

GRL Training Document



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GRL Training Document

General Information

The first part of understanding the GRL Cleaning Process is to know WHAT the GRL is and HOW it works.

GAIN Record Log (GRL)

The purpose of this file is to help local sites/agencies track participants who have been entered into the study and are being assessed using the Global Appraisal of Individual Needs (GAIN). This document also helps local sites track the treatment participants receive, other assessments and surveys that are required for each participant, and assists in the conversion of data from the GAIN instrument into GPRA format that is used to submit each data record to the Government Performance and Results Act (GPRA).

GRL-What?

The GRL is an MS Excel Version 2000 (created in 9.0.3821 SR-1) workbook consisting of 4 sections and a total of 14 worksheets or tabs that will:

1. Identify site-specific information for multi-site analysis and/or Assessment Building System (ABS) software preparation,
2. Track GAIN initial and follow-up interviews for each participant,
3. Track treatment received by each participant,
4. Convert GAIN items into the format requested for reporting via the GPRA website without the need to ask the full GPRA instrument in addition to the GAIN.

GRL-Why?

Each section of the GRL has a specific purpose for the sites and local data managers. In general, the GRL:

- Provides site information in a single location that is then used in reports throughout the file.
- Provides information about local site and staff identifiers, which assists in preparing ABS for use by the local site and preparing a study-specific appendix.
- Tracks the date of intake, the dates and current statuses of all GAIN intake and follow-up interviews and additional study questionnaires, and provides data that can be easily entered on the GPRA website for each participant.
- Produces a site-specific report summarizing status and completion rates by interview wave across all participants.
- Tracks treatment levels of care received for each participant, including admission and discharge dates, referral source, discharge destination and includes an identifier indicating an admission type for all participants across all levels of care.
- For GRL inclusion guidelines please use the definition established by your project (example: ART, EAT, SCY, TCE, TCE/HIV, Earmarks) and/or your IRB. It is possible to include anyone who is being treated through the project and for whom you have GAIN data--even if

it is just GAIN-I and no Follow Up is planned, and those for whom you have only GPRA data. The information on the GRL (specifically that in the 2.2 Follow-up Log) is used by CHS to determine which clients should have GAINs in the data submission. For the Treatment Transition Log (TTL), all clients who are included in the study for your project should be entered (i.e. GAIN or GPRA is completed and Follow-up is planned for the client).

- Produces a site-specific report summarizing referral source site and level of care, current treatment site, length of stay and level of care, discharge status, and site and level of care.
- Accepts GAIN data (in order by GAIN item) and converts each GAIN Assessment automatically into GPRA items (in order by GPRA item) for use by the site when entering data on the GPRA website.
- Provides a backup record of data entered using the conversion tool. (NOTE: This does NOT replace hand entering data on the GPRA website!)

Navigation and General Notes

- There are several ways to move through the GRL. Two common ways are:
 1. Using tabs at the bottom of the screen
 2. Using blue links from the Introduction Tab. To use this option – you need to be inside of the Introduction Tab.
- In general, color on the Follow-Up Log (FUL) or Treatment Transition Log (TTL) indicates a potential problem. Please check the appropriate Key for information about the meaning of any color-coding on the FUL or TTL.
- Be sure to enable macros upon opening the GRL. This allows the buttons that sort, save, and initialize the data to work. Be sure that the macros or this file are not disabled by your e-mail security system or by Excel. In Excel, click Tools, Macros, and Security and make sure the Security Level is set to Medium instead of High. Macros should be run ONLY by using one of the buttons at the top left of the tabs.

Background Colors

- Never make any changes or entries in the gray-colored area.
- Data may be entered in areas highlighted yellow (1. Set-Up Tab), white {(2.2 Follow-up Log Tab (FUL))} except columns that capture due dates, Intake Date (INTKDT), and last revised date. Likewise, data may be entered in all fields on the 3.2 Treatment Transition Log Tab (TTL) except the revised date column and green fields on the GAIN-In tab are also read only. The columns with exceptions are either generated with conditional formatting/embedded formulas or looked-up.
- Yellow areas (Set Up Tab) are used for items that will need to be entered one time only and changed as necessary when there are staff changes.

Sending a GRL to CHS

GRL's are transmitted to and from Chestnut by a file transfer protocol (FTP) web site. All GRL's are Password protected for electronic transmission due to the confidential nature of the information contained within the GRL. Please see the Data Submission Memo for more information.

Expectations

What is expected of each local site

- 1) Submit the GRL each month by the assigned due date. Records submitted each month will include all data completed through the end of the previous month. For example, if your submission is due on the 5th of the month and this is May, then the submission will include all records completed through April 30th.
- 2) Complete the Follow-up Log tab as interviews are conducted. Doing this regularly ensures an easy and on time submission to Chestnut Health Systems each month.
- 3) Use the Follow-up Key (and this document) to understand how to complete the Follow-up Log.
- 4) At the end of each month, check the Follow-up Report and the Treatment Transition Report to see that none of the values in column C are pink/bold type. If they are, check the appropriate column of status data that coordinated with the pink/bold type. This will ensure that all interview status variables have been entered using valid codes. If you have trouble determining what is causing the problem, ask for help from datasubmit@chestnut.org.
- 5) Respond as soon as possible to questions from CHS about the Follow-up Log and Treatment Transition Log.
- 6) Complete the Treatment Log tab as participants are admitted, discharged, or change level of care. Doing this regularly makes for an easy and on time submission each month.
- 7) Use the Treatment Key (and this document) to understand how to complete the Treatment Log.

What is expected of CHS

- 1) Update and return the GRL on a monthly basis. If there is an update to the GRL, the data managers e-mail lists (e.g. SCY DM, EAT DM, etc.) will receive notification prior to the end of the month. The notification will instruct sites to submit the GRL as usual, but not enter any additional information into the file until they have received notification from CHS that the updated GRL has been posted to the FTP site. Within 1-2 days of submission, sites should expect to either receive the updated GRL or receive a data clarification question. If there is an update, site's are instructed to submit the GRL even if the GRL has not changed from last month. Doing so, will ensure that each site has the most recent file.
- 2) Respond to site questions about how to complete the FUL and the TTL.
- 3) Receive FUL and TTL files from each site on a monthly basis. Copies of each file will be retained for at least 3 months in case any questions arise.
- 4) Check the data receipting database to see that there are no unexpected values in the comments field or elsewhere, and work with the site data liaison to correct any problems.
- 5) Copy column B from each site's report into the appropriate column in the FUL and TTL Reports File.
- 6) When all sites have submitted the FUL and TTL for the month, save the FUL and TTL Reports as .pdf files and send the information to each site and to CSAT as soon as possible following receipt of all files, or at minimum by the end of the month.

- 7) Compare the FUL expected totals per wave with the actual ABS data received.

Getting Help

First, check the Introduction tab, the 2.1 Follow-Up Key tab, the 3.1 Treatment Log Key tab, instructions at the top of the 4.1 GAIN-In tab, this document and the GRL FAQ document (Word). If your question has not been answered, please contact Data Submit at datasubmit@chestnut.org. Please include your program, site prefix, and city in the subject line of the email so that we may process your question efficiently.

