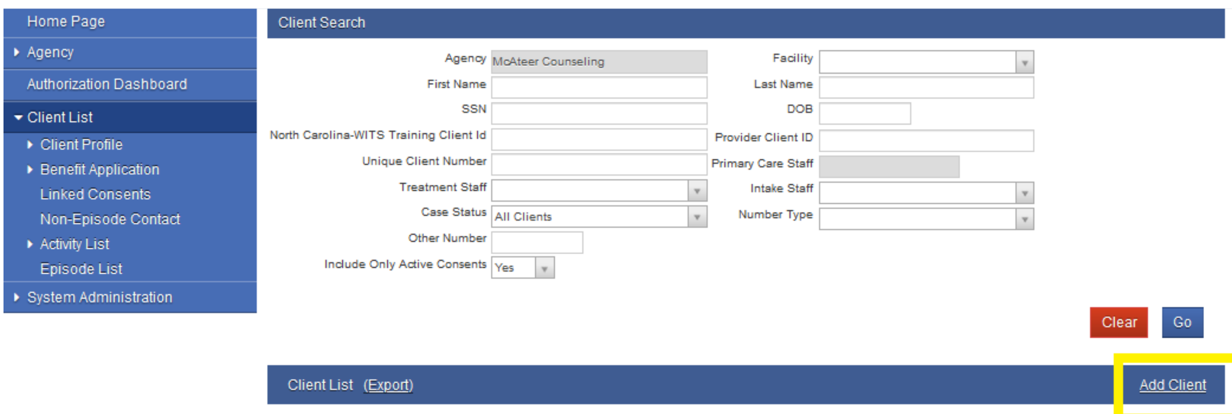
NC DEPARTMENT OF
HEALTH AND HUMAN SERVICES
Division of Mental Health, Developmental Disabilities and Substance Abuse Services

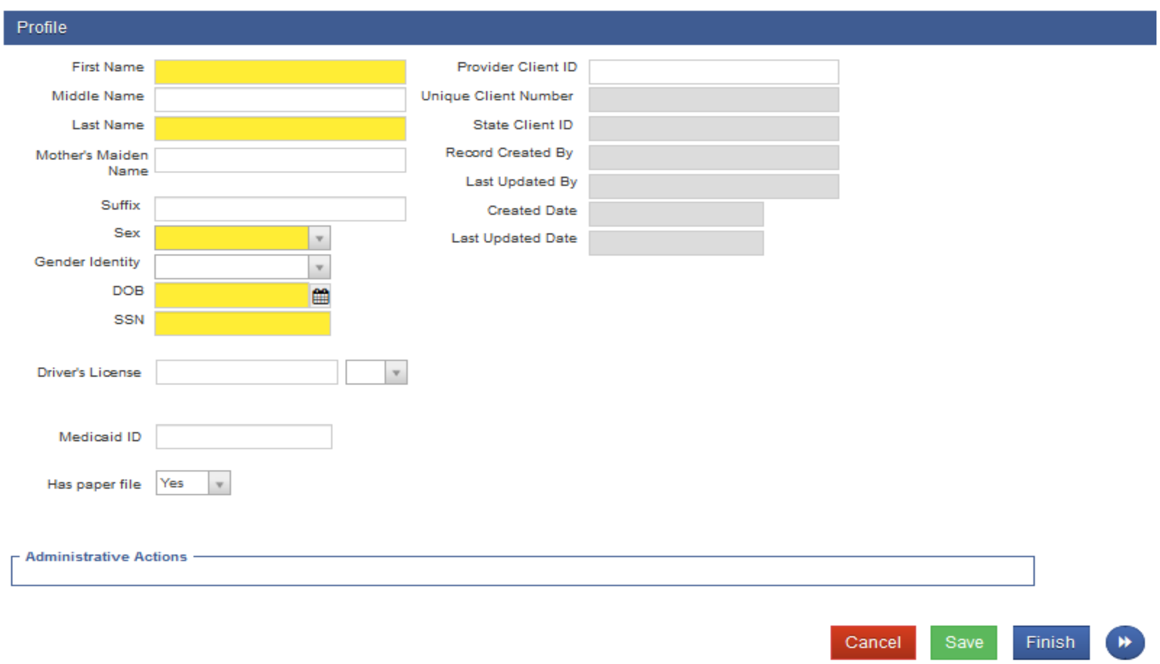
ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
KODY H. KINSLEY • Deputy Secretary for Behavioral Health & IDD
VICTOR ARMSTRONG • Director

