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

ROY COOPER • Governor
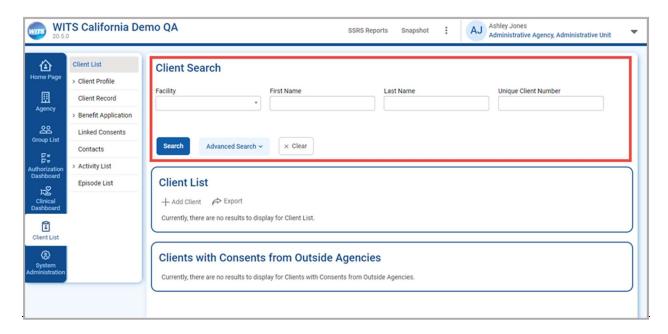
KODY H. KINSLEY • Secretary

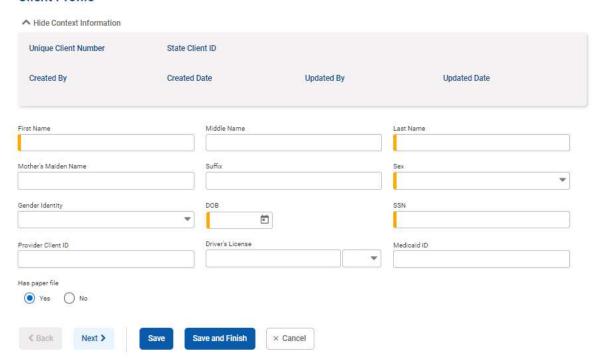**TBD** • Deputy Secretary for Behavioral Health & IDD

DEEPA AVULA • 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' (left side).
    - Enter data for the required data fields (yellowed boxes).
    - Click 'Save and Finish' when done.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND SUBSTANCE
ABUSE SERVICES**

LOCATION: 306 N. Wilmington Street, Bath Building, Raleigh, NC 27601

MAILING ADDRESS: 3001 Mail Service Center, Raleigh, NC 27699-3001

www.ncdhhs.gov • TEL: 984-236-5000• FAX: 919-508-0951

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Client Profile

^ Hide Context Information

Unique Client Number	State Client ID		
Created By	Created Date	Updated By	Updated Date

First Name

Middle Name

Last Name

Mother's Maiden Name

Suffix

Sex ▼

Gender Identity ▼

DOB 📅

SSN

Provider Client ID

Driver's License ▼

Medicaid ID

Has paper file

● Yes ○ No
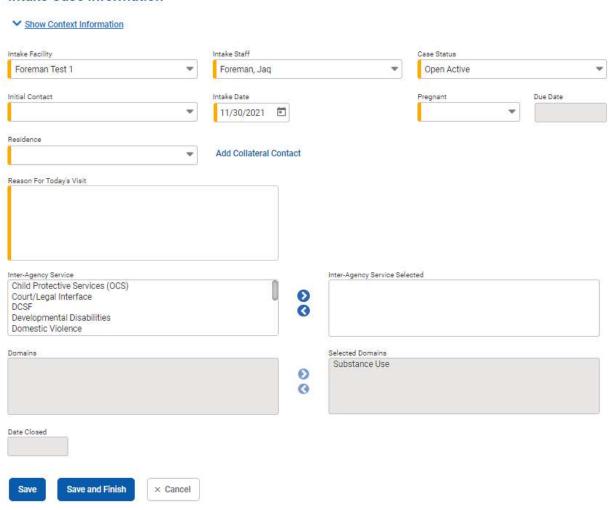
[< Back] [Next >] [Save] [Save and Finish] [× Cancel]