GRL Sections

Structure of the GRL- the 4 Major Sections

1. Set-Up – where project and site specific information is entered
2. Follow-up Log (FUL) – where recruitment and follow-up interviews are tracked
3. Treatment Transition Log (TTL)- where treatment received including discharge and intake information as well as treatment type and discharge and intake levels of care are tracked.
4. GPRA Conversion Tool – where GAIN data is converted into GPRA format for entry on the GPRA website

Structure of the GRL- 14 tabs

- Introduction (Information Only) – Basic information about the file (including the date/version number) and specific information about and instructions for the use of each section. It is important to read this tab first. This page includes contact information, instructions for submitting the file, and hyperlinks (blue/underlined) that take the user to the tabs of interest.
- 1. Set-Up (Accepts Data Entry) – Basic site information is entered one time and updated as needed.
- 2.1 Follow-up Key (Information Only) – Definitions of and codes for the “2.2 Follow-up Log” tab items, explanation of error checking color-coding and contact information.
- 2.2 Follow-up Log (FUL) (Accepts Data Entry) – Log of interviews conducted or due; one row per participant used to track interview status across all 5 interview waves until the 12-month follow-up and one supplemental instrument, the Satisfaction Index (TxSI).
- 2.3 Follow-up Report (Perform Calculations) –Summary of site data provided on the FUL.
- 3.1 Treatment Log Key (Information Only) – Definitions of and codes for the “3.2 Treatment Log” tab items, explanation of error checking color-coding and contact information.
- 3.2 Treatment Log (TTL) (Accepts Data Entry) – Log of treatment provided under the grant; one row per participant per level of care in treatment used to track treatment services received including origination and destination pre and post treatment.
- 3.3 Treatment Report (Perform Calculations) – Summarizes site data provided on the TTL.
- 4.1 GAIN-In (Accepts Data Entry) – Step one of the GPRA tool; data are filled by ABS (in GAIN order) for each GAIN interview to convert GAIN data to GPRA variables.
- 4.2 GPRA-Out (Perform Calculations) – Step two of the GPRA tool; contains converted data for entry on the GPRA website (in GPRA order).

- 4.3 Data (Perform Calculations) – Backup copy of GAIN-In and GPRA-Out data for site use only.
- 4.3.1 Data Archive (Perform Calculations) – Tab created when GPRA changed instruments or when a site filled up the original 4.3 Data tab. There may also be a 4.3.2 Data Archive tab.
- 4.4 Lookups (Information Only) – Provides labels for values entered by the user or looked up by the reports. Used primarily in conjunction with the Set-up tab and the GPRA tool.
- 4.5 Documentation (Information Only) – Provides information about the GAIN to GPRA conversion process as well as a place for some interim calculations used in that process.

Specifics on the Tabs

1. Set-Up Tab

- Enter Info Once: The Set-Up tab is used to enter site information that is expected to remain constant and/or that will be used by other tabs in the GRL. Enter site information once and update as needed throughout the study. Be sure to let CHS know if your Data Manager or Principle Investigator changes.
- If No Site ID: If you do not yet have a Site ID, then please contact the Data Management Team at datasubmit@chestnut.org to obtain this information.
- Yellow vs. Gray Cells: For the top section, read the description in column B and enter information in the yellow areas in column C. Gray spaces will be looked up and entered automatically as earlier spaces are completed, so there is no need to enter data in any grey cells.
- Years Reported: In the date fields, make sure the years reported are the correct years; this has implications for the Recruitment Status section of the 2.3 Follow-up Report tab. Pay particular attention to the grant start, grant end, recruitment start and recruitment end dates.
- Changing Instrument Used: You are able to adjust the GAIN Instrument you are using (FULL vs CORE) on the Set-Up Tab. Cell C14 is a drop-down box, that will need to be set to set according to the GAIN instrument used by the local site. If you click on the cell, there will be a box with a down-arrow on the right side of the cell. Click this arrow to show the other choices and select (click on) the instrument that is appropriate for your site.
- For the Local Site ID and Local Staff ID lists,
 - Read the instructions and enter the site and staff IDs your site will be using.
 - Any Local Site IDs (XSITEa) or Staff IDs (XSID) must be numeric rather than alphanumeric (text).
 - To add extra rows, position the cursor where you want the new rows, highlight the number of new rows you would like to add and click the macro button labeled “Add new rows above cursor”. This button will run a MACRO that will automatically add the number of rows you have specified.
 - Never re-assign, reuse, or remove a local Site ID or Staff ID code once it has been assigned. New sites or staff should be assigned their own unique code. If a staff member leaves their current position, their name and ID must remain on the set-up tab of the GRL.

- Other Tabs Use the Set-Up Info: The other parts of the GRL file will look-up data such as site ID (XSITE) or start or end dates from this tab to avoid the need to reenter this information on those separate tabs.

Example of the GRL Set-Up Tab:

The screenshot shows a Microsoft Word document titled "Set Up information". The document contains a table with the following structure:

Variable	Description	Answer	Notes
XSITE	Site ID assigned by the cross-site data coordinating center or 999999 for other.		See Site List in "4.4 Lookups" table or contact datasubmit@chestnut.org
XSITEV	Site city		(Will be looked up)
XSITEN	Site's local project name		
Grant	Site grant number		(For site. Will be looked up)
Program	Name of the funding program		(Will be calculated using ART for Adolescent Residential Treatment, SCY for Strengthening Communities—Youth, RCF for Reclaiming Futures,)
Contract	Program contract number		(Will be looked up)
YEAR	Federal FY that grant was funded		(Will be looked up)
GAIN	GAIN type to be used		Select type from drop-down box.
GStart	Grant (for site) start date (mm/dd/yyyy)		
GEnd	Grant (for site) end date (mm/dd/yyyy)		
Target	Target number of people to be recruited over the total duration of the project		
RStart	Date recruitment is expected to start (mm/dd/yyyy)		
REnd	Date recruitment is expected to end (mm/dd/yyyy)		
RPM	Expected number recruited per month (Target/Truncated((REnd-RStart)/30))		Will be calculated when target number and recruitment dates are added.
FEnd	Date follow-up is expected to end (REnd + 12 months) (This will be calculated from recruitment end date.)		Will be calculated when recruitment end date is added.
LFUP	Last follow-up (30 days before contract end). If site conducts follow-ups after this, simply change the status on the follow-up log from 2 to the correct value.		Will be calculated when grant end date is added.
Data Manager	Name and contact information of the primary person who will be submitting data and of whom clarification questions might be asked		If you change this, please be sure to mention it when you e-mail the file.
PI/PO	Name and contact information of the principal investigator, project director, and/or any other day-to-day manager who should be cc'd on any communications with the database liaison.		If you change this, please be sure to mention it when you e-mail the file.

