

## DMH-WITS Client Entry Process

- Log into WITS
- Select Agency / Facility, select **Go**
- View **Left Navigation Menu**:
- Go to Client List
  - **Client Profile**, click **Add Client**
    - add **Client Profile** along with:
      - Additional Information screen
      - Address
      - **(For DMH grant recipients only) Client Group Enrollment** and select **Add Government Contract Enrollment**. *This section is required so the provider can release billable Encounters to the billing section of WITS for claim batch submissions to DMH. You may also do this step after the client's program enrollment and prior to adding the billable encounters.*
  - Go to **Activity List** or **Episode List** to start a new intake (episode of care).
    - **Intake** (Episode)
    - **Admission**
    - **Outcome Measure** (after saving the first page of the Outcome Measure, select the **Next** button until you get to the **Client Diagnosis** page.
      - Select **Edit Client Diagnosis**
      - Select the behavioral type, search the diagnosis by the ICD-10 code if available, or search by adding a brief description of the diagnosis.
      - Principal Diagnosis should be **Yes**, then click **Save**.
      - Repeat these steps for additional diagnoses. Once completed, select **Finish** at the bottom of the screen.
      - You'll be taken back to the main Client Diagnosis page. Select **Save and Finish** to return to the **Outcome Measures List** which should have a status of *Completed*.
    - **Program Enrollment**
      - **(For SOR2 and MERC-19 grant recipients only) GPRA** (**NOTE: The GPRA option will appear in the client's Activity List once a client is enrolled into either a SOR2 or MERC-19 program**). Add GPRA **Intake** interview
    - Assessments >> **Functional Assessments** (if applicable, click on **Create New Functional Assessment** to enter a DLA-20, DLA-20 AD, or CAFAS assessment).
      - Select the Assessment Type and the Completed Date. The Client Program Enrollment will automatically populate. If client is enrolled into multiple programs, you may click on the drop-down to select the relevant program. Click **Save**.
      - To add the Necessitating Event Date, Reason, and Score, you must hover your cursor over the right corner of the record to reveal the pencil icon. Select **Edit**. Complete the additional fields, and then click **Save**.

Functional Assessment
<b>Functional Assessment</b>
Assessment Type: DLA-20
Completed Date: 08/04/2021
Client Program Enrollment: MH Outpatient, 06-11-2019, Region 11 - Main
Necessitating Event Date: Reason: Score:
<b>Edit</b>

**Functional Assessment**

Assessment Type: DLA-20

Completed Date: 8/4/2021

Client Program Enrollment: MH Outpatient, 06-11-2019, Region 11 - Main

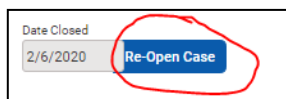
Necessitating Event Date:

Reason:

Score: The score for DLA-20 or DLA20A/D must be a decimal number between 1.00 and 7.00.

**Save** **Cancel**

- **Encounters** (used to report all services rendered to a client)
    - Click **Add Encounter**
    - Select a Note Type (i.e., Progress Note) and complete all required fields.
      - **NOTE: If the encounter IS NOT billable towards a grant,**
        - you must select Billable – **No**
        - You may then click **Save and Finish**, or **Save**, and select **Finalize** in the Administrative Actions box. Finalizing an Encounter will lock the record and grey-out the screen. However, Encounters may be reopened if needed to make edits.
      - **NOTE: If the encounter IS billable towards a grant,**
        - you must select Billable – **Yes**
        - You may then click **Save**, and then click **Next**.
        - Add a note and select **Sign Note**.
        - In the **Administrative Actions** box, select **Release to Billing**.
        - Select the **Client Group Enrollment** option, and then click **Save and Finish** (**NOTE: If the Client Group Enrollment drop-down menu is blank, select **Cancel**, to return to the Encounter screen. *Save the encounter and refer to the **Client Profile** section for instructions for how to add a Client Group Enrollment – Government Contract Enrollment. Once the Client Group Enrollment has been added/saved, you may return to the Encounter and proceed to release the encounter to billing.***
          - *NOTE: For instructions regarding how to bill claims to DMH under Agency>Billing, please refer to the **MS-WITS Agency Billing document**. This section would be for any staff that handle fiscal billing for the agency.*
- **Discharge / closing out the case** – before discharging and closing a case, you must first follow the below steps:
  - Assure that all services rendered to the client have been reported in the Encounters Section
  - Add an updated Outcome Measure (when adding the new OM, be sure to update the date and make any additional changes that may have occurred before saving).
  - **(For SOR2 and MERC-19 grant recipients only)** Add the client’s **GPRA-Discharge** Interview. At the 5–8-month window, the client’s **6-Month Follow-up GPRA** may be completed.
  - Disenroll the client from the program(s).
    - Go to the client’s Activity List to review the previously entered program enrollment.
    - Add the end date, date of last contact, and termination reason before saving.
  - Go to the **Discharge** section of the client’s Activity List to complete the discharge screen.
    - When you select **Save and Finish**, you will be asked if you’d like to also close out the case. You may select **Yes** to close out the case completely.
    - **NOTE: If you realize that updates need to be made after the case was closed, the case can be reopened by going to the client’s **Intake Case Information** to reopen the case at the bottom of the screen.**



- *Once edits have been made, you may close the case by going back to the **Intake Case Information** and adding a case closure date. You may then click on the **Save and Close Case** link.*

