



SUPRT Data Collection Training

Learning Objectives

- Understand the purpose of grant-required data collection and partnership with PRG
- Learn how and when to collect grant-required data using the new SUPRT tool

Training Overview

- Introduction
- SUPRT Materials and Instructions
- Frequently Asked Questions

Part 1: Introduction

Your organization provides services that are funded by a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA).

To monitor and improve grant performance, SAMHSA requires the programs it funds to collect and report data on the services they provide.



Learn more about performance measures on [SAMHSA's website](#).

Who are we?

- The Policy & Research Group (PRG)
- A private research and evaluation firm
- Your organization contracted with us to create a web-based system for grant-required data collection and reporting.



i Learn more on our [website](#).

Grant-required data collection:



BEFORE October 1, 2025, grant-required client data were collected by grantees using the GPRA or NOMs tools.

NOW SAMHSA is requiring client data
to be collected using the **SUPRT**

SAMHSA's
Unified
Performance
Reporting
Tool

What is SUPRT?

- A questionnaire that collects data from clients receiving SAMHSA-funded services
- Used to standardize the data that are collected across all grant programs



OMB No. 0930-0400
Expires: 01/31/2028

Substance Abuse and Mental Health Services Administration (SAMHSA) Unified Performance Reporting Tool (SUPRT) - A

Administrative Report

June 2025

Public reporting burden for this collection of information is estimated to average 20 minutes per response. Send comments regarding this burden estimate, or any other aspect of this collection of information, to the Substance Abuse and Mental Health Services Administration (SAMHSA) Reports Clearance Officer, Room 15E57B, 5600 Fishers Lane, Rockville, MD 20857. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The control number for this project is 0930-0400.

**SUPRT data will help SAMHSA
provide timely, accurate
information to stakeholders and
Congress on the status of grant
activities.**

The tool has two parts:

SUPRT-A

SUPRT-C



The tool has two parts:

SUPRT-A

SUPRT-C

“A” is the Administrative Report and should be completed by the provider. It covers:

- Record management
- Behavioral health history
- Screenings
- Diagnoses
- Services received

SAMHSA
Substance Abuse and Mental Health
Services Administration

OMB No. 0930-0400
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**Substance Abuse and Mental Health Services
Administration (SAMHSA) Unified Performance
Reporting Tool (SUPRT) - A**

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The tool has two parts:

SUPRT-A

SUPRT-C

“C” is the Client Report and is completed by the individual enrolled in the grant-funded program(s). It covers:

- Demographics
- Social drivers of health
- Measures of recovery
- Client goals

SAMHSA
Substance Abuse and Mental Health
Services Administration

OMB No. 0930-0400
Expires: 01/31/2028

**Substance Abuse and Mental Health Services
Administration (SAMHSA) Unified Performance
Reporting Tool (SUPRT) - C**

ADULT / CLIENT / ANNUAL FORM

Version: June 2025

When does SUPRT need to be completed?

- Data collection timepoints
- Window open and close details



FOR ALL CLIENTS, no matter how long in the program:

