FEI Systems

WITS

Mississippi Prevention

End User Guide

Applies to:

WITS Version 21.3.0+

Mississippi
WITS Prevention

Preface

WITS Prevention is a web-based application specifically designed for organizations to manage their Prevention programs effectively. Capable of creating and managing contracts, Prevention Plans, and funding sources.

Intended Audience

This user guide has been prepared for WITS end-users. Topics covered include creating and submitting Prevention Plans and Implementing Prevention Plan Strategies.

System Requirements

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

Internet Browsers

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

- Mozilla Firefox
- Google Chrome
- Microsoft Edge
- Apple Safari

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: https://ms-training.witsweb.org

The training site allows staff members to practice using the system before entering actual data in the production site. *Please do not enter real client information into the training site.*

Production Site: https://ms.witsweb.org

Contents

Part 1: Customer Specific Information

Mississippi Prevention WITS Workflow

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Prevention WITS Terminology

Item	Definition / Guideline
WITS Activities	Steps taken to implement a strategy with a WITS recurring frequency type.
WITS Agency	The legal entity that a provider operates within; Some people refer to this as 'Provider'.
Evidence Based Type	Documentation of Evidence-Based Programs, Strategies and Interventions has to meet one or more of the following criteria: • **Evidence based**: Inclusion in a Federal List or Registry of evidence-based interventions • **Evidence based**: Being reported (with positive effects) in a peer-reviewed journal
WITS Facility	The location (building) that an Agency/Provider uses to provide services or track Prevention Plans. A provider can have more than one facility.
Goals	Goal statements typically articulate the long-term impact that a community wants to see, such as a reduction in the percentage of young adults who abuse prescription drugs to get high.
Objectives	Objective statements address the risk, protective and causal factors related to the goal and how a community might reach that goal, such as increasing the awareness of young adults regarding the danger and harm related to prescription drug abuse.
Outcome Indicators	Measures that indicate progress towards reaching goals and objectives.
Socioecological Domain	One or more of five (5) global prevention domains: Community, School, Family, Peer, and Individual.

Strategy	Interventions, programs and approaches that address goals and objectives.
	WITS Types of Community Based Strategies:
	• **One-Time Strategy**
	   o Example: a media campaign. Even though campaign runs numerous times, it has one primary message (e.g., parents do not allow your kids or their friends to drink at home).
	• **Recurring Strategy**
	   o Example: building community readiness to address nonmedical use of prescription drug use.
	• **Session Based Strategy**
	   o Example: curriculum-based prevention programs.

Part 2: Prevention Plans
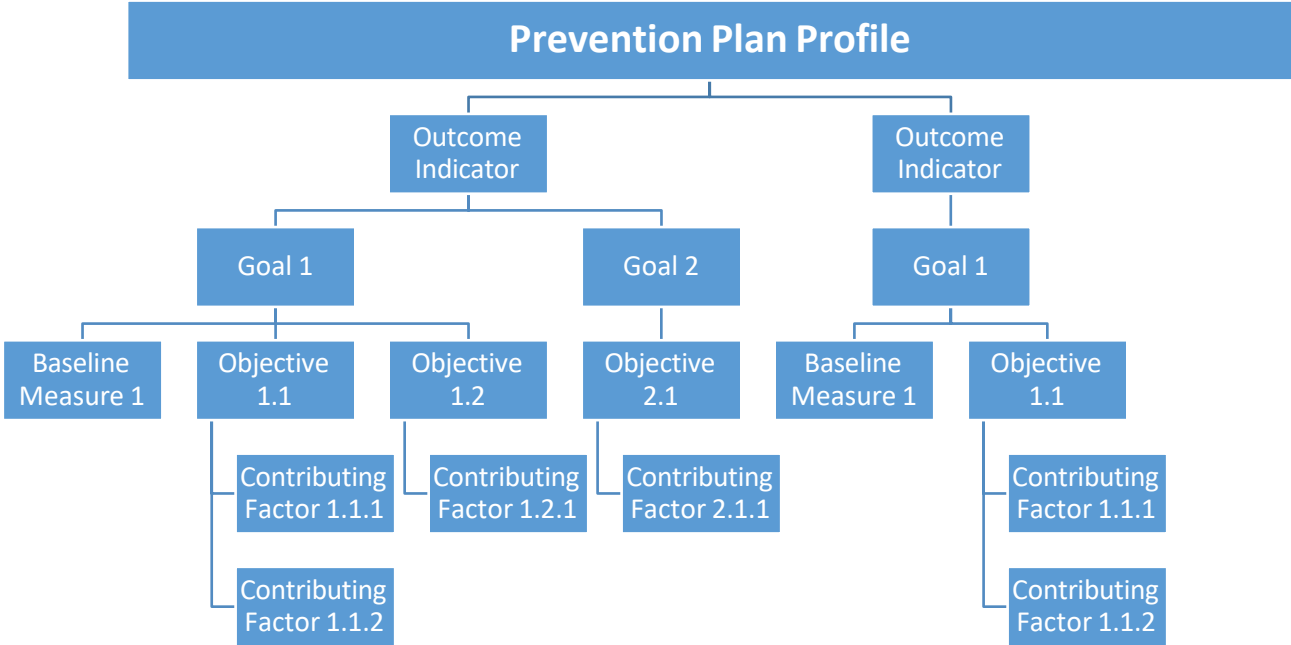
Figure 2-1: Example hierarchy of a Prevention Plan's components

Prevention Plan List Overview

Where: ***Agency > Prevention > Plan***

This section provides an overview of features within the **Prevention Plan List**. For information on adding a brand-new prevention plan, please see section "*Create a New Prevention Plan* Profile" on Page 6.

In WITS, the **Prevention Plan List** contains a record of historical plans created within the agency. By default, the list will display the latest version of each plan, which is controlled through the search field, **Show Latest Version Only**. Figure 2-2 below shows both the latest version and previous versions of each prevention plan.

Figure 2-2: Prevention Plan List, displaying all versions of each prevention plan

Any plan with a status of **Active**, **Inactive**, **On Hold**, or **Submitted** will be read-only.

To review any plan, locate the desired Prevention Plan, hover over the Vertical Ellipsis Icon next to the record, and then click **Review**, as shown in Figure 2-3 below.

Figure 2-3: Prevention Plan List, Review a Plan

Create a New Prevention Plan Profile

Where: ***Agency > Prevention > Plan***

1. On the left menu, click **Agency**, click **Prevention**, and then click **Plan**.

2. On the Prevention Plan List, click **Add New Prevention Plan**.

Figure 2-4: Prevention Plan List, Add New Prevention Plan

3. Complete the **Prevention Plan Profile** fields as shown in the table below.

Table 2-1: Prevention Plan Profile Fields

Field	Description
Facility	Select a facility from the drop-down list. If there is only one facility within your agency, this field will default to that facility's name.
Plan Name	Type the plan's name.
Contract	Read-only field displaying this agency's contract name. **Note**: If there is no contract displayed in this field, please contact your system administrator for assistance.
Plan Type	Read-only field.
Plan Status	Read-only field.
Plan Start Date	Defaults to the Effective Date entered on this agency's Contract, but this field can be update.
Plan End Date	Enter the plan's end date.

Please note that for the state of Mississippi, each fiscal year for prevention reporting will begin on July 1st and will end on June 30th of the following year (e.g., FY24 is July 1, 2023 through June 30, 2024).

Figure 2-5: New Prevention Plan Profile

4. Click **Save** and continue to the **Outcome Indicators List** at the bottom of the page.

Figure 2-6: Saving Prevention Plan Profile before proceeding to Outcome Indicators List

Outcome Indicators

A prevention plan may have multiple **Outcome Indicators** with associated Goals and Objectives.

The steps below show how to add items to your prevention plan by clicking the links found within the Plan Profile section, however, an alternative option is to use the Plan Outline screen to add and review items for your Prevention Plan. Please see section *"Prevention Plan Outline"* on Page 15 for more information.

