



FEI Systems



West Virginia SOR II End User Guide

SOR II Grant User Guide

West Virginia

Last Updated February 2022

Version 1

West Virginia SOR II Grant

Preface

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

Note: Screen captures, and other information included in this Standard SOR II 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®
- Microsoft Edge

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: <https://wv-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://wv.witsweb.org>

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 **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: WITS Information

WITS allows providers to easily enter information for individuals and services they receive as part of the SOR II program.

- The initial provider agency that works with an individual will create the client profile, intake, and enroll the client into a SOR II 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 SOR II program enrollment.
- SAMHSA has OMB certification for the GPRA, so that the initial agency can enter GPRA or the referred-to agency can enter the GPRA. WITS will ensure that there are no duplicate GPRA's created for individuals enrolled in the SOR II program. Also, if the providers have entered encounters, WITS will map those encounters to the SOR II discharge GPRA.

Workflow Diagram

The following diagram illustrates the standard SOR and SOR II workflow process.

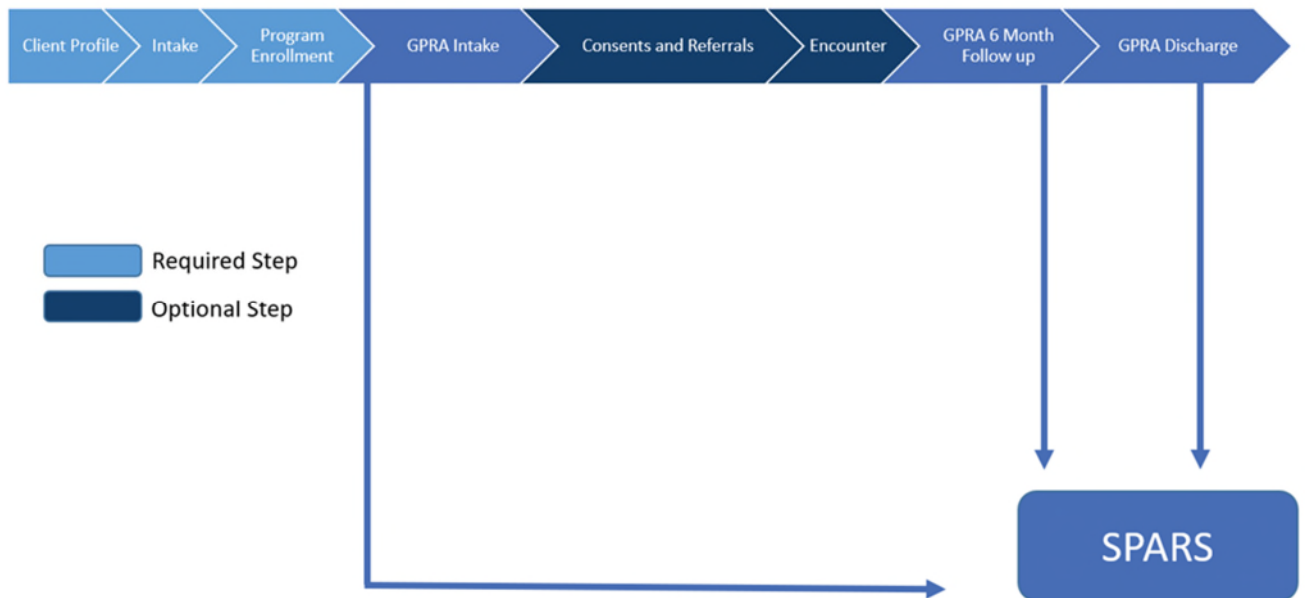


Figure 1-1: Standard SOR II Workflow Diagram

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 has a grant episode.

Grant Episode Concepts

Table 1-1: Grant Episode Events and Information

Event	Information
GPRA Menu Item	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.
Grant Episode	<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"> 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. 2. The Grant Episode follows the client's UCN throughout the process of creating GPRAs. 3. The 'Pending' grant episode will become 'Active' once the GPRA Intake interview is completed. 4. It will remain active through the 6-Month Follow-Up and Discharge interviews. 5. Once all 3 interviews are completed, the Grant Episode will have a status of 'Closed.' 6. Once the Grant Episode is 'Closed', a new 'Pending' Grant Episode can then be created if the client needs treatment again. 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)

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 SOR II 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 with the client's information.

✖ There is a problem creating this client record. Please contact your system administrator to resolve this conflict.

2. The WITS Administrator will then be able to determine if the client can be added within the agency by either continuing the existing episode or creating a new episode (which will inactivate the previous episode).

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 **Search** to view the results.

The screenshot shows the 'Client List' screen. On the left is a sidebar with navigation links: Home Page, Agency, Group List, Clinical Dashboard, Client List (selected), System Administration, Reports, and Support Ticket. The main area is titled 'Client Search' and contains input fields for Facility, First Name, Last Name, and Unique Client Number. Below these are 'Search', 'Advanced Search', and 'Clear' buttons. The 'Client List' section below shows a table with columns for Full Name, Unique Client #, and SSN. Three clients are listed: GEORGE, Susan (SG), SMITH, Joseph (JS), and THOMAS, Emma (ET). Each row has a three-dot menu icon in the Actions column. A dropdown menu is open for the SMITH, Joseph row, showing links for Profile, Activity List, and Linked Consents. Below the table is a section titled 'Clients with Consents from Outside Agencies' which currently shows no results.