Program Intake



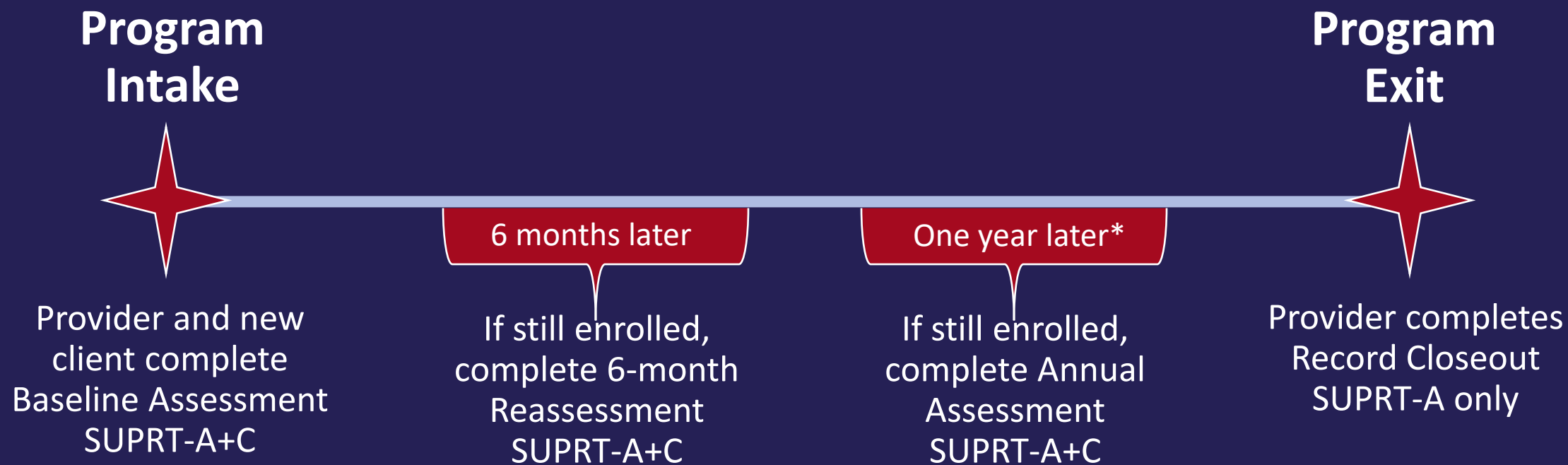
Provider and new client complete
Baseline Assessment
SUPRT-A+C

Program Exit



Provider completes
Record Closeout
SUPRT-A only

Depending on the length of the client's episode of care:



**Let's take a closer look at
the data collection details
for each time point...**

Client Intake



30-day data collection window

Use the Client ID List to assign client ID then complete baseline SUPRT assessment (parts A and C) with client within 30 days after they first receive grant-funded services.

6 Months Later



60-day data collection window

If the client is still receiving services,
complete the 6-month Reassessment
(SUPRT A+C) up to 30 days before and
after the 6-month mark.



One Year Later

60-day data collection window

If the client is still receiving services at this timepoint, complete the Annual Assessment (SUPRT A+C) up to one month before and after the 12-month mark.

*Going forward, complete an Annual SUPRT Assessment each year the client is still enrolled.

Program Exit



30-day data collection window

Complete SUPRT-A (Record Closeout) for client within 30 days of program exit/discharge.

Note:

If 6-month or annual assessments are not completed during the data collection window, assessment records for those timepoints are not required by SAMHSA. Instead, providers should complete the next assessment due.

For example, if the 6-month window is missed and the client is still in care at 12 months, complete an Annual Assessment when that window opens.

Part 2: SUPRT Materials and Instructions

Data collection materials

PRG emails providers the Client ID List file; links to all data collection materials are saved in the 'User Guide & Resources' tab of the Client Tracking Dashboard.

[Provider Registration Form](#)

[Client ID List](#)

[SUPRT Online Form](#)

[Client Tracking Dashboard](#)

[SUPRT Resources](#)

Provider Registration Form

- PRG or your grant contact will provide a link to the New Provider Registration Form.
- New providers will need to fill out the form in order to access SUPRT data collection materials and the SUPRT Online Form.
- **If you previously completed GPRA or NOMs data collection training with PRG and already have your Client ID List, do not fill out this form.**

NEW PROVIDERS - Fill out the form as soon as you get the link to ensure access to the SUPRT Online Form!



SAMHSA Unified Performance Reporting Tool (SUPRT) NEW PROVIDER REGISTRATION FORM

Please complete this form to register with The Policy & Research Group (PRG) to conduct SUPRT data collection.

- Immediately after submitting this form, PRG will email you a link to access the *SUPRT Data Collection Training*.
- Within two business days of submitting this form, PRG will email your list of unique client IDs (needed to begin data collection).

NOTE: This registration form is for NEW providers ONLY.