5. On the Outcome Indicators List, click **Add Outcome Indicator**.

6. Select the appropriate **Outcome Indicators**.
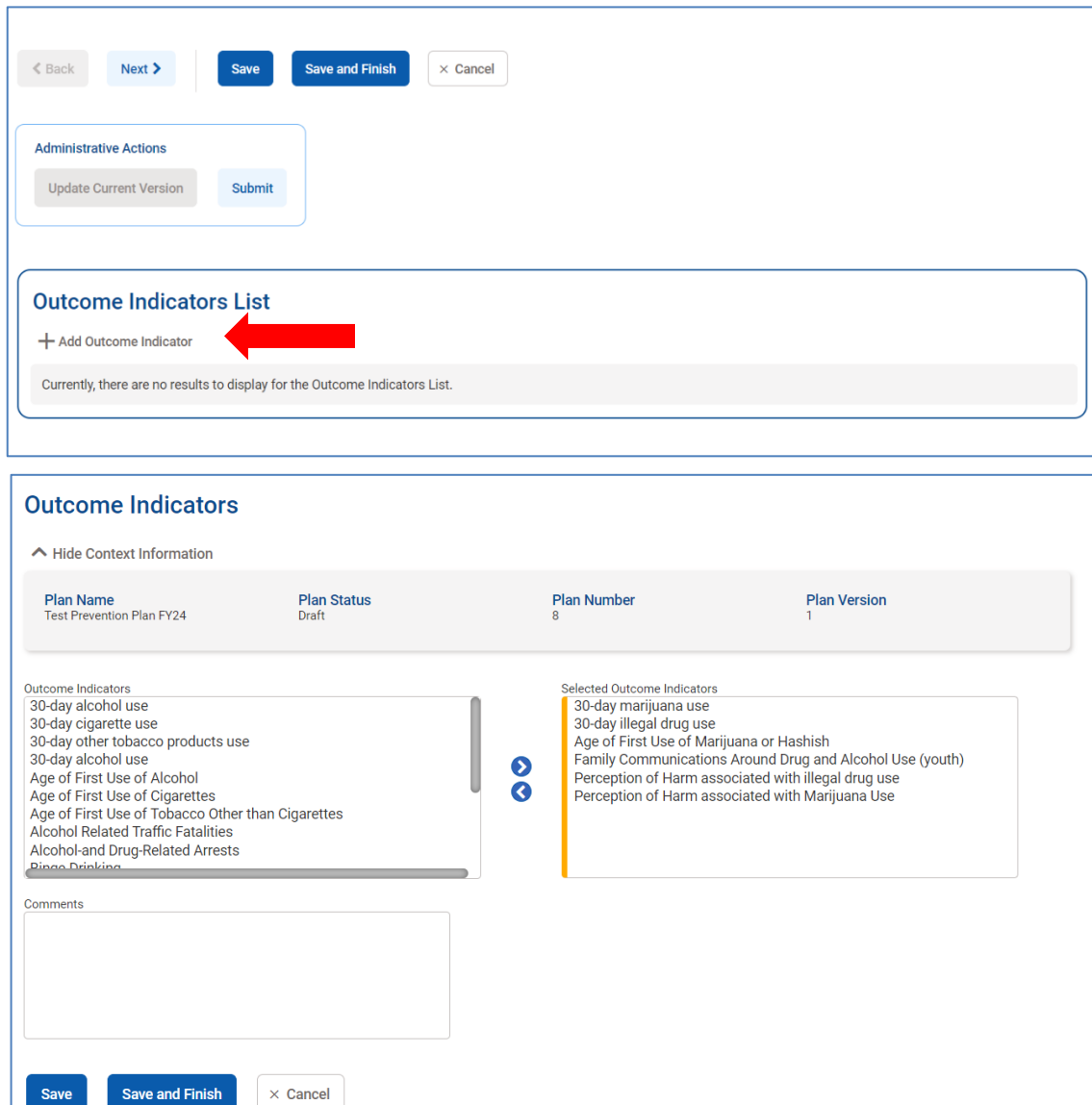
Figure 2-7: Prevention Plan: Outcome Indicators screen

7. Click **Save**. Continue to the **Goals List** at the bottom of the Page.

Goals**

8. On the Outcome Indicators screen, click **Add Goal**.

Figure 2-8: Prevention Plan: Goals List

9. On the Goals screen, complete the required fields as shown in the table below for the target year.

Table 2-2: Prevention Plan: Goals fields

Field	Description
Name	Type the goal's name.
Target Year	Type the target year.
Selected Substances	Select one or more associated substance(s).
Selected Target Population	Select one or more associated target population(s).
Comments	Type any applicable comments for this goal.

Figure 2-9: Prevention Plan: Goals screen
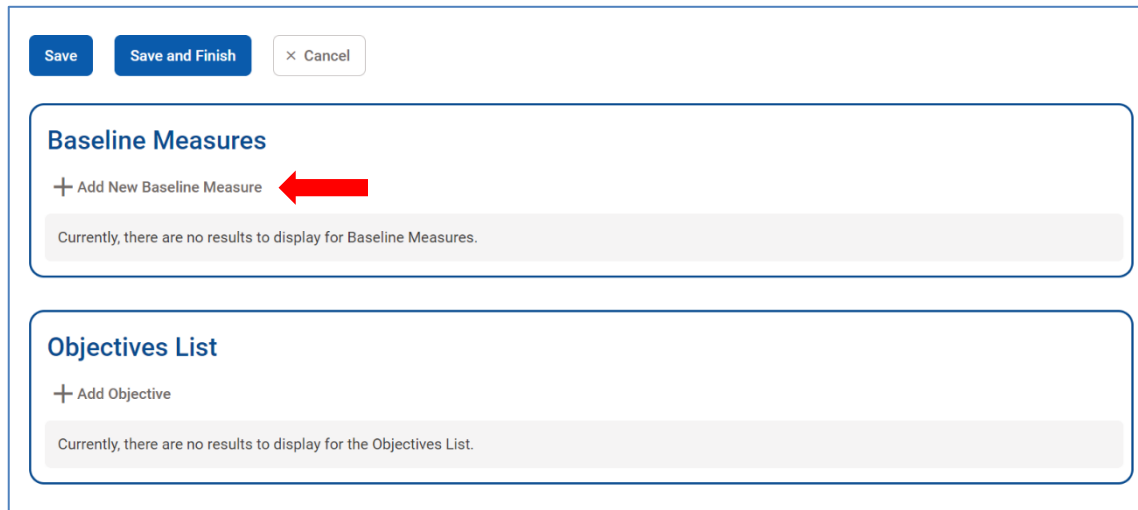
10. Click **Save**.

Baseline Measures

11. On the Goals screen, click **Add New Baseline Measure** at the bottom of the screen.

12. Complete the required fields.

Table 2-3: Baseline Measure Profile fields

Field	Description
Name	Type the baseline measure name.
Description	(Optional) Type a description of the baseline measure.
Number	Type a number.
Type	Select the type of number from the drop-down field.
Direction of Change	(Optional) Select from the drop-down field.
Data Source	Select from the drop-down field.

Figure 2-10: Prevention Plan: Baseline Measure Profile

13. Click **Save and Finish**.

Objectives List

14. On the Goals screen, click **Add Objective**.

Figure 2-11: Prevention Plan, Goals screen, Add Objective link

15. On the Objectives screen, complete the required fields as shown in the table below.

Table 2-4: Objective Fields

Field Name	Information
Name	Type the name of the objective.
Objective Type	Select one type from the drop-down field; options include: • Risk Factor • Protective Factor
Selected Factors	Select the appropriate factor(s).
Comments	Type any applicable comments.

Note: the gray context field at the top of the screen shows information from the Goal associated with the Objective.

Figure 2-12: Prevention Plan: Objectives screen, Objective Type - Risk Factor

Figure 2-13: Prevention Plan: Objectives screen, Objective Type - Protective Factor

16. Click **Save**.

Contributing Factors

17. On the Objectives screen, click **Add Contributing Factor**, if applicable.

18. Select the appropriate **Contributing Factors** and type any comments as needed.

Figure 2-14: Prevention Plan: Contributing Factors screen

19. Click **Save and Finish**.
20. On the Objectives screen, add additional Contributing Factors if needed. Otherwise click **Save and Finish**.
21. On the Goals screen, add additional Baseline Measures or Objectives, otherwise click **Save and Finish**.
22. On the Outcome Indicators screen, add additional Goals, otherwise click **Save and Finish** to return to the **Prevention Plan Profile**.

Prevention Plan Outline

Where: *Agency > Prevention > Plan > Plan Outline*

The Prevention Plan Outline provides a framework of the information entered on your Prevention Plan. In addition, your Prevention Plan can also be edited from the Prevention Plan Outline screen. Table 2-5 provides a description of the links found within the Prevention Plan Outline screen. Clicking on these links will open the associated Prevention screen so that adjustments can be made as needed. To view the Prevention Plan Outline screen, a Prevention Plan must be selected first.

1. On the left menu, click **Plan Outline**.

Table 2-5: Prevention Plan Outline Links

Field	Description
Review	Used to review existing information. Clicking this link will open the associated screen.
Delete	Used to delete information that is no longer relevant.
Add Outcome Indicator	Used to add a new outcome indicator to the plan.
Add Goal	Used to add a new goal to the associated Outcome Indicator.
Add Objective	Used to add a new objective to the associated goal.

