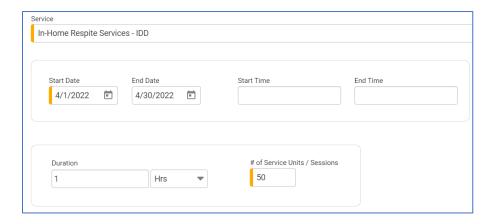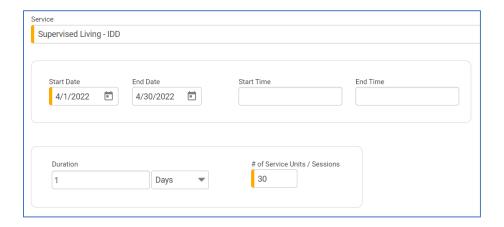# IDD Encounter Scenarios

All IDD services should be reported on <u>one</u> monthly encounter by the 15<sup>th</sup> of the following month.  For example, services authorized for the month of May should be reported in WITS as monthly encounters by June 15th.  To report monthly encounters, you will have to add the start and end date for the reporting month, the duration (smallest unit of measure being reported), and the # of service units for each encounter.   Listed below are examples of how these encounters should be reported in WITS for hourly and daily authorized services.

- **Example#1-Hourly Services** - John Doe was authorized to receive 50 hours of In-Home Respite Services in the month of April 2022.  The Encounter would be completed the start and end dates for the month of April, the duration with a value of 1 Hrs. (to represent the smallest reporting unit), and the total number of 50 authorized hours would be entered in the # of Service Units/Sessions field.
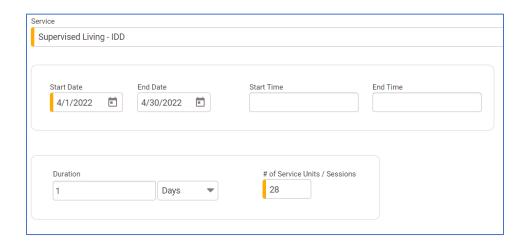


*NOTE:  The only exception to this is **Transition Assistance**, which is a one-time service. The duration is not required for this service.*

- **Example#2A-Daily Services**  – John Doe received Supervised Living services every day in the month of April.



*NOTE: If you are reporting for a client who received a daily service the entire month of April **except for leave days**, the start date will be the 1<sup>st</sup> of the month and the end date would be the last day of the month. You will still enter the duration, but you will enter the **actual # of Service Units**/days they received that service for the month.*

- **Example#2B-Daily Services w/Leave Days** – John Doe received Supervised Living services every day in the month of April, but they went home 2 days during the month. The encounter would be completed with the following information.

Service

Supervised Living - IDD

| Start Date | End Date | Start Time | End Time |
|---|---|---|---|
| 4/1/2022 | 4/30/2022 | | |

| Duration | | # of Service Units / Sessions |
|---|---|---|
| 1 | Days | 28 |

If you have any questions regarding how to enter IDD Encounters in WITS, please send an email to **ehrhelpdesk@dmh.ms.gov** for immediate assistance.