Using FEI WITS

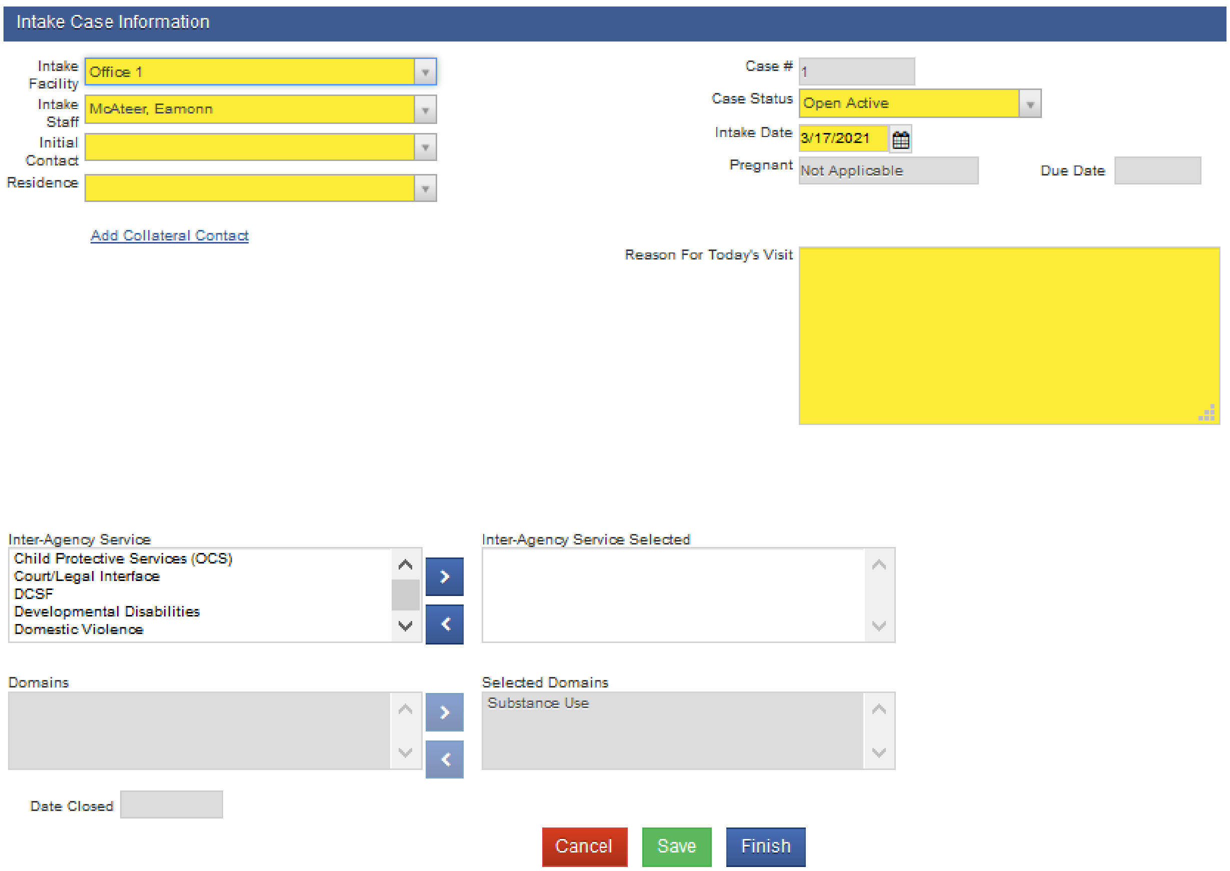
The following is a reference guide for submitting a GPRA through the FEI Systems platform.

- Once in the FEI Systems tool, you will see a dashboard.
  - Select 'Client list' (left side) and then click 'Add client' (right side).
  - Enter data for the required data fields (yellow boxes).
  - Click 'Finish' when done.

