

## ATR Ohana Incentive Distribution Procedure

1. Ensure that client has completed the six (6) month GPRA Follow-up Screening in WITS;
2. Offer client their choice of the appropriate amount of incentive(s):
  - a. \$20.00 value for GPRA completed within 30 days **PRIOR TO** the anniversary date of enrollment in ATR Ohana; or
  - b. \$10.00 value for GPRA completed **ON** the six (6) month anniversary date, or within the next 59 days;
3. Locate the Serial Number of the incentive on the Incentive Distribution Log;
4. Document the date that the incentive is being distributed;
5. Printed the name of the client earning the incentive(s);
6. Client must sign next to their printed name to verify receipt of the incentive on the date indicated. Incentives must be distributed to the client at the time the GPRA Follow-up is completed, and must be distributed in person;
7. Staff distributing the incentive must initial on the same line;
8. Document distribution of the incentive in the client's WITS record as a Miscellaneous Note within 7 days of completion of the GPRA Follow-up and delivery of the incentive, including:
  - a. date distributed,
  - b. type of incentive,
  - c. value of incentive,
  - d. serial number(s), and
  - e. name of staff who distributed the incentive;
9. Agency is responsible to either return the Incentive Distribution Log listing the record of full distribution of all incentives listed, or shall return to ADAD any undistributed incentives;
10. Balance due for any missing incentives, or inappropriately distributed incentives:
  - a. shall be remitted to ADAD through adjustment to next invoice payable to the agency; or
  - b. if no balance is due to the provider agency, the balance due shall be remitted to the "State Director of Finance", delivered to ADAD, "Attention ATR Accountant" within ten (10) business days; or
  - c. shall be offset as a loss when verified by a police report indicating that the incentives were missing or stolen.

11. Return to ADAD of incentives not distributed to clients for completion of GPRA  
Follow-up shall be completed by September 29, 2014 or by the final date of the provider agency's active MOU agreement between the provider agency and ADAD, whichever is earlier.