Below the table, there is a section titled "Local Site Codes [XSITEa]" with instructions: "Please enter your local site ids and associated locations as you plan to use them for XSITEa or in the Treatment Log. These values can be used to load the Site ID lookup table in your ABS system. They will also be used to create an overall Study Specific Appendix. To add extra rows, position the cursor in column A below the last entry, highlight the number of rows to insert (for 1 row, just position the cursor), and click the "Insert New Row(s)..." button (macros must be enabled) -->".

The document footer shows a navigation pane with "1. Set Up" selected, and a toolbar with drawing tools.

2. Follow-up Log (FUL) Section

Purpose: The purpose of the Follow-up Section in the GRL is to keep track of the due dates, interview dates and current status of each interview wave. This section will describe the FUL section, how to complete it and how data will be checked and reported.

FUL Section in GRL File:

The section includes 3 tabs: 2.1 Follow-up Key, 2.2 Follow-up Log, and 2.3 Follow-up Report. (If you are unfamiliar with tabs, you will find these labels on the lower left side of the file, click on the name of the one you wish to view.) The following describes each tab and what is expected.

Update Set-Up Tab First: Before you start to work with the FUL section of the GRL file, please enter the necessary information about your site and grant in the Set Up section.

2.1 Follow-up Key Tab

What is on the Follow-up Key Tab: The Follow-up Key Tab has all of the information needed to fill in the FUL Tab. This includes a definition of each column, valid response codes where applicable, a definition of color-coding for automated error checking, and information on submitting the file. Make sure to read this tab thoroughly before entering data in the FUL Tab and refer to it if any questions about the FUL Tab should arise. The Key also gives contact information if any site has questions about the FUL (See rows 77-85). Sites should use this key to understand what is to be entered, determine valid codes, and to attempt to answer questions before contacting CHS staff.

Color for Error Checking - Why are there colors on the log? — Check the FUL Key Tab.

Automatic Error Checking

Red/bold - In XPID indicates that there are 2 records for the same client. Each client should have one and ONLY one FUL record.

Orange/bold - TxSI status: indicates that you have entered a value of 3 for records where 3 is not a valid option. 3 should be used **ONLY** if FUPLAN=2. If FUPLAN=0, leave TxSISTAT blank. If FUPLAN=1, change status to one of the other incomplete codes.

Blue/Bold - in **TxSIstat** indicates that client has been discharged from index admission, but TxSI is still coded as not due; in a **follow-up status** field indicates that the full data collection window for a follow-up has closed, but the status is still 90-Active. This is not a valid status, and it will need to be changed. Under **GPRADI**, indicates that the client has been discharged, but the Discharge interview/records review has not been completed.

Gray highlights in GPRADI means that client does not have a discharge date listed on the 3.2 Treatment Log. If client HAS been discharged, add the date to the 3.2 Treatment log, and add the correct GPRADI discharge interview value on the 2.2 Follow-up Log.

Underlined and red - (in Interview Date fields) Interview date reported while status code says it has not been done (status is something other than 11 or 12 (GAIN) or 11-14 (WAI/TxSI)). Remove date--they are only needed if the interview/instrument was completed.

Underlined and violet - Done Outside the expected window. For 0INDT (GAIN-I date), Initial Interview needs to be not more than 28 days before or 7 days after admission to treatment (INTKDT). In Follow-up Date fields: "Actual" interview date is outside the interview window (due date -30 days or due date+60 days)--will be accepted if day is the same in the appropriate month window. Otherwise, this interview cannot be counted for multi-site collaboration for this wave. If interview is late, consider moving it to the next wave (or re-doing the next wave on-time).

Underlined and blue - (in Interview Date fields) Status is 11-On Time (or 13-On Time by therapist for WAI/TxSI), but actual interview date is more than 2 weeks before/after due date. Or Status is 12-Not Ontime (or 14-GPRA Only Not Ontime), but actual interview date is within the ontime window. Confirm WAI/TxSI date-may need to change status. Change Interview Status to the appropriate code.

Underlined and orange - Unexpected date--possible typo. Intake Date (INTKDT) is more than 90 days from Initial Interview date (0INDT) or date entered is a future date. Do not enter future dates.

Orange highlights in status fields - status says not due yet, but due date has passed. Change due date to 90-Active or to a valid complete/incomplete code. NOTE: If TxSIDue is gray and ENGDT has not yet been reached, there is no need to change TxSISTAT.

Yellow highlights (in interview status fields) - If FUPLAN=2, but interview indicates a GAIN code. Change interview status to 0, 13 or 14-GPRA Only, or 90-Active. If all status fields are not coded as 24-Withdrawn throughout follow-ups, the status field will also be yellow.

2.2 Follow-up Log Tab (the FUL Data)

- Description of Columns: The 2.2 Follow-up Log is where the site will enter the information (data) about each participant with a GAIN or GPRA intake interview. There are 20 columns in this tab. Column A [XPID] is the participant ID and should fall within the range assigned to your site. Column B [INTKDT] is the date the participant entered the treatment program, while column C [0INDT] is the date of the GAIN-I (please use the same date that is recorded in the XOBSDT field on the GAIN-I record in ABS). Column D [FUPLAN] is an indicator of whether this participant is expected to have follow-up interviews and if so if the follow up plans will be GAIN and GPRA or only GPRA.
- Description of Columns: The next columns include the due date (INDUE), interview status (INSTAT), and actual date of the interview for each expected wave of data (INDT). Due dates have been calculated based on 91 days post-intake interview. Finally, there is a column for 'Date Last Revised'. This column is generated and does not need to be edited. This is used to help determine the report date. FUL tab includes a "Sort by Client" option button. Each column has validation check filter, so you will not be able to enter invalid codes.
- See Page 14 for an Example

Features of the FUL:

- Waves Tracked: The Follow-up Log tracks GAIN data collection at intake, 3, 6, 9, and 12-month waves.
- One Row per XPID: There should be one record (row) of data per participant (XPID).
- Who should be included: Clients should be included on the FUL if they are included on the GPRA website (e.g. those who receive a GAIN-I and who are intended for follow-up, and those who receive GPRA only and who are intended for follow-up). GPRA is an intent to

treat program. If a client does not attend the 1st treatment session, follow-ups still need to be collected.