Figure 2-15: Prevention Plan Outline

Add Outcome Indicator from Plan Outline
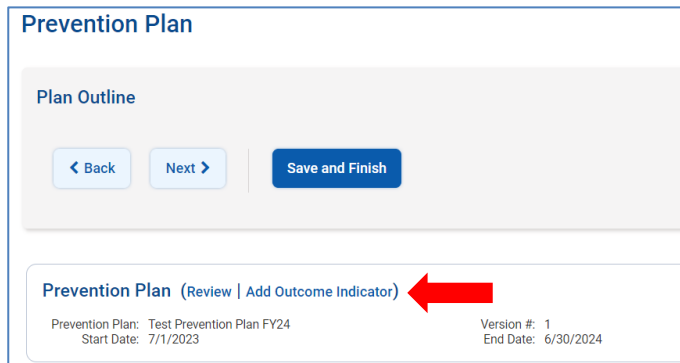
Figure 2-16: Prevention Plan, Plan Outline screen, Add Outcome Indicator link

Delete Objective from Plan Outline
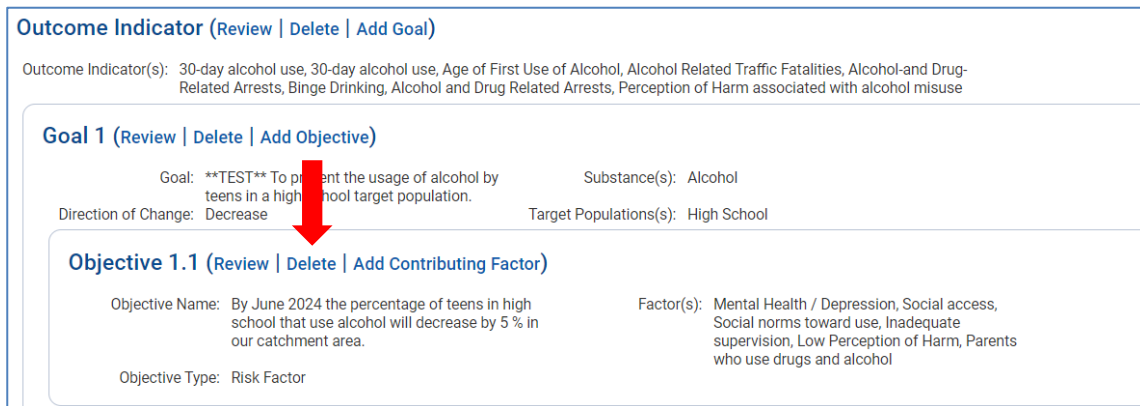
Message displayed when deleting an item from the Prevention Plan:

Figure 2-17: Deleting an item from the Prevention Plan

Planned Strategies

Where: *Agency > Prevention > Plan > Planned Strategies*

If returning to WITS to enter Planned Strategies, navigate to the Prevention Plan screen by clicking **Agency**, then **Prevention**, and then clicking **Plan**. Select a Prevention Plan by hovering over the Vertical Ellipsis Icon next to the record, and then clicking **Review**. If no Prevention Plan is selected, an informational message will appear stating, "No current prevention plan is set" as shown in Figure 2-18 below.

Figure 2-18: Prevention Plan list, Reviewing Plan, Informational Message if No Plan Selected

2. On the left menu, click **Planned Strategies**.

3. Click **Add Strategy**.

4. Complete the required fields on the Planned Strategy screen. Additional fields may appear depending on which options are selected in the drop-down fields.

Table 2-6: Planned Strategy Fields

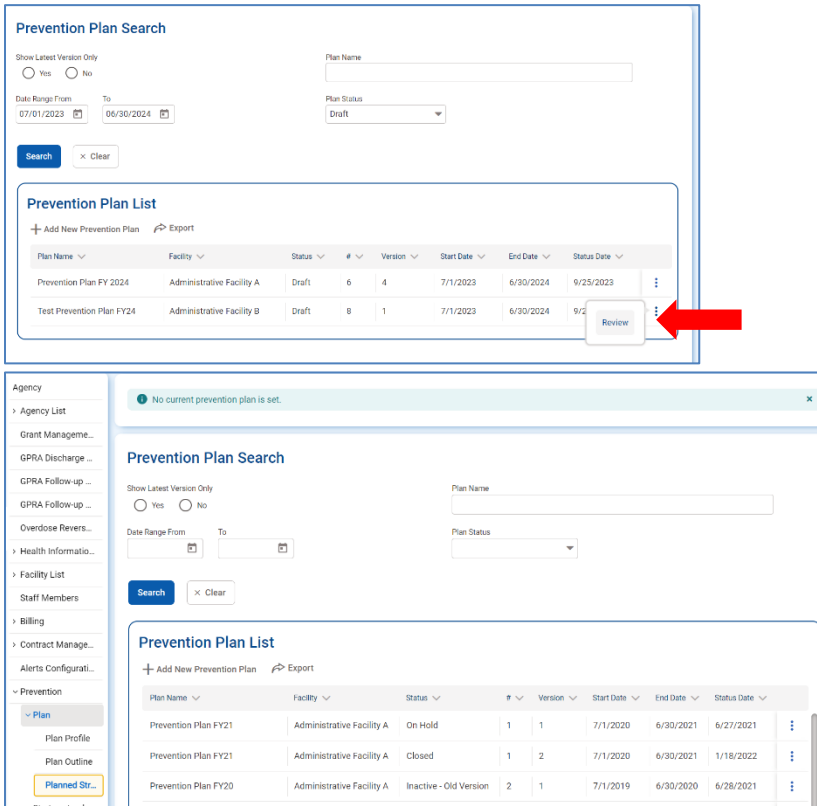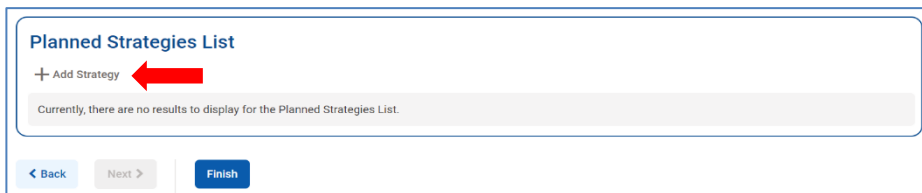| Field Names	Description
Program Strategy	Select a strategy from the drop-down list. **Note**: These values are controlled through the "Prevention Strategy Type List" code table.
Program Description	Type the strategy's description.
Socio-ecological Domain	Select an option from the drop-down list. Options include: • Individual • Peer • Family • School • Community
Service Population	Select an option from the drop-down list. **Note**: These values are controlled through the "Prevention Service Population" code table.
IOM Category	Select an option from the drop-down list.
Data Collection Method	Select an option from the drop-down list. Options include: • Community • Individual **Note**: Selecting "Individual" will display additional fields on screen.
Geo Type	Select from the drop-down list. Options include: • County Wide • City/Town • Zip Code • School **Note**: Additional fields will be displayed on screen depending on which option is selected.
Program Provider	Select from the drop-down list. This field can also include Direct Service Providers associated with the agency.
Projected # of Participants	Type the number of projected participants.
Projected Start Date	Enter the start date.
Projected End Date	Enter the end date.
Session Frequency and **Per**	Enter the frequency number and select from the drop-down list: Day, Month, Week, or Year. **Note**: These two fields will be displayed when "Individual" is selected in the Data collection Method field.

Field Names	Description
Duration and **drop-down list**	Type the duration and select from the drop-down list: Day, Month, Week, or Year.
	Note: How long will this strategy go on?
	Example: this strategy will meet once a week for one month. One Month is the Duration.
	Note: These two fields will be displayed when "Individual" is selected in the Data collection Method field.
Selected CSAP Categories	Select the appropriate CSAP categories.
Selected Risk Categories	Select the appropriate Risk categories.

Figure 2-19: Planned Strategy screen

5. Click **Save**. After clicking Save, a warning message will appear at the top of the screen stating, "There is no expenditure or amount associated with this Planned Strategy. Please enter at least one Expenditure." Steps for entering an Expenditure are covered below on Page 24.

Figure 2-20: Planned Strategy Warning Message

Measures and Sources

6. On the Planned Strategies screen, click **Add New Measures and Sources**, if applicable.

Figure 2-21: Measures and Sources Profile

7. Complete the required fields on the Measures and Sources Profile screen.

Table 2-7: Measures and Sources Fields

Field Names	Description
Name	Name of the measures and sources; this name should match the value listed in the Selected Factors field form the Objectives screen
Description	Type the description
Number	Type the number
Type	Select the type of number (percent, etc.)
Direction of Change	Select from the drop-down field
Data Source	Select from the drop-down field

8. Click **Save and Finish**.

Associated Objectives

1. On the Planned Strategy screen, click **Add Objectives**.

Figure 2-22: Select Objectives screen

2. Select one or more **Objectives** that apply to this Planned Strategy by clicking the **check box**.

3. Click **Save and Finish**. This will return to Planned Strategy screen where the selected objectives will be displayed in the Associated Objectives section.

Figure 2-23: Associated Objectives

Planned Expenditure

Use this section to list the expenditures planned for this strategy. The Planned Expenditures will drive the Actual Expenditures on the Implemented Strategies. This information is used for Block Grant reporting.

1. On the Planned Strategies screen, in the Administrative Actions box, click **Planned Expenditure**.
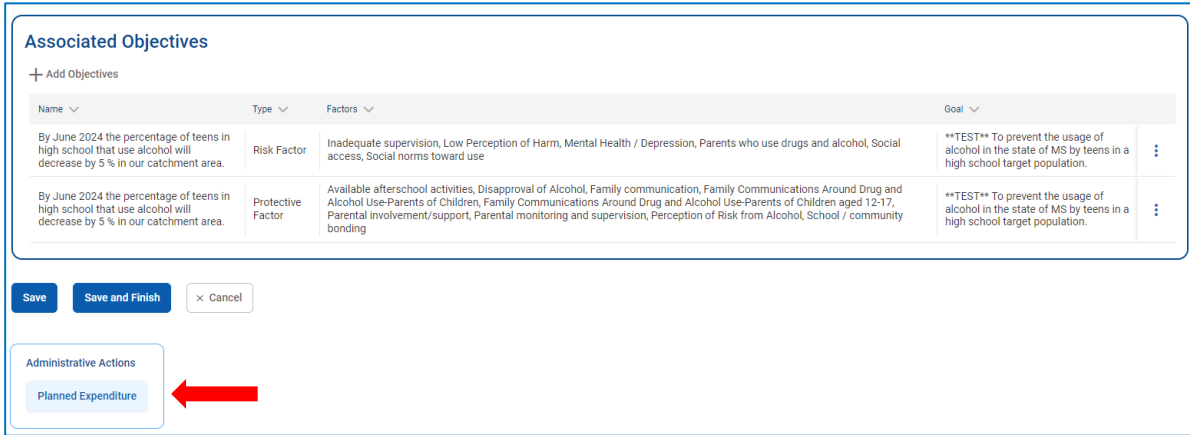
Figure 2-24: Administrative Actions Planned Expenditure