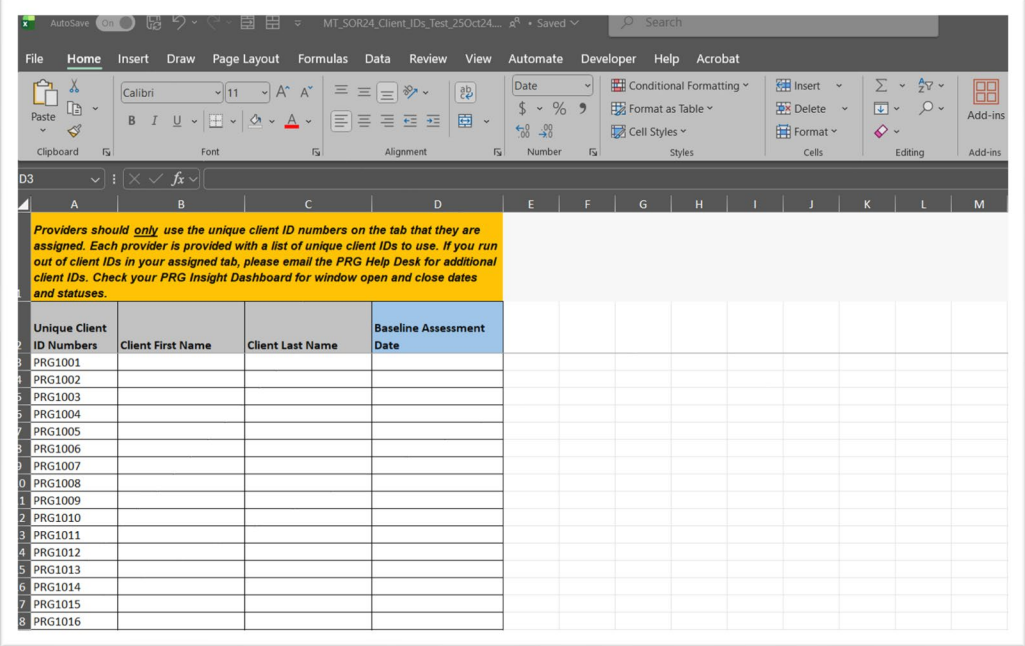
If you have already registered with PRG and need to [make changes](#) to your contact information and/or the sites where you plan to collect data, use the "Revise Registration Form Link" provided in your initial registration confirmation email. Contact the PRG Help Desk if you need assistance.

NEXT

Provider Registration Form

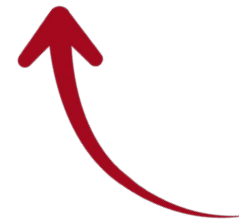
Client ID List

- PRG will give each provider an Excel sheet that includes a set of unique ID numbers.
- The provider assigns an ID to each client at their baseline assessment and uses the same ID on all subsequent assessments.
- This ensures the client's name is never submitted to PRG or SAMHSA.



Providers should only use the unique client ID numbers on the tab that they are assigned. Each provider is provided with a list of unique client IDs to use. If you run out of client IDs in your assigned tab, please email the PRG Help Desk for additional client IDs. Check your PRG Insight Dashboard for window open and close dates and statuses.

Unique Client ID Numbers	Client First Name	Client Last Name	Baseline Assessment Date
PRG1001			
PRG1002			
PRG1003			
PRG1004			
PRG1005			
PRG1006			
PRG1007			
PRG1008			
PRG1009			
PRG1010			
PRG1011			
PRG1012			
PRG1013			
PRG1014			
PRG1015			
PRG1016			



We recommend you save this to a secure, easily accessible location on your computer to access throughout the grant!