- Quick List: Clicking on a cell provides a quick list (in a yellow box) of valid codes for that cell.
- Sort by Client button: The “Sort by Client” option button allows sites to add records in any order and then sort by client ID (XPID). This button runs a MACRO. NOTE: Macros must be enabled for this to work.
- Site Report: Data entered on the 2.2 Follow-up Log will create a site report presented on the ‘2.3 Follow Up Report’.
- TxSI/WAI Completion Date: NOTE: The TxSI/WAI completion date is an estimate calculated as 14 days after the intake admission given or as the engagement date (ENGDT) listed on the TTL tab if entered—correct TxSI/WAI completion dates may appear purple/underlined. The true due date for the TxSI/WAI should be recorded in the ENGDT column on the TTL.
- FUPLAN: Follow up plan (FUPLAN) or Column D, (labeled as seen below) indicates whether follow-up is planned and if it will be GAIN/GPRA or GPRA Only.
 - If this is ‘0’(no follow ups planned) the value of the status fields will be blank. Do not enter values for FU status or dates in this case. FUPLAN=0 means that, while you did conduct an intake assessment (GAIN-I of GAIN -Q), you will not be doing GAIN-M90s or GAIN_QMs on this client.
 - If this is ‘1’ or ‘2’ (GAIN or GPRA follow-ups planned), values of ‘0’ (not due yet) will be automatically generated for each follow-up status. Please indicate FUPLAN=1 for any client who is scheduled to complete GAIN-M90 follow-up interviews. The decision regarding specific clients will need to reflect project requirements and local site decisions.
 - FUPLAN=2 means that the client was asked only the GPRA instrument at intake and will be asked only the GPRA instrument for each follow-up that is conducted. This has two main impacts on the remaining fields. First, clients who are only being asked the GPRA instrument are not required to do the TxSI or the WAI. This status and date should be coded 3-Not Applicable for most sites. Second, there are new completion codes for the follow-up interviews (M90), instead of 11-ontime and 12-not on time, the codes for GPRA only are 13-ontime and 14-not on time. If you use 11 or 12 for a GPRA only client, status will appear with yellow highlights.

Any
Follow-up
Planned
[FUPLAN]

- Columns for Each Wave: The columns shown below (for 3 month follow-ups) repeat for each wave of follow-up data. The first column, interview due, is calculated and cannot be changed. The 2nd column should contain a code for any record where FUPLAN is either 1 or 2. The last column should contain the date of the assessment when the follow-up interview is completed.

3 Month Interview Due [3INDUE]	3 Month Interview Status [3INSTAT]	3 Month Interview Date [3INDT]
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- Not Conducting a Wave: There is a way to automatically identify optional follow-up waves that a site has chosen not to conduct (i.e. 9 month interviews). Contact CHS staff to help with this if it is not set up already.
- Follow-up Key: Interview status codes (and other useful information) are listed on the Follow-up Key.
- Code of 90 – Active: On the 2.2 Follow-up Log tab, for follow-up interview target dates that have passed but that have not yet been completed, please use a status code of 90-Active. For these records, the status code will show up with **orange highlighting**. A code of 90-Active means you are actively trying to get the instrument completed (either TxSI or GAIN-M90). Any follow up interview where the due date has passed and the full data collections window (30 days before through 60 days after the due date) is open, but the interview has not been completed should have the status changed from 0 (not due) to 90(active).
- Status codes of 11-14: If the interview status is 11, 12, 13 or 14, an interview date must be entered in the interview date field.
- Interview Date: Likewise, if an interview date is entered, a corresponding interview status of 11, 12, 13 or 14 must be entered. Interview dates should not be entered for other status codes such as ‘22’ (incomplete) or ‘32’ (not located) meaning the follow up interview was unable to be obtained.
- Colored/Underlined Dates: On the 2.2 Follow-up Log tab, if you notice colored/underlined dates, please confirm the dates in comparison to the interview status (e.g. if there is a date, the status should not be 0-Not due yet, if the status indicates an on-time interview, the date should be within the on-time window). **Red/underlined** and **orange/underlined** dates indicate errors and should never be left in the file. **Blue/underlined** or **purple/underlined** should be noted and corrected or confirmed. These colors may be fine for WAI/TxSI dates, but are rarely accepted for follow-up interviews outside the on-time or full data collection window. Please see “Automatic Error Checking” on the 2.1 Follow-up Key tab for more information.
- Last Revised Date: Column V contains the “Last Revised” date. It is currently calculated as the highest date value entered in the row. (Please do not overwrite the formula in this column.)
- Deleting a Record: Instructions for Deleting a record from the FUL:
 - While it is not possible to delete an entire row from the FUL due to the need to maintain the integrity of the formulas used to create the report, it is possible to clear data that you have entered. To do this, simply highlight the data you want to remove, and [Right-click] and choose “Clear Contents”. On the FUL, you will not be able to clear the entire row since the calculated due dates are protected, but you can highlight the remaining cells (use <CTRL> Click to highlight non-consecutive cells). Then click the “Sort by XPID” button at the top to reorder the records so that there are no blank rows in the middle of the data.

2.3 Follow-up Report Tab

- Contains:
 - Summary of report scope.
 - Summary of follow-up rates across interview waves.
 - Information about each individual interview wave.
- Do Not Edit: Please do not edit this page in any way.
- Project Report: Site reports will be combined each month into a full Project Report. Project reports will be posted on a monthly basis to the Adolescent Programs Support Site (APSS) website with an e-mail notification sent to the sites.
- Bold/Pink Values in Col C: **Bold/Pink** values in Column C of the FUL Report tab indicate that the numbers corresponding to the section beside the value in Column C do not add up as expected this indicates an error that needs to be resolved in the Follow up log 2.2.
- What if I See Bold/Pink: If you see **Bold/Pink** values in Column C of the FUL Report tab this could indicate that you have a value in column F (WAI/TxSIstat) that is one of the “Completed” statuses (11-14), but no date is entered in column G (WAI/TxSIDT). All **Bold/Pink** values should be checked with the corresponding data in the FUL log.
- Before Submitting GRL: Before submitting a GRL file, the FUL Report tab should be checked to assure that there are no **Bold/Pink** values in Column C and all necessary corrections have been made to the 2.2 Follow-Up Log to ensure that all text has been returned to the original and correct standard black.

Example of the FUL Tab:

The screenshot shows an Excel spreadsheet with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a ribbon with various icons. The spreadsheet has columns labeled A through V. The data is organized into a table with the following headers:

	Participant Intake Date	Initial Interview (61 or GPRB-1) Any Follow up Planned	Tx5(or WA) Due	Tx5(or WA) Completion date	Tx5(or WA) Status	Tx5(or WA) Completion Date	3 Month Interview Due	3 Month Interview Status	3 Month Interview Date	6 Month Interview Due	6 Month Interview Status	6 Month Interview Date	9 Month Interview Due	9 Month Interview Status	9 Month Interview Date	12 Month Interview Due	12 Month Interview Status	12 Month Interview Date	Additional Comments	Date Last Revised
	[D]@P[D] [INTKDT]	[INTDT] [FUPLAN]	[Tx5DUQ] [Tx5STAT]	[Tx5DTE]	[Tx5DTE]	[Tx5DTE]	[3INDT]	[3INSTAT]	[3INDT]	[6INDT]	[6INSTAT]	[6INDT]	[9INDT]	[9INSTAT]	[9INDT]	[12INDT]	[12INSTAT]	[12INDT]	[FULNOTES]	[REREVDT]
1																				
2																				
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4																				
5																				
6																				
7																				
8																				
9																				
10																				

A yellow tooltip box is overlaid on the 'Participant ID' column, containing the text: "Participant ID Enter Participant ID (up to 6 digits, numeric)".

3. Treatment Transition Log (TTL) Section

Purpose: The purpose of the Treatment Transition Log (TTL) Section in the GRL is to record each participant's treatment including referral source, treatment type, and treatment and discharge levels of care starting with the initial index admission that got the participant into the study. This section will describe the TTL section, how to complete it, the process for submitting data and how data will be checked and reported.

