



FEI Systems



# COVID-19 Grant

*Standard COVID-19  
Grant User Guide*

WITS Customers

Last Updated June 2020

Version 4

## WITS Customers

### COVID-19 Grant

## Preface

COVID-19 grants have been awarded to increase access to and to improve the quality of community mental and substance use disorder (SUD) treatment services through the expansion of Certified Community Behavioral Health Clinics (CCBHC).

## Intended Audience

This Standard COVID-19 user guide has been prepared for provider agency staff members delivering COVID-19 services to individuals. Information included will assist providers in understanding the standard WITS COVID-19 system and the data entry requirements for the COVID-19 grant.

**Note:** Screen captures, and other information included in this Standard COVID-19 user guide may differ based on the settings established for your Training and/or Production site(s).

## System Requirements

WITS is a web-based application accessed through an Internet (web) browser using an Internet connection.

### Internet Browsers

WITS is compatible with up-to-date versions of most modern Internet browsers such as:

- Apple® Safari®
- Google Chrome™
- Mozilla® Firefox®
- Windows Internet Explorer 10 or newer

**Note:** Do not allow your Internet browser to save your password, as this information will be routinely updated.

### Pop-up Blocker

Certain features in WITS, such as Snapshot and Scheduler, will open in a separate browser window when selected. Make sure your browser allows pop-ups from WITS.

## Customer URL Links

**Training Site:**

**Production Site:**

**Note:** The **Training Site** allows staff members to practice using the system before entering actual data in the Production Site. ***Do not enter real client information in the training site.***

# Contents

Intended Audience .....	i
System Requirements .....	i
Internet Browsers .....	i
Pop-up Blocker .....	i
Customer URL Links .....	i
<b>Part 1: Customer Specific Information.....</b>	<b>1</b>
Workflow Diagram .....	1
Grant Episode Concepts.....	2
Intake Close Processor.....	3
<b>Part 2: Client Setup .....</b>	<b>4</b>
Search for a Client .....	4
Client Search Tips .....	5
Create Client Profile .....	6
Alternate Names .....	8
Additional Information.....	9
Contact Info .....	11
Collateral Contacts .....	12
Other Numbers.....	14
History .....	15
Linked Consents .....	16
Link to Consented Client .....	17
<b>Part 3: Client Intake and Program Enrollment.....</b>	<b>20</b>
Client Activity List.....	20
Start New Episode (New Clients).....	22
Intake.....	23
Program Enroll .....	25
<b>Part 4: GPRA Interviews .....</b>	<b>28</b>
Completing Interviews.....	29
Action Buttons .....	29
Automation (Skip Logic) .....	30
Answers Reviewed.....	31
GPRA Intake Interview .....	32
GPRA Interview Compliance Details.....	34
Grant Requirement.....	34
GPRA Follow-up Due Summary Screen.....	36
GPRA Follow-up Due Detail Screen .....	38
GPRA Follow-up Interview .....	41
GPRA Discharge Due Screen .....	46
GPRA Discharge Interview.....	47
<b>Part 5: Consent and Referrals.....</b>	<b>52</b>

Create Client Consent Record .....52

    Print the Client Consent Form .....54

Referrals .....55

    Create a Client Referral .....55

Viewing Referrals .....57

    Referrals In.....57

    Referrals Out.....59

Removed Consents .....60

**Part 6: Encounters .....61**

    Create Encounter Notes .....61



**Note:** Notes contain information for users to take note of, as the information may affect what the user does with the system.



**Tip:** Tips contain information helpful to the user, such as providing an easier way to do something.



**Important:** Typically, these highlight details for the user to consider or review before continuing with a step or action within the system. This information may warn the user about possible error messages that may occur if the instructions are not followed, or it may indicate/remind users of additional actions to take before proceeding, such as downloading required software.



## Part 1: Customer Specific Information

WITS allows providers to easily enter information for individuals and services they receive as part of the COVID-19 program.

- The initial provider agency that works with an individual will create the client profile, intake, and enroll the client into a COVID-19 program.
- If the provider agency needs to refer an individual to another provider for services, WITS has an automated consent/referral process that is HIPAA/42 CFR Part 2 compliant. Once the referred-to service provider accepts the referral, WITS will automatically set up the client profile, intake and COVID-19 program enrollment.
- In the future, once SAMHSA has OMB certification for the GPRA, the initial agency can enter GPRA's or the referred-to agency can enter the GPRA's. WITS will ensure that there are no duplicate GPRA's created for individuals enrolled in the COVID-19 program. Also, if the providers have entered encounters, WITS will map those encounters to the COVID-19 discharge GPRA.

## Workflow Diagram

The following diagram illustrates the standard COVID-19 workflow process.

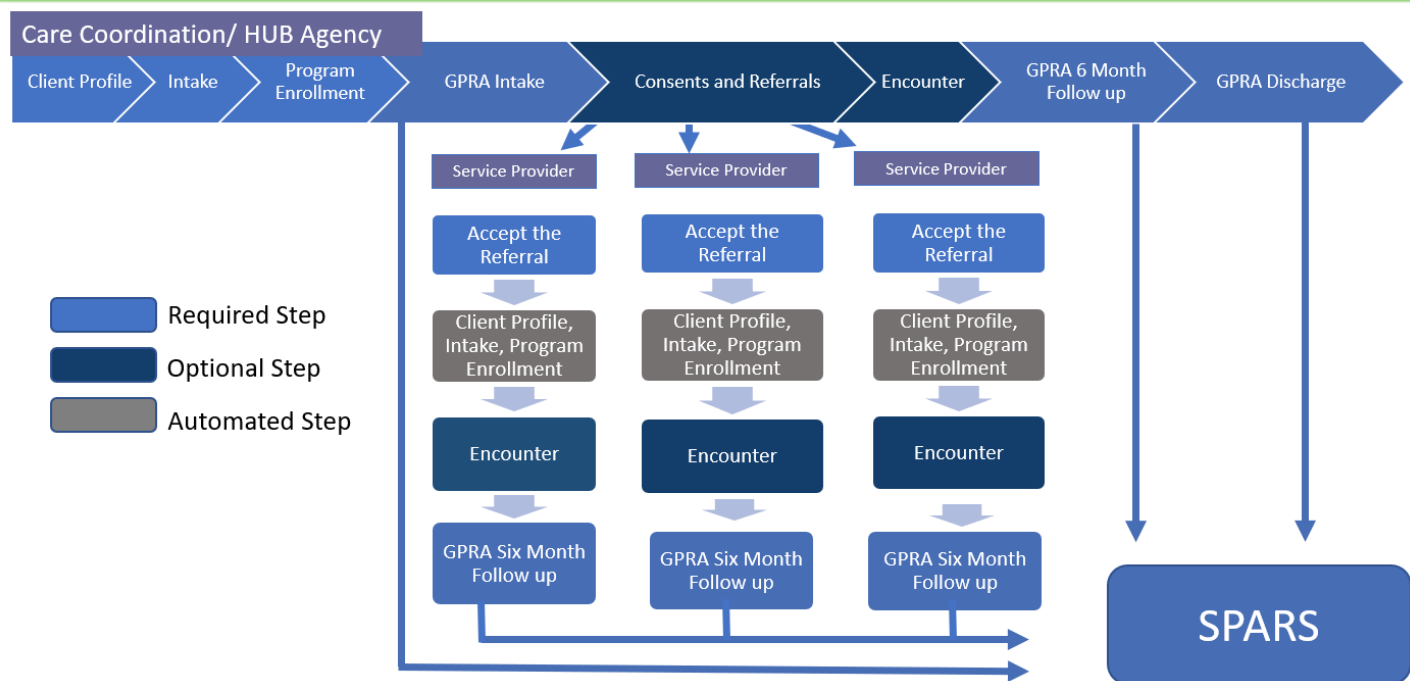


Figure 1-1: Standard COVID-19 Workflow Diagram

## Grant Episode Concepts



**Where:** [Agency](#) > [Agency List](#) > [Facility List](#) > [Programs](#)

### Background

When a client's GPRA interviews are completed, they are sent to SPARS. Each type of GPRA Interview (Intake, 6-Month follow up, Discharge) is sent automatically as an upload from WITS. If the same type of GPRA is sent twice (for example, if two GPRA Intakes are completed), SPARS will inactivate the first GPRA Intake interview when the second is completed. In order to prevent older interviews being inactivated in error, WITS now has a grant episode.

### Grant Episode Concepts

Table 1-1: Grant Episode Events and Information

Event	Information
<b>GPRA Menu Item</b>	The ability to enter a GPRA in WITS only becomes available when a WITS client program enrollment (CPE) exists where the associated program has a value in the Grant field and the end user has the GPRA (Full Access) security access role.
<b>Grant Episode</b>	<p>This allows the client to be referred to other agencies and have the same grant episode. If Agency A completes the GPRA Intake and then refers the client to Agency B, Agency B will be able to continue the grant episode and complete the GPRA 6-Month Follow Up and GPRA Discharge interviews for the same client. This will prevent another agency from inadvertently inactivating the previous GPRA Intake because the grant episode will remain assigned to this client in other agencies.</p> <ol style="list-style-type: none"> <li>1. The Grant Episode is created and put into a 'Pending' status when the Client Program Enrollment (CPE) is created for a program with a Grant field value.</li> <li>2. The Grant Episode follows the client's UCN throughout the process of creating GPRA's.</li> <li>3. The 'Pending' grant episode will become 'Active' once the GPRA Intake interview is completed.</li> <li>4. It will remain active through the 6-Month Follow-Up and Discharge interviews.</li> <li>5. Once all 3 interviews are completed, the Grant Episode will have a status of 'Closed.'</li> <li>6. Once the Grant Episode is 'Closed', a new 'Pending' Grant Episode can then be created if the client needs treatment again.</li> <li>7. The WITS Administrator could change Grant Episode from 'Active' to 'Inactive' (this can be done upon creation of a client program enrollment within a different agency)</li> </ol>

### WITS Administrator Process

**Use Case:** Client with GPRA intake at one provider goes to another provider without a WITS consent/referral

1. If the client goes to another provider who attempts to add a Client Program Enrollment in COVID-19 and that client/UCN already has an 'active' grant episode, the system will prohibit this.
  - The provider/user will be presented with a WITS error message to contact their WITS Administrator.
2. The WITS Administrator would then be able to determine if the client program enrollment can be added within the agency by either continuing the existing episode or creating a new episode (which will inactivate the previous episode)

## Intake Close Processor

For customers only using SOR, the **Intake Close Processor** is a scheduled task that runs every night to automatically close client intakes. Client intakes will be closed when all Client Program Enrollments are for a closed or inactive grant episode and there has been no activity within that client intake (no encounters saved or updated) for a certain number of days. The default number of days is set to 45, but the number can be changed in a site's configuration.



**Important:** The Intake Close Processor applies to SOR only customers.



## Part 2: Client Setup

### Search for a Client



#### Where: *Client List Screen*

Before creating a new client record, search for your client to make sure the client is not already in WITS.

1. To view clients within your agency, click on the **Client List** menu item. A blank Client List screen will appear.
2. Use the fields in the **Client Search** section to narrow your results.

**i Tip:** When searching for a client, try to use unique information, such as birthdates or social security numbers, if possible. You can also enter a partial name (or other field) followed by a "\*". This is called a **wild card search**. For instance, if you search for Last Name of "Smit\*", the search results will display people with the last name of "Smith", "Smitty", "Smithson", etc.

3. After selecting from the search fields, click **Go** to view the results.

The screenshot shows the 'Client Search' interface. On the left is a navigation menu with options: Home Page, Agency, Client List (selected), Client Profile, Linked Consents, Activity List, Episode List, System Administration, My Settings, Reports, and Support Ticket. The main area is titled 'Client Search' and contains various input fields for filtering: Agency (ATR4 Coordinator Agency), Facility (dropdown), First Name, Last Name, SSN, DOB, Massachusetts Training Client Id, Unique Client Number, Provider Client ID, Treatment Staff (dropdown), Primary Care Staff, Case Status (Clients with ATR4 Cases), Intake Staff, Other Number, Number Type, and Include Only Active Consents (Yes). There are 'Clear' and 'Go' buttons. Below the search fields is a 'Client List (Export)' section with an 'Add Client' link. The table lists two clients: Abare, Donald and Doe, John. A tooltip is visible over the 'Doe, John' row, showing links for 'Profile', 'Activity List', and 'Linked Consents'. At the bottom is a section for 'Clients with Consents from Outside Agencies' with a table header including Agency, Unique Client #, Client Name, DOB, SSN, and Gender.

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	P402930ED339433	Abare, Donald	1/7/1966	001-27-0007	Male
	P902188RG881433	Doe, John	6/7/1988	564-78-5555	Male

Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender

Figure 2-1: Client List screen, Action links

4. Look for your client in the **Client List**. If you find the right person, view their profile by pointing to the pencil icon in the Actions column and clicking the **Profile** link. If you do not find your client, you can create a new client record.

## Client Search Tips

### Client Name or Number

Use a client's nickname or alternate names in the **First Name** or **Last Name** fields.

Use an **asterisk (\*)** to perform a wildcard search.

#### Examples:

- Find clients whose last name starts with "Jon": Jon\*

Client Search			
Agency	Administrative	Facility	<input type="text"/>
First Name	<input type="text"/>	Last Name	Jon* 
SSN	<input type="text"/>	DOB	<input type="text"/>

- Search by the last 4 digits of a client's SSN: \*1123

Client Search			
Agency	Administrative	Facility	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
SSN	*1123 	DOB	<input type="text"/>

### Client Birthday or Age

Search within a timeframe by separating the two dates with a **colon (:)**. Search for clients born after a certain date with a **greater than sign (>)**. Search for clients born before a certain date with a **less than sign (<)**.

#### Examples:

- Find clients born in the year 1990: 1/1/1990:12/31/1990

Client Search			
Agency	Administrative	Facility	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
SSN	<input type="text"/>	DOB	1/1/1990:12/31/1 

- Find clients born after a certain date: >12/30/1959

## Create Client Profile



**Where:** *Client List > Client Profile*

To add a new client to the system, follow the steps below.

**Note:** Please search for each client before creating a new record.

1. On the left menu, click **Client List**.
2. On the Client List screen, click **Add Client**.

Figure 2-2: Client Search/List screen; Add Client link

3. On the **Client Profile** screen, enter the required client information. See the table below for information on each field.



**Important:** When adding new clients to the system, review the Client Profile fields for accuracy before saving the screen. Once the Client Profile screen is saved, a Unique Client Number (UCN) is created based on the data provided. It is important to enter client information correctly to avoid duplicate client entry in the future.