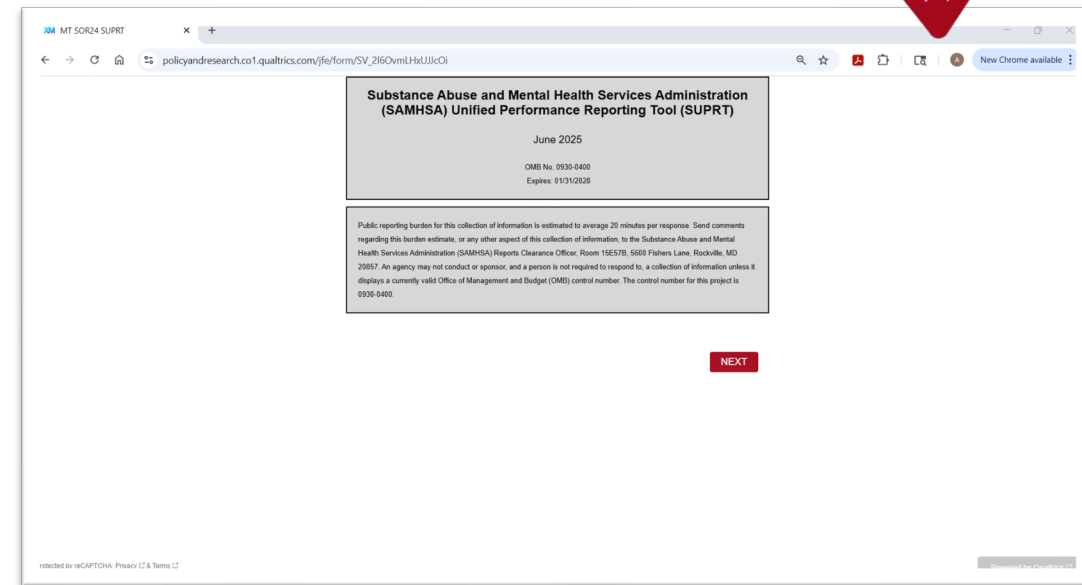
Provider Registration Form

Client ID List

SUPRT Online Form

- PRG will give each provider a link to the SUPRT Online Form.
- Providers will also have access to SUPRT PDFs that can be printed if necessary to accommodate client needs.

Bookmark the SUPRT Online Form link in your browser for easy access each time you need it!



How to create bookmarks in Chrome.

Provider Registration Form

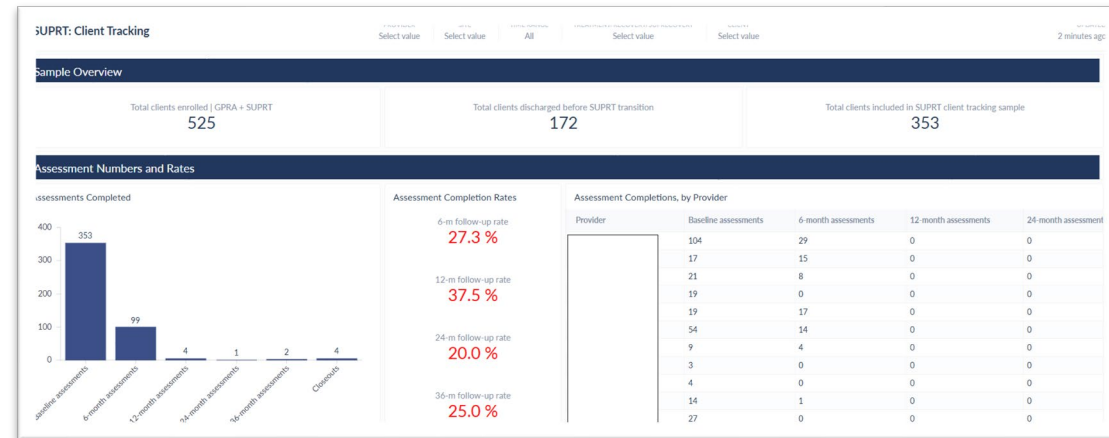
Client ID List

SUPRT Online Form

Client Tracking Dashboard

PRG will give providers access to the Client Tracking Dashboard – a tool to monitor which clients are due for assessments

Add another bookmark for the Client Tracking Dashboard!