TTL Section in GRL File:

The TTL section includes 3 tabs: 3.1 Treatment Log Key, 3.2 Treatment Log, and 3.3 TTL Site Report. (If you are unfamiliar with tabs, you will find these labels on the lower left side of the file; click on the name of the one you wish to view.) The following describes each tab and what is expected.

Update Set-Up Tab First: Before you start to work with the TTL section of GRL file, please enter the necessary information about your site and grant in the Set Up section.

3.1 Treatment Log Key Tab

What is on the Treatment Log Key Tab: The Treatment Log Key tab has all of the information needed to fill in the TTL tab. Make sure to read this tab thoroughly before entering data in the TTL tab and refer to it if any questions about the TTL tab should arise. The key gives a description of each variable and a list of valid codes to use. The Key also gives contact information if any site has questions about the FUL (See rows 77-85). Sites should use this key to understand what is to be entered, determine valid codes, and to attempt to answer questions before contacting CHS staff.

Color for Error Checking - Why are there colors on the LOG? - Check the TTL Key Tab.

Automatic Error Checking

Red/bold - In ADMTYPE indicates that 2 records for the same client have ADMTYPE=1. Each client should have one and ONLY one index admission (ADMTYPE=1) identified. In INTKLOC indicates that a value of 98-Unknown/unspecified has been indicated. Please change this to reflect the type of treatment provided to the client.

Orange highlights in "Date reached 2+ sessions/night [ENGDT]" - Client has been listed as having had the TxSI conducted (in the 2.2 Follow-up Log), but there is no engagement date listed. Add ENGDT (col J) for this client's index admission (ADMTPE=1) to the 3.2 Treatment Log.

Orange highlights - In any field (other than ENGDT-See above) indicates that you need to enter a new or different value for this field. Add an appropriate value as needed for the report to add up correctly.

Orange/Underlined In date fields (INTKDT, ENGDT, DISCDT) indicates that the date entered has not yet occurred (i.e. is AFTER today's date). All dates entered need to have already happened. Do not enter planned dates, only actual dates.

Green/bold-In ADMTYPE (after sorting) indicates that no index admission has been identified. Each client should have one record identified as the index admission (the first admission to treatment under the grant for this study.)

Blue/Bold - In DISCSTAT indicates that you have entered discharge information in either DISCDT and/or DDSLOC, but DISCSTAT is still 0-Still in treatment. Change DISCSTAT to the appropriate code

Gray highlights in ENGDT if Client dropped out before 2nd session or if ADMTYPE is not 1 (Index Admission).

3.2 Treatment Log (the TTL Data)

- Description of Columns: The 3.2 Treatment Log is where the site will enter the information (data) about each individual treatment episode. There are 15 columns in this tab. The column A [XPID] is the participant ID and should fall within the range assigned to your site. Column B [XTPID] is a local ID that should match the local ID provided in the corresponding field within the GAIN-I ABS record.
- Description of Columns: Further columns include the intake (admission) date and status, the referral source level of care and site, the treatment type, the current site and level of care, and the discharge date, status, site and level of care. The last column in the print area (col. R) is 'Date Last Revised'. This column is generated each time a record is edited. This is used to help determine the report date as discussed below.
- Description of Columns: Finally, there are several columns outside the print area (col. S-AP in gray) that will calculate automatically when you enter an admission and/or discharge date. If the values in columns S-AP are changed, the report will not calculate correctly. These formulas are protected, so they cannot be changed or edited. The first, [SEGDUR] in column S, is the segment duration (or length of stay of the current record) and is calculated only when both admission and discharge date are entered. The second, [TXTIME] in column T, is calculated when an admission date exists, and is based on the difference between that date and the report date or the discharge date. [SEGDUR] and [TXTIME] are calculated as discharge date minus admission date plus one (to avoid lengths of stay of 0), and will be identical once both an admission and discharge date have been entered.

Features of the TTL:

- Tracks Clients: TTL tracks clients through treatment 'segments'.
- Row of Data for Each Level Of care (LOC): There should be one record (row) of data for each **NEW LEVEL OF CARE**—even if it is in the same facility, or for a new facility at the same level of care.
- Quick List: Clicking on a cell provides a quick list (in a yellow box) of valid codes for that cell (some of the longer quick lists do not contain all of the valid codes. Refer to the 3.1 Treatment Log Key Tab for the full list).
- Where to Enter Data: On the Log file, enter data in columns A-Q (Participant ID through Comment) ONLY. Enter new data in the first blank row at the bottom of existing data. Then, if you wish, use the 'Sort by XPID' button to sort data by client and admission data AFTER entering data. White fields represent the printable portion of the log. **Enter data in these white fields.**
- Where not to Enter Data: CAUTION: On the 3.2 Treatment Log tab, all other columns (besides A-Q) contain formulas that make the report work. These columns have been protected so they cannot be changed. Gray fields represent the non-printable portion of the log that contains formulas that drive the report. **Do not attempt to change these.**
- ADMTYPE=1: On the 3.2 Treatment Log tab, ADMTYPE should be "1" for every client's first intake **for this study**, even if the client had previous treatment admissions that were not related to the study. The important thing is that each client should have **one and only one** Index Admission or ADMTYPE=1. A value of "1" for ADMTYPE indicates the index admission (the admission when the client became part of the study). Admissions before that (if recorded) should be coded ADMTYPE=0. If the index admission is a step-down (e.g. aftercare following residential treatment), we recommend including on the TTL any prior admissions that are part of the same

episode¹ of treatment. Note: there may be more than one record here per client, but only one Admission Type 1 (Index Admission).