Table 2-1: Client Profile fields

Field	Description
<b>First Name</b>	Type the client's current first name.
<b>Middle Name</b>	(Optional)
<b>Last Name</b>	Type the client's current last name.
<b>Mother's Maiden Name</b>	(Optional)

Field	Description
<b>Suffix</b>	(Optional)
<b>Gender</b>	Select the client's gender from the drop-down list.
<b>DOB</b>	Enter the client's date of birth.
<b>SSN</b>	Type the client's Social Security Number.
<b>Driver's License and State</b>	(Optional) Type the number and then select the State from the drop-down list.
<b>Has paper file</b>	(Optional) Select Yes or No. Field defaults to Yes.
<b>Provider Client ID</b>	(Optional)

Figure 2-3: Client Profile screen

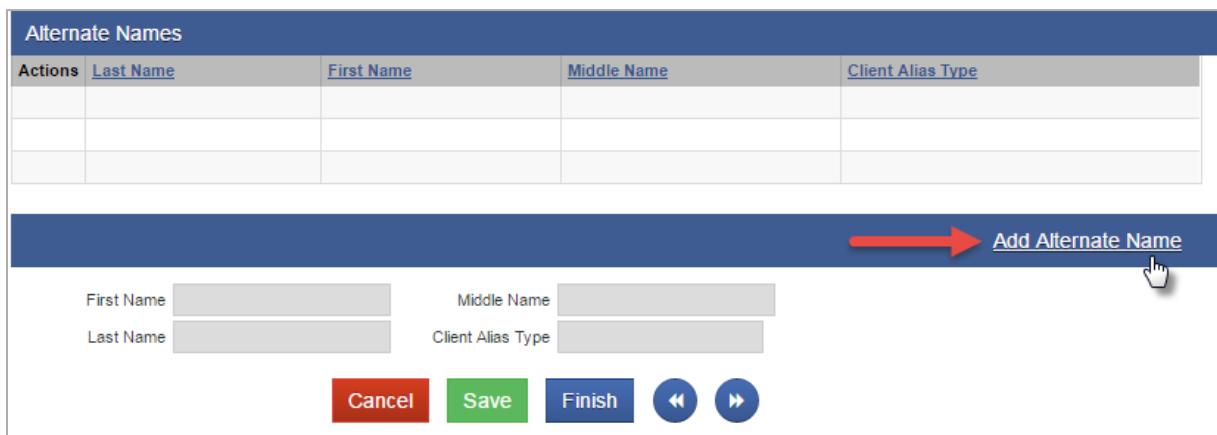
- Click **Save**.
- Click the **right-arrow** to move to the **Alternate Names** screen.

## Alternate Names

The client's nickname or street name may be entered on this screen

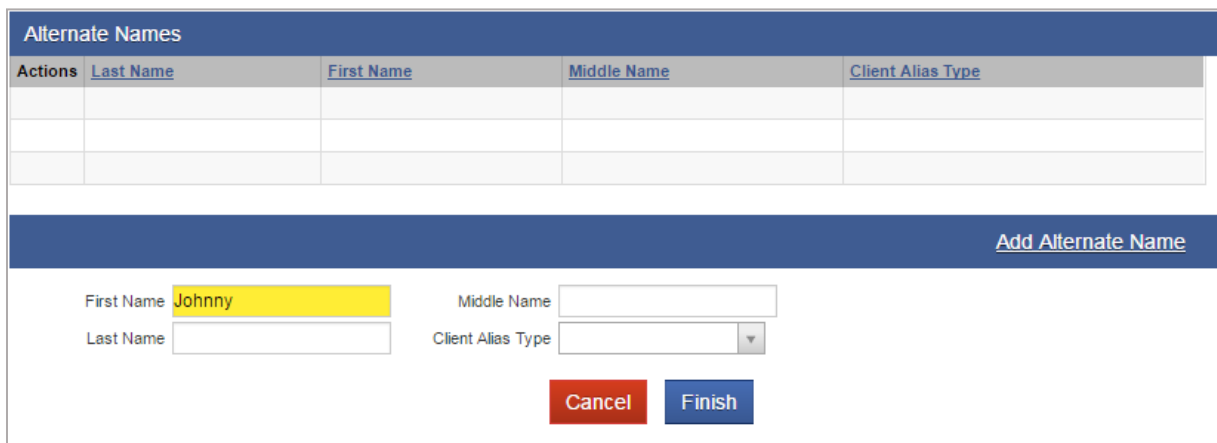
- i Tip:** Alternative names can also be used to search for the client's profile in the future. On the Client Search screen, type the client's alternative name in the First Name and/or Last Name fields.

1. On the Alternate Names screen, click **Add Alternate Name**, and the bottom half of the screen becomes editable.



The screenshot shows the 'Alternate Names' screen. At the top is a table with columns: Actions, Last Name, First Name, Middle Name, and Client Alias Type. Below the table is a blue bar with the text 'Add Alternate Name' and a red arrow pointing to it. Below the bar are four input fields: First Name, Middle Name, Last Name, and Client Alias Type. At the bottom are four buttons: Cancel (red), Save (green), Finish (blue), and two circular navigation buttons (left and right arrows).

2. Complete at least the **First Name** field.



The screenshot shows the 'Alternate Names' screen with the 'First Name' field filled with 'Johnny'. The 'Add Alternate Name' button is still visible. The 'Cancel' and 'Finish' buttons are visible at the bottom, while the 'Save' button is no longer present. The 'Client Alias Type' field now has a dropdown arrow.

3. Click **Finish**. The name will now appear in the list at the top of the screen.
4. From the Alternate Names screen, click the **right-arrow** button to open the **Additional Information** screen.

## Additional Information

1. On the **Additional Information** screen, complete the light-yellow fields.

Table 2-2: Additional Information screen

Field	Description
<b>Ethnicity</b>	Select from the drop-down list.
<b>Selected Races</b>	Select one or more races.
<b>Veteran Status</b>	Select from the drop-down list.

Additional Information

Ethnicity

Races

Alaska Native  
American Indian  
Asian  
Black or African American  
Native Hawaiian or Other Pacific Islander

>  
<

Selected Races

Special Needs

None  
No Response  
Developmentally Disabled  
Major Difficulty in Ambulating or Nonambulation

>  
<

Selected Special Needs

General Client Comments

Sexual Orientation

Religious Preference

English Fluency

Preferred Language

Interpreter Needed

Veteran Status

Citizenship

Cancel

Save

Finish

◀

▶

Figure 2-4: Standard COVID-19 screen

Additional Information	
Ethnicity	Not Hispanic or Latino
Races Alaska Native American Indian Black or African American Native Hawaiian or Other Pacific Islander Unknown	Selected Races Asian Other Race
Special Needs No Response Developmentally Disabled Major Difficulty in Ambulating or Nonambulation Moderate To Severe Medical Problems	Selected Special Needs None
General Client Comments	
Sexual Orientation	Not Collected
Religious Preference	Cao Dai
English Fluency	Moderate
Preferred Language	Mandarin
Interpreter Needed	No
Veteran Status	Not Collected
Citizenship	
<div> <span>Cancel</span> <span>Save</span> <span>Finish</span> <span>◀</span> <span>▶</span> </div>	

- When complete, click **Save**, then click the **right-arrow** button to open the **Contact Info** screen.

## Contact Info

**Tip:** Enter the client's contact information on this screen to help locate the client for follow-ups.

1. On the **Contact Info** screen, a phone number can be entered for the client.
2. To enter an address, click **Add Address**. This will open the Address Information screen.

**Contact Info**

Home Phone #  Preferred Method of Contact

Work Phone #

Mobile #

Other Phone #

Fax #

Email Address

**Addresses** [Add Address](#)

Actions	Address Type	Address	Confidential	Created	Updated

Cancel Save Finish <>

Figure 2-5: Contact Info screen

3. Enter the client's Address Type, Address line 1, City, State, and Zip Code.

**Address Information**

Address Type  Confidential ☐ No

Address Line 1

Address Line 2

County

City  State  Zip

Cancel Finish

Figure 2-6: Address Information screen

4. When complete, click **Finish**, and the client's address information will show up on the Contact Info screen. You may enter several addresses for a client. If a client has a new address, update the Address Type of the current address record to "Previous", then create a new address.
5. From the **Contact Info** screen, click the **right-arrow** button to open the **Collateral Contacts** screen.



## Collateral Contacts

**Tip:** Enter any collateral contacts for the client on this screen to help locate the client for follow-ups.

1. On the **Collateral Contacts** screen, click the **Add Contact** link.

The screenshot shows the 'Collateral Contacts' screen. At the top is a table with the following columns: **Actions**, **First Name**, **Last Name**, **Relation**, **Phone Numbers**, and **Can Contact?**. Below the table is a form with various input fields. A red arrow points to the 'Add Contact' link in the top right corner of the form area.

Figure 2-7: Collateral Contacts screen, click Add Contact

2. Enter the required client information. See the table below for information on the required fields.

Table 2-3: Collateral Contacts required fields

Field	Description
<b>First Name</b>	Type the contact's first name.
<b>Last Name</b>	Type the contact's last name.
<b>Relation</b>	Select the collateral contact's relation to the client from the drop-down menu.
<b>Address, City, State</b>	Type the contact's address information
<b>Can Contact</b>	Select Yes or No.
<b>Consent On File</b>	Select Yes or No.

Collateral Contacts					
Actions	First Name	Last Name	Relation	Phone Numbers	Can Contact?

[Add Contact](#)

First Name

Last Name

Relation

Gender

Home Phone

Work Phone

Mobile

Fax

Other

Legal Guardian

Active Date

Inactive Date

Address 1

Address 2

City  State  Zip

Email

Can Contact

Consent On File

Notes

Created

Last Update

Cancel
Finish

Figure 2-8: Add Collateral Contacts screen

3. When complete, click **Finish**. The collateral contact name(s) will be displayed in the list section of the screen.
4. From the **Collateral Contacts** screen, click the **right-arrow** button to open the **Other Numbers** screen.

## Other Numbers

In this section, users can add additional identifying numbers for a client, such as a court case number.

1. On the **Other Numbers** screen, click the **Add Other Number** link. The bottom half of the screen now becomes editable.
2. Fill in information such as, Number Type, Number, Relation, and Address of the contact.

The screenshot shows the 'Other Numbers' screen. At the top is a table with columns: Actions, Number Type, #, Start, End, Contact Name, and Status. Below the table is a section titled 'Add Other Number' containing a form with the following fields: Number Type (dropdown), Number (text input), Start Date (calendar icon, value: 11/26/2014), End Date (calendar icon), Status (dropdown, value: Active), Contact (dropdown), and Comments (text area). At the bottom right of the form are 'Cancel' and 'Finish' buttons.

Figure 2-9: Other Numbers screen

3. The **Contact** dropdown box will display the names of any saved Collateral Contacts from the previous screen. If the name of the Collateral Contact is not present, click on the **Collateral Contacts** screen to add a new record.

This screenshot shows the 'Add Other Number' form with the 'Contact' dropdown menu open. The dropdown list displays 'Smith, Jane'. The other fields in the form are the same as in Figure 2-9, but the 'Start Date' is now 12/11/2014. The 'Cancel' and 'Finish' buttons are at the bottom right.

Figure 2-10: Other Numbers screen, saved collateral contact

4. When complete, click **Finish**. The names now show up in the table on top of the screen.
5. Click **Finish** again, and you are redirected to the **Client Search** screen.

## History

The **History** sub-menu displays a list of all changes that have been made to the client information as well as any access to this client's record. It lists the date, the staff person, and a description of the access or change.

<div>  Mouse, Minnie   M20007030036580         <span>Snapshot</span> </div>																																																																													
<div> <a href="#">Home Page</a> </div> <div> <a href="#">Agency</a> </div> <div> <a href="#">Clinical Dashboard</a> </div> <div> <a href="#">Client List</a> </div> <div> <div>Client Profile</div> <div> <a href="#">Alternate Names</a> </div> <div> <a href="#">Additional Information</a> </div> <div> <a href="#">Contact Info</a> </div> <div> <a href="#">Collateral Contacts</a> </div> <div> <a href="#">Other Numbers</a> </div> <div> <a href="#">History</a> </div> <div> <a href="#">Linked Consents</a> </div> <div> <a href="#">Non-Episode Contact</a> </div> </div> <div> <div>Activity List</div> <div> <a href="#">Episode List</a> </div> </div> <div> <div>System Administration</div> </div>	<div>Client History (Export)</div> <table> <tr> <th>Date Changed</th><th>System Account</th><th>Description of Changes</th></tr> <tr> <td>10/12/2017 12:19 PM</td><td>Jones, Ashley</td><td> <ul style="list-style-type: none"> <li>Accessed Client Profile Screen</li> </ul> </td></tr> <tr> <td>10/12/2017 12:19 PM</td><td>Jones, Ashley</td><td> <ul style="list-style-type: none"> <li>Accessed Client Record: "Mouse, Minnie, Client ID: M20007030036580"</li> </ul> </td></tr> <tr> <td>7/7/2017 9:38 AM</td><td>Saul, Michele</td><td> <ul style="list-style-type: none"> <li>Discharge was added.</li> </ul> </td></tr> <tr> <td>7/7/2017 9:38 AM</td><td>Saul, Michele</td><td> <ul style="list-style-type: none"> <li>Accessed Discharge Screen for Case: 1</li> </ul> </td></tr> <tr> <td>7/7/2017 9:37 AM</td><td>Saul, Michele</td><td> <ul style="list-style-type: none"> <li>Client Program Enrollment was changed.</li> </ul> </td></tr> <tr> <td>7/7/2017 8:33 AM</td><td>Saul, Michele</td><td> <ul style="list-style-type: none"> <li>Accessed Admission Screen for Case: 1</li> </ul> </td></tr> <tr> <td>7/7/2017 8:33 AM</td><td>Saul, Michele</td><td> <ul style="list-style-type: none"> <li>Accessed Client Record: "Mouse, Minnie, Client ID: M20007030036580"</li> </ul> </td></tr> <tr> <td>7/6/2017 3:01 PM</td><td>dataentry, michele</td><td> <ul style="list-style-type: none"> <li>Accessed Client Profile Screen</li> </ul> </td></tr> <tr> <td>7/6/2017 2:43 PM</td><td>dataentry, michele</td><td> <ul style="list-style-type: none"> <li>Client Program Enrollment was added.</li> </ul> </td></tr> <tr> <td>7/6/2017 2:42 PM</td><td>dataentry, michele</td><td> <ul style="list-style-type: none"> <li>Outcome Measure was changed.</li> </ul> </td></tr> <tr> <td>7/6/2017 2:39 PM</td><td>dataentry, michele</td><td> <ul style="list-style-type: none"> <li>Client Diagnosis was changed.</li> </ul> </td></tr> <tr> <td>7/6/2017 2:38 PM</td><td>dataentry, michele</td><td> <ul style="list-style-type: none"> <li>Accessed Outcome Measures - 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Figure 2-11: Client History screen

## Linked Consents



**Where:** *Client List > Clients with Consents from Outside Agencies*

Each time another agency consents client information to your agency, a row will be displayed on the “**Clients with Consents from Outside Agencies**” section of the **Client List** screen. Always look at the linked consents first to make sure you don’t already have that client entered.

If the consent is sent along with a referral and the referral is accepted at the referred to agency, users with a Clinical Supervisor role may manually link and unlink consents. This action is available when it is clear that a client with consented information is in fact the same person as a client that exists in the agency. They may not have been automatically linked because the names or other identifying information may have been different in the sending agency than they are in the receiving agency.