2. On the Planned Expenditure List screen, click **Add Planned Expenditure**.
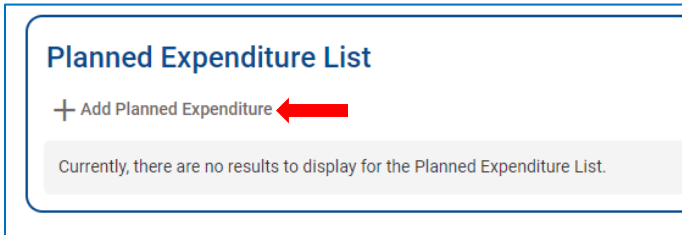
Figure 2-25: Add Planned Expenditure

3. Complete the required fields on the Planned Expenditure Profile.

Table 2-8: Planned Expenditure Fields

Field Name	Description
Funding Source Type	Select from the drop-down list.
Amount	Type the dollar amount.
In Kind Approx. Value	Type the approximant dollar amount of donated money or services, if applicable.
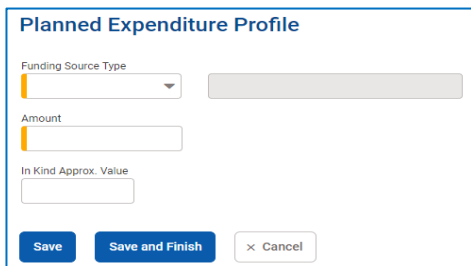
Figure 2-26: Planned Expenditure Profile

4. Click **Save** and **Finish**.

5. Enter additional Planned Expenditures if needed, otherwise click **Finish**.

6. On the Planned Strategy screen, click **Save** and **Finish**.

Options on the Planned Strategies List Screen

- Add new strategies as needed

- Review a previously created Planned Strategy

- Clone a previously created Planned Strategy

- Delete a previously created Planned Strategy

- Indicate that a Planned Strategy has been "Mark Completed"

Figure 2-27: Planned Strategies List, Action items for previously created Strategy

Clone a Planned Strategy

As a timesaving feature, Planned Strategies can be cloned. On the Planned Strategies List screen, locate a previously created strategy, hover over the Vertical Ellipsis Icon nex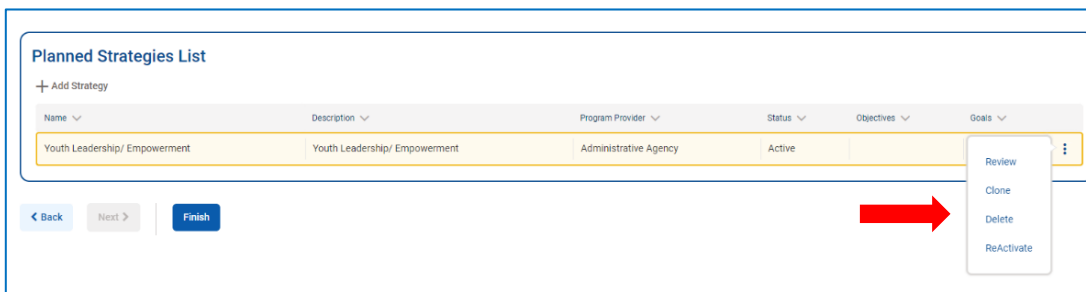t to the record, and then click **Clone**. When cloning a previously created Planned Strategy complete the required profile fields and then click **Save**. After clicking Save, the Measures and Sources List and the Associated Objectives will appear. These items can be added, removed, or edited as needed. The cloned Planned Strategy will also need an expenditure entered. See the Planned Expenditure section on Page 24 for steps.

Mark a Planned Strategy as Completed

Another action item on the Planned Strategies List screen includes the ability to mark a planned strategy as completed. On the Planned Strategies List screen, locate a previously created strategy, hover over the Vertical Ellipsis Icon next to the record, and then click Mark Completed. The Planned Strategy status will change from "Active" to "Complete" and the Vertical Ellipsis Icon next to the record will display the "ReActivate" action. Once it's been reactivated, unless projected end date is changed, it will be marked complete again the following day. If the projected end date is greater than 14 days, it will also be marked complete.

Submit Prevention Plan to State

Where: **Agency > Prevention > Plan**

Once the Prevention Plan and Planned Strategies are complete, this information can be submitted to the State for review.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Plan**.

2. Locate a plan that is ready to be submitted, hover over the Vertical Ellipsis Icon next to the record, and then click **Review**.
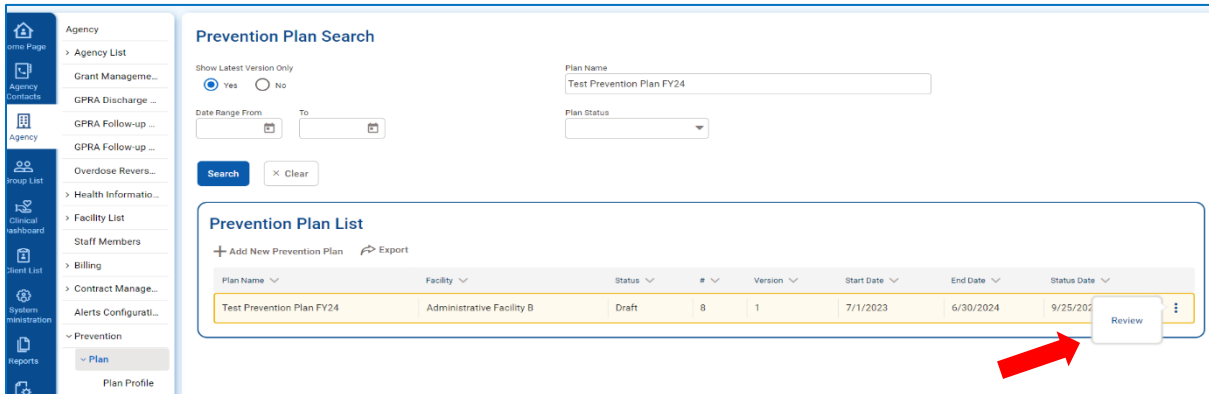

Figure 2-28: Prevention Plan List

3. On the Prevention Plan Profile, in the Administrative Actions box, click **Submit**. Once a plan has been submitted, it cannot be revised until it has been approved or placed on hold by the contractor agency (MS Department of Mental Health). The provider contact(s) on file will receive an email notification from noreply@FEIsystems.com with the prevention plan status details.
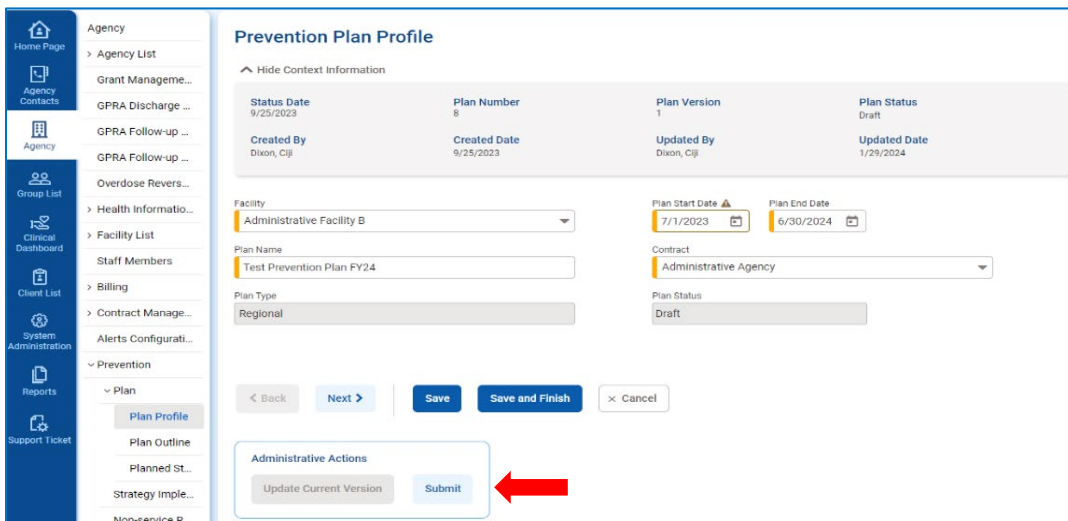