- ADMTYPE 2, 3, and 4: ADMTYPE values of 2 or 3 are entered for step-down or step-up treatment continuing from the index admission. These codes are used to indicate that the treatment record is a continuation of treatment and is part of the index episode. (An episode consists of all treatment segments² with between-treatment gaps of less than 30 days).
 - Use ADMTYPE=2 for records following the index admission where the client's discharge destination is another step-up or step-down or where the client is readmitted to treatment within 30 days (the latter may involve changing ADMTYPE from 3 to 2 if you thought it was the final discharge for the episode, but the client returned to treatment within 30 days. See below.)
 - Use ADMTYPE=3 if the record is the final discharge for the index episode of care (i.e., if the discharge destination from the step-down from the index admission is NOT a step-up or step-down to another level of care). ADMTYPE=3 might change to 2 if the client is readmitted within 30 days.
 - Use ADMTYPE=4 for all admissions that occur more than 30 days from the last discharge associated with the index episode of care (i.e., from the record where ADMTYPE is coded 3). This represents a new episode(s) of care.
- Include Every Admission: It is recommended that every admission or change in level of care within a program site(s) should be included until the end of the full follow-up period for the study. Admissions to external facilities may also be included, but should be included consistently across all clients.
- Treatment Key: Level of Care codes, Status codes and other useful information are listed on the Treatment Key.
- Required Responses: Level of Care codes and status codes need to have a response for the report data to be captured correctly.
- Coding Intake Status (INTKSTAT) and Intake Referral Site Level Of Care (IRSLOC): INTKSTAT and IRSLOC can be difficult to code. The following guidelines will help. In general, the expectation is that intake status values of 1(New from community) will be associated with [IRSLOC] values of 0 (community). Similarly, [INTKSTAT] values of 5 (transfer from juvenile justice system) should be associated with [IRSLOC] values of 51 (Correctional Institution) or 52 (Other juvenile Justice Agency), and [INTKSTAT] values of 6 (Transfer from other controlled environment) should be associated with [IRSLOC] values that represent a controlled environment (e.g. residential or inpatient services and not outpatient or aftercare-type services). These expectations are also true for Discharge Status [DISCSTAT] and Discharge Destination Site Level of Care [DDSLOC]. Although these expectations are not requirements, it is likely that we will contact a site for confirmation if we find different values.
- Examples of INTKSTAT: Here are some examples of various intake status codes (INTKSTAT):
 - An adolescent's physician or a private therapist recommends substance abuse treatment. This would also be coded as 1—"new admission from the community." An INTKSTAT code of 1 is used when the client is not coming from some other treatment, agency, or system and is not a readmission within 30 days. We generally want to steer away from codes of 99 if possible, recognizing that sometimes a code of 99 is necessary.

¹ An episode of care is defined as a series of admissions with fewer than 30 days between discharge and re-admission. The episode begins with the first admission and ends with the last discharge where the client is not readmitted within 30 days.

² A treatment segment is a single level of care. One treatment segment is recorded in each row of the TTL.

- An adolescent who violates probation is offered treatment as an alternative to incarceration. The participant chooses treatment. The adolescent was not in juvenile hall, but was in the juvenile justice system. The judge did not refer the adolescent to a specific treatment program, rather the adolescent's lawyer did. This would be coded as “5 – transfer from juvenile justice” since although it is technically not an institution, if this client did not go to treatment, s/he would have been incarcerated—thus the client’s destination was transferred from incarceration to treatment.
- Short Term vs. Moderate Care: If at admission to treatment, the Intake Program Level of Care is short-term residential (30 days or less), but in the course of treatment the treatment program is able to get authorization from the insurance company for 7 more days of care, which puts the level of care at moderate term (31–90 days), should this episode be coded as short term or moderate? At admit, it would be coded as short term, but now that treatment has been extended beyond 30 days, should this be recoded it moderate (31–90 days)? The generic answer to this is that the TTL should reflect what the program thinks it is providing. Clients can stay more than 30 days in short-term residential with the kind of waiver that is indicated. Clients also frequently stay less than the full time in moderate or long-term residential. In this case, if the program sees the extra 7 days as “more of the same” treatment, then the “Intake Program Level of Care” should remain Short Term Residential (STR). However, if the client was transferred (even if just on paper) to a different level of care (i.e., from short-term to moderate-term residential), then the TTL should have two records.
- Coding RSSITE and IRSLOC: If a client is readmitted after an initial AWOL from the index treatment program within 30 days of the AWOL, then it is ok for the RSSITE and IRSLOC to be coded the same as the XSITEA and INTKLOC on the index treatment episode. This is fine since the instructions say to identify in IRSLOC and RSSITE the agency that is indicated in INTKSTAT and that code was 2-Readmit within 30 days. To some degree this would be a site decision regarding what you want to know about referral source--in this example, you are indicating a preference for knowing that the client came from the prior treatment agency rather than that they came from the community.
- Coding Treatment Program ID and Local ID: The Treatment Program ID is the local ID for the client so that data may be matched with local information. This is an optional field that can be left blank.
- Sort by Client and Date Button: The “Sort by Client and Date” option button... this works the same as the MACRO button in the FUL Tab. (NOTE: Macros must be enabled for this button to work)
- Site Report: Data entered in this Tab will create a site report presented on the ‘3.3 TTL Site Report’ tab.
- Last Revised Date: The report date is the earlier of the current date, or the most recent date in the ‘Date Last Revised’ column. Do not change the formula in the date last revised column. Columns U through AP are used to calculate unique persons, admissions per person, discharges per person, and total time per person. Treatment Log tab includes a “Sort by Client and Date “ option button. Each column has validation check filter, so invalid codes will not be allowed to be entered in these cells. If you have any questions about these columns, please contact datasubmit@chestnut.org.
- Deleting a Record: Instructions for Deleting a record from the TTL:
 - While it is not possible to delete an entire row from the TTL due to the need to maintain the integrity of the formulas used to create the report, it is possible to clear data that you have entered. To do this, simply highlight the data you want to remove, and [Right-click] and choose “Clear Contents”. Then click the “Sort by XPID and INTKDT” button at the top to reorder the records so that there are no blank rows in the middle of the data.

3.3 Treatment Log Report Tab

- Contains:
 - Summary of Treatment received (Level of care) and number of treatment segments per client.
 - Summary information about Referral source, discharge status and discharge destination.
- Do Not Edit: This tab has been protected so it cannot be edited.
- Project Report: Each month the TTL Report data for the site will be copied into a Grant TTL report including all data across sites from a single grant. Site reports will be combined each month into a Project Report. Project reports will be posted on a monthly basis to the APSS website with an e-mail notification sent to the sites.
- Bold/Pink Values in Col C: **Bold/Pink** values in Column C of the TTL Report tab indicate that the numbers corresponding to the section beside the value in Column C do not add up as expected.
- What if I See Bold/Pink: If you see **Bold/Pink** values in Column C of the TTL Report tab this could indicate problems with column K (DISCSTAT). Be sure to enter a discharge status in column K (DISCSTAT) for every record (row). If DISCSTAT is greater than zero, then be sure to enter a date of discharge in column L (DISCDT) and a level of care for the discharge destination in column N (DDSLOC). All **Bold/Pink** values should be checked with the corresponding data in the TTL log.
- Before Submitting GRL: Before submitting a GRL file, the TTL Report tab should be checked to assure that there are no **Bold/Pink** values in Column C and make sure all necessary corrections have been made to the 3.2 Treatment Log to return all text to the standard and correct black.

Example of the TTL Tab:

The screenshot shows a spreadsheet application window with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. The spreadsheet has columns labeled A through R. A green header row contains the following column titles: Treatment Program ID, Intake Referral Source Level of Care, Intake Status, Intake Date, Intake Local Program Site, Intake Program Level of Care, Treatment Type, Treatment specification, Date reached 2+ sessions/night, Program Discharge Status, Program Discharge Date, Discharge Destination Site, Discharge Destination Site Level of Care, Additional Comments, and Date Last Revised. The data rows (1-14) contain values for these fields, with many cells containing codes in brackets (e.g., [XTPID], [INTKDT], [INTKSTAT], [RSLOC], [RSSTE], [XSTE], [INTKLOC], [INTYPE], [TXTYPE], [ENGET], [DISCDT], [DISCST], [DISLOC], [TTLNOTES]).