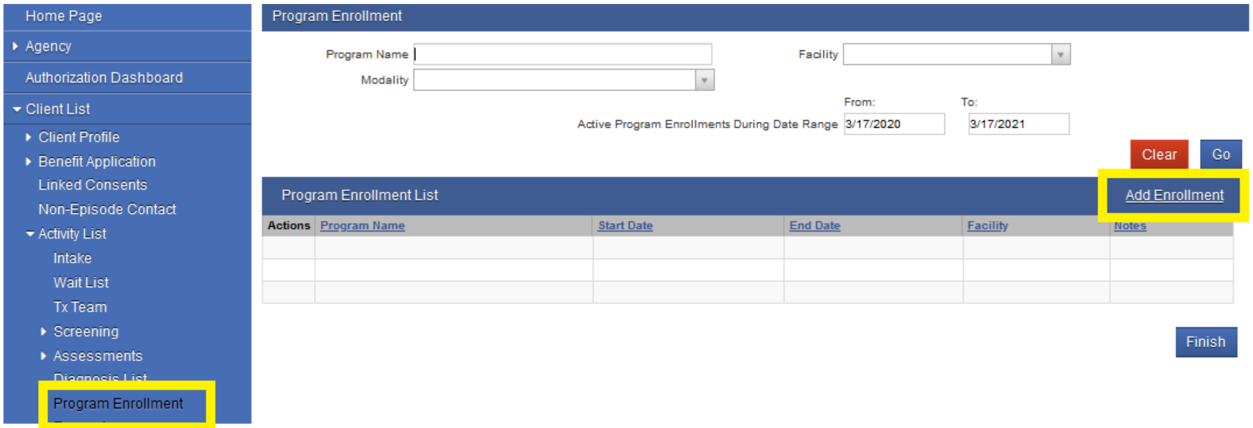


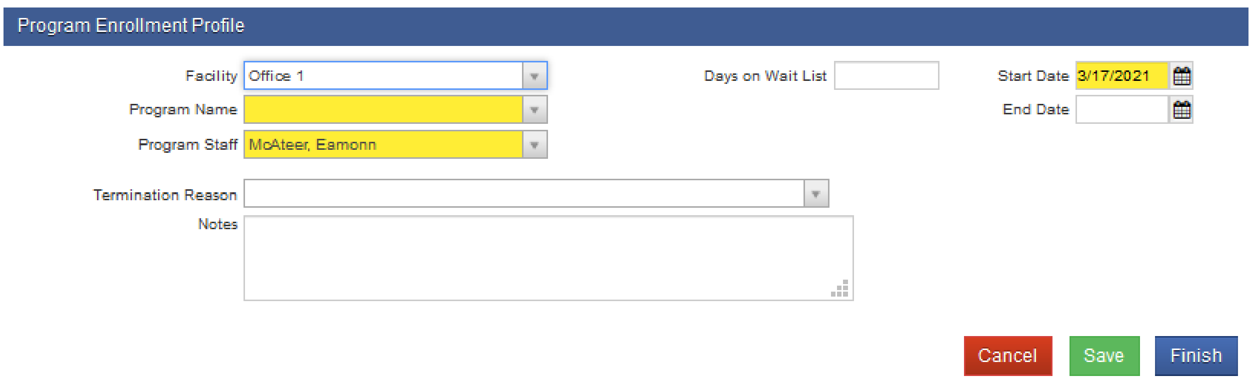


- Select ‘Episode list’ (left side) and then click ‘Start new episode’ (right side).
- Enter data for the required data fields (yellow boxes). ‘Reason for visit’ field can be marked ‘NA’.
- Click ‘Finish’ when done.