The screenshot shows the 'Client List' interface. On the left is a navigation menu with options: Home Page, Agency, Clinical Dashboard, Client List (expanded), Client Profile, Linked Consents, Non-Episode Contact, Activity List, Episode List, and System Administration. The main area is titled 'Client Search' and contains various input fields for Agency, Facility, First Name, Last Name, SSN, DOB, PA-WITS Training Client Id, Unique Client Number, Provider Client ID, Treatment Staff, Primary Care Staff, Case Status, Intake Staff, Other Number, and Number Type. There are 'Clear' and 'Go' buttons. Below the search fields is a table titled 'Client List (Export)' with columns: Actions, Unique Client #, Full Name, DOB, SSN, and Gender. The table lists several clients. Below this table is a section titled 'Clients with Consents from Outside Agencies' which is highlighted with a red box and a red arrow. This section contains a table with columns: Actions, Agency, Unique Client #, Client Name, DOB, SSN, and Gender. The table shows one client: GREENBRIAR TREATMENT CENTER, F62308138722220, Forrest, Bobby, 8/13/1987, 121-11-2222, Male.

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	200006018756780	2, Deeksha Test	6/1/1987	213-12-5678	Female
	A23608019956780	Asteraceae, Zinnia	8/1/1999	012-34-5678	Female
	B00009078465980	Bee, New	9/7/1984	852-31-6598	Male
	B60007108274830	Berry, Blue	7/10/1982	090-44-7483	Male
	B60007107298760	Berry, Straw	7/10/1972	173-84-9876	Male
	B00007020355550	Boy, Teen	7/2/1972	123-12-5555	Male

Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender
	GREENBRIAR TREATMENT CENTER	F62308138722220	Forrest, Bobby	8/13/1987	121-11-2222	Male

### For example:

A client named “Bobby” is referred into your agency from an outside agency. Your agency already has a record for a client named “Robert”. The Linked Consents screen allows you to compare the New/Referred Client Information (Bobby) with the Existing Client Information (Robert). Using this screen, you can tell that Robert and Bobby are the same person and these two profiles can be linked together so the same client won’t have two different client profiles within the same agency.

## Link to Consented Client

1. On the left menu, click **Client List** and then click **Go**.
2. In the **Clients with Consents from Outside Agencies** section, hover over the Actions column and click **Link**.

The screenshot shows the 'Client List' interface. On the left is a navigation menu with options: Home Page, Agency, Clinical Dashboard, Client List (expanded), Client Profile, Linked Consents, Non-Episode Contact, Activity List, Episode List, and System Administration. The main area is titled 'Client Search' and contains various input fields for filtering clients. Below this is a table titled 'Client List (Export)' with columns: Actions, Unique Client #, Full Name, DOB, SSN, and Gender. The table lists several clients. Below the table is a section titled 'Clients with Consents from Outside Agencies' which contains a table with columns: Actions, Agency, Unique Client #, Client Name, DOB, SSN, and Gender. The first row in this table is for Bobby Forrest at Greenbriar Treatment Center. A red arrow points to the 'Link' button in the Actions column for this client. The 'Link' button is highlighted, and a tooltip shows 'Activity List', 'Link', and 'Remove' options.

Figure 2-12: Client List screen, Clients with Consents from Outside Agencies section, Link action item

3. The **Link Client Search** screen will appear and the Consented Client information is displayed as read-only fields.

The screenshot shows the 'Link to Consented Client' screen. At the top, there is a 'Snapshot' button. Below it, the client's information is displayed in a read-only format: Full Name: Forrest, Bobby; DOB: 8/13/1987; Client Number: F62308138722220; SSN: 121-11-2222. Below this is a section titled 'Link Client Search' which contains a form for searching for the client's agency. The form includes fields for Agency (Administrative Agency), Facility, First Name, Last Name, SSN, DOB, Unique Client Number, Provider Client ID, Other Number, and Number Type. There are 'Clear', 'Cancel', and 'Go' buttons at the bottom right of the form. Below the form is a table with columns: Actions, Unique Client #, Full Name, DOB, SSN, and Gender. The table is currently empty.

Figure 2-13: Link Client Search screen

- Use the search fields to find a client with similar information. It is helpful to copy and paste some of the consented client's information into the search fields. The example in Figure 2-14 uses the Consented Client's Unique Client Number in the search field.

Link to Consented Client

Full Name Forrest, Bobby DOB 8/13/1987  
Client Number F62308138722220 SSN 121-11-2222

Link Client Search

Agency Administrative Agency Facility   
First Name  Last Name   
SSN  DOB   
Unique Client Number F62308138722220 Provider Client ID   
Other Number  Number Type

Clear Cancel Go

Actions	Unique Client #	Full Name	DOB	SSN	Gender

Figure 2-14: Link Client Search screen, search by Unique Client Number

- After filling out one or more search fields, click **Go** and then review the search results.

Link to Consented Client

Full Name Forrest, Bobby DOB 8/13/1987  
Client Number F62308138722220 SSN 121-11-2222

Link Client Search

Agency Administrative Agency Facility   
First Name  Last Name   
SSN  DOB   
Unique Client Number F62308138722220 Provider Client ID   
Other Number  Number Type

Clear Cancel Go

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	F62308138722220	Forrest, Robert	8/13/1987	121-11-2222	Male

Figure 2-15: Link Client Search screen with search results

- If the information in the search results matches the Consented Client information, hover over the Actions column and then click **Link**.

Home Page

Agency

Clinical Dashboard

Client List

Client Profile

Linked Consents

Non-Episode Contact

Activity List

Episode List

System Administration

Link to Consented Client

Full Name Forrest, Bobby DOB 8/13/1987

Client Number F6230813872220 SSN 121-11-2222

Link Client Search

Agency Administrative Agency Facility

First Name Last Name

SSN DOB

Unique Client Number F6230813872220 Provider Client ID

Other Number Number Type

Clear Cancel Go


Actions	Unique Client #	Full Name	DOB	SSN	Gender
 Link	F6230813872220	Forrest, Robert	8/13/1987	121-11-2222	Male

Figure 2-16: Link Client Search screen, Link Consent record

7. Click **Yes**.

Home Page

Agency

Clinical Dashboard

Client List

Client Profile

Linked Consents

Non-Episode Contact

Activity List

Episode List

System Administration

Are you sure you want to link current consented client Forrest, Bobby's consent to client Forrest, Robert?

Yes No

Figure 2-17: Are you sure you want to link current consented client to the consent client

8. The client's Linked Consent screen will now display the consent record from the other agency.

Home Page

Agency

Clinical Dashboard

Client List

Client Profile

Linked Consents

Non-Episode Contact

Activity List

Episode List

System Administration


Forrest, Robert | F6230813872220

Linked Client Consents in Other Agencies

Consenting Agency

Clear Cancel Go

Linked Consent List

Actions	Agency	Client Name	Unique Client #	DOB	SSN	Min Act. Date	Max Act. Date
	GREENBRIAR TREATMENT CENTER	Forrest, Bobby	F6230813872220	8/13/1987	121-11-2222	7/3/2017	7/3/2017

Add Link

Figure 2-18: Linked Consents screen



## Part 3: Client Intake and Program Enrollment

### Client Activity List

It is important to understand that data collection in WITS happens within a Client's Activity List. The Case, or Episode of Care, is the container that holds all client activities. The beginning and end of a client's Episode of Care are recorded on the Intake transaction, where the Intake Date starts the Episode and the Intake Date Closed marks the end of the Episode (these fields are shown in *Figure 3-6: Intake Case Information screen* on page 24).

The concept diagram below illustrates how this data collection is structured within the client Activity List. This Activity List is comprised of two (2) primary nested containers: Episode (e.g., Case, or Intake), and Program. The double lines connecting the Program container represent multiple program enrollments, which are allowed within a single Episode. In the diagram, arrows denote the sequence of progressing through each container.

When an Episode of Care ends for a client, this signifies that the client is no longer receiving services. It's possible for that client to return at a future date.

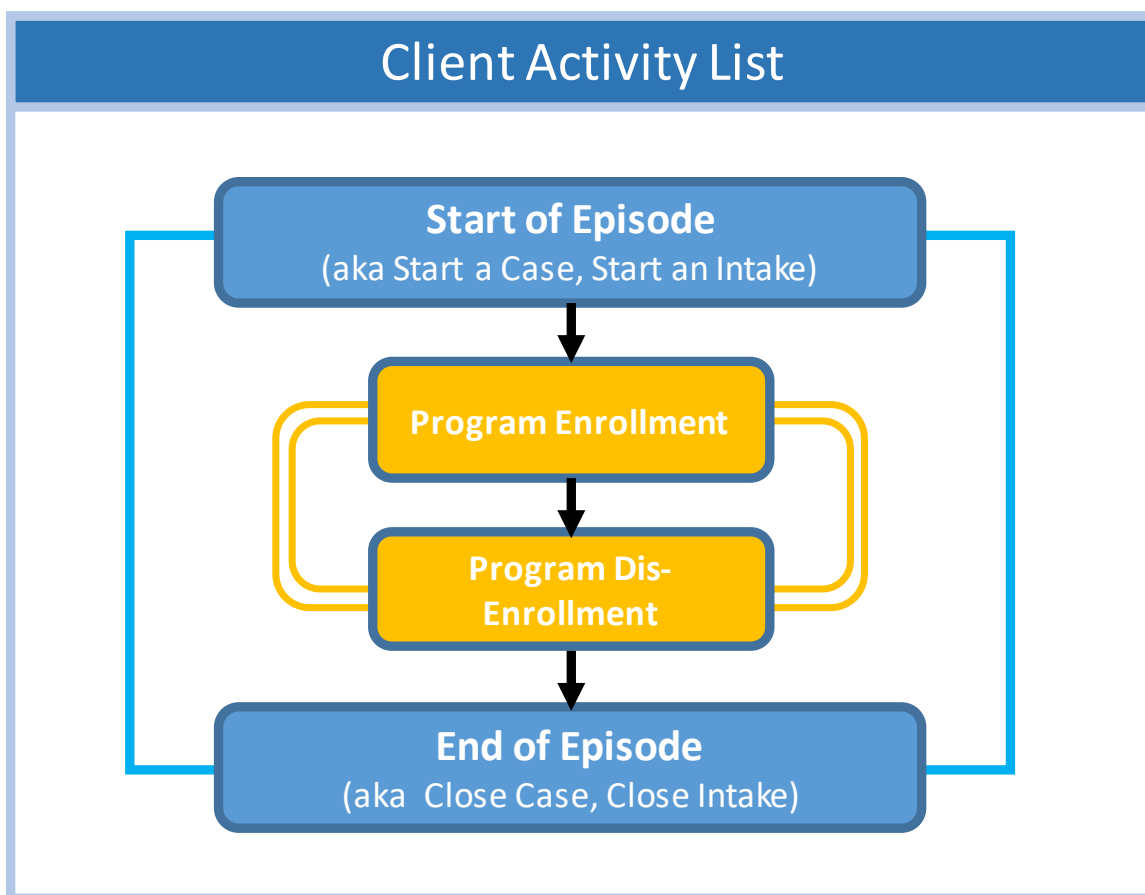


Figure 3-1: Concept Diagram of Data Collection Structure within Client Activity List

The **Client Activity List** can serve as a "dashboard" view for information that has been collected for a given client within an Episode. Each Activity on the Activity List has a status to help the end user determine if that activity is "Complete" or "In Progress". When an activity is "In Progress", a **Details** link is available which displays the information needed to complete the activity.

Certain client activities must be complete before you can proceed to a following activity. Validation rules will guide you throughout the workflow as you enter new data.

**i** To access items within the Activity List, a client must be selected first.

Client Activity List				
Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	6/23/2017	6/30/2017	Completed
	Intake Transaction	6/23/2017	6/30/2017	Completed
	Screening Tool	6/23/2017	6/30/2017	Completed
	Admission	6/30/2017	6/30/2017	Completed
	Outcome Measures - Client Status (Initial)	6/30/2017		In Progress <a href="#">(Details)</a>

Figure 3-2: Client Activity List, Details link

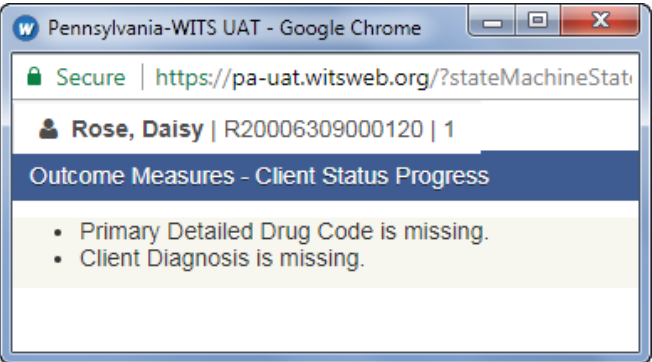


Figure 3-3: Details link, list of missing information

**i** Some Client Activities do not have a concept of being complete. For those activities, the Status will be listed as Not Applicable.

# Start New Episode (New Clients)



**Where:** *Client List* > *Activity List* > *Episode List*

In WITS, all items located in a client’s Activity List are based upon an active Episode of Care. In the screen capture below, note the Activity List in the left menu only displays one item, “Episode List”. An episode must be created before accessing other items in the client’s Activity List.

To start a new episode of care for a client, follow the steps below.

- 1. On the left menu, click **Episode List**.
- 2. Click the **Start New Episode** link.

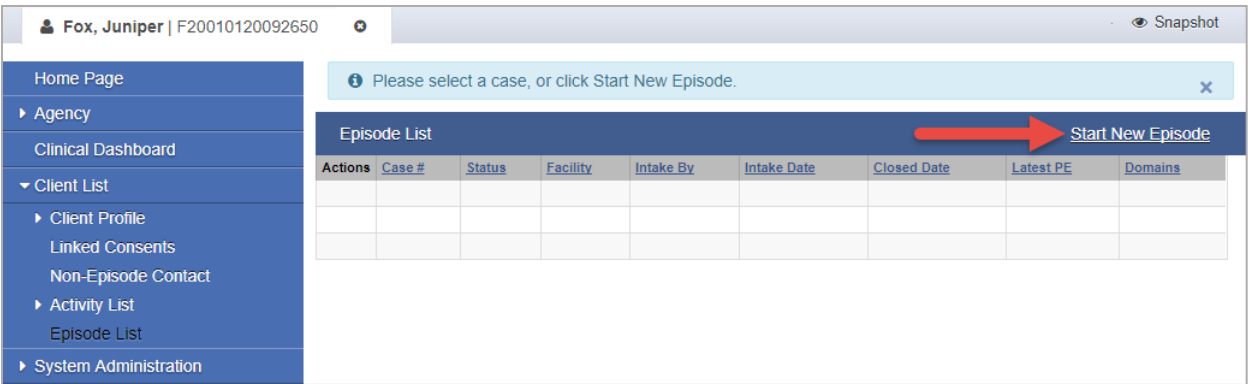


Figure 3-4: Episode List screen, Start New Episode link

If the client profile is missing certain information, such as an Address or fields on the Additional Information screen, a New Episode cannot be created and an error message will appear, as shown in Figure 3-5.