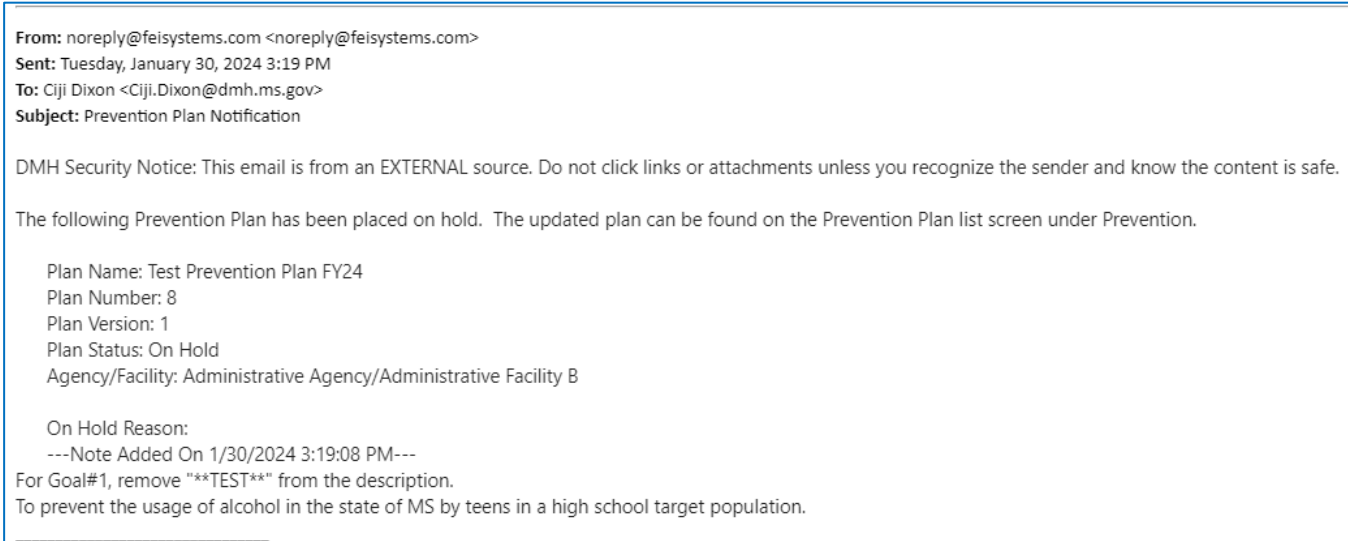Figure 2-29: Prevention Plan Profile, click Submit

Plan Placed on Hold

If your plan has been placed on hold, its status will be updated from "Submitted" to "On Hold" as shown in Figure 2-31. An email notification may also be sent to your provider agency contact (if this feature is turned on for your contract) which includes notes from the contractor on the changes needed to your prevention plan, as shown in Figure 2-32. These notes

Figure 2-30: Plan Placed on Hold

Figure 2-31: Prevention Plan Notification

Update a Plan Placed On Hold

1. On the left menu, click **Agency**, click **Prevention**, and then click **Plan**.

2. Locate the Prevention Plan with a status of "On Hold," hover over the Vertical Ellipsis Icon next to the record and then click **Review**.
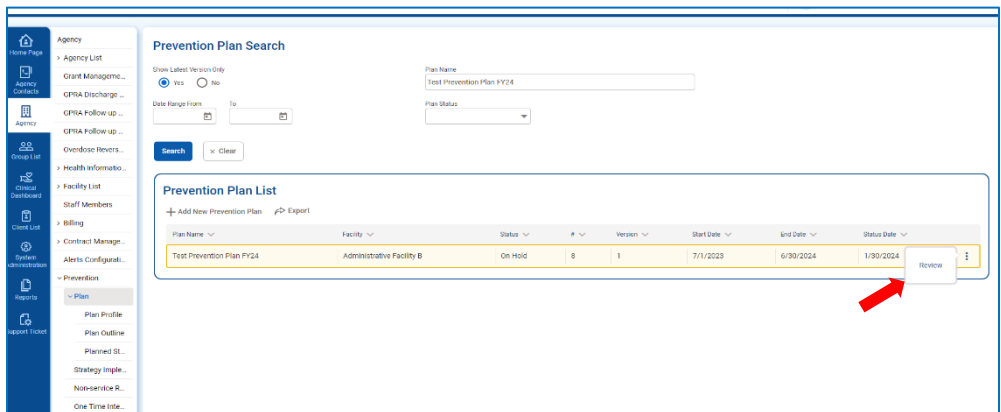

Figure 2-32: Prevention Plan List, Plan Placed On Hold

3. On the Prevention Plan Profile screen, notice the **On Hold Reason** field. This field includes information on the update(s) needed to your Prevention Plan. Review this information, and then in the Administrative Actions box, click **Update Current Version**.
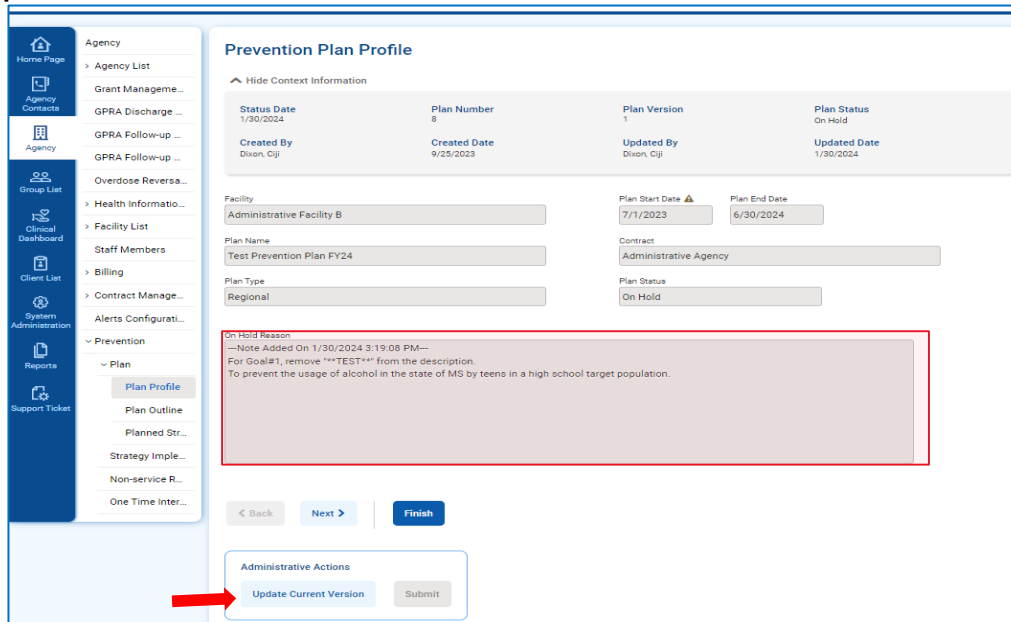
Figure 2-33: Prevention Plan Profile

4. A message will appear stating, "You are about to create a new version of your plan. Are you sure you want to continue?" Click **Yes**.
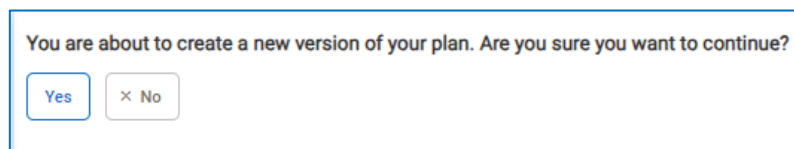
5. The Prevention Plan will now become editable so that the appropriate updates can be made. After making updates to the plan, it will need to be submitted again.