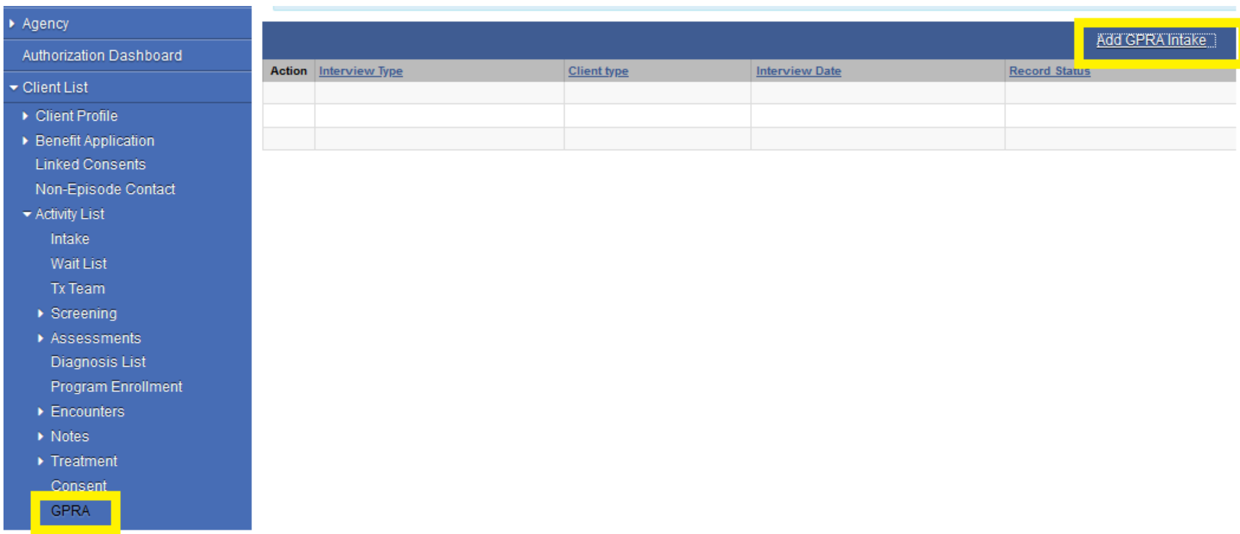


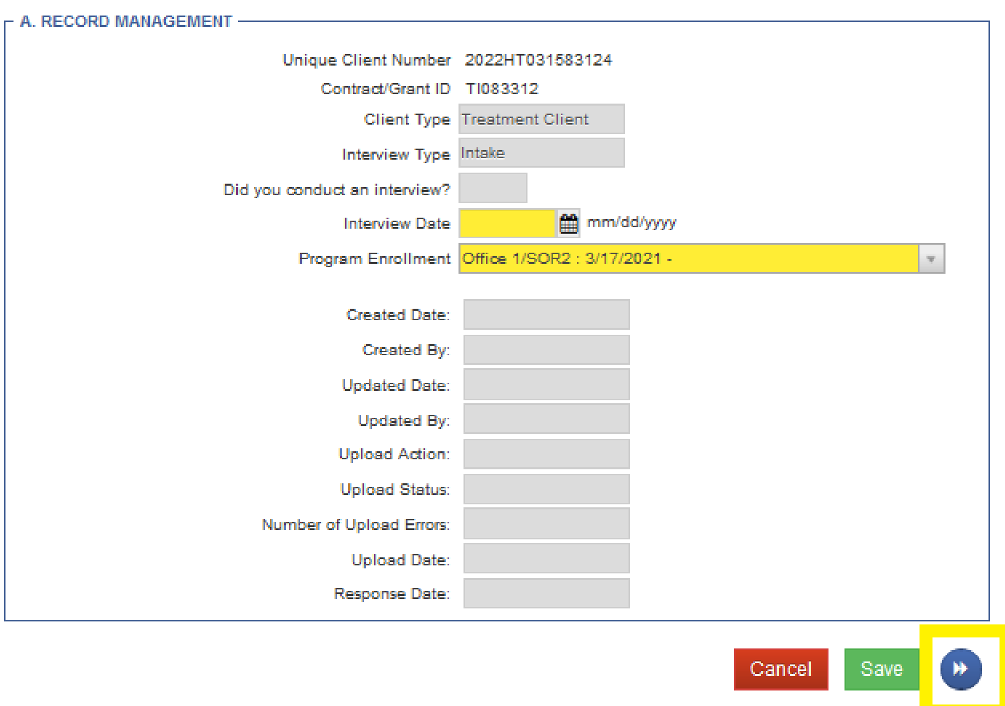
- Select 'Program enrollment' under 'Activity list (left side) and then click 'Add enrollment' (right side).
- Enter data for the required data fields (yellow boxes). SOR2 should be the program name.
- Click 'Finish' when done.



