighted with a red box and shows 'Assessment Status: Completed-Uploaded', 'Interview Type: Intake', and 'Interview Date: 7/15/2021'. The second tile, A-938, shows 'Assessment Status: In Progress', 'Interview Type: 6-month follow-up', and 'Interview Date: 8/25/2021'. A 'View All' link is located at the bottom center of the section.

## 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 screenshot shows the ADMIS 1.3.1 dashboard. The top navigation bar includes 'Home', 'Clients', 'Client Treatment Episodes', 'Billing', 'Invoices', 'Reports', and 'Assessments'. The 'Assessments' menu is highlighted with a red box. Below the navigation bar, the dashboard displays a 'My Provider and Sub Provider Dashboard' with various metrics: Total Clients (90), Active Clients (22), Inactive Clients (0), Clients Admitted (7), Clients Discharged (0), and Active Clients (21). There are also sections for 'Clients Admitted' and 'Clients Discharged' with bar charts. On the right side, there are 'Quick Links' and 'Today's Tasks' sections.

The Assessment Recently Viewed will be displayed.

The screenshot shows the 'Assessments' view in ADMIS 1.3.1. The page title is 'Assessments Recently Viewed'. There are 12 items displayed, updated a few seconds ago. The table has the following columns: Assessment ID, Client Name, Client ID, Interview Type, Interview Date, Assessment Status, Grant ID, Provider Name, Last Modified By, and Last Modified Date.

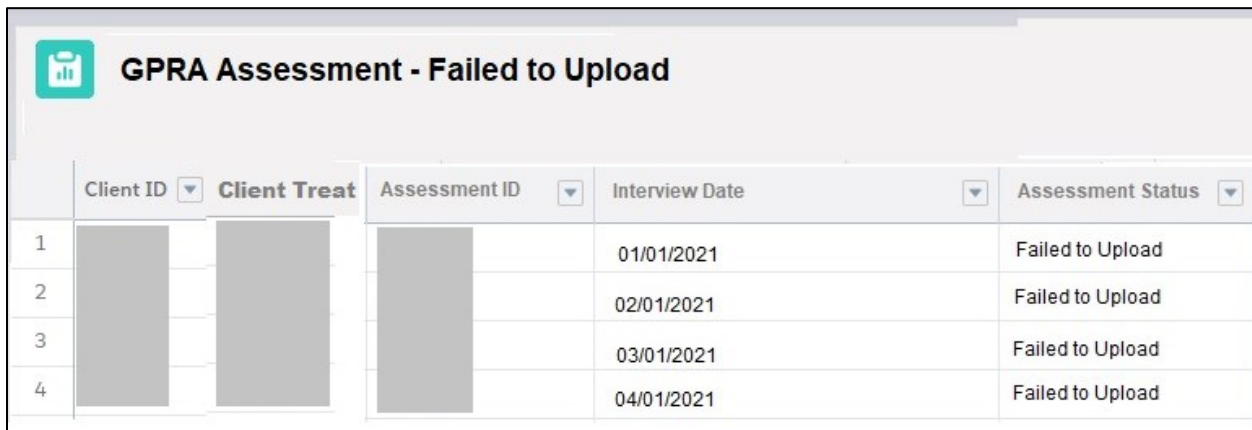
Assessment ID	Client Name	Client ID	Interview Type	Interview Date	Assessment Status	Grant ID	Provider Name	Last Modified By	Last Modified Date
1			intake	9/15/2021	In Progress	T1083287			9/16/2021, 9:27 AM
2			intake	9/15/2021	In Progress	0			9/16/2021, 9:27 AM
3			6-month follow-up	8/25/2021	In Progress	T1081700			8/25/2021, 9:30 AM
4			intake	8/3/2021	Completed-Uploaded	T1081700			8/9/2021, 1:02 PM
5			intake	8/5/2021	Completed-Uploaded	T1081700			8/9/2021, 1:02 PM
6			intake	7/15/2021	Completed-Uploaded	T1081700			7/19/2021, 3:27 PM
7			intake	8/4/2021	Completed-Uploaded	T1081700			8/9/2021, 1:02 PM
8			intake	7/22/2021	Completed-Uploaded	T1081700			8/9/2021, 1:02 PM
9			intake	7/22/2021	In Progress	T1081700			7/22/2021, 9:10 AM
10			intake	7/20/2021	In Progress	T1081700			7/21/2021, 9:24 AM
11			intake	7/20/2021	In Progress	T1081700			7/20/2021, 5:13 PM
12			intake	7/15/2021	Completed-Uploaded	T1081700			7/20/2021, 12:56 PM

## 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

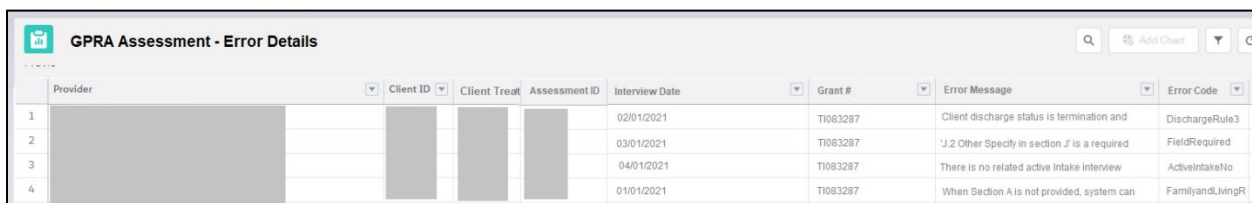
In the Reports section, the user can find the report 'GPRA Assessment - Failed to Upload' which displays the Assessments with a current status of 'Failed to Upload'. If the Assessment is displayed on the report, the user must correct Assessment data and re-submit the Assessment again so that the Assessment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



	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.



Provider	Client ID	Client Treat	Assessment ID	Interview Date	Grant #	Error Message	Error Code
				02/01/2021	T1083287	Client discharge status is termination and	DischargeRule3
				03/01/2021	T1083287	'J.2 Other Specify in section J' is a required	FieldRequired
				04/01/2021	T1083287	There is no related active intake interview	ActiveIntakeNo
				01/01/2021	T1083287	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.

The screenshot shows a web dashboard with a navigation bar at the top containing: Provider Contracts, Provider Licenses, Billing, Invoices, Reports, Tasks, and More. Below the navigation bar is a header area with 'Open' and 'Refresh' buttons. The main content area is divided into several sections:

- Quick Links:** Arkansas.gov, Department of Human Services, Division of Aging, Adult, & Behavioral Health Services.
- Contracts Amount Paid:** \$3,288.7k. View Report (Contracts ...)
- Contracts Balance Amount:** \$4,614.1k. View Report (Contracts ...)
- My Tasks:** A task titled 'GPRA Assessment Upload Failure' is listed with a due date of 'Tomorrow'. A 'View All' link is present below the task list.
- Clients Discha... Current Month:** 41.
- Active Clients Average Days Since ...:** 152.9.
- Today's Events:** A decorative graphic showing a sun, mountains, and a house.