6. On the Prevention Plan Profile, in the **Summary of Plan Changes** field, type the changes made.

7. Click **Add Note**, and then click **Save**.

Figure 2-34: Summary of Plan Changes

8. In the Administrative Actions box, click **Submit**.

9. Click **Finish**.

Plan Approved

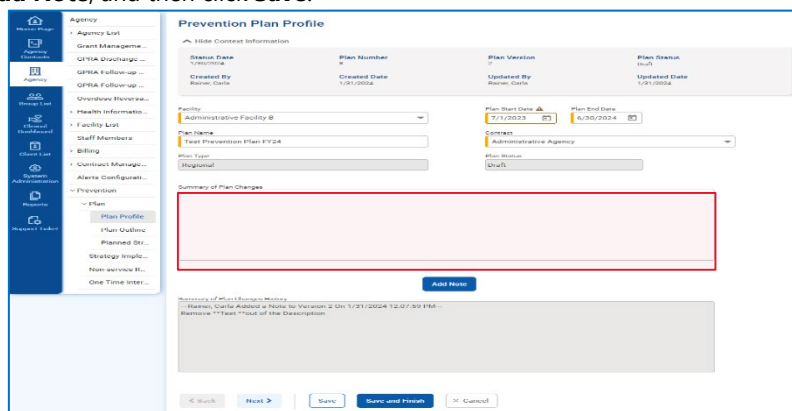If your plan has been approved, its status will be updated from "Submitted" to "Active" as shown in Figure 2-35. An email notification may also be sent to your provider agency contact (if this feature is turned on for your contract) which states that the plan has been approved, as shown in Figure 2-36.
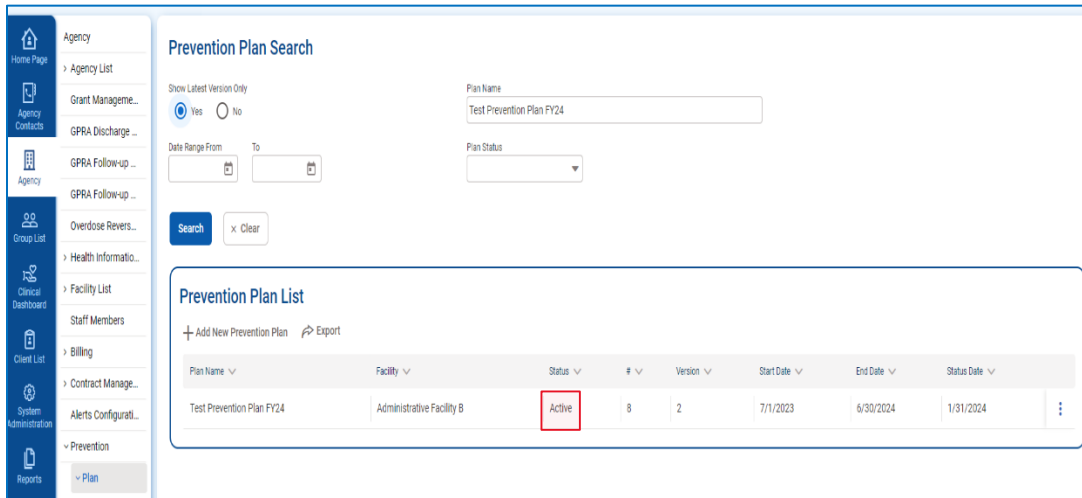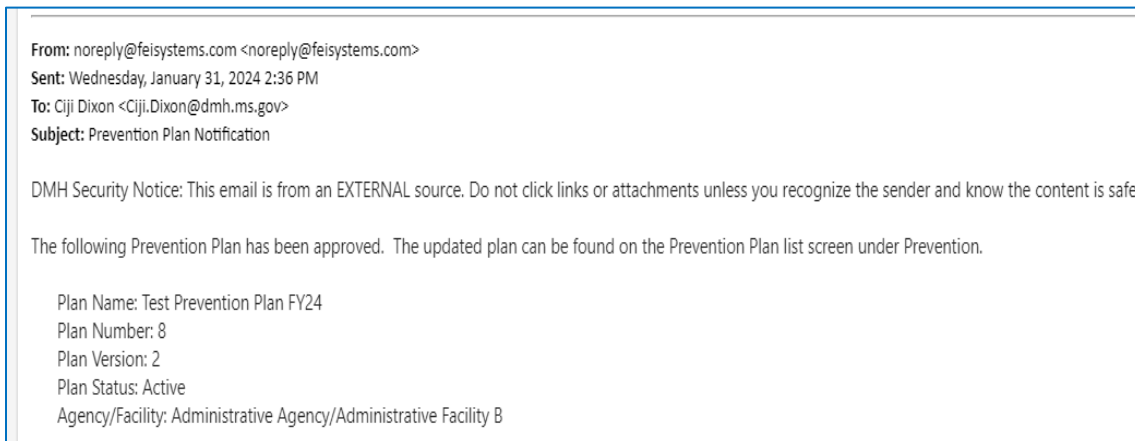

Figure 2-35: Prevention Plan List, Plan Status "Active"

Figure 2-36: Email Notification, Plan Approved

Update Current Prevention Plan Version

An active prevention plan can also be updated throughout the plan year as needed by clicking the "Update Current Version" link in the Administrative Actions box on the Prevention Plan Profile.

To make a new version of a current plan, locate the desired Prevention Plan, hover over the Vertical Ellipsis Icon next to the record, and then click **Review**.

On the Prevention Plan Profile, in the Administrative Actions box, click **Update Current Version**. This will copy the current plan and planned strategies and allow changes to be made.
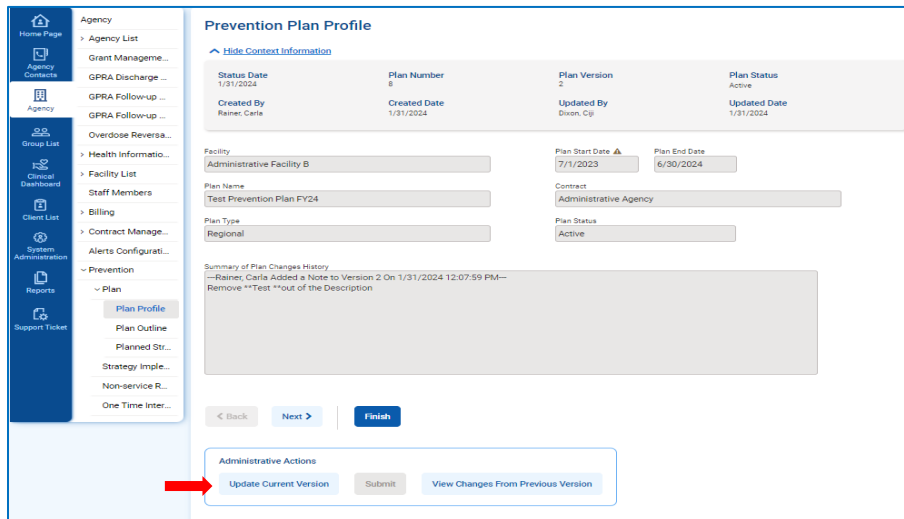

Figure 2-37: Active Prevention Plan, Update Current Version link

A prompt will appear on the screen asking if you would like to continue with creating a new version of your plan. Select **Yes** to continue.
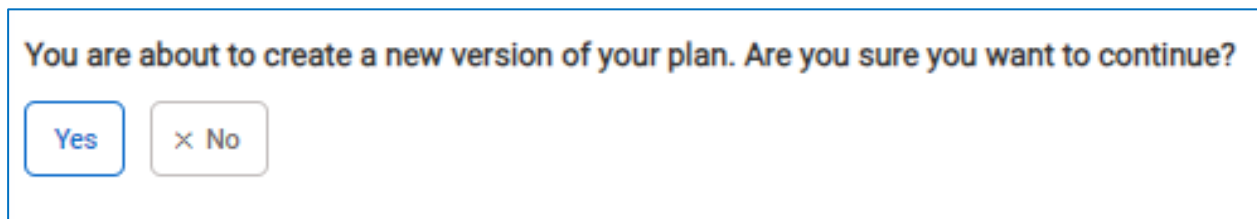

Figure 2-38: Prompt to Create New Version of Plan

Part 3: Regional Team Setup

Where: *Agency > Facility List > Regional Team*

Regional Teams are used with Recurring Strategies when entering a coalition activity. The Regional Team defines the members that make up that coalition. These members need to be added prior to creating a coalition activity.

1. On the left menu, click **Agency**, then click **Facility List**, and then click **Regional Team**.

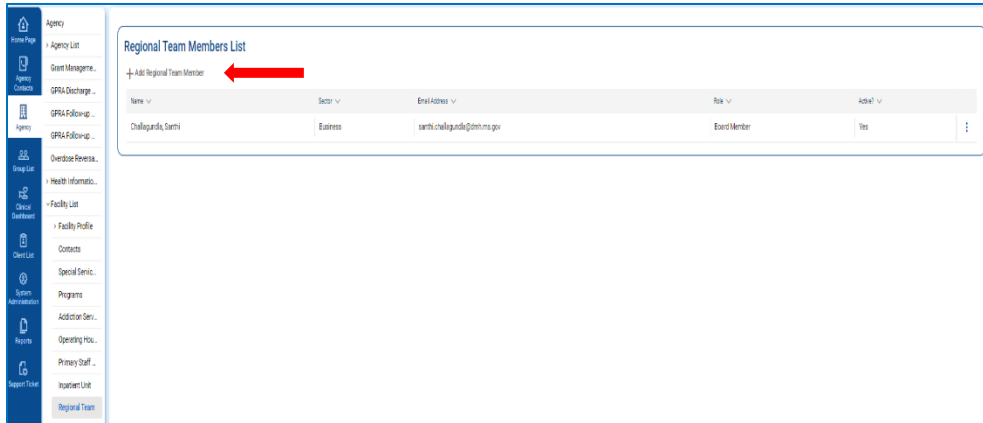2. On the Regional Team Members List, click **Add Regional Team Member**.

Figure 3-1: Regional Team Members List

3. Complete the required fields on the Regional Team Member profile.

Table 3-1: Regional Team Member Profile fields

Field	Description
First Name	Type the team member's first name.
Last Name	Type the team member's last name.
Gender	(Optional)
Title	(Optional)
Role	Select an option from the drop-down list.
Primary Sectors	Select an option from the drop-down list.
Email	Enter the team member's email address.
Start Date	Enter the date when the team member joined.
End Date	(Optional)
Selected Workgroups	Select one or more associated workgroups.

Figure 3-2: Regional Team Member Profile

4. Click **Save** and **Finish**.

Part 4: Implemented Strategies – Community Based

Once a Prevention Plan has been approved and is in an "Active" status, the associated Community Based Implemented Strategies can be created.

Prerequisite:

- The Prevention Plan must be approved.

Create New Community Based Implemented Strategies

Where: Agency > Prevention > Strategy Implementation

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.

2. On the Strategy Implementation List screen, click **Add**.

Figure 4-1: Strategy Implementation List screen

One-Time Frequency

A One-Time frequency is used to capture strategy implementations that occur only one time. Examples of these strategies include health fairs and speaking engagements.

3. Complete the Implementation Strategy Profile as shown in the table below.

Table 4-1: Implementation Strategy Profile fields for One-Time Frequency

Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the Planned Strategy drop-down list. **Note**: Prevention plans with a status of "Active" will be displayed in this field.
Planned Strategy	Select from the drop-down list.
Strategy Frequency	Select **One-Time** from the drop-down list
Date	This date must be within the start and end dates of the selected Prevention Plan.
Description	Type the description of this one-time strategy.