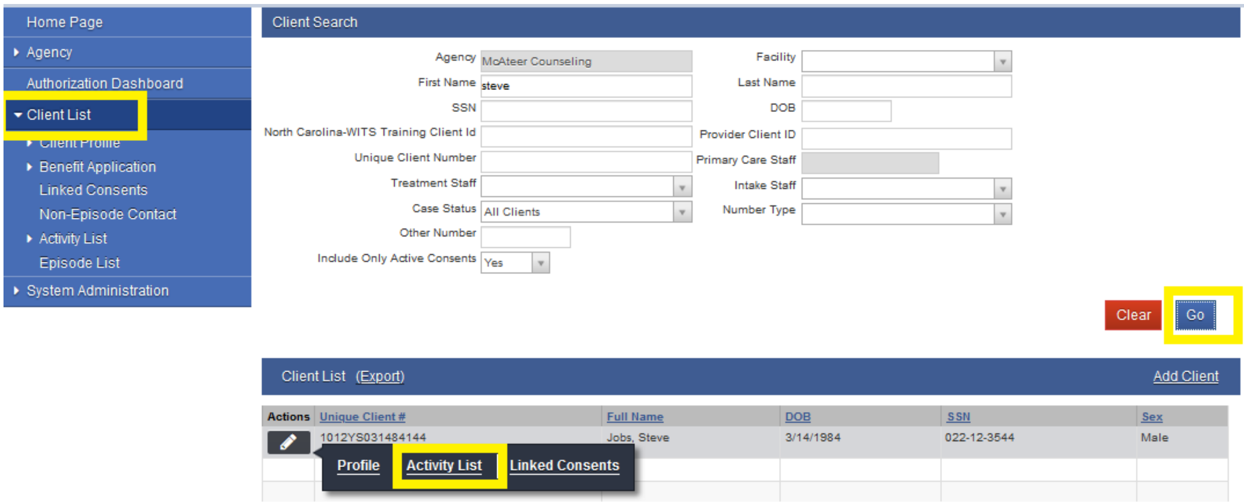


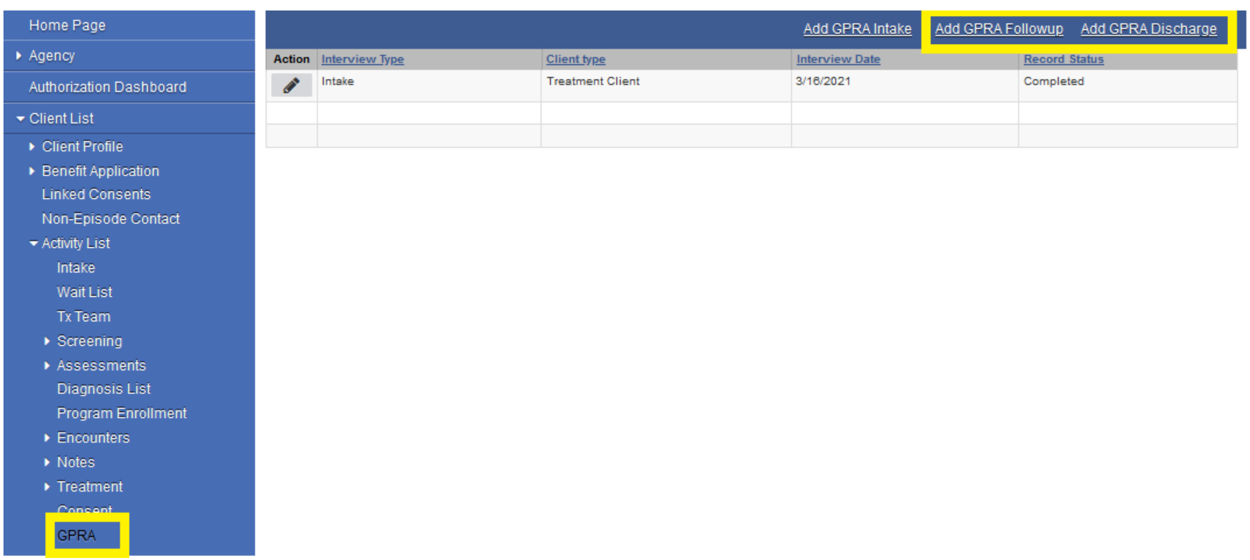
- ‘GPRA’ will now be available on the dashboard.
    - Select ‘GPRA’ (left side) and then click ‘Add GPRA intake’ (right side).
    - Enter GPRA data - use the blue circle with arrows to navigate through the GPRA.
    - When done, you will see an overview of all the GPRA questions and answers.
        - Scroll to the top of the page and click ‘Generate report’ if you need a printable copy.
        - If GPRA is complete, select ‘Finish’ at the bottom of the page.
    - ‘Add follow-up GPRA’ and ‘Add discharge GPRA’ will now be available for when needed.





- Entering a Follow-up or Discharge GPRA
    - Select ‘Client list’ (left side) and use the search features to locate the individual.
    - Move the mouse over the pencil icon next to the individual’s name and select ‘Activity list’.
    - Select ‘GPRA’ (left side).
    - Select ‘Add GPRA follow-up’ or ‘Add GPRA discharge’ (right side).
    - Enter GPRA data as directed previously. Select ‘Finish’ when done.





Resource videos and other materials to assist with completing the GPRA document and how to use the FEI WITS platform are posted on our website for you reference.
https://www.ncdhhs.gov/divisions/mhddsas/grants

Questions regarding the GPRA, submission of the GPRA and the use of the FEI Systems tool should be directed to the SOR Team, Addictions and Management Operations Section, DMH/DD/SAS.
Email: sor.gpras@dhhs.nc.gov