- o Select 'Episode List' (left side) and then click 'Start new episode' (left side).
- o Enter data for the required data fields (yellowed boxes). 'Reason for visit' field can be marked 'NA'.
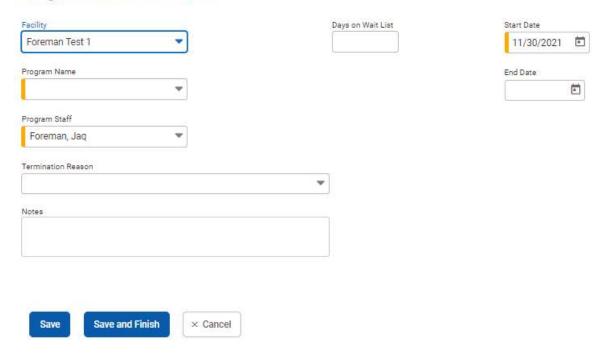- o Click 'Finish' when done.

Episode List

+ Start New Episode

Currently, there are no results to display for the Episode List.

Intake Case Information

⌄ Show Context Information

Intake Facility	Intake Staff	Case Status
Foreman Test 1 ▾	Foreman, Jaq ▾	Open Active ▾

Initial Contact	Intake Date	Pregnant	Due Date
▾	11/30/2021 📅	▾	

Residence

[▾]   Add Collateral Contact

Reason For Today's Visit

[   ]

Inter-Agency Service

Inter-Agency Service		Inter-Agency Service Selected
Child Protective Services (OCS) Court/Legal Interface DCSF Developmental Disabilities Domestic Violence	❯ ❮	

Domains		Selected Domains
	❯ ❮	Substance Use

Date Closed

[   ]

[Save] [Save and Finish] [✕ Cancel]
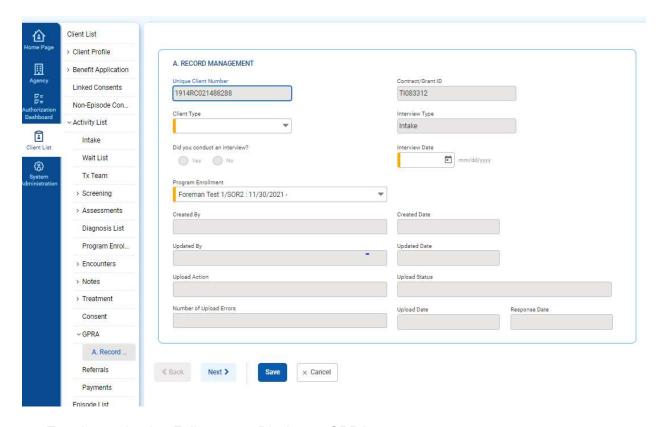

- o Select 'Program Enrollment' under 'Client list' (left side) and then click 'Add Enrollment' (left side).
- o Enter data for the required data fields (yellow boxes). SOR2 should be the program name.
- o Click 'Finish' when done.

Program Enrollment

Program Name	Facility
I	▾

Modality

[▾]

Active Program Enrollments During Date Range

From	To
11/30/2020	11/30/2021

[Search] [✕ Clear]

Program Enrollment List

+ Add Enrollment

Currently, there are no results to display for the Program Enrollment List.

[Finish]

Program Enrollment Profile

Facility
Foreman Test 1

Program Name

Program Staff
Foreman, Jaq

Termination Reason

Notes

Days on Wait List

Start Date
11/30/2021

End Date

[Save] [Save and Finish] [× Cancel]

- 'GPRA' will now be available on the dashboard.
    - Select 'GPRA' (left side) and then click 'Add GPRA intake' (left 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 an Intake, Follow-up or Discharge GPRA
  - Select 'Client list' (left side) and use the search features to locate the individual.
  - Complete all required information in yellowed sections. Click "Save".
  - Select 'GPRA' (left side).
  - Select 'Add GPRA Intake', GPRA Follow-up' or GPRA discharge (left side).
  - Enter GPRA data as directed previously. Select 'Finish' when done.

GPRA Interview List

+ Add GPRA Intake   + Add GPRA Followup   + Add GPRA Discharge

Interview Type ∨	Client type ∨	Interview Date ∨	Record Status ∨	
Intake	Treatment Client	11/30/2021	Completed	⋮

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