FULL NAME	UNIQUE CLIENT #	SSN	Actions
SG GEORGE, Susan 3/5/2000 Female	J794420IK134644	321-54-9876	⋮
JS SMITH, Joseph 2/24/1990 Male	Q683468QW753564	12	⋮ Profile Activity List Linked Consents
ET THOMAS, Emma 3/3/1990 Female	J773476LX673544	23	⋮

Clients with Consents from Outside Agencies

Currently, there are no results to display for Clients with Consents from Outside Agencies.

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 three dots 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

Facility <input type="text"/>	First Name <input type="text" value="Jon*"/>	Last Name <input type="text"/>	Unique Client Number <input type="text"/>
----------------------------------	---	-----------------------------------	--

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

Client Search

Facility <input type="text"/>	First Name <input type="text" value="Jon*"/>	Last Name <input type="text"/>	Unique Client Number <input type="text"/>
SSN <input type="text" value="1123*"/>	DOB <input type="text"/>	Client Id <input type="text"/>	Provider Client ID <input type="text"/>
Agency <input type="text" value="Administrative Agency"/>	Primary Care Staff <input type="radio"/> Yes <input type="radio"/> No	Treatment Staff <input type="text"/>	Intake Staff <input type="text"/>
Case Status <input type="text" value="All Clients"/>	Number Type <input type="text"/>	Other Number <input type="text"/>	Include Only Active Consents <input checked="" type="radio"/> Yes <input type="radio"/> No

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**.

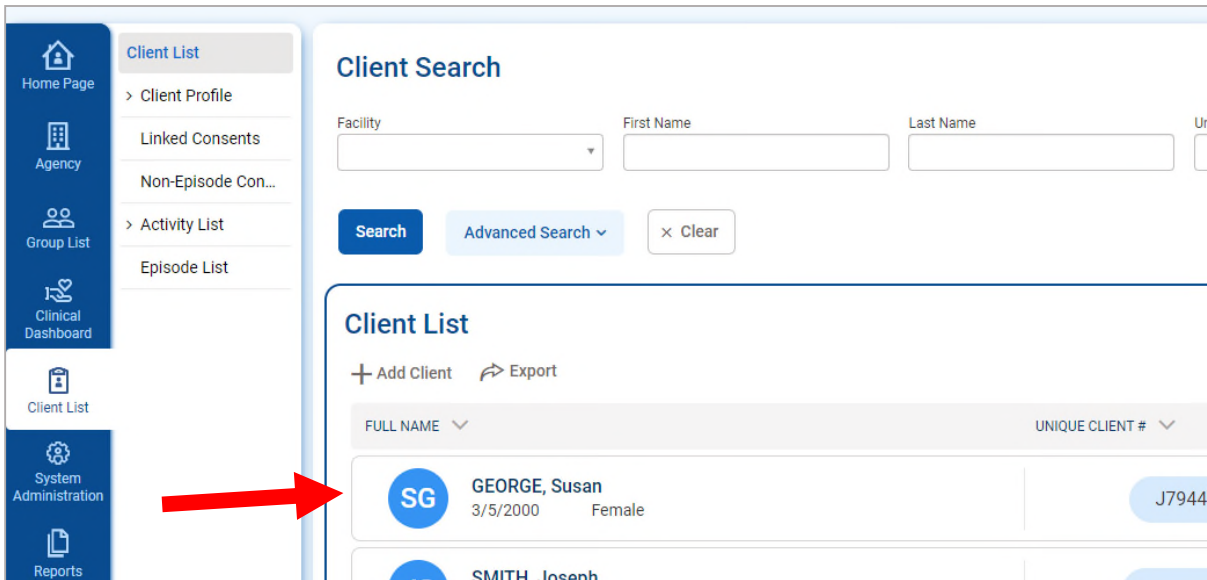


Figure 2-2: Client Search/List screen; Add Client link

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
First Name	Type the client's current first name.
Middle Name	(Optional)
Last Name	Type the client's current last name.
Gender	Select the client's gender from the drop-down list.
DOB	Enter the client's date of birth.
SSN	Type the last four digits of the client's Social Security Number.

Field	Description
Provider Client ID	(Optional)

Client List

Client Profile

Contact Info

Collateral Con...

Other Numbers

History

Document Sto...

Linked Consents

Non-Episode Con...

> Activity List

Episode List

Home Page

Agency

Group List

Client List

System Administration

Reports

Support Ticket

At least one Phone Number must be added for the Client record to be complete.

At least one Collateral Contact must be added for the Client record to be complete.

Client Profile

[Hide Context Information](#)

Unique Client Number

State Client ID

Created By

Created Date

Updated By

Updated Date

First Name

Middle Name

Last Name

Sex

Gender Identity

DOB

Last 4 Digits of SSN

Provider Client ID

Upload Profile Image

No File Selected... Browse Upload

< Back Next > Save Save and Finish x Cancel

Alternate Names

+ Add

Currently, there are no results to display for Alternate Names.

Addresses

+ Add

Currently, there are no results to display for Addresses.

Figure 2-3: Client Profile screen