A yellow callout box is positioned over the 'Participant ID' column (column C), containing the text: **Participant ID**
Enter Participant ID
(up to 6 digits,
numeric)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
			Sort by XPID and INTKDT															
			Treatment Program ID	Intake Referral Source Level of Care	Intake Status	Intake Date	Intake Local Program Site	Intake Program Level of Care	Treatment Type	Treatment specification	Date reached 2+ sessions/night	Program Discharge Status	Program Discharge Date	Discharge Destination Site	Discharge Destination Site Level of Care	Additional Comments	Date Last Revised	
			[XTPID]	[RSLOC]	[INTKSTAT]	[INTKDT]	[XSTE]	[INTKLOC]	[INTYPE]	[TXTYPE]	[ENGET]	[DISCDT]	[DISCST]	[DISLOC]	[DISLOC]	[TTLNOTES]	[XREVDT]	
1																		
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4. GPRA Tool and Documentation Section

Integrating the GRL with ABS (Assessment Building System)

What is the GPRA Tool: The Assessment Building System (ABS) is a dynamic and flexible software program designed to allow data collection through both interactive computer assessments and normal data entry methods while facilitating the power of distributed computing. It can be used in conjunction with the GRL. It is highly recommended that ABS be utilized to convert the GAIN data to GPRA format for CSAT's GPRA website. This is preferable to either asking the GPRA instrument separately of each client (this places a burden on both clients and staff), or attempting to hand enter GAIN data on the 4.1 GAIN-In tab (this can be done, but requires extremely careful data entry and checking and is prone to errors that are avoided by using the GPRA tool in ABS).

Key Advantages

- Eliminates the need to spend additional client and staff time re-asking items from the GPRA tool that are already part of the GAIN.
- Allows ABS to fill in the '4.1 GAIN-In' tab of the GRL GPRA conversion tool, saving staff time and potential data entry errors by an attempt to hand enter the data.

When To Enter Data?

GPRA requires data to be entered on their website within 7 business days of interviewing the client. Thus, it is recommended that GAIN data be entered in a timely manner to allow this to occur with the use of the GPRA tool in ABS.

Requirements: Using the GPRA tool in ABS requires that

- The GRL file is named 'GRL.xls' (without quotes).
- The GRL file is saved under the ABS Server/Reports folder wherever the site's ABS Server has been installed.

CHS Recommends that:

- One staff person be responsible for overseeing the GRL, and preferably one staff person be responsible for data entry on the FUL and TTL tabs, since this requires less training for GRL entry.
- A single GRL is associated with the main ABS Server and all final data records are stored on the same computer/network.
- The GPRA tool be used consistently. The conversion tool calculates the data in a manner that is acceptable to meet GPRA requirements for CSAT adolescent programs using the GAIN. If you are using the conversion tool, it is important to use the conversion tool for all your cases and to enter the data as computed by the conversion tool into the GPRA website. Failure to consistently use the data derived from the conversion tool will create problems in the GPRA data set and negatively impact any aggregate data analysis that CSAT performs.

How to Use the GPRA TOOL: Using the ABS GPRA Tool to fill the GRLs '4.1 GAIN-In' Tab

- If you use the GPRA CONVERSION TOOL SECTION of the GRL file to convert GAIN data to a format for GPRA Web site submission, and use ABS to fill the 4.1 GAIN-In tab, you will need to save and close the GRL file after each record since ABS needs to find your GRL when it is not already in use. You will **not** need to use the "Press Here to Save Data and Initialize Form (or CTRL+SHFT+S)" button each time, as ABS does that each time you use the GPRA tool. If you are entering data by hand on the 4.1 GAIN-In tab, you will need to use the "Press Here to Save Data and Initialize Form (or CTRL+SHFT+S)" button each time **after** printing the 4.2 GPRA-Out tab. This will save the current client's data into the 4.3 Data tab and reset the 4.1 GAIN-In tab to its initial values.
- Make sure that your GRL is saved where you installed your ABS Server in the ABS Server\Reports folder. It must be named GRL.xls or ABS will not be able to find it. (When you first start, please use the GRL that you receive from Data Submit, as any existing GRL may be an older version.)

How to Use the GPRA TOOL: *For each new interview (GAIN-I or GAIN-M90):*

- 1) Be certain that the GAIN-I or GAIN-M90 date (and status for M90) has been entered into the 2.2 Follow-up Log before you begin. There is a link between the 2.2 Follow-up Log tab and the 4.2 GPRA-Out tab. The GPRA-Out tab looks up the value for the interview date and follow-up status for this client for this wave/interview as it has been entered on the Follow-up Log tab. If there is no record for the client, the cells shows blank or "#N/A". If this happens, **before** you print the 4.2 GPRA-Out tab, you should go to the FUL, enter the information for this client/wave, then sort the FUL using the "Sort by XPID" button at the top of the page. This is important if you are adding a new client or have not sorted recently. When this is done, the lookups should fill in. Otherwise, if GPRA-Out has been printed and the GAIN-In tab is initialized, you will need to write in the date and/or follow-up status code on the hard copy.
- 2) Enter the record in ABS (you can also do the following steps from a previously entered record that you open using Edit Existing Case in ABS. Select Data Entry mode instead of Interactive for faster processing.)
- 3) When you finish entering a case in ABS (or from the case opened in Edit mode), click on Add-Ins on the menu, then click on GPRA Tool. This will:
 - Open the GRL to the 4.1 GAIN-In tab,
 - Click the 'Save and Initialize...' button for you (You should not have to click this button if you are using ABS and follow these steps). This will:
 - Sort your FUL so the lookups will work properly,
 - Copy and paste any previously entered data (seen in 4.3 Data) as values from Col B to Col C moving any earlier rows to the right.
 - Reset the 4.1 GAIN-In tab to be ready for the new data
 - Fill in the 4.1 GAIN-In tab for the current record.
- 4) Review the 4.2 GPRA-Out tab to see that it has valid data for each item. If not, return to GAIN-In to see that all green cells have been completed with valid information.
- 5) Print the 4.2 GPRA-Out tab.

