

GAIN Role Descriptions

GAIN Local Trainer Role

- Trains staff on how to administer the GAIN and use it to support diagnosis, placement, and treatment planning. This includes training existing staff and newly hired staff.
- If being used clinically, chair or support case conferences using the GAIN for clinical decision-making.
- Act as the local first responder to program staff administering the GAIN and (if being used clinically) the individual clinicians using the GAIN for clinical decision-making and seeks additional help from the GCC when necessary.
- Conducts quality assurance and supervision with those using the GAIN both to initially certify the interviewer and maintain the level of quality over time.
- Recommends those staff members that have reached mastery level of administering the GAIN for site interviewer certification.
- Supports staff by keeping them up to date on GAIN related issues.
- Keeps the instruments, manuals, computer applications, and other support materials up to date and available for training and on-going use.
- Works with project or clinical coordinators to adapt procedures or instruments to specific local uses.

GAIN Clinical Interpretation Role

- A GCIC staff person helps ensure that clinical staff can:
 - Accurately interpret clients' self-reported information
 - Synthesize information from collateral sources
 - Use their clinical expertise and good clinical judgment to apply ASAM concepts to a case by using the GAIN instruments and reports
 - Maximize the utility of GAIN instruments for improving client service delivery
- The GCIS at each site helps other clinicians:
 - Use the GAIN's clinical reports more efficiently and broadly in treatment planning
 - Ensure greater consistency in clinical practice and treatment planning
 - Ultimately, improve service delivery.

Data Manager Role:

- Data Manager assures complete, accurate data are submitted each month in a timely manner to GAIN Coordinating Center (GCC)/Chestnut Health Systems (CHS).
- Assures GAIN Record Log (GRL) data including the Follow Up Log (FUL) and Treatment Log (TTL) reports are accurate, complete, and up to date at each submission.
- Manages Assessment Building System (ABS) on site:
 - Assures that ABS data are uploaded to main ABS Server,
 - Sets up and maintains all Lookup tables,
 - Sets up and maintains all User accounts, passwords,

- Assigns groups for HIPAA access for all cases,
 - Has access to all cases in an ABS database.
- Coordinates ABS User training.
- Responsible for data integrity on site: Reviews data quality; assures that expected records have been entered into both ABS as well as the GAIN Record Log (GRL).
- Liaison with Chestnut Health Systems regarding all data submissions and edits.
 - Responsible for responding to data anomalies identified by the GAIN Coordinating Center (GCC) Data Team primarily through GAIN Edits files. The GAIN Edits files are posted by the GCC Data Team each month and Data Managers are expected to respond to edits each month;
 - Responsible for exporting, zipping and password protecting the data (GAIN, TxSI, GRL) when submitting data each month to Chestnut Health Systems;
 - Responsible for posting the exported data, GRL and GAIN Edits reply files to the FTP site (requires username/password) and retrieving files posted by CHS from the FTP site each month.
- Liaison with your organization's IT/MIS department and/or ABS administrator as applicable to help set up and update the application and to keep the site compliant with the local organization's security and privacy policies.

Follow-up Tracker/Interviewer Role

- Locate clients, collaterals, and other individuals in an effort to schedule and confirm clients for their follow-up appointment.
- Conduct interviews on and off site.
- Provide transportation for clients when assigned.
- Network to expand available agency contacts.
- Participate in case review meeting.
- Meet quality assurance standards as specified by GAIN Local Trainer.
- Consult with Field coordinator and other case trackers on hard to find cases.
- Verify identification of clients in the field with the supervisor.
- Document all follow-up activities on the day it occurred, and turn in with 24 hour to Field Supervisor.