

**LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION**  
**SUPRT Instructions & Process**

- I. **SUPRT-A** and **SUPRT-C** reporting tools
  - a. SUPRT is an acronym for: SAMHSA Unified Performance Reporting Tool
  - b. SUPRT is utilized for the purpose of collecting report performance data specific to State Opioid Response (SOR) funding
  - c. SUPRTs are done at baseline, reassessment, annual assessment, and closeout
    - i. A closeout SUPRT-A should be completed when an individual is no longer receiving SOR funded services
    - ii. If a closeout SUPRT-A is completed, reassessment and annual SUPRT assessments are not required
  
- II. **SUPRT-A** *MUST* be completed **by the service provider** for individuals who have used substances that contain **opioids and/or stimulants**  
**SUPRT-C** is to be completed **by the individual** who is receiving SOR funded services. The individual **can refuse** to complete SUPRT-C or only complete parts of the tool.  
**SUPRT-A** and **C** tools along with instructions for completing them can be found at this link [For Single County Authorities | Department of Drug and Alcohol Programs | Commonwealth of Pennsylvania](#)
  
- III. **Inpatient Treatment Providers**
  - a. **Staff** must complete a **baseline SUPRT-A** when an individual is admitted to services
  - b. Provider will ask **the individual** to complete a **baseline SUPRT-C** (The individual can refuse to complete SUPRT-C or only complete part of the tool)
  - c. **Staff** will complete the **SUPRT Coversheet** (form 10a on LCDAC website under *Client Forms and Instructions*)
  - d. **Staff** must email paper copies of **SUPRT-A** and **C** along with the **SUPRT Coversheet** to [drugalcohol@lancastercountypa.gov](mailto:drugalcohol@lancastercountypa.gov)

**Note- (DO NOT ENTER THE SUPRT Tools in PA-WITS, LCDAC will enter ALL SUPRT tools in PA-WITS)**

- e. Once the individual obtains Medicaid or is discharged from inpatient services (whichever comes first), please complete:
  - i. **Closeout SUPRT-A**
  - ii. **SUPRT Coversheet** (choose “close-out” from the drop-down box)

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- f. Upon completion of the closeout **SUPRT-A** and **SUPRT Coversheet** (indicating that it is a “closeout”) send paper copies to [drugalcohol@lanastercountypa.gov](mailto:drugalcohol@lanastercountypa.gov)

**IV. LCDAC funded Case Management Services at the Outpatient Level**

- a. **Staff** must complete a **baseline SUPRT-A** when an individual is admitted to services
- b. Provider will ask **the individual** to complete a **baseline SUPRT-C** (The individual can refuse to complete SUPRT-C or only complete part of the tool)
- c. **Staff** will complete the **SUPRT Coversheet** (form 10a on LCDAC website under Client Forms and Instructions)
- d. **Staff** must email paper copies of **SUPRT-A** and **C** along with the **SUPRT Coversheet** to [drugalcohol@lanastercountypa.gov](mailto:drugalcohol@lanastercountypa.gov)

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- e. Complete a **closeout SUPRT-A** and a **SUPRT Coversheet** once the individual is discharged from Case Management Services
- f. Upon completion of the **closeout SUPRT-A** and **SUPRT Coversheet** (indicating that it is a “closeout”) send a paper copy to [drugalcohol@lanastercountypa.gov](mailto:drugalcohol@lanastercountypa.gov)

**V. Individuals Prescribed Medication(s) for Opioid Use Disorder (MOUD)**

- a. **Staff** must complete a **baseline SUPRT-A** when an individual applies for LCDAC funded MOUD
- b. Provider will ask **the individual** to complete a **baseline SUPRT-C** (The individual can refuse to complete SUPRT-C or only complete part of the tool)
- c. **Staff** will complete the **SUPRT Coversheet** (form 10a on LCDAC website under Client Forms and Instructions)
- d. **Staff** must email paper copies of **SUPRT-A** and **C** along with the **SUPRT Coversheet** to [drugalcohol@lanastercountypa.gov](mailto:drugalcohol@lanastercountypa.gov)

**Note- (DO NOT ENTER THE SUPRT Tools in PA-WITS, LCDAC will enter ALL SUPRT tools in PA-WITS)**

- e. Once the individual obtains Medicaid or is no longer receiving LCDAC funded MOUD (whichever comes first), please complete a **closeout SUPRT-A** and a **SUPRT Coversheet**

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- f. Upon completion of the closeout **SUPRT-A** and **SUPRT Coversheet** (indicating that it is a “closeout”) send paper copies to [drugalcohol@lanastercountypa.gov](mailto:drugalcohol@lanastercountypa.gov)

**VI. SUPRT-A Sections Reference Guide:**

**Table 1. SUPRT-A Tool Sections, and Description**

Tool Section	Description
A. Record Management	Collects administrative details including the Client ID, Site ID, Grant ID, and date of assessment.
B. Behavioral Health History	Collects client’s insurance type, acute services utilized in the past 30 days, and justice system involvement in the past 90 days.
C. Behavioral Health Screenings	Collects client’s screening or assessment results in the past 30 days.
D. Behavioral Health Diagnosis	Collects client’s current behavioral health diagnosis, and other health conditions.
E. Services Received	Collects information about services provided through the grant.
F. Demographics	Collects client’s demographic information, including race/ethnicity and sex. Grantee staff are asked to collect demographic information on SUPRT-A <b>only if a client declines SUPRT-C entirely</b> . If a client begins SUPRT-C, even if they do not complete it, then grantee staff will not collect demographic data in SUPRT-A.

Not every section or question is required at each assessment. Please see Table 2 for an overview of required SUPRT-A sections by assessment type.

**Table 2. Required SUPRT-A Sections by Assessment Type**

SUPRT-A Section	Baseline	Reassessment	Annual	Closeout
A. Record Management	Yes*	Yes*	Yes*	Yes*
B. Behavioral Health History	Yes	Yes	Yes	No
C. Behavioral Health Screenings	Yes	Yes	Yes	No
D. Behavioral Health Diagnosis	Yes	Yes	Yes	No
E. Services Received	No	Yes	Yes	Yes
F. Demographics	Yes**	No	No	No

\*Not all questions are required

\*\*This section is not required if clients consent to SUPRT-C at baseline.