- 6) SAVE and CLOSE the GRL file. ABS expects the GRL to be closed each time it attempts to open the file. This prevents problems if multiple people can access the GRL.
- 7) Entering data into the GRL is not a substitute for entering data on the GPRA website!
- 8) Go to the GPRA website and enter the data from this printout onto the website.
- 9) Retain a copy of the printed 4.2 GPRA-Out in the research data file.
- 10) To enter data on the 4.1 GAIN-In tab by hand (not recommended)
- 11) Be sure the 2.2 Follow-up Log data have been entered and sorted for a client with GAIN data, especially for follow-up interviews. Sort the FUL using the 'Sort by XPID' button at the top of the tab.
- 12) The first several rows in the 4.1 GAIN-In are instructions and definitions. Be familiar with them to help you with entering data on the 4.1 GAIN-In tab.
- 13) On the 4.1 GAIN-In tab, enter data from the GAIN into all cells highlighted in light green. (Not all data will be entered, and entering data into the GRL is not a substitute for entering data into ABS or for entering data onto the GPRA website!)
- 14) DO NOT enter data if the cell has been highlighted in gray—these are skipped cells and in most cases, should be set to 0. The note in Col E indicates why a cell would be grayed out.
- 15) Review the 4.2 GPRA-Out tab to see that it has valid data for each item. If not, return to GAIN-In to see that all green cells have been completed with valid information.
- 16) Print the 4.2 GPRA-Out tab.
- 17) Retain a copy of the printed 4.2 GPRA-Out in the research data file.
- 18) Entering data into the GRL is not a substitute for entering data on the GPRA website!
- 19) The following steps may be done in either order, but both must be done. Go to the GPRA website and enter the data from this printout onto the website. Return to the 4.1 GAIN-In tab and click the "Press Here to Save Data and Initialize Form (or CTRL+SHIFT+S)" button to copy the 4.1 GAIN-In and 4.2 GPRA-Out data onto the 4.3 Data tab, re-sort the 4.2 Follow-up Log tab by client id (XPID) and reset the 4.1 GAIN-In tab to the initial values. Then add any further records or SAVE and CLOSE the GRL file. Be sure to save and close the GRL when you are finished.

4.1 GAIN-In Tab

- How is the 4.1 Tab Used: This tab is used by ABS to drop the GAIN variables related to GPRA into the GRL in GPRA order, so easy transformation to the GPRA website can be made. Use the GPRA tool in ABS to incorporate data from the GAIN as requested by GPRA (while not recommended, it is possible to enter data in column D where fields are highlighted in green).
- Using the 4.1 Tab: If you use ABS to fill in the 4.1 GAIN-In tab (and thus use the GPRA Conversion Tool section of the GRL file) to convert GAIN data to a format for the GPRA website submission:
 - You will need to close the GRL file after each record since ABS needs to find your GRL when it is not already in use.
 - If you wish to save each record on the 4.3 Data tab for your own local use, you will need to save the GRL file after each use of the GPRA tool. (Do this as you close the

file.) Choosing not to save the GRL after using the GPRA tool and printing the 4.2 GPRA-Out tab will mean that the site will not have this backup for local use.

- You will never need to use the “Press Here to Save Data and Initialize Form (or CTRL+SHIFT+S)” button, as ABS does that each time you use the GPRA tool. To manually reset items (from XPID down) to original values, click the 'Press here to Save data and Initialize Form (or Ctrl+Shift+S)' button.
- GAIN vs. GPRA Variables: Not all GAIN items are requested by the GPRA tool since GPRA only interested in some variables.
- Variable Order: Variables listed are in the order they appear on the GAIN.
- Variable Codes:
 - Items that are looked up will be gray and will contain the looked up value.
 - Items that cause later data to be skipped will cause the skipped items to be gray and include a default value.
 - ABS will automatically enter the appropriate consistency codes. If hand entering, use (-7) for Refused (RF) and (-8) for Don't Know (DK) or bad data, leave the item blank for missing data.
 - The GAIN uses the same code (-8) for both “Don't Know” and “Missing”. Therefore, there is no distinction between these two. Most GPRA related variables have less than 1% missing for either of these two reasons. We chose to code -8 GAIN values as “Missing” in GPRA because both Don't Know and Missing are Missing, while the opposite is not true.
 - A value of -3 means that the items were never asked by the site. If you are using a pre-5.3 version of the GAIN, then the GPRA items that were added with 5.3 are coded as not asked. If you did ask the GPRA supplement (available for version 5.2 as an add on), then you can enter the values as needed. Please make sure your site is using a version 5.4 now (downloadable from the APSS website).
- Gray Cells: Some cells that are gray may look like they should not be. If you have filled in and sorted the FUL data for the client first, this information will be looked up. Otherwise, you will need to enter it manually. Birth date (only needed on the GAIN-I) needs to be within a teenage number of years from the interview date. Regarding the M90 items in gray that do provide page numbers, some items are grayed out because for GPRA (past month items), they will be legitimately skipped based on the recency items (where they would not have been skipped in the GAIN (90 day items)).
- Using the Press Here to Save Data Button: Using the 'Press here to Save data and Initialize Form (or CTRL+SHIFT+S)' button will 1) sort the FUL, 2) copy the existing data from the GAIN-In Tab into column C of the 'Data' tab, and 3) reset column D on the 'GAIN-In' tab to the initial settings.

WARNING: Click this button to reset all data (DO NOT USE THIS BUTTON if you are ONLY using the GPRA tool from ABS):

**Press Here to Save Data and
Initialize Form (or CTRL+SHIFT+S)**

Chose Version 5.4: Chose your GAIN interview form version from this pull down menu. All current GAIN versions should be 5.4. Version 5.3 is no longer in use and Version 5.2 has not been used for several years.

5.4

4.2 GPRA-Out Tab

- Purpose of the 4.2 Tab: This Tab provides a list of the converted data in the order and format necessary for entering them onto the GPRA website.
- Printing Recommended: We recommend printing this page so data may be entered on to the GPRA website most easily.
- Save the Record: After using the GPRA tool, printing this tab, entering the data on the GPRA website, we recommend saving the printed page in the client record for future reference.
- Do not Edit the 4.2 Tab: As data are entered into the GAIN-In Tab, the values on the GPRA-Out Tab will be calculated immediately and automatically. These values should not be edited. If something appears incorrect, please check the related data on the GAIN-In tab and make any changes there AND in ABS.
- Label Column: Categorical values appear in the Label column (Column D) and will be bolded for better visibility. (The GPRA website uses labels not values, so these are what you will need to use when entering data there.)
- Results Column: Count, days, and dollar values appear in the Result column (Column C) and will be bolded for better visibility. These are the values you will need to use when entering data on the GPRA website.

4.3 Data Tab

- Purpose of the 4.3 Tab: This tab keeps a backup of the values for a given record from the GAIN-In tab (at the top) and the corresponding GPRA-Out tab (at the bottom) in a single column.
- How is the Data Used: These data are NOT used by the GCC at Chestnut, or by anyone at Mayatech, CSAT or GPRA. They are ONLY used by the GCC data team to check whether you are using the GPRA tool and to see if it looks like you are using it as expected. The GCC data team may also use this information to check any questions you have about specific responses or records at your request. These data are provided for local site use as a backup so that you will know for which clients you have run the GPRA tool, and will have a record of the responses entered.

4.4 Lookups (the Notes Tab)

What is included on the 4.4 Tab: This tab is used to provide labels for specific values used elsewhere in the GRL—particularly on the Set-up Tab and the GPRA-Out Tab. This is a reference tab only. Please do NOT attempt to change anything on this tab.

4.5 Documentation Tab

What is included on the 4.5 Tab: This tab contains, in Columns A-E, a list of each GPRA item and the logic of how GAIN items are converted to become GPRA items. In addition, this tab

may include, in Columns F-L, some interim calculations used in converting GAIN data to GPRA data. This is a reference tab only. Please do NOT attempt to change anything on this page.