Provider Registration Form

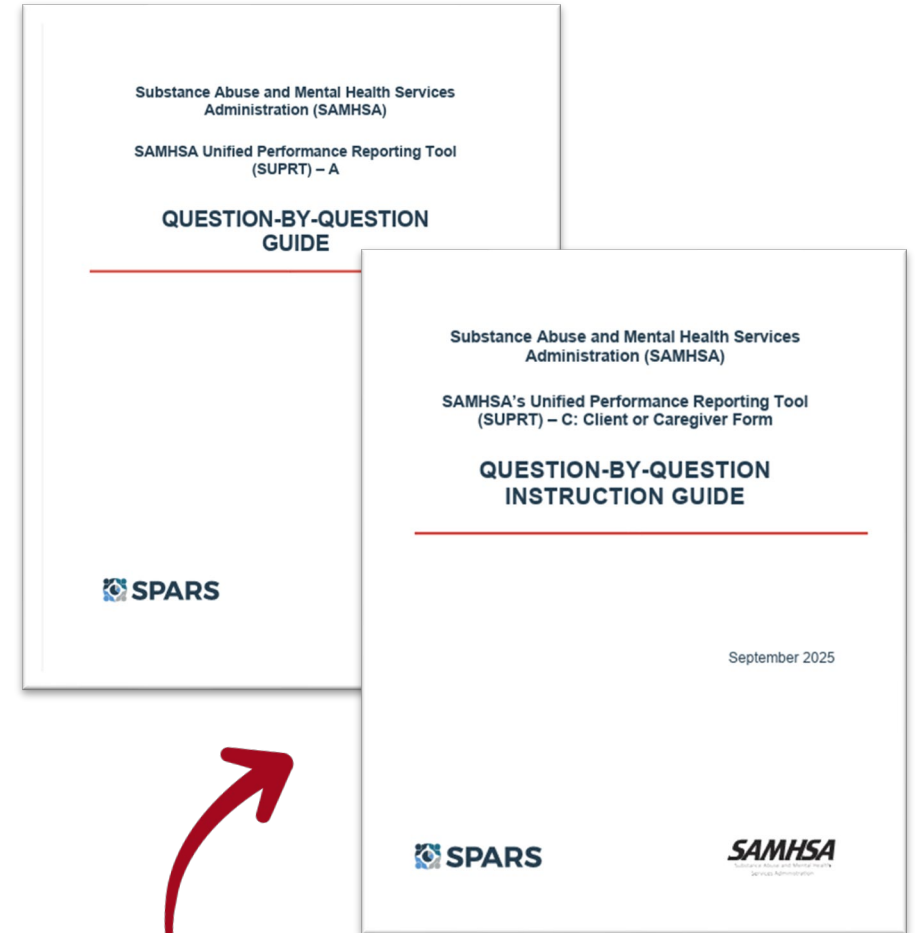
Client ID List

SUPRT Online Form

Client Tracking Dashboard

SUPRT Resources

Guides are available to help you complete the SUPRT.



Links to these resources are included in the 'User Guide & Resources' tab of the dashboard.

How to register as a SUPRT provider

Provider Registration Form

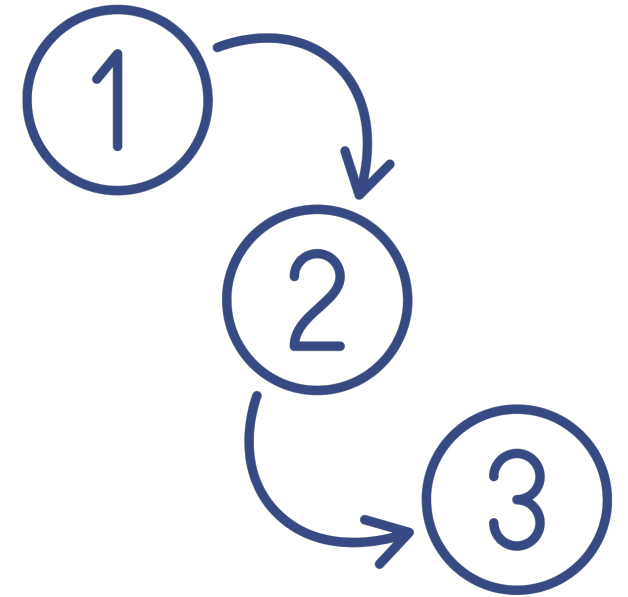


If you previously completed GPRA training with PRG and already have your Client ID List, DO NOT fill out this form.