Field	Description
Duration Units	Select from the drop-down list.
	Note: These values are compared to entries made in the "Selected CSAP Activities" field – they need to match or you cannot save the record.
Duration	Type the duration number.
	Note: These values are compared to the entries made in the "Selected CSAP Activities" field – they need to match or you cannot save the record.
Indirect Units	Select from the drop-down field.
(Indirect) Duration	Type the indirect duration number.
Indirect Duration Description	Type a description.
Venue	(Optional)
Selected Risk Categories	Select the appropriate Risk Categories.
Comments	Type any applicable comments.

4. Complete the **Activity and Duration** fields as shown in the table below.

Table 4-2: Activity and Duration fields

Field	Description
Duration	Enter the duration number.
Duration Type	Select the duration type (either Hours or Minutes) from the drop-down list.
Selected CSAP Activities	Select one or more activities.

Figure 4-2: Implemented Strategy Profile, One-Time Frequency

5. Complete the **Approximate Cost** fields. The total Approximate Cost of all the Implemented Strategies should not exceed the total of the Planned Expenditures done on the associated Planned Strategy.

6. Click **Save**.

Figure 4-3: Saved Implementation Strategy Profile, One-Time strategy

Session Based Frequency

Session-based strategies are much like one-time strategies, except certain fields will be captured on the profile screen, and other fields will be captured during each session.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.

2. On the Strategy Implementation List screen, click **Add**.

3. Complete the Implementation Strategy Profile as shown in the table below.

Table 4-3: Implementation Strategy Profile fields for Session-Based Frequency

Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the Planned Strategy drop-down list.
Planned Strategy	Select from the drop-down list
Strategy Frequency	Select Session-Based from the drop-down list.
Date Range	This date range must be within the start and end dates of the selected Prevention Plan.
Description	Type the description of this Session-Based strategy.
Venue	(Optional)
Selected Risk Categories	Select the appropriate Risk Categories.
Comments	Type any applicable comments.

4. Enter the **Approximate Cost** fields.

5. Complete the **Impacted Target Population** fields if desired.

Figure 4-4: Implementation Strategy Profile, Session Based Strategy

6. Click **Save**.

7. In the Administrative Actions box, click **Sessions**.

8. On the Session List, click **Add New Session**.

9. Complete the **Session Profile** fields.

10. Complete the **Activity and Duration** fields.

11. Complete the **Impacted Target Population** fields.

Figure 4-5: Session Profile

12. Click **Save** and **Finish**.

Recurring Frequency

Recurring strategies are much like one-time strategies, except that they will have certain fields captured on the profile screen, and other fields captured as each varied activity is implemented. It is good to use this frequency type to capture a series of recurring meetings that typically have the same participants (e.g. Coordination meetings, policy meetings, etc.).

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.

2. On the Strategy Implementation List screen, click **Add**.

3. Complete the Implementation Strategy Profile fields as shown in the table below.

Table 4-4: Implementation Strategy Profile fields for Recurring Frequency

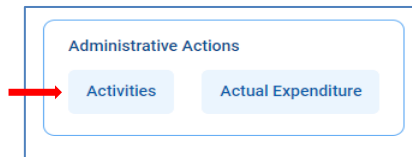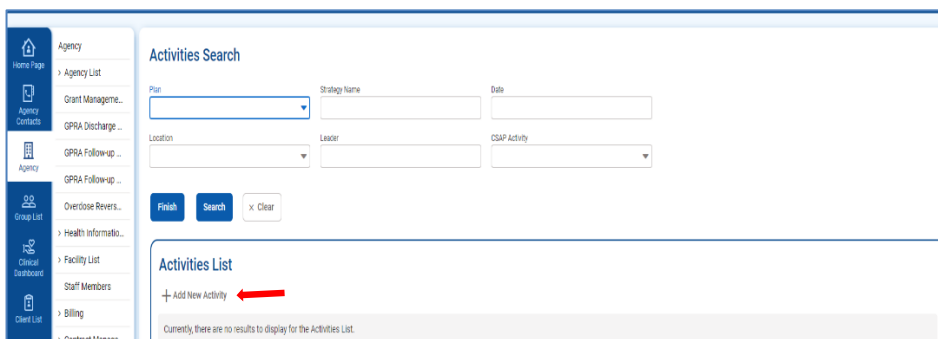| Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the Planned Strategy drop-down list.
Planned Strategy	Select from the drop-down list.
Strategy Frequency	Select **Recurring** from the drop-down list.
Description	Type a description for this strategy.
Selected Risk Categories	Select one or more categories as applicable.
Comments	Type comments for this strategy.
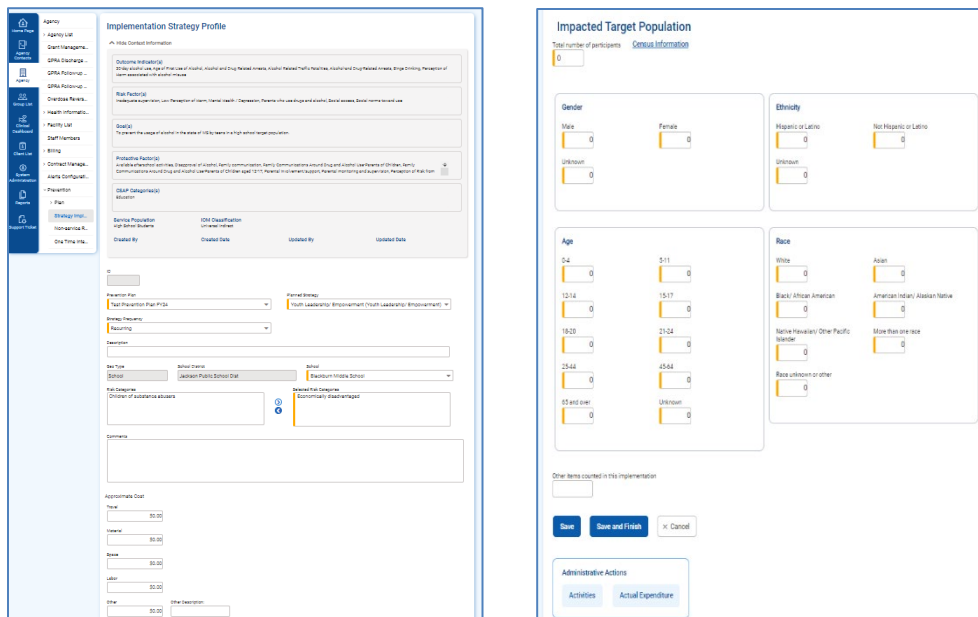
Figure 4-6: Implementation Strategy Profile screen, Recurring Frequency

4. Enter the **Approximate Cost** fields.

5. Complete the Impacted Target Population fields.

6. Click **Save**.

7. In the Administrative Actions box, click **Activities**.

8. On the Activities List screen, click **Add New Activity**.

9. Complete the Recurring Strategy Activity Profile fields.

Table 4-5: Caption for Sample Table

Field	Description
Coalition Meeting	Select Yes or No.
Activity Name	Type a name for this activity.
Date	Enter the date this activity occurred.
Duration Units	Select the unit of time spent for this activity, minutes or hours.
Duration	Enter the amount of time spent for this activity.
Indirect Units	Select the unit of time spent for this activity, minutes or hours, as applicable.
(Indirect) Duration	Enter the amount of indirect time spent for this activity.
Indirect Duration Description	Type a description, if applicable.
Venue	(Optional)
Comments	Type applicable comments for this activity.

Figure 4-7: Recurring Strategy, Activity Profile

10. Complete the **Activity and Duration** fields as shown in the table below.

Table 4-6: Activity and Duration fields

Field	Description
Duration	Enter the duration number.
Duration Type	Select the duration type (either Hours or Minutes) from the drop-down list.
Selected CSAP Activities	Select one or more activities.

11. Click **Save** and **Finish**.

Recurring Strategy Activity Profile for Youth Leadership/ Empowerment

When adding an Activity Profile for the Planned Strategy, "Youth Leadership/ Empowerment," an additional field is required to select the Strategic Prevention Framework step.

Table 4-7: Caption for Sample Table

Field	Description
Coalition Meeting	Select Yes or No.
Activity Name	Type a name for this activity.
Date	Enter the date this activity occurred.
Duration Units	Select the unit of time spent for this activity, minutes or hours.
Duration	Enter the amount of time spent for this activity.
Indirect Units	Select the unit of time spent for this activity, minutes or hours, as applicable.
(Indirect) Duration	Enter the amount of indirect time spent for this activity.
Indirect Duration Description	Type a description, if applicable.
Venue	(Optional)
Strategic Prevention Framework	Select an option from the drop-down list.
Comments	Type comments for this activity.

Figure 4-8: Recurring Strategy Activity Profile for Youth/Leadership Empowerment

12. Complete the **Activity and Duration** fields as shown in the table below.

Table 4-8: Activity and Duration fields

Field	Description
Duration	Enter the duration number.
Duration Type	Select the duration type (either Hours or Minutes) from the drop-down list.
Selected CSAP Activities	Select one or more activities.

Coalition Meeting

Prerequisite: the Regional Team Members must be set up for a coalition before they can be selected on the Recurring Implemented Strategy profile. See **Part 3: Regional Team Setup** on Page 31 for steps.

Figure 4-9: Coalition Meeting Activity

Actual Expenditures

Actual expenditures need to be created for all implemented strategy frequency types.