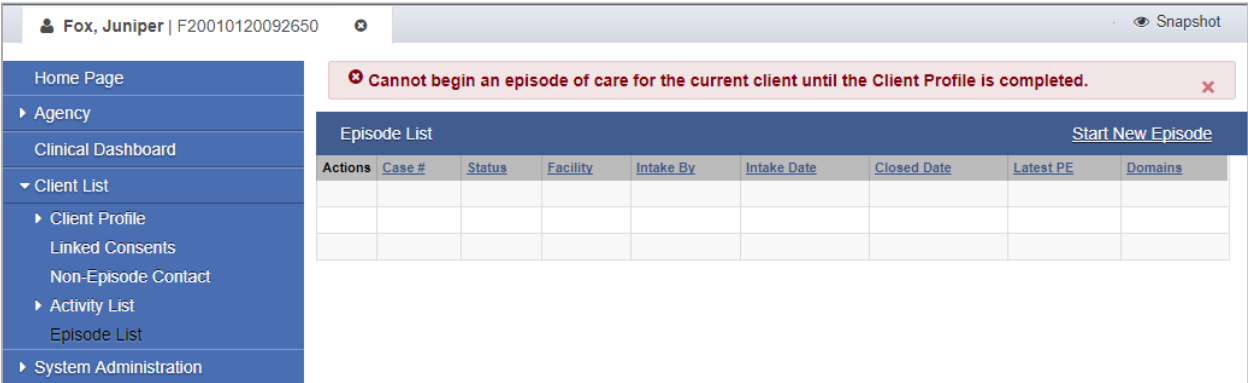


Figure 3-5: Episode List screen, Error Message

If the client profile is complete, clicking **Start New Episode** will open the **Intake Case Information** screen, as shown in Figure 3-6: Intake Case Information screen.

*(Continue to next section)*

## Intake




**Where:** *Client List > Activity List > Intake*

Once an episode of care has been created (see above section), complete the client's intake.

1. On the Intake Case Information screen, complete the fields as shown in the table below.

Table 3-1: Intake Case Information Fields

Field	Description
<b>Intake Facility</b>	Pre-populates with the current facility location.
<b>Intake Staff</b>	Pre-populates with the current staff member name.
<b>Initial Contact</b>	Select from the drop-down list.
<b>Case Status</b>	Defaults to "Open Active".
<b>Initial Contact Date</b>	The date when the Client first reached out for treatment.
<b>Intake Date</b>	Enter the client's intake date, (which also marks the beginning of the client's Episode).
<b>Residence</b>	Select from the drop-down list.
<b>Source of Referral</b>	Select from the drop-down list.
<b>Referral Contact</b>	(Optional) Select from a list of the client's collateral contacts.
<b>Pregnant</b>	Is the client pregnant at the time of admission? Complete if applicable.
<b>Injection Drug User</b>	Select Yes or No.
<b>Problem Area</b>	(Optional)
<b>Presenting Problem (In Client's Own Words)</b>	(Optional)
<b>Selected Domains</b>	This field will be pre-populated and read-only if there is only one domain associated with the agency. If the agency has multiple domains, select the appropriate domain(s) for the client.
<b>Date Closed</b>  Date Closed <input type="text"/>  <a href="#">Save &amp; Close the Case</a>	The Date Closed field is used to mark the end of the client's Episode.

**WITS STANDARD WITS** 18.18.0 | Treatment Provider, New Facility | Jones, Ashley | Logout

Fox, Juniper | J584688SJ884664 | 1 | Generate Report | Snapshot

Home Page

Agency

Client List

Client Profile

Linked Consents

Non-Episode Contact

Activity List

Intake

Program Enroll

Encounters

Notes

Consent

Referrals

Episode List

System Administration

**Intake Case Information**

Intake Facility: Provider Facility

Intake Staff: Jones, Ashley, Clinician

Initial Contact:

Residence:

Source of Referral:

Referral Contact:

[Add Collateral Contact](#)

Case #: 1

Case Status: Open Active

Initial Contact Date:

Intake Date: 1/24/2019

Pregnant:

Due Date:

HIV Positive:

Injection Drug User:

Problem Area:

Presenting Problem (In Client's Own Words):

Domains:

Selected Domains: Substance Abuse

Date Closed:

Cancel Save Finish

Figure 3-6: Intake Case Information screen

- Click **Finish**.

## Program Enroll



**Where:** [Client List](#) > [Activity List](#) > [Program Enroll](#)

Once an Intake has been created (see above section), complete the client's program enrollment.

1. On the left menu, click **Program Enroll**.
2. Click the **Add Enrollment** link.

**STANDARD WITS**  
18.18.0

Treatment Provider, New Facility

Jones, Ashley   
 Logout

[Generate Report](#) | [Snapshot](#)

Home Page  
 ▶ Agency  
 ▶ Group List  
 Clinical Dashboard  
 ▼ Client List  
   ▼ Client Profile  
     Alternate Names  
     Additional Information  
     Contact Info  
     Collateral Contacts  
     Other Numbers  
     History  
     Client Group Enrollment  
     Authorization  
     Employment  
     Allergies  
     Linked Consents  
     Non-Episode Contact  
   ▶ Activity List  
     Episode List  
 ▶ System Administration  
 Reports  
 Support Ticket

### Profile

First Name   
 Middle Name   
 Last Name   
 Mother's Maiden Name   
 Suffix   
 Gender   
 DOB   
 SSN   
 Driver's License

Provider Client ID   
 Unique Client Number   
 State Client ID   
 Record Created By   
 Last Updated By   
 Created Date   
 Last Updated Date

Has paper file  Yes

Administrative Actions

Cancel Save Finish

### Alternate Names

Actions	Last Name	First Name	Middle Name	Client Alias Type

### Addresses

Actions	Address Type	Address	Confidential	Created	Updated

Figure 3-7: Program Enrollment screen

3. Complete fields on the Program Enrollment Profile.

Table 3-2: Program Enrollment Profile fields

Field	Description
<b>Facility</b>	Defaults to the current Facility name.
<b>Program Name</b>	Select the appropriate program for the client
<b>Program Staff</b>	Pre-populates with the current staff member name.
<b>Start Date</b>	Defaults to the current date.
<b>Days on Wait List (TEDS Only)</b>	Type the number of days.
<b>Reason for waiting? (TEDS Only)</b>	<p>If the client had to wait longer than two weeks to access the recommended level of care, select the reason from the drop-down list.</p> <p>This field will be required if:</p> <ul style="list-style-type: none"> <li>The program enrollment start date is more than 14 days from the most recent ASAM or Placement Summary date.</li> <li>The LOC associated with the program is different than the Recommended LOC of the most recent ASAM or Placement Summary (consented or client activity).</li> </ul>
<b>Notes</b>	Type any notes as needed.

**STANDARD WITS** 18.18.0 | Treatment Provider, New Facility | Jones, Ashley | Logout

Fox, Juniper | J584688SJ884664 | 1 | Snapshot

**Program Enrollment Profile**

Facility: Provider Facility | Domain: Substance Abuse | Days on Wait List: | Start Date: 1/24/2019 | End Date: |

Program Name: SOR MAT | Program Staff: Jones, Ashley; Clinician |

Termination Reason: | Notes: |

Cancel Save Finish

Figure 3-8: Program Enrollment Profile screen

4. Click **Finish**.
5. On the Program Enrollment screen, click **Finish**.



# Part 4: GPRA Interviews



**Where:** [Client List](#) > [Activity List](#) > [GPRA](#)

To access the GPRA section in WITS, select a client from the Client List and then view the client’s Activity List. The GPRA section displays a list of previously entered GPRA interviews (at that agency) and includes link(s) to add a new interview record. For previously entered GPRA interviews, available actions include, View, Edit, and Delete, which are described below in *Table 4-1: Available Actions for GPRA Interviews*.

If a client is already enrolled in a SOR program, they can also be enrolled in a COVID-19 program concurrently. In this situation, GPRAs will need to be completed for both programs.



**Important:** The GPRA menu item will only appear if:

1. The staff member completing the GPRA interview has been assigned the following role, “GPRA (Full Access)”. This role is assigned by your WITS or agency administrator.
2. The GPRA interview is being done for a client who is enrolled in a WITS program associated with the COVID-19 grant. Your WITS administrator should advise you as to which of your agencies’ programs are associated with the COVID-19 grant.

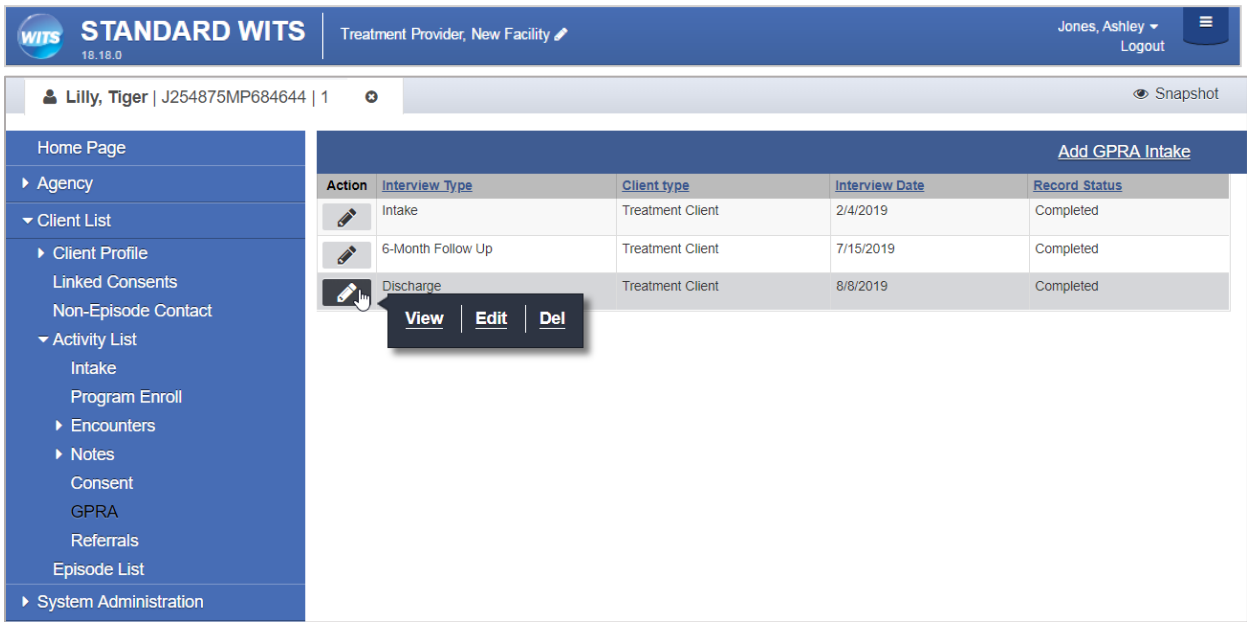


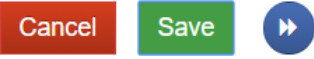
Figure 4-1: GPRA Menu displaying previously entered GPRA Interviews with Actions



**Tip:** Depending on the existing interview record(s), the choice of adding a GPRA Follow up or a GPRA Discharge is available. The first GPRA Interview that can be added is the GPRA Intake.

Table 4-1: Available Actions for GPRA Interviews

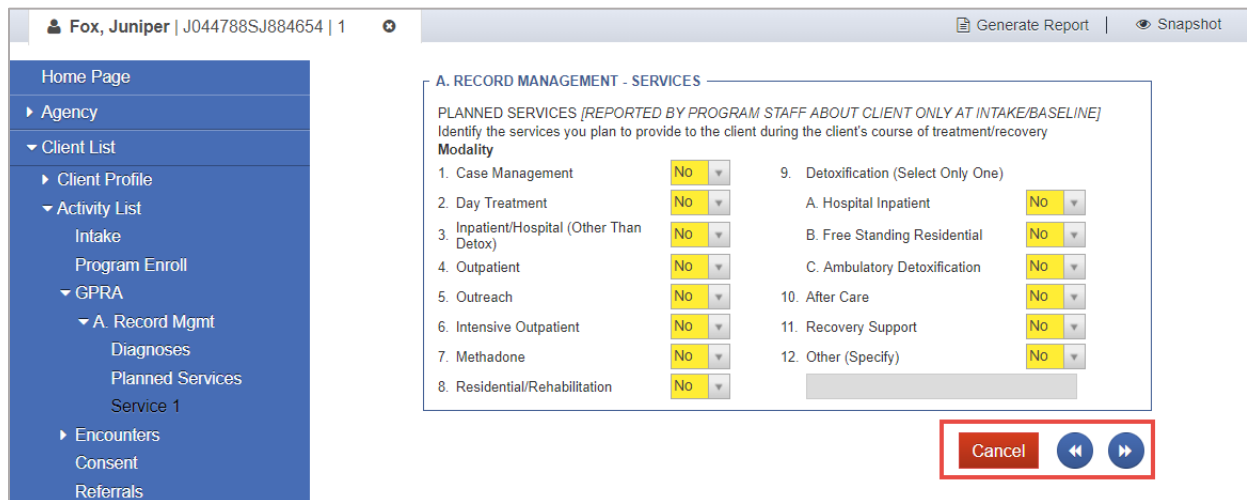
Action	Description
<b>View</b>	Opens the interview in read-only mode.

Action	Description
<b>Edit</b>	<p>Opens the interview in edit mode, where certain fields can be updated. A Save button is available on screen, and when clicked, an information message will appear stating that the record has been successfully updated.</p>  <p>Record updated successfully.</p>
<b>Delete</b>	<p>A confirmation screen will appear, prompting the user to select 'Yes' or 'No' to continue with deleting the record.</p> <div> <p>You are about to delete a 6-month follow-up record for this client. Would you like to continue?</p> <p>Yes No</p> </div> <p>If a client has follow-up or discharge interview(s), those interviews must be deleted before the intake interview can be deleted.</p> <p>Before you delete the intake interview, you must first delete the follow-up or discharge interview(s).</p>

## Completing Interviews

### Action Buttons

GPRA Interviews must be completed in one session and all questions must be answered to save the record. Clicking **Cancel** will cancel adding the GPRA interview. Users progress through the interview by completing the required fields on screen and then clicking the **right-arrow** button to move to the next set of questions. Each field must be completed before moving to the next screen.



**Figure 4-2: GPRA Interview Left and Right-arrow Buttons**

Users can choose to go back to a prior screen by clicking the **left-arrow** button, however, answers to the current screen will be lost (a confirmation screen will appear, prompting users to select 'Yes' or 'No' before proceeding).

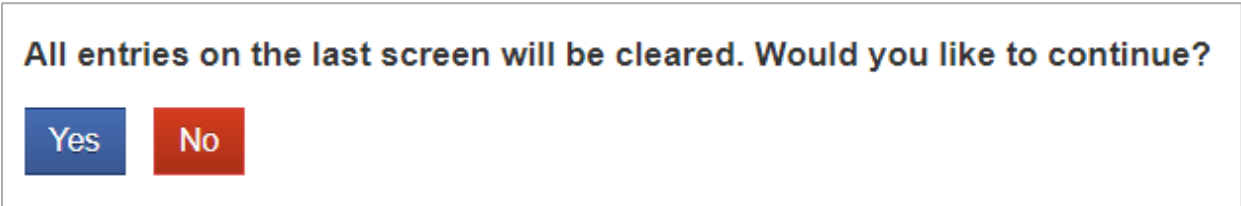


Figure 4-3: GPRA Confirmation message displayed when left-button is clicked

## Automation (Skip Logic)

Based on the client's response to certain questions, the screen will update causing some questions to become required and/or automatically filled in as read-only fields. For example, if the client has not served in the military (answered "No" to Section A Question 5), the system will automatically fill in the other military questions with "Not Applicable".