In order to use the SUPRT data collection and client tracking systems, you will need to register with PRG as a provider.

1. Open the link to the New Provider Registration Form provided by your grant contact or PRG.
2. Fill out the form with your contact and site information and click SUBMIT when finished.
3. You must use the same email address provided in the form to access the SUPRT Online Form and receive notifications.
4. You will receive an email within 2 business days with your client ID list and the link to the SUPRT Online Form.

SUPRT Instructions for Providers



- Assign or look up client ID number
- Access SUPRT Online Form and answer Record Management questions
- Obtain consent and have client complete SUPRT-C (if required at that time point)
- Complete SUPRT-A
- Use client tracking dashboard and email notification systems to track assessments due

**Let's go through the
instructions step-by-
step...**

1

Assign or look up client ID number

Client ID List

At baseline...

1. Open your Client ID List provided by PRG
2. Identify the next available ID number
3. Assign the ID by entering the client's first and last name along with the date of their baseline SUPRT assessment

At reassessment (6-month, annual, record closeout)...

1. Look up the client's ID number on your Client ID List using their first and last name (you will need it to start the SUPRT form)

Watch this 1-
minute video
to see how to
use the Client
ID List:



[Watch on YouTube](#)
[for closed captions](#)

2

Open and complete SUPRT Online Form

SUPRT Online Form

1. Access the SUPRT Online Form using the link provided by PRG
2. Carefully enter your email address and the client's ID number from the Client ID List
3. Answer all Record Management questions
4. If SUPRT-C is required at the time point selected, you will continue to the client consent information section

Watch this 2-minute video to see how to complete the SUPRT Record Management Section:



[Watch on YouTube](#)
[for closed captions](#)



3

Obtain client consent

SUPRT Online Form

1. Review the consent information with the client

Consent guidelines (included in online form):

- Clients may indicate at any point that they do not wish to complete the assessment.
- Participation, although encouraged, is completely voluntary.
- Declining does not affect a client's eligibility for any grant-funded services and does not negatively affect grantee compliance.
- Clients can leave any question they do not want to answer blank.

3

Obtain client consent

SUPRT Online Form

1. Review the consent information with the client
2. Answer the question indicating if the client agrees to complete the SUPRT-C (if “no”, indicate why; if “yes”, enter the client assessment date)

4

Client completes SUPRT-C

SUPRT Online Form

1. If the client agrees to complete the SUPRT-C, determine how they will complete it

Options for completing SUPRT-C:



Client fills out the SUPRT-C directly on provider's computer or device



Client completes SUPRT-C interview-style (the provider reads the questions and response options aloud, filling out the online form as they go)



Client completes paper version of SUPRT, provider enters data into the online form

4

Client completes SUPRT-C

SUPRT Online Form

1. If the client agrees to complete the SUPRT-C, determine how they will complete
2. The client responds to the SUPRT-C questions

5

Complete SUPRT-A

SUPRT Online Form

1. Answer SUPRT-A questions using client records
2. Click the “submit” button at the end of the online form to complete
3. Check your inbox for a confirmation email confirming the online form was submitted (email also includes responses submitted in the form) – if you don’t see the email in your inbox, check your spam folder

Watch to
learn more
about SUPRT
confirmation
emails
(1 min):



[Watch on YouTube](#)
[for closed captions](#)

SUPRT-A Reminders:

- Must be completed at each assessment timepoint that the client is still in care, even if the client refuses to complete SUPRT-C
- Behavioral health data can be entered by any grantee staff (they do not need to be a licensed clinician)
- To fill out SUPRT-A, pull information from data recorded in your organization's record keeping system(s)
- If the information is not available in your organization's record keeping system(s), you should select the response option: "Not documented in records or not documented in records using this standard."