1. In the Administrative Actions box, click **Actual Expenditures**.

2. In the Cost Allocation section, locate the funding source to update.

3. In the Vertical Ellipsis Icon next to the record, hover over the pencil icon and click **Edit**.
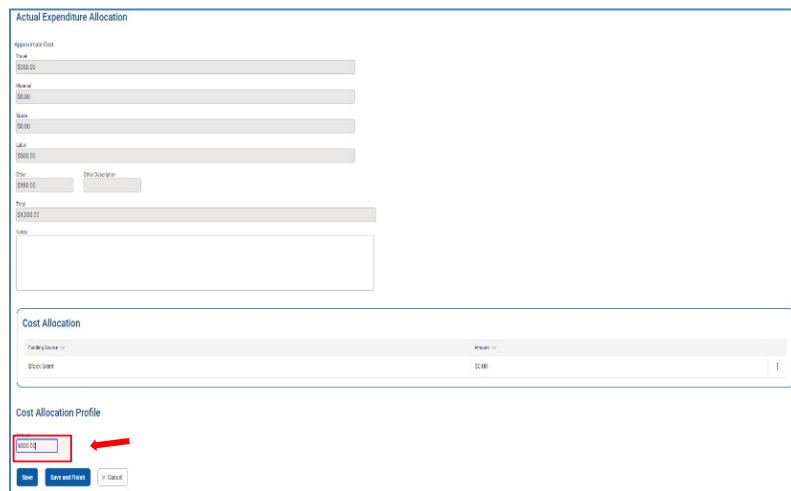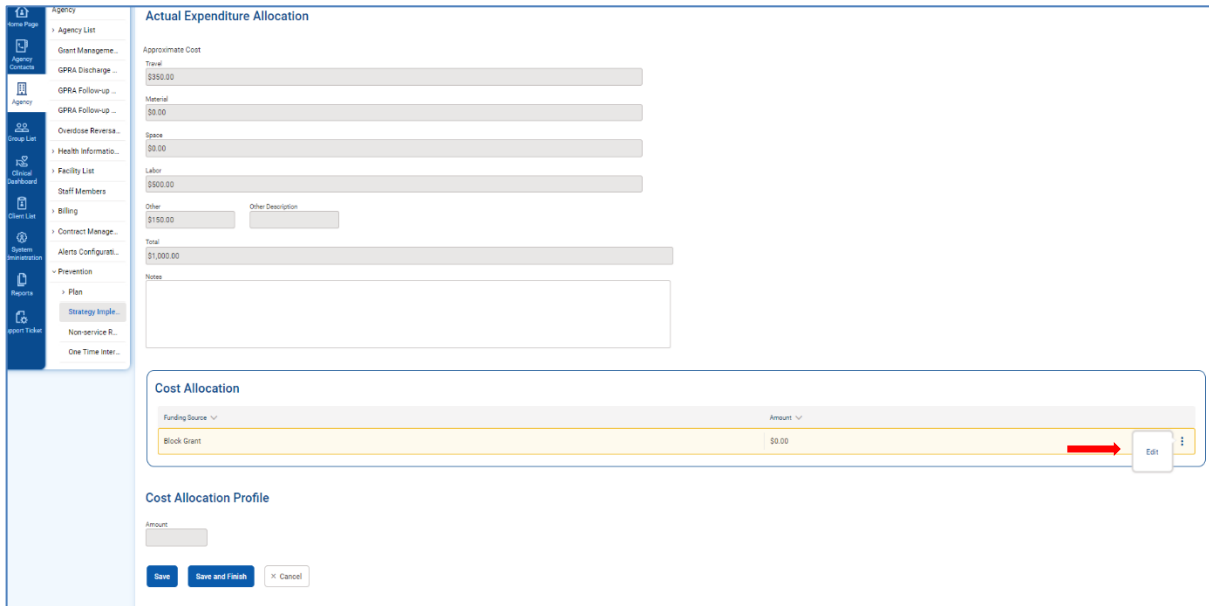
Figure 4-10: Actual Expenditure Allocation screen

4. The dollar amount field will become editable. Type the actual amount spent for the funding source, then click **Update**.

5. Click **Save** and **Finish**.

Part 5: One Time Intervention

Enter a One Time Intervention

Where: *Agency > Prevention > One Time Intervention*

Use this screen to enter unplanned activities.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.

2. On the One Time Intervention List, click **Add New Intervention**.
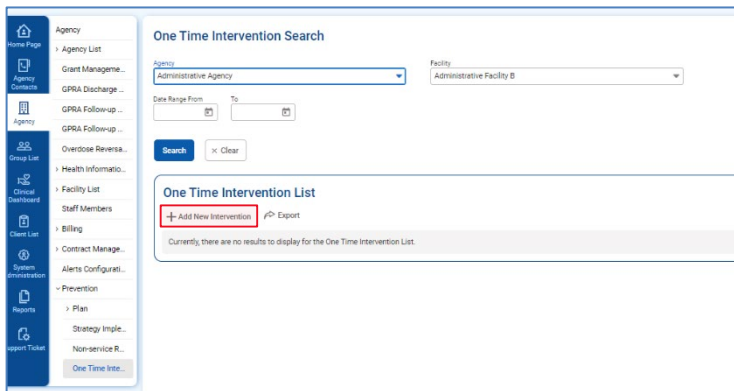
Figure 5-1: One Time Intervention List screen

3. Complete the required fields on the One Time Intervention Profile screen.

Figure 5-2: One Time Intervention Profile screen

4. Click **Save**, then click the **right arrow Next button** to enter Participant Demographics, if applicable.

Figure 5-3: One Time Intervention Profile, Demographics screen

5. in the Administrative Actions box, click **Close**.
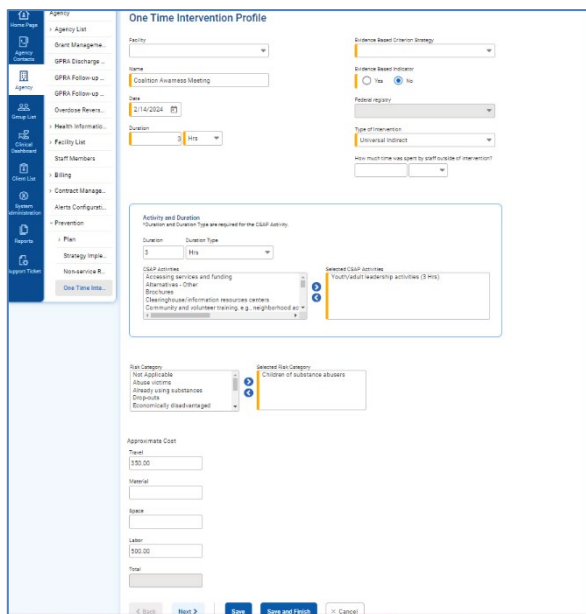
Part 6: Frequently Asked Questions

#	Question\Issue Description	Steps for Resolution
01.	My login or password doesn't work. • System is telling me it is invalid. • System is telling me I am logged into another IP address. • System says I am locked out	Prevention Specialist: • Take a screenshot of the WITS screen, including your agency/location information. • Send the screenshot along with the login you were attempting to use to the WITS Support Contact.
02.	I've logged into WITS but I don't see the Prevention menu options	Prevention Specialist: • Take a screenshot of the WITS screen, including your agency\location information. • Send the screenshot along with description of issue you are having to the Montana WITS Support Contact. WITS Support Contact • Update the Agency type to "Prevention Provider".
03.	Can't update the plan as all the fields are grayed out.	This is occurring because you are attempting to edit a Prevention Plan that is active or has been submitted for approval. If you need to make changes to the plan, follow these steps: • From left navigation menu go to Prevention > Plan • You will see Prevention Plan Search and list screen. • Click on the Clear button, then the Go button • You will see list of all plans. • Select the plan that is in Draft mode to modify. • If there is no plan in Draft mode – select the latest version of the plan you want to modify and click on the "Update Current Version" Administrative Action link
04.	I'm trying to enter my plan profile, but it says the Contract field is required – but there are no options to select – I can't save the Plan Profile as it is a required field	Prevention Specialist: • Take a screenshot of the WITS screen, including your agency\location information. • Send the screenshot along with description of issue you are having to the WITS Support Contact. WITS Support Contact • In the context of the contracting agency – establish a contract for the agency of the prevention specialist that reported the issue.

#	Question\Issue Description	Steps for Resolution
05.	I don't see the intervention I need to use when creating a planned strategy in WITS	Prevention Specialist: • Take a screenshot of the WITS screen, including your agency\location information. • Send the screenshot along with description of issue you are having to the WITS Support Contact. WITS Support Contact Determine if the intervention needs to be added to the Prevention Strategy Type Code Table.

#	Question\Issue Description	Steps for Resolution
06.	I am trying to enter an actual expenditure on an implemented strategy but no funding sources (e.g. Block Grant, Partnership for Success) appear.	This is occurring because there were no Planned Expenditures set up in your WITS Prevention Plan. You will need to make a draft version of the Prevention Plan you are working with, add the Planned Expenditures on the Planned Strategy and resubmit your plan for approval. Once approved, you will be able to add Actual Expenditures on the Implemented Strategies.
07.	All other questions	Prevention Specialist: • Take a screenshot of the WITS screen, including your agency/location information. • Send the screenshot along with description of issue you are having to the WITS Support Contact. WITS Support Contact Triage the issue, if the system is not behaving according to the business requirements, contact WITS support desk for analysis and resolution.