A screenshot of a web-based interview form titled "A. MILITARY FAMILY AND DEPLOYMENT". The form contains several questions with dropdown menus. Question 5 asks if the user has ever served in the Armed Forces, Reserves, or National Guard. The dropdown menu is set to "No". Question 5a asks if the user is currently on active duty. The dropdown menu is set to "Not Applicable". Question 5b asks if the user has ever been deployed to a combat zone. The dropdown menu is set to "Not Applicable". Below the dropdown menu, there are seven rows of deployment locations: "Never Deployed", "Iraq or Afghanistan (e.g., OEF/OIF/OND)", "Persian Gulf (Operation Desert Shield/Desert Storm)", "Vietnam/Southeast Asia", "Korea", "WWII", and "Deployed to a combat zone not listed above (e.g., Bosnia/Somalia)". Each row has a corresponding "Not Applicable" dropdown menu. At the bottom right of the form, there is a red "Cancel" button and two blue circular buttons with left and right arrows.

Figure 4-4: GPRA Interview, Automation (skip logic) example

## Answers Reviewed

Answers to some questions are also checked with responses given in subsequent sections. For example, the value in field B.1.d (used both alcohol and drugs (on the same day)) should not exceed value in B.1.c (used illegal drugs).

**✖ Value in field B.1.d should not exceed value in B.1.c.**

**B. DRUG AND ALCOHOL USE**

1. During the past 30 days, how many days have you used the following:

	# of Days	RF/DK
a. Any alcohol	26	
b1. Alcohol to intoxication (5+ drinks in one sitting)	1	
b2. Alcohol to intoxication (4 or fewer drinks in one sitting and felt high)	2	
c. Illegal drugs	4	
d. Both alcohol and drugs (on the same day)	5	

Cancel

Figure 4-5: Reviewed Answers Example (Section B.), Number of days used alcohol and drugs

You reported that you have used illegal drugs during the past 30 days (B.1.c), then E4 (how many times have you committed a crime) should be no less than B.1.c, since taking illegal drugs is a crime. Do you wish to continue?

**Fox, Juniper | J044788SJ884654 | 1** **Generate Report** **Snapshot**

**⚠ You reported that you have used illegal drugs during the past 30 days (B.1.c), then E4 ( how many times have you committed a crime) should be no less than B.1.c, since taking illegal drugs is a crime. Do you wish to continue?**

**E. CRIME AND CRIMINAL JUSTICE STATUS**

1. In the past 30 days, how many times have you been arrested?	Times	RF/DK
2. In the past 30 days, how many times have you been arrested for drug-related offenses?		Not Applica...
3. In the past 30 days, how many nights have you spent in jail/prison?	Nights	RF/DK
4. In the past 30 days, how many times have you committed a crime?	Times	RF/DK
5. Are you currently awaiting charges, trial, or sentencing?	No	
6. Are you currently on parole or probation?	No	

Cancel

Figure 4-6: Reviewed Answers Example (Section E.), Used illegal drugs

Entry for Question B.3 should be 'YES' if the Route for any substance is 'Non-IV Injection' or 'IV'.

## GPRA Intake Interview



**Where:** [Client List](#) > [Activity List](#) > [GPRA](#) > [GPRA Intake](#)

Follow the steps below to add a GPRA Intake Interview.

1. To access the GPRA interview, select a client from the **Client List**, point to the pencil icon in the Actions column, and then click **Activity List**.

**STANDARD WITS** 18.18.0 | Treatment Provider, New Facility | Jones, Ashley | Logout

Snapshot

**Client Search**

Agency: Provider Agency | Facility: [Dropdown]  
 First Name: [Text] | Last Name: [Text]  
 SSN: [Text] | DOB: [Text]  
 Standard SOR QA Client Id: [Text] | Provider Client ID: [Text]  
 Unique Client Number: [Text] | Primary Care Staff: [Text]  
 Treatment Staff: [Dropdown] | Intake Staff: [Dropdown]  
 Case Status: All Clients | Number Type: [Dropdown]  
 Other Number: [Text]  
 Include Only Active Consents: Yes [Dropdown]

Clear Go

**Client List (Export)** Add Client

Actions	Unique Client #	Full Name	DOB	SSN	Gender
[Pencil Icon]	J584688SJ884664	Fox, Juniper	1/24/2002	242-22-4444	Female
[Pencil Icon]	J254875MP684644	Lilly, Tiger	8/1/2004	777-33-4321	Female

Profile | **Activity List** | Linked Consents

2. On the left menu, click **GPRA**.
3. On the GPRA List screen, click **Add GPRA Intake**.

**Fox, Juniper** | J044788SJ884654 | 1 | Snapshot

No results match your search criteria.

**Add GPRA Intake**

Action	Interview Type	Client type	Interview Date	Record Status

Figure 4-7: Add GPRA Intake

4. The system will display the first of several GPRA Interview screen. Complete the required fields.

**Note:** The 'Interview Date' must be greater than or equal to client intake date.

The 'Interview Date' must occur during the active period of the selected Program Enrollment (MM/DD/YYYY - ).

Smith, Edie | J564475EG684644 | 1

Home Page

Agency

Group List

Client List

Client Profile

Linked Consents

Non-Episode Contact

Activity List

Intake

Screening

Assessments

ASAM

Admission

Outcome Measures

Program Enroll

GPRA

A. Record Mgmt

Encounters

Notes

Treatment Plan

Treatment

A. RECORD MANAGEMENT

Unique Client Number J564475EG684644

Contract/Grant ID FG000307

Client Type Treatment Client

Interview Type Intake

Did you conduct an interview? ☐

Interview Date 6/10/2020 mm/dd/yyyy

Program Enrollment New Sor Facility/Covid: 6/10/2020 -

Created Date:

Created By:

Updated Date:

Updated By:

Upload Action:

Upload Status:

Number of Upload Errors:

Upload Date:

Response Date:

Cancel

Figure 4-8: GPRA Intake, Record Management section

- Click the **right-arrow** to move to the next GPRA section.
- Once all questions have been answered, a read-only summary screen is displayed. Scroll to the bottom of the summary and then click **Finish**.

G. SOCIAL CONNECTEDNESS

1. In the past 30 days, did you attend any voluntary self-help groups for recovery that were not affiliated with a religious or faith-based organization? [In other words, did you participate in a non-professional, peer-operated organization that is devoted to helping individuals who have addiction related problems such as: Alcoholics Anonymous, Narcotics Anonymous, Oxford House, Secular Organization for Sobriety, or Women for Sobriety, etc.]

No Times RF/DK Not Applicable

2. In the past 30 days, did you attend any religious/faith affiliated recovery self-help groups?

No Times RF/DK Not Applicable

3. In the past 30 days, did you attend meetings of organizations that support recovery other than the organizations described above?

No Times RF/DK Not Applicable

4. In the past 30 days, did you have interaction with family and/or friends that are supportive of your recovery?

Yes

5. To whom do you turn when you are having trouble?

Friends

Other (Specify):

6. How satisfied are you with your personal relationships?

Neither Satisfied nor Dissatisfied

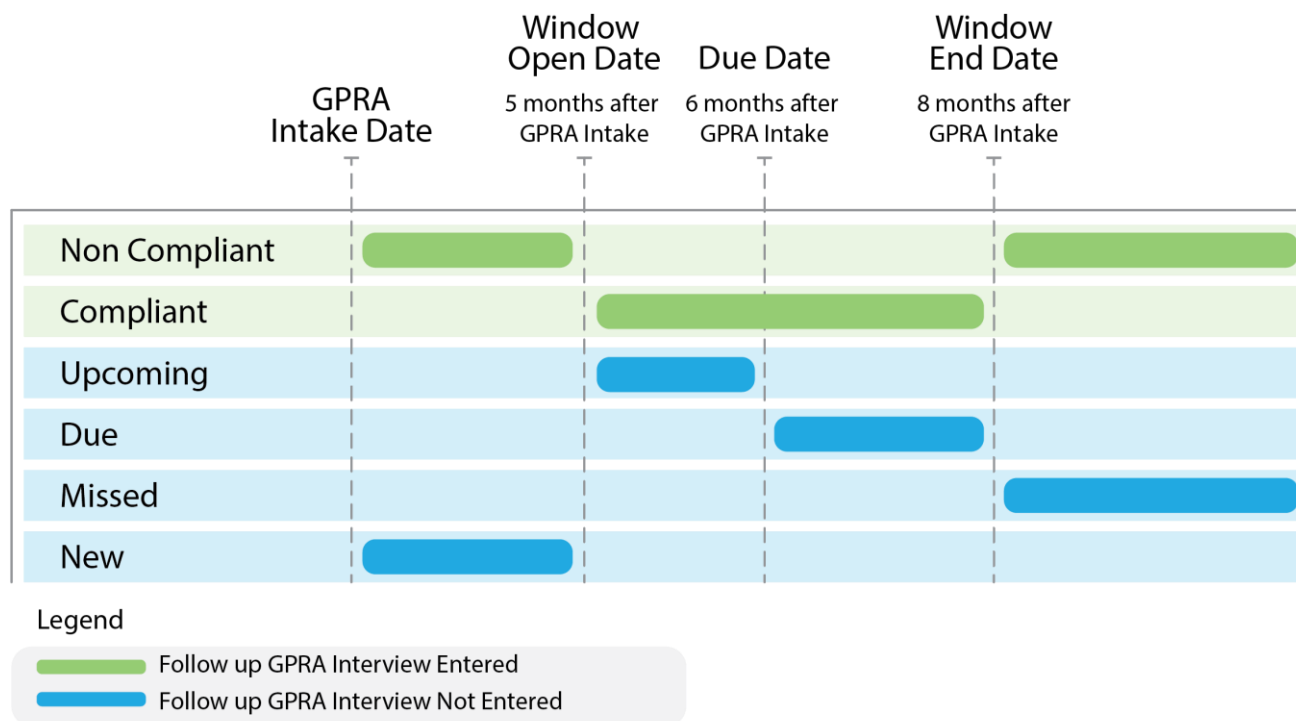
Cancel Finish

Figure 4-9: Intake Interview, Summary Screen

## GPRA Interview Compliance Details

### Grant Requirement

A GPRA Follow-up Interview must be completed with the client 6 months after the GPRA Intake Interview. There is a 3-month window to enter that follow-up interview in WITS and be in compliance with the grant program's requirement. The compliance window opens 5 months after the GPRA Intake Interview and ends 8 months after the GPRA Intake Interview.



$$\text{Compliance Rate Calculation} = \frac{\text{Number Compliant}}{(\text{Number Compliant} + \text{Number Non Compliant} + \text{Number Due} + \text{Number Missed})}$$

Figure 4-10: GPRA Follow-up Due Diagram

Definitions for each follow-up status are included in the following table.

Table 4-2: Follow up Attendance Definitions

Term	Meaning
<b>Compliant</b>	GPRA Follow-up Interviews <b>entered</b> into WITS <b>during</b> the compliance window specified above are considered compliant. The GPRA follow up interview must be conducted (Was the GPRA interview conducted = Yes) and the interview date must be within the window.
<b>Non-Compliant</b>	GPRA Follow-up Interviews <b>entered</b> into WITS <b>outside</b> of the compliance window specified above are considered non-compliant. This count also includes GPRA Follow-up Interviews that are entered in the system but were not conducted (with no interview date, Was the GPRA interview conducted = No).
<b>Upcoming</b>	Clients with no follow-up interview who have a GPRA intake Interview dated between 5 and 6 months ago (for 6-month follow up) are part of the <b>Upcoming</b> count.

Term	Meaning
<b>Due</b>	Corresponds to the number of clients who have reached the due date (6 months) and do not yet have a GPRA Follow-up Interview record in WITS. This count does not consider the clients who have a corresponding GPRA Discharge Interview with a termination of "Death, Unknown" and "Death, Cause known". This would cover a scenario where a client died before the follow-up became due.
<b>Missed</b>	The clients who do not have a GPRA Follow-up Interview entered into WITS after the end of the window are a part of the <b>Missed</b> count.
<b>New</b>	The Clients who have a GPRA intake Interview, no GPRA Follow-up Interview, and who have not entered in a follow up window yet, are a part of the <b>New</b> count.



## GPRF Follow-up Due Summary Screen



**Where:** [Agency](#) > [GPRF Follow-up Due Summary](#)

The **GPRF Follow-up Due Summary** screen displays a summary view of where an agency stands with their follow up interviews and includes the agency's compliance rate. Users can select from the available search fields and click **Go** to view the search results. Information on these search fields are listed in the table below.

The search results will display a distinct count of GPRF interviews for each follow-up status available at the time of searching. For definitions of each status, see *Table 4-2: Follow up Attendance Definitions* on page 34 above.

Table 4-3: GPRF Follow-up Due Summary Screen Search Filters

Field	Description
<b>Agency Type</b>	In the <b>Agency Type</b> search field, the option " <b>Intake</b> " represents the agency where the GPRF Intake Interview was conducted. The option, " <b>Follow-up</b> " represents any agency where the GPRF follow-up interview can be conducted.
<b>Grant</b>	This required field will be prepopulated with the COVID-19 grant.
<b>Agency</b>	For users with access to only one agency, this field will default to that agency's name. If the user has <b>View GPRF Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the agencies. If the user has an agency oversight role to specific agencies, then this field will display those specific agencies plus the staff member home agency.
<b>Facility</b>	For users with access to only one facility, this field will default to that facility's name. If the user has <b>View GPRF Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the facility names. If the user has an agency oversight role to specific agencies, then this field will display those specific facilities plus the staff member home agency's facilities.

[Home Page](#)

- ▼ [Agency](#)
  - ▶ [Agency List](#)
  - [GPRF Discharge Due](#)
  - [GPRF Follow-up Due Summary](#)
  - [GPRF Follow-up Due Detail](#)
- ▶ [Overdose Reversal Kits](#)
- ▶ [Facility List](#)
- [Staff Members](#)
- [Alerts Configuration](#)
- ▶ [Group List](#)
- ▶ [Client List](#)
- ▶ [System Administration](#)
- [Reports](#)
- [Support Ticket](#)

### GPRF Follow-up Interview Due Summary Search

Agency Type 
Grant

Agency 
Facility

[Clear](#)
[Go](#)

### GPRF Follow-up Interview Due Summary List (Export)

Actions	Status	Distinct GPRF Count
	Compliant	2
	Due	1
	Missed	7
	New	7
	Non Compliant	5
	Upcoming	1

Compliance Rate 13 %

Figure 4-11: GPRF Follow-up Due Summary screen

Detailed information for each interview status can be seen by hovering over the pencil icon in the Actions column, then clicking **Details**. The system will then redirect to the GPRF Follow-up Due Detail screen, displaying the associated client records for the selected interview status and the current search criteria. The GPRF Follow-up Due Detail screen is covered in the next section.








GPRA Follow-up Interview Due Summary List ( <a href="#">Export</a> )		
Actions	Status	Distinct GPRA Count
	Compliant	2
	Due	1
	Missed	7
	New	7
	Non Compliant	5
	Upcoming	1
<div><div>Details</div><div>Compliance Rate 13 % </div></div>		

Figure 4-12: GPRA Follow-up Interview Status List, Details link

## GPRA Follow-up Due Detail Screen



**Where:** Agency > GPRA Follow-up Due Detail

The **GPRA Follow-up Due Detail** screen displays a list of client records with information regarding the clients' GPRA interview status. Staff members can use the available search fields and click **Go** to view the results.

Table 4-4: GPRA Follow-up Due Detail Screen Search Filters

Field	Description
<b>Agency Type</b>	In the <b>Agency Type</b> search field, the option " <b>Intake</b> " represents the agency where the GPRA Intake Interview was conducted. The option, " <b>Follow-up</b> " represents any agency where the GPRA follow-up interview can be conducted.
<b>Grant</b>	This required field will be prepopulated with the COVID-19 grant.
<b>Agency</b>	For users with access to only one agency, this field will default to that agency's name. If the user has <b>View GPRA Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the agencies. If the user has an agency oversight role to specific agencies, then this field will display those specific agencies plus the staff member home agency.
<b>Facility</b>	For users with access to only one facility, this field will default to that facility's name. If the user has <b>View GPRA Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the facility names. If the user has an agency oversight role to specific agencies, then this field will display those specific facilities plus the staff member home agency's facilities.
<b>Status</b>	The <b>Status</b> search field will filter the list of clients corresponding to a specific compliance status. For definitions of each status, see <i>Table 4-2: Follow up Attendance Definitions</i> on page 34 above.

Home Page
Agency
Agency List
GPRA Discharge Due
GPRA Follow-up Due Summary
GPRA Follow-up Due Detail
Overdose Reversal Kits
Facility List
Staff Members
Alerts Configuration
Group List
Client List
System Administration
Reports
Support Ticket

GPRA Follow-up Interview Due Detail Search

Agency Type: Intake
Grant: COVID
Agency: ALL
Facility:
GPRA Intake Date:
Due Date:
Status: Within Window
First Name:
Last Name:
Unique Client Number:
Clear
Go

GPRA Follow-up Interview Due Detail List (Export)

Actions	Unique Client Number	Client Name	Agency Name	Facility Name	Status	GPRA Intake Date	Due Date	Followup Open Date	Followup Close Date

Figure 4-13: GPRA Follow-up Due Detail screen

If the staff member was redirected to this screen by clicking the "**Details**" link on the GPRA Follow-up Due Summary screen, the Agency Type, Agency, Facility and Grant, search fields and Status will be prepopulated with the options entered on the Summary screen. The following informational message will also be displayed, "*The records on this list may not match the total from the summary because you may not have access to some clients.*"

**Note:** Since the GPRA Follow-up Due Detail screen includes client names, the search results displayed in the list are filtered to only include clients that the staff member has access to.

The records on this list may not match the total from the summary because you may not have access to some clients. ✕

Home Page  
 ▼ Agency  
   ▶ Agency List  
   GPRA Discharge Due  
   GPRA Follow-up Due Summary  
   GPRA Follow-up Due Detail  
   Overdose Reversal Kits  
   ▶ Facility List  
   Staff Members  
   Alerts Configuration  
 ▶ Group List  
 ▶ Client List  
 ▶ System Administration  
 Reports  
 Support Ticket

GPRA Follow-up Interview Due Detail Search

Agency Type: Intake Grant: COVID  
 Agency: ALL  
 Facility:   
 GPRA Intake Date:   
 Due Date:   
 Status: Upcoming First Name:   
 Last Name:   
 Unique Client Number:   
 Clear Go

GPRA Follow-up Interview Due Detail List (Export)

Actions	Unique Client Number	Client Name	Agency Name	Facility Name	Status	GPRA Intake Date	Due Date	Followup Open Date	Followup Close Date
	J553779EN601544	jain, Rekha	Newest SOR Agency	facility 1	Upcoming	4/18/2019	10/18/2019	9/18/2019	12/18/2019

Figure 4-14: GPRA Follow-up Due Screen, pre-populated based on Summary screen selections

In the **Actions** column, clicking the **“View”** link will redirect to the client’s GPRA list screen if the staff member is currently in the same context agency as the client. If the staff members’ context agency is different than the client, clicking the “View” link will display the following error message, *“This client does not exist in the context agency. Please change your context agency to view the client.”*

GPRA Follow-up Interview Due Detail Search

Agency Type: Intake Grant: COVID  
 Agency: ALL  
 Facility:   
 GPRA Intake Date:   
 Due Date:   
 Status: Upcoming First Name:   
 Last Name:   
 Unique Client Number:   
 Clear Go

GPRA Follow-up Interview Due Detail List (Export)

Actions	Unique Client Number	Client Name	Agency Name	Facility Name	Status	GPRA Intake Date	Due Date	Followup Open Date	Followup Close Date
<b>View</b>	J553779EN601544	jain, Rekha	Newest SOR Agency	facility 1	Upcoming	4/18/2019	10/18/2019	9/18/2019	12/18/2019

Figure 4-15: GPRA Follow-up Due Detail, View link

**Note:** If you have access to multiple agencies, make sure you’re in the correct context agency to view the client record. Otherwise, the following error message will be displayed.

*"This client does not exist in the context agency. Please change your context agency to view the client."*

✖ This client does not exist in the context agency. Please change your context agency to view the client.



## GPRA Follow-up Interview



**Where:** [Client List](#) > [Activity List](#) > [GPRA](#) > [GPRA Follow-up](#)

GPRA Follow-up Interviews should be added 5 to 8 months after a client's GPRA Intake Interview Date. Follow-up GPRA Interviews include additional questions to record the follow-up status. To add a follow-up record, follow the steps below.



**Note:** If a follow-up interview has been conducted, **sections B through G** and **I** must be completed.

If the follow-up interview has **not** been conducted, **section I** must be completed.

- To access the GPRA interview, select a client from the **Client List**, point to the pencil icon in the Actions column, and then click **Activity List**.

- On the left menu, click **GPRA**.
- On the GPRA List screen click **Add GPRA Follow-up**.

Figure 4-16: GPRA list, Add GPRA Follow-up link

4. The system will display a confirmation screen stating, “You are about to enter a 6-month follow-up record for this client. Would you like to continue?” Select **Yes** to start the follow-up interview.

Figure 4-17: Follow-up interview confirmation screen

**Note:** The system will display a warning message if the Follow-up Interview Date is not within 5 to 8 months after the GPRA Intake Interview Date. This message will also be displayed on the GPRA list screen.

**Warning:** Follow-up interview date should be between 5 to 8 months after the GPRA intake interview date.

Action	Interview Type	Client type	Interview Date	Record Status
	Intake	Treatment Client	2/4/2019	Completed
	6-Month Follow Up	Treatment Client	6/14/2019	Completed

5. When the interview opens, complete the required fields and click the **right-arrow** button to progress to the next screen. If the interview was not conducted (answered “No” to the question “Did you conduct an interview?”), clicking the right-arrow button will display Section I. Follow-up Status.

Figure 4-18: GPRA Follow-up, Section A. Record Management

6. In **Section A. Record Management - Behavioral Health Diagnoses**, if the client had medications selected on their encounter(s) within the grant episode, and the user answers “**Yes**” to questions 1a or 2a, then medication information will be prepopulated on screen. Users can modify this prepopulated information as needed.

**Note:** Encounters may have been entered in other agencies than yours.

The Received field will be set to “Yes” for each medication listed on the encounter(s), and “No” to all other medications. For each drug received, the number of days will be set based on the encounter(s) of the client’s grant episode, and when the encounter service start date or end date were 30 days or less from the GPRA interview date. If more than one drug was selected on an encounter, then the same number of days for each drug on the GPRA discharge and Follow ups will be set. The number of days is based on encounter service start date/end date. If the encounter has no end date, it will be counted as one day. If multiple encounters are entered on the same day, then it counts 1 day per medication.

**A. RECORD MANAGEMENT - BEHAVIORAL HEALTH DIAGNOSES**

Please select the behavioral health diagnosis that best describes the client's condition (ICD-10-CM)

1. In the past 30 days, was the client diagnosed with an opioid use disorder? **Yes**

a. In the past 30 days, which FDA-approved medication did the client receive for the treatment of this opioid use disorder? (Select all that apply)

	Received	# of Days
Methadone	Yes	1
Buprenorphine	Yes	1
Naltrexone	No	
Extended-release Naltrexone	Yes	1

2. In the past 30 days, was the client diagnosed with an alcohol use disorder? **Yes**

a. In the past 30 days, which FDA-approved medication did the client receive for the treatment of this alcohol use disorder? (Select all that apply)

	Received	# of Days
Naltrexone	No	
Extended-release Naltrexone	Yes	1
Disulfiram	No	
Acamprosate	No	

Figure 4-19: GPRA Follow-up Interview, Section A, questions 1a and 2a, prepopulated values



- Note:** For question I.1., make sure to select the correct follow-up status for the client from the drop-down list, especially when selecting if the interview was completed **within** specified window, or **outside** specified window.

**I. FOLLOW-UP STATUS**

1. What is the follow-up status of the client?  
If "Unable to locate, other", (Specify)

2. Is the client still receiving services from your program?

Deceased at time of due date  
Completed interview within specified window  
Completed interview outside specified window  
Located, but refused, unspecified  
Located, but unable to gain institutional access  
Located, but otherwise unable to gain access  
Located, but withdrawn from project  
Unable to locate, moved  
Unable to locate, other

7. Once all questions have been answered, a read-only summary screen is displayed. Scroll to the bottom of the summary and then click **Finish**.

**G. SOCIAL CONNECTEDNESS**

1. In the past 30 days, did you attend any voluntary self-help groups for recovery that were not affiliated with a religious or faith-based organization? *[In other words, did you participate in a non-professional, peer-operated organization that is devoted to helping individuals who have addiction related problems such as: Alcoholics Anonymous, Narcotics Anonymous, Oxford House, Secular Organization for Sobriety, or Women for Sobriety, etc.]*

Yes  Times  RF/DK

2. In the past 30 days, did you attend any religious/faith affiliated recovery self-help groups?

No  Not Applicable

3. In the past 30 days, did you attend meetings of organizations that support recovery other than the organizations described above?

No  Not Applicable

4. In the past 30 days, did you have interaction with family and/or friends that are supportive of your recovery?

Yes

5. To whom do you turn when you are having trouble?

Family member

Other (Specify):

6. How satisfied are you with your personal relationships?

Neither Satisfied nor Dissatisfied

**I. FOLLOW-UP STATUS**

1. What is the follow-up status of the client?  
If "Unable to locate, other", (Specify)

Completed interview within specified window

2. Is the client still receiving services from your program? Yes

Cancel Finish

8. If the GPRA Follow up interview was conducted within the 5 to 8 months window, and if no GPRA Discharge exists for this client's grant episode, then the system will display a confirmation screen asking if you would like to create a GPRA Discharge interview with the same information as the GPRA Follow up interview:


Do you want to generate a completed discharge GPRA interview based on this follow-up GPRA interview?

Yes

No

Select **Yes** and the GPRA Discharge will automatically be created. It is recommended that you review the newly created GPRA Discharge interview and make any updates as necessary. For example, **section J – Discharge Status** may need questions 3. and 4. updated from “No” to “Yes”, if it applies.

**J. DISCHARGE STATUS**

1. On what date was the client discharged? 8/1/2019  mm/dd/yyyy

2. What is the client's discharge status? Completion/Graduate ▼

If the client was terminated, what was the reason for termination?

Not Applicable ▼

Other (Specify)

3. Did the program test this client for HIV? No ▼

4. Did the program refer this client for testing? No ▼

Cancel Save ◀ ▶

Figure 4-20: Discharge Status

## GPRA Discharge Due Screen



**Where:** *Agency > GPRA Discharge Due*

The **GPRA Discharge Due** screen displays at the Agency level, clients with a GPRA Intake interview date 30 days ago and the client has no encounter, or their most recent encounter is 30 days ago. Users can select from the available search fields and click **Go** to view the search results. In the **Actions** column, clicking the **“View Client”** link will redirect to the client’s GPRA list screen if the staff member is currently in the same context agency as the client.

Table 4-5: GPRA Discharge Due Screen Search Filters

Field	Description
<b>Agency</b>	For users with access to only one agency, this field will default to that agency’s name. If the user has <b>All Agency Access</b> roles, then this field will display all the agencies.
<b>Grant</b>	This field will be prepopulated with the COVID-19 grant.

Figure 4-21: GPRA Discharge Due Screen

**Note:** Since the GPRA Discharge Due screen includes client names, the search results displayed in the list are filtered to only include clients that the staff member has access to.

Actions	Client ID	Client Name	Intake Interview Agency	Intake Date	Intake Interview Date	Last Activity Date
	117	singh, Praneeli	AgencySor1	7/18/1991	5/31/2019	
	119	Sano, Rhea	Administrative Agency	1/16/2019	2/28/2019	8/30/2019
	78	SOR, Nicole	Administrative Agency	1/23/2019	6/4/2019	
	126	Jainh, Muskan	Administrative Agency	1/1/2019	7/1/2019	9/30/2019
		<b>View Client</b>	AgencySor1	1/1/2019	7/1/2019	9/30/2019
	112	Aggarwal, Divya	Administrative Agency	12/25/2018	7/1/2019	

Figure 4-22: GPRA Discharge Due screen, View Client link

## GPRA Discharge Interview



**Where:** [Client List](#) > [Activity List](#) > [GPRA](#) > [GPRA Discharge](#)

To add a discharge record, follow the steps below.



**Note:** If a Discharge interview has been conducted, **Sections B through G, J and K** must be completed.

If the Discharge interview **has not** been conducted, **Sections J and K** must be completed.

- To access the GPRA interview, select a client from the **Client List**, point to the pencil icon in the Actions column, and then click **Activity List**.

- On the left menu, click **GPRA**.
- On the GPRA List screen, click **Add GPRA Discharge**.

Figure 4-23: GPRA List screen, Add GPRA Discharge link

- The system will display the following message, “You are about to enter a discharge record for this client. Would you like to continue?” Select **Yes** to start the discharge interview.

Figure 4-24: Discharge interview confirmation screen

- When the interview opens, complete the required fields and click the **right-arrow** button to progress to the next screen. If the interview was not conducted (answered “No” to the question “Did you conduct an interview?”), clicking the right-arrow button will display Section J. Discharge Status.

Figure 4-25: GPRA Discharge Interview; Section A. Record Management

- In **Section A. Record Management - Behavioral Health Diagnoses**, if the client had medications selected on their encounter(s), and the user answers “**Yes**” to questions 1a or 2a, medication information will be prepopulated on screen. Users can modify this prepopulated information as needed.



**Note:** Encounters may have been entered in other agencies than yours.

The Received field will be set to “Yes” for each medication listed on the encounter(s), and “No” to all other medications. For each drug received, the number of days will be set based on the encounter(s) of the client’s grant episode, and when the encounter service start date or end date were 30 days or less from the GPRA interview date. If more than one drug was selected on an encounter, then the same number of days for each drug is set on the GPRA discharge and Follow ups. The number of days is based on encounter service start date/end date. If the encounter has no end date, it will be counted as one day. If multiple encounters are entered on the same day, 1 day per medication is counted.