The online form makes using SUPRT easy! It alerts you of potential errors and uses logic to hide irrelevant questions. Watch the 2-min video:



Once you have filled out the SUPRT Online Form, you must click “submit” for responses to be recorded.

- You will receive a confirmation email from PRG to let you know that the form was submitted.
- If you do not get a confirmation email, the form was not submitted or received by PRG.

SUBMIT



The SUPRT can be completed offline but responses still must be submitted online.

- If for some reason you do not have internet access, you and the client can complete the SUPRT using a PDF provided by PRG (PDF must be printed).
- Providers are responsible for making sure responses from paper/PDF SUPRTs are then entered and submitted in the online form.



6

Track assessments due

Client Tracking Dashboard

To keep track of when clients are due for reassessment, open the Client Tracking Dashboard using the link provided by PRG.

1. Go to the Client Tracking tab.
2. Use the tab filters to view detailed client information for a specific client ID, site, provider, and/or time range.
3. Reach out to clients who are still receiving services with open data collection windows to schedule a time to complete SUPRT-C.

Watch to
learn more
about using
the Client
Tracking
Dashboard
(1 min):

 [Watch on YouTube
for closed captions](#)



Remember that a reassessment SUPRT is only required for clients still enrolled (receiving grant-funded program services) at the time the window opens.

PRG helps providers keep client data up to date by sending monthly emails that:

- List clients still enrolled in the program
- Prompt providers to check each client's status and complete record closeouts, if needed

Subject: Monthly SUPRT Check: Your Currently Enrolled Clients

Hello Provider,

Our records indicate the following clients assigned to you are currently enrolled in the grant-funded program (i.e., we have not received a Record Closeout):

- BH10001
- BH10004
- BH10002
- BH10018

This is a friendly reminder to check your records to see if the above-listed clients are still receiving grant-funded services.

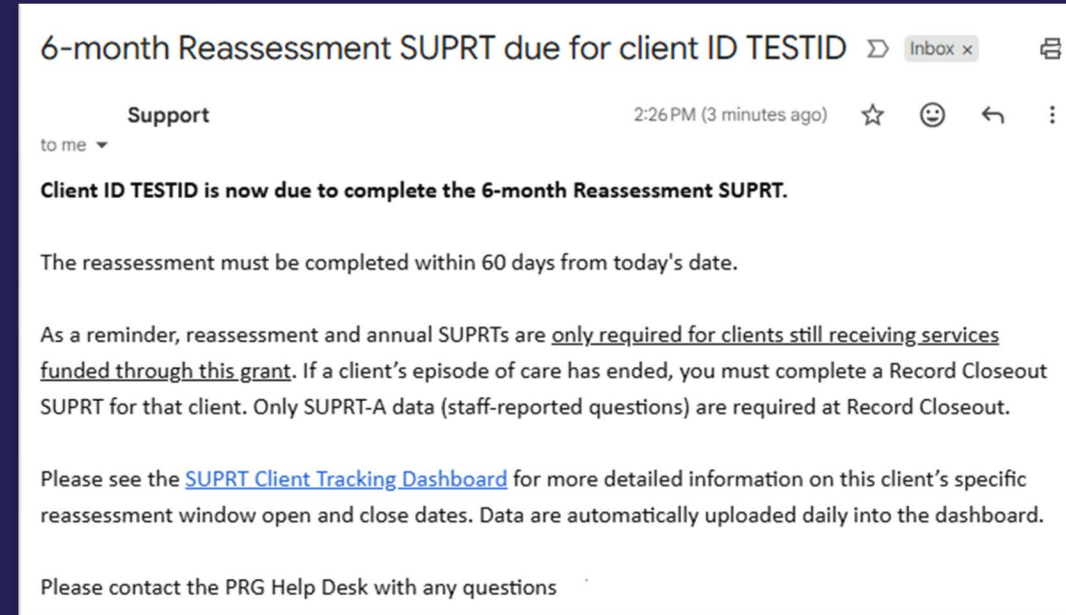
If a client's episode of care has ended, please complete a Record Closeout SUPRT for that client. Only SUPRT-A data (staff-reported questions) are required at Record Closeout.