**A. RECORD MANAGEMENT - BEHAVIORAL HEALTH DIAGNOSES**

Please select the behavioral health diagnosis that best describes the client's condition. (Classification of Diseases - 4th Edition (ICD-10-CM))

1. In the past 30 days, was the client diagnosed with an opioid use disorder? **Yes**

a. In the past 30 days, which FDA-approved medication did the client receive for the treatment of this opioid use disorder? (Select all that apply)

	Received	# of Days
Methadone	Yes	1
Buprenorphine	Yes	1
Naltrexone	No	
Extended-release Naltrexone	Yes	1

2. In the past 30 days, was the client diagnosed with an alcohol use disorder? **Yes**

a. In the past 30 days, which FDA-approved medication did the client receive for the treatment of this alcohol use disorder? (Select all that apply)

	Received	# of Days
Naltrexone	No	
Extended-release Naltrexone	Yes	1
Disulfiram	No	
Acamprosate	No	

Buttons: Cancel, Previous, Next

Figure 4-26: GPRA Discharge Interview, Section A, questions 1a and 2a, prepopulated values

- Complete the required fields and click the **right-arrow** button to progress to the next screen.

**STANDARD WITS** | Treatment Provider, New Facility | Jones, Ashley | Logout

Lilly, Tiger | J254875MP684644 | 1

Generate Report | Snapshot

**J. DISCHARGE STATUS**

1. On what date was the client discharged? **mm/dd/yyyy**

2. What is the client's discharge status? **Not Applicable**

If the client was terminated, what was the reason for termination?

Other (Specify) **Not Applicable**

3. Did the program test this client for HIV? **Not Applicable**

4. Did the program refer this client for testing? **Not Applicable**

Buttons: Cancel, Previous, Next

Figure 4-27: Section J. Discharge Status

- Section K – Services Received** will be prepopulated based on the encounter(s) recorded for the client within the grant episode (encounters may have been entered in other agencies than yours). You may edit this section as needed.

**K. SERVICES RECEIVED**

Identify the number of DAYS of services provided to the client during the client's course of treatment/recovery.  
[ENTER ZERO IF NO SERVICES PROVIDED.]

Modality	Days		Days
1. Case Management	0	9. Detoxification (Select Only One)	
2. Day Treatment	0	A. Hospital Inpatient	0
3. Inpatient/Hospital (Other Than Detox)	0	B. Free Standing Residential	0
4. Outpatient	25	C. Ambulatory Detoxification	0
5. Outreach	0	10. After Care	0
6. Intensive Outpatient	0	11. Recovery Support	5
7. Methadone	0	12. Other (Specify)	0
8. Residential/Rehabilitation	0		

Cancel Save ⏪ ⏩

Figure 4-28: Section K. Services Received; Number of Days of Services

**K. SERVICES RECEIVED**

Identify the number of SESSIONS provided to the client during the client's course of treatment/recovery.  
[ENTER ZERO IF NO SERVICES PROVIDED. YOU SHOULD HAVE AT LEAST ONE SESSION OF TREATMENT PROVIDED.]

	Sessions		Sessions
1. Screening	0	8. Group Counseling	1
2. Brief Intervention	0	9. Family/Marriage Counseling	0
3. Brief Treatment	0	10. Co-Occurring Treatment/ Recovery Services	0
4. Referral to Treatment	0	11. Pharmacological Interventions	10
5. Assessment	0	12. HIV/AIDS Counseling	0
6. Treatment/Recovery Planning	0	13. Other Clinical Services (Specify)	0
7. Individual Counseling	5		

Cancel Save ⏪ ⏩

Figure 4-29: Section K. Services Received; Number of Sessions Provided

Please contact your system administrator if you believe encounters exist for this client but the Services Received section is not populated with the number of days and sessions; the mapping of the modalities and services may be incomplete.

- Once all questions have been answered, a read-only summary screen is displayed. Scroll to the bottom of the summary and then click **Finish**.





**K. SERVICES RECEIVED**

Education Services		Sessions	Other Education Services		Sessions
1. Substance Abuse Education		0	3. Other Education Services (Specify)		0
2. HIV/AIDS Education		0			

Peer-To-Peer Recovery Support Services		Sessions	Other Peer-to-Peer Recovery Support Services		Sessions
1. Peer Coaching or Mentoring		0	4. Information and Referral		0
2. Housing Support		0	5. Other Peer-to-Peer Recovery Support Services (Specify)		0
3. Social Activities		0			

Alcohol-and Drug-Free

Navigation:    



## Part 5: Consent and Referrals

### Create Client Consent Record



**Where:** *Client List* > *Activity List* > *Consent*

The consent is a formal process adhering to 42 CFR Part 2, which governs the sharing of client information between agencies and facilities using WITS. A consent may also be used to record the sharing of information (on paper) with agencies who do not use WITS, making the consent part of the electronic health record.

1. On the left menu, click **Client List** and search for a client.
2. Locate the client, hover over the Actions column, and then click **Activity List**.
3. On the left menu, click **Consent**.
4. Click the **Add New Client Consent Record** link.

The screenshot shows the WITS interface for a client named Fox, Juniper. The left sidebar contains links to Home Page, Agency, Clinical Dashboard, and Client List. The main area displays a table titled 'Client Consent List' with columns: Actions, Start Date, Disclosed To, Status, and Signed?. A red arrow points to the 'Add New Client Consent Record' link in the top right corner of the table.

5. Select **No**.

The screenshot shows a dialog box with the question 'Is this related to a waitlist record?'. There are two buttons: 'Yes' and 'No'. A red arrow points to the 'No' button.

6. On the Client Disclosure Agreement screen, complete the following fields.

Table 5-1: Client Disclosure Agreement fields

Field	Description
<b>Entities with Disclosure Agreements</b>	Select from the drop-down list. This field will display a list of agencies that have previously created a Disclosure template. This will prepopulate fields in the "Client Information To Be Consented" section, which can then be modified if needed.
<b>System Agency</b>	Select "Yes" if the agency uses WITS.
<b>Disclosed to Agency</b>	Select the agency that will be receiving the client's information.
<b>Facility</b>	Select the facility within the selected Agency that will be receiving the client's information. Select All Facilities, or an individual facility.
<b>Purpose for Disclosure</b>	Type the reason for creating the Consent record.
<b>Earliest date of services to be consented</b>	Select the date.
<b>Has the client signed the paper agreement form</b>	Select "No" to save the screen and have the client sign the paper form (see below), after client has signed, select "Yes".

Field	Description
<b>Date client signed consent</b>	This field will become editable when “Yes” is selected in the previous field.

**Client Disclosure Agreement**

**Note:** Consented information may not be redisclosed.

Client Name: poppins, mary  
 Unique Client Number: P15206017665430  
 Disclosed From Agency: Administrative Agency

Entities with Disclosure Agreements

System Agency **Yes**

Disclosed To Agency **A & O RECOVERY SERVICES INC** Facility **All Facilities**

Disclosed To Entity (Non System Agency)

Purpose for disclosure **Client's level of care has changed and needs to receive**

Earliest date of services to be consented **6/1/2017**

Has the client signed the paper agreement form **No** Date client signed consent

**Client Information To Be Consented**

Expiration Type **Discharge(UD)** + Days

\*Expiration type is required for disclosure activities.

**Client Information Options**

- Admission
- ASAM
- ATR Eligibility Screen
- Behavioral Health Assessment
- CAGE-AID Screening
- CONTINUUM Triage™ Assessment
- CONTINUUM™
- DENS ASI Assessment
- DENS ASI Lite
- Diagnosis List

**Disclosure Selection**

- Client Information (Profile) (UD, +3)
- Client Screening (UD, +30)
- Consent (UD, +30)
- Intake Transaction (UD, +30)
- TAP Assessment (UD, +30)

Comments

Other Disclosures

**Cancel Save Finish**

Figure 5-1: Client Disclosure Agreement screen

- If additional consent information needs to be added or removed from the client’s disclosure agreement, update the options from the “Client Information To Be Consented” section. Your agency administrator may have set up templates for the disclosure agreement.

Table 5-2: Client Information To Be Consented fields

Field	Description
<b>Expiration Type and + Days</b>	Select either “Discharge (UD)” or “Date Signed (DS)”, then when the yellow field appears, enter the number of days the consent will expire.
<b>Client Information Options/Disclosure Selection</b>	Select options from the box and use the mover buttons to add or remove the desired consent options.

- When all required fields are complete, click **Save**.

## Print the Client Consent Form

- After saving the Client Disclosure Agreement screen, click the **Generate Report** link to print the Client Consent Form to get the client's signature on the paper copy. The printed consent form includes items from the Client Information Options box along with the Consent Expires information.

Figure 5-2: Client Disclosure Agreement screen, Generate Report

- Once the client has signed the paper form, update these fields:
  - Has client signed the paper agreement form:** select "Yes"
  - Date client signed consent:** defaults to current date
- Click **Save** and stay on this screen (notice the fields are now grayed out).
- After saving the client consent, a link to add a Client Referral for this consent will be available. This will open the client referral screen, and will pre-populate the signed consent and Agency fields of the Referred to section.
- Click the link, **Create Referral Using this Disclosure Agreement**, and continue to the next section.

Printable Consent Form

Figure 5-3: Create Referral Using this Disclosure Agreement link

## Referrals

### Create a Client Referral



**Where:** [Client List](#) > [Activity List](#) > [Referrals](#)

*Continuing from previous section...*

Once the Client Consent is complete, create the Client Referral Record. A referral is used when the receiving agency (another WITS agency) will be providing services for the client. Referrals may also be done from one facility to another facility within the same agency.

1. After clicking the **Create Referral Using this Disclosure Agreement** link, the Referral screen will open.

The screenshot shows the 'Referral' screen with two main sections: 'Referred By' and 'Referred To'.

**Referred By:**

- Agency: Administrative Agency
- Facility: Administrative Unit
- Staff Member: Jones, Ashley
- Program: (dropdown menu)
- State Reporting Category: (dropdown menu)
- Reason: (dropdown menu)
- If Other: (text field)
- Is Consent Verification Required?: (dropdown menu)
- Is Consent Verified?: (dropdown menu)
- Continue This Episode of Care?: No (dropdown menu)
- Comments: (text area)
- Referral Status: Referral Created/Pending (dropdown menu)
- Projected End Date: (calendar icon)
- Created Date: 7/24/2017 2:20 PM

**Referred To:**

- Signed Consents: ALCOHOL AND DRUG ABUSE SERVICES (dropdown menu)
- Agency: ALCOHOL AND DRUG ABUSE SERVICES
- Facility: CHESTNUT ST-A&D ABUSE SRVCS
- Staff Member: (dropdown menu)
- Program: (dropdown menu)
- State Reporting Category: (dropdown menu)
- Non-System Agency: (dropdown menu)
- Non-System Modality: (dropdown menu)
- Non-System Specifier: (dropdown menu)
- Appt Date: (calendar icon) Undetermined
- Consents Granted:
  - Consent Date: 6/30/2017
  - Disclosure Domains:
    - Admission (UD, +30)
    - ASAM (UD, +30)
    - Client Information (Profile) (UD, +30)
    - Client Screening (UD, +30)
    - Intake Transaction (UD, +30)

Buttons: Cancel, Save, Finish

Figure 5-4: Referral screen

2. On the Client Referral screen, complete the required fields in the **Referred By** section, including:

Table 5-3: Referred By fields

Field	Description
<b>Program</b>	Select the Program It should be a referral from a program with the COVID-19 grant to another program with the COVID-19 grant
<b>Reason</b>	In the drop-down field, select the reason why this client is being referred.
<b>Is Consent Verification Required?</b>	Select Yes.
<b>Is Consent Verified?</b>	Select Yes.
<b>Continue Episode of Care?</b>	Select No.
<b>Referral Status</b>	State of the referral (this should be "Referral Created/Pending").

Field	Description
<b>Created Date</b>	Date client is referred.

3. Next, in the **Referred To** section, complete all the required fields, including:

Table 5-4: Referred To fields

Field	Description
<b>Signed Consents</b>	Select the consent from list of available consents.
<b>Agency</b>	This field will auto populate based on the "Consent" selected.
<b>Facility</b>	The facility the client is being referred to.
<b>Program</b>	The program the client is being referred to. It should be an COVID-19 program.

4. When complete, click **Save**.

## Viewing Referrals

### Referrals In



**Where:** [Agency](#) > [Agency List](#) > [Referrals](#) > [Referrals In](#)

Whenever clients are referred in to your Agency from another agency, a message will appear on the Home Page as shown in Figure 5-5: Home Page with "referred in" notification. Clients who have been referred in have signed a consent form agreeing to share certain information with your agency. To review these referrals, follow the steps below.

#### Role Needed:

- Referrals (Full Access)

**Note:** Only users with the Referrals (Full Access) role will see Referrals left menu link.

The screenshot shows the STANDARD WITS Home Page. The top navigation bar includes the WITS logo, version 18.22.0, the user's name (Jones, Ashley), role (Administrator), and a Logout button. A left sidebar menu contains links for Home Page, Agency, Clinical Dashboard, Client List, System Administration, and Reports. A notification banner at the top states: "There are currently 2 people that have been referred in." Below the notification, the "Home" section features an "Announcements" table with columns: Actions, Summary, Posted Date, Start Date, and Priority. The table contains one announcement: "This is an announcement which should be scoped to Mental Health agencies." with a posted date of 1/24/2017 1:58 PM, start date of 1/24/2017, and priority of N.

Figure 5-5: Home Page with "referred in" notification

- On the left menu, click **Agency**, click **Referrals**, and then click **Referrals In**.
- On the **Referrals In Search** screen, in the **Referral Status Codes** field, select "**Referral Created/Pending**" and move this option to the **Search Criteria** box by clicking the mover button as shown in **Error! Reference source not found.**
- After selecting the search criteria, click **Go** to view the search results list.

The screenshot shows the "Referrals In Search" screen. The top navigation bar is similar to Figure 5-5, but the user's role is "Provider". The left sidebar menu is expanded to show "Referrals In" under the "Referrals" section. The main content area has a "Referrals In Search" header. Below it, there are two dropdown menus: "Referral Status Codes" and "Search Criteria". The "Referral Status Codes" dropdown is set to "Placed/Accepted", and the "Search Criteria" dropdown is set to "Referral Created/Pending". There are also input fields for "Unique Client Number", "Created Date", "Referred Date", "First Name", and "Last Name". Below these fields are "Clear" and "Go" buttons. At the bottom, there is a table titled "Referrals for User Documentation Facility" with columns: Actions, Unique Client #, Client Name, DOB, Created Date, Referring Agency/Facility, Referred To Modality, Referral Status, Ref to Facility, and Referral Comments. The table is currently empty.

Figure 5-6: Referrals In Search screen

- Notice that any referred clients will appear in the list portion of the screen. To view a client's referral information, hover over the Actions column, and then click **Review**.



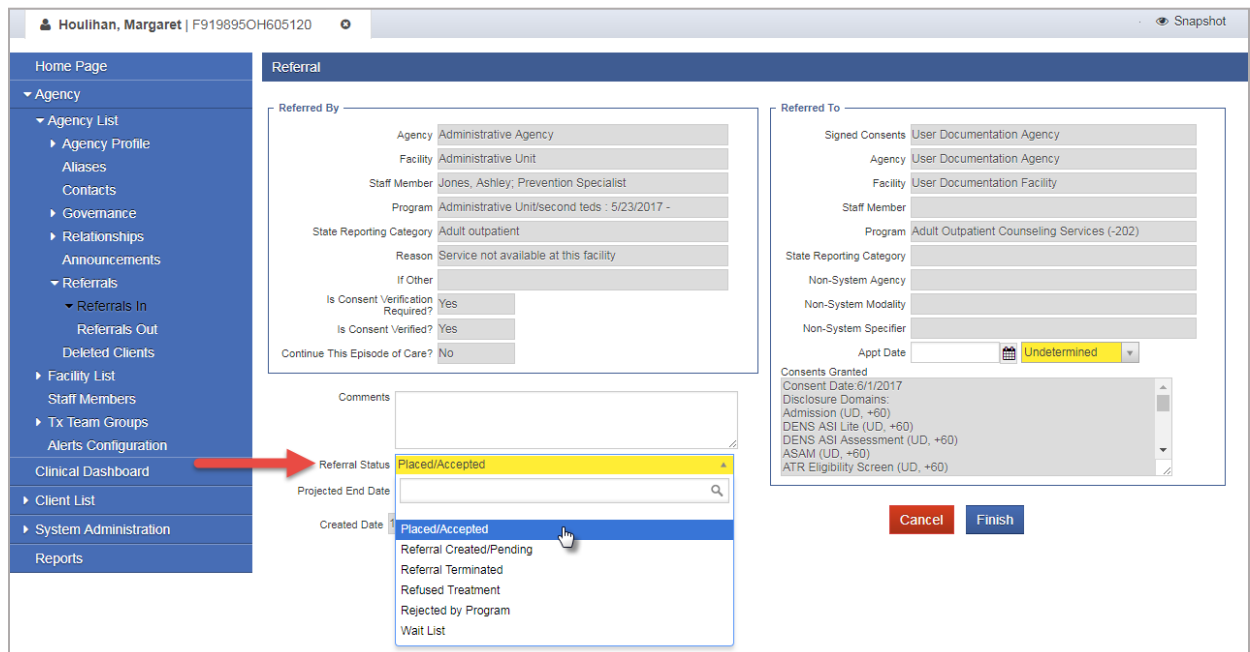
Referrals for User Documentation Facility <span>(Export)</span>								
Actions	Unique Client #	Client Name	DOB	Created Date	Referring Agency/Facility	Referred To Modality	Referral Status	Ref to Facility
	F919895OH605120	Houlihan, Margaret	9/21/1958	6/19/2017	Administrative Agency/Administrative Unit	Ambulatory- Non-Intensive Outpatient	Referral Created/Pending	User Documentation Facility
	10	Barb, Jon	1/14/1968	6/19/2017	Administrative Agency/Administrative Unit	Ambulatory- Non-Intensive Outpatient	Referral Created/Pending	User Documentation Facility

Figure 5-7: Referrals Search Results, Review link

- To accept the client referral, click on the **Referral Status** field and select "**Placed/Accepted**" from the drop-down list. The client must be accepted into your agency before viewing the client's record, or working on the case.



The screenshot shows the 'Referral' screen for client Margaret Houlihan (F919895OH605120). The left sidebar contains navigation links: Home Page, Agency, Agency List, Agency Profile, Aliases, Contacts, Governance, Relationships, Announcements, Referrals, Referrals In, Referrals Out, Deleted Clients, Facility List, Staff Members, Tx Team Groups, Alerts Configuration, Clinical Dashboard, Client List, System Administration, and Reports. The main area is divided into 'Referred By' and 'Referred To' sections. The 'Referred By' section includes fields for Agency, Facility, Staff Member, Program, State Reporting Category, Reason, and checkboxes for consent verification. The 'Referred To' section includes fields for Signed Consents, Agency, Facility, Staff Member, Program, State Reporting Category, Non-System Agency, Non-System Modality, Non-System Specifier, and Appt Date. A red arrow points to the 'Referral Status' field, which is currently set to 'Placed/Accepted'. A dropdown menu is open, showing options: Placed/Accepted, Referral Created/Pending, Referral Terminated, Refused Treatment, Rejected by Program, and Wait List. The 'Appt Date' is set to 'Undetermined'. At the bottom right are 'Cancel' and 'Finish' buttons.

Figure 5-8: Referral screen, Referral Status field

- (Optional) Next, fill in the **Appointment Date (Appt Date)** and use the drop down box to provide any additional information about the appointment.
- Click **Finish** to save the record and accept the referral. Note that this action takes you to the Client Profile screen for the client you just accepted.

(Optional) Additional **Referral Status** reasons to select:

- Referred/Terminated:** When the referral has been deleted by the referring agency.
- Refused Treatment:** Select if the client does not want to be treated.
- Rejected by Program:** If the client is not eligible or is not acting in compliance.
- Wait List:** If the client is waiting for a slot to open in the program.

**Note:** Once the referral is Placed/Accepted, the client record is created within the Agency, and an Intake and Client Program Enrollment is created within the referred to Facility.

# Referrals Out



**Where:** *Agency > Agency List > Referrals > Referrals Out*

The Referrals Out screen is used to check the status of referrals made from your agency to other agencies.

- 1. On the left menu, click **Agency**, click **Referrals**, and then click **Referrals Out**.
- 2. On the **Referrals Out Search** screen, in the **Referral Status Codes** field, select the desired codes and move them to the **Search Criteria** box by clicking the mover button (>).
- 3. After selecting the search criteria, click **Go** to view the search results list.

Home Page

State Waitlist

Agency

- Agency List
  - Agency Profile
  - Aliases
  - Contacts
  - Governance
  - Relationships
  - Announcements
  - Referrals
    - Referrals In
    - Referrals Out
    - Removed Consents

Referrals Out Search

Referral Status Codes

- Placed/Accepted
- Referral Created/Pending
- Referral Terminated
- Refused Treatment

Search Criteria

Unique Client Number

Created Date

Referred Date

First Name

Last Name

Clear

Go

Referrals from Contractor

(Export)

Actions	Name	Created Date	Referral Status	Referred To Agency	Referred To Facility	Non System Agency	Referred To Modality	Referral Comments

Figure 5-9: Referrals Out screen



## Removed Consents



**Where:** *Agency > Agency List > Removed Consents*

This screen displays clients with consents that have been removed. This is typically done if a client is no longer in treatment at your agency. To help easily manage the number of clients with consents from outside agencies on the Client List screen, users with the Clinical Supervisor role can “remove” consented clients from the list.

Removed Consented Client Search						
Consented From Agency	<input type="text"/>	Client ID	<input type="text"/>			
First Name	<input type="text"/>	Last Name	<input type="text"/>			
				Clear	Go	
Removed Consented Client List						
Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender

Figure 5-10: Removed Consents screen

## Part 6: Encounters

### Create Encounter Notes



**Where:** *Client List > Activity List > Encounters*

1. On the left menu, click **Client List** and search for a client.
2. Hover over the Actions column and click **Activity List**.
3. On the left menu, click **Encounters**. This will display the Encounter Search/List screen.
4. To view previous encounters, complete the search fields and click **Go**.
5. To create a new encounter, click **Add Encounter**.

**STANDARD WITS** 18.18.0 | Treatment Provider, New Facility | Jones, Ashley | Logout

**Fox, Juniper** | J584688SJ884664 | 1 | Generate Report | Snapshot

**Encounter Search**

Start Date: 1/24/2018 | End Date: 1/24/2019

Rendering Staff: | Service: |

Encounter Status: | Program: |

Allow Disclosure of Note: |

**Clear** **Go**

**Encounter List** (Export) **Add Encounter**

Actions	Svc Date	Service	ENC ID	Rendering Staff	Program Name	Status

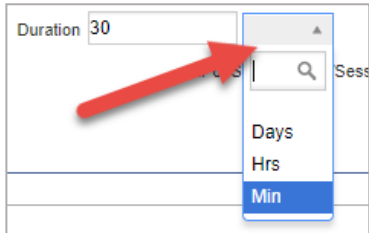
Figure 6-2: Encounter screen, Add Encounter

Figure 6-1: Encounter Profile screen with EBP and MAT fields

6. Complete the fields on the Encounter Profile screen. See table below for information on each field.

Table 6-1: Encounter Profile fields

Field	Description
<b>Note Type</b>	Select from the drop-down field.
<b>ENC ID</b>	Read-only field. When the encounter is saved, this field will display its unique ID number.
<b>Created Date</b>	Read-only field. This field will display the date and time when the encounter is saved.
<b>Program Name</b>	This field will pre-populate with the client's current program enrollment name and program enrollment start date. Program Enrollment <span>New Sor Facility/Covid : 6/10/2020 -</span>
<b>Service</b>	Select a service from the drop-down list.
<b>Billable</b>	This field may be pre-populated with Yes or No.
<b>Service Location</b>	Select an option from the drop-down list. This field may be pre-populated if this information was added to the facility profile.
<b>Start Date</b>	Enter the date when this service was rendered.

Field	Description
	<b>Note:</b> The start date for this encounter must occur within the same program enrollment period. Encounter date cannot be before the intake date.
<b>Start Time</b>	Enter the time when this service was rendered. This field may be optional or required depending on the selected service. Some services may be set up to require this information.
<b>End Date</b>	Enter the date when this service ended. This field may be optional or required depending on the selected service. Some services may be set up to require this information. <b>Note:</b> The end date for this encounter must occur within the same program enrollment period.
<b>End Time</b>	Enter the time when this encounter ended. This field may be optional or required depending on the selected service. Some services may be set up to require this information.
<b>Duration</b>	<p>In the Duration field, type an integer to record time spent for this encounter. In the Duration drop-down field, select the unit of time.</p> <p><b>Note:</b> The duration field will only accept whole numbers. Decimals (e.g., 0.5) are not accepted.</p>  <p>These fields may be optional or required depending on the selected service. Some services may be set up to require this information.</p>
<b># of Service Units/Sessions</b>	Type an integer representing the number of units or sessions spent for this service. Your administrator may have established policy guidelines regarding how services are recorded.
<b>Emergency</b>	(Optional) Select from the drop-down list.
<b>Pregnant</b>	(Optional) Select from the drop-down list.
<b>Evidence-Based Practices</b>	
<b>Which Evidence-Based Practices were used?</b>	Select options from the box and use the mover buttons to add or remove the Evidence-Based Practices options.
<p>Which Evidence-Based Practices were used?</p> <div> <div> Evidence-Based Practices  Relapse Prevention </div> <div> &gt; </div> <div> Used Evidence-Based Practices  Motivational Interviewing </div> <div> &lt; </div> </div>	
<b>Medication-Assisted Treatments</b>	
<b>Which Medication-Assisted Treatments were used?</b>	Select options from the box and use the mover buttons to add or remove the Medication-Assisted Treatment options.

Field	Description
Which Medication-Assisted Treatments were used?	
<p>Medication-Assisted Treatments</p> <p>Opioid Use Disorder - Buprenorphine Implant (Probuphine) ^</p> <p>Opioid Use Disorder - Naltrexone - Injectable (e.g., Vivitrol®) &gt;</p> <p>Opioid Use Disorder - Naltrexone - Oral v</p> <p>&lt; &gt;</p>	<p>Used Medication-Assisted Treatments</p> <p>Opioid Use Disorder - Methadone ^</p> <p>&lt;</p>
<b>Diagnoses for this Service</b>	
<b>Primary</b>	(Optional) This field will pre-populate with the client's primary diagnosis based on the encounter start date.
<b>Secondary</b>	(Optional) This field will pre-populate with the client's secondary diagnosis based on the encounter start date.
<b>Tertiary</b>	(Optional) This field will pre-populate with the client's tertiary diagnosis based on the encounter start date.
<b>Rendering Staff</b>	This field will pre-populate to the user logged in. To change the rendering staff, select the correct staff member from the drop-down list.
<b>Supervising Staff</b>	<p>(Optional) In the drop-down list, select the Supervisor for the Rendering Staff member, if applicable.</p> <p><b>Note:</b> Declaring staff members as "supervisors" is a feature controlled through the staff member's profile by adding relationships.</p>

Encounter

Note Type

ENC ID

Program Name

Service

Service Location

Pregnant

Which Evidence-Based Practices were used

Evidence-Based Practices

Motivational Interviewing

Relapse Prevention

Diagnoses for this Service

Primary

Secondary

Tertiary

Rendering Staff

Supervising Staff

Administrative Actions

Release to Billing

Cancel

Save

Finish

Created Date

Doorway\_MAT/SOR MAT : 1/16/2019 -

Billable

Yes

End Date

End Time

# of Service Units/Sessions

No

Used Practices

Select an option

Select an option

Select an option

Jones, Ashley

Figure 6-2: Encounter Note filled out

**Encounter**

Note Type: **Case Management Note**

ENC ID:

Program Name: **Provider Facility/SOR MAT : 1/24/2019 -**

Service: **Counseling**

Service Location: **Office**

Pregnant: ☐

Which Evidence-Based Practices were used?

Evidence-Based Practices:

Which Medication-Assisted Treatments were used?

Medication-Assisted Treatments: **Opioid Use Disorder - Buprenorphine Implant (Probuphine)**  
**Opioid Use Disorder - Naltrexone - Injectable (e.g., Vivitrol®)**  
**Opioid Use Disorder - Naltrexone - Oral**

Used Medication-Assisted Treatments: **Opioid Use Disorder - Methadone**

Diagnoses for this Service

Primary:

Secondary:

Tertiary:

Rendering Staff: **Jones, Ashley; Clinician**

Supervising Staff:

Administrative Actions:

**Cancel** **Save** **Finish** **▶▶**

7. Click **Save**, and then click the **right-arrow**.

Encounter Notes section of the Encounter allows the staff to enter notes related to the time spent with the client. If the client has an Active Treatment Plan, the staff can add Goals, Objectives, and Interventions to the encounter.

The screenshot displays the 'Encounter Notes' interface. At the top, there is a 'Goal Progress' dropdown menu. Below this is the 'Add Goals' section, which includes a table with columns 'Actions', 'Goal #', 'Goal', and 'Description'. To the right of this table is an 'Add Goals' button. The next section is 'Add Objectives', featuring a table with columns 'Actions', 'Obj #', 'Objective', and 'Description', and an 'Add Objectives' button to its right. This is followed by the 'Add Interventions' section, which has a table with columns 'Actions', '#', 'Intervention', and 'Status', and an 'Add Interventions' button to its right. Below these sections are two text input areas: 'Signed Notes' and 'Unsigned Notes'. Between these two areas is a row of controls: 'Allow Disclosure' with a 'No' button, and three buttons labeled 'Cancel', 'Save', and 'Finish'. At the bottom right of the 'Unsigned Notes' area are 'Add Note' and 'Sign Note' buttons.

Figure 6-4: Encounter Note, Add Goals, Objectives, and Interventions