Please see the SUPRT Client Tracking Dashboard and filter by your name and/or site to see detailed information on your clients' enrollment statuses and reassessment window dates. Data are automatically uploaded daily from Qualtrics into the dashboard.

Please contact the PRG Help Desk with any questions:

PRG helps providers keep client data up to date by sending reassessment reminder emails on the day windows open that:

- Lists client ID now due to complete reassessment
- Includes reminder that reassessments are only required for clients still in care
- Prompts providers to check Client Tracking Dashboard for more detailed information on client's specific window open and close dates



Part 4: Frequently Asked Questions



Frequently Asked Questions

Click the question to see the answer.

- [What is SUPRT?](#)
- [How do I know when a SUPRT is due?](#)
- [Are there expected completion rates for the SUPRT?](#)
- [What if my client's reassessment window closed before I was able to complete a SUPRT?](#)
- [Do clients receive incentives for completing SUPRT?](#)
- [When does SUPRT need to be completed?](#)
- [How do clients complete SUPRT?](#)
- [Who is PRG?](#)
- [What if my client was enrolled using the GPRA?](#)
- [What if a client was discharged and re-enrolls in services?](#)

How do I know when a SUPRT is due?

- You will receive reassessment reminder emails for currently enrolled clients the day their data collection window opens.
- Providers should also access the Client Tracking Dashboard online to monitor when reassessment windows open and close for their enrolled clients. Keep this link bookmarked for easy access throughout the grant!



Are there expected completion rates for SUPRT?

- Previously, SAMHSA required an 80% completion rate for follow-up GPRAs but expectations for the SUPRT are different.
- For SUPRT, grantees are expected to complete the BASELINE and RECORD CLOSEOUT for 100% of clients receiving services under the grant.
- SAMHSA has not set required completion rates for 6-month and annual assessments; however, staff should attempt to submit the SUPRT within the 60-day window for 100% of clients still receiving services at that timepoint.

What if my client's reassessment window closed before I was able to complete a SUPRT?

- If you were unable to complete a reassessment during the 60-day window that's OK.
- No assessment records for those timepoints are required. Instead, providers should complete the next assessment due.
- For example, if the 6-month window is missed and the client is still in care at 12 months, complete an Annual Assessment when that window opens.

What if my client was enrolled using the GPRA?

- If the client is still receiving services, check the Client Tracking Dashboard to see when the client is due for their next assessment (e.g., 6-month, annual).
- Clients who completed the GPRA tool at intake do not need to complete the client-reported SUPRT-C sections at any reassessment timepoint. Only staff-reported SUPRT-A data are collected for GPRA clients at reassessment.
- When the client is ready to be discharged, complete a Record Closeout in the SUPRT Online Form.

Do clients receive incentives for completing the SUPRT?

- Clients who complete the SUPRT-C at 6-month reassessment or annual assessment are eligible to receive 1 gift card or voucher per completed assessment, with a maximum cash value of \$30/completed assessment.
- Talk to your grant contact or supervisor if you have any questions about your site's incentive policy.

What if a client was previously discharged and re-enrolls in services?

- A new set of SUPRT assessments are required (baseline, record closeout, and reassessment/annual assessment *if the client is still in care at those timepoints*) for this client's new episode of care, using the same client ID that was used on the original assessments.
- Email the PRG Help Desk to let PRG know that the client is re-enrolling in services. PRG will contact you within 2 business days to let you know when you can enter a new baseline SUPRT for this client into the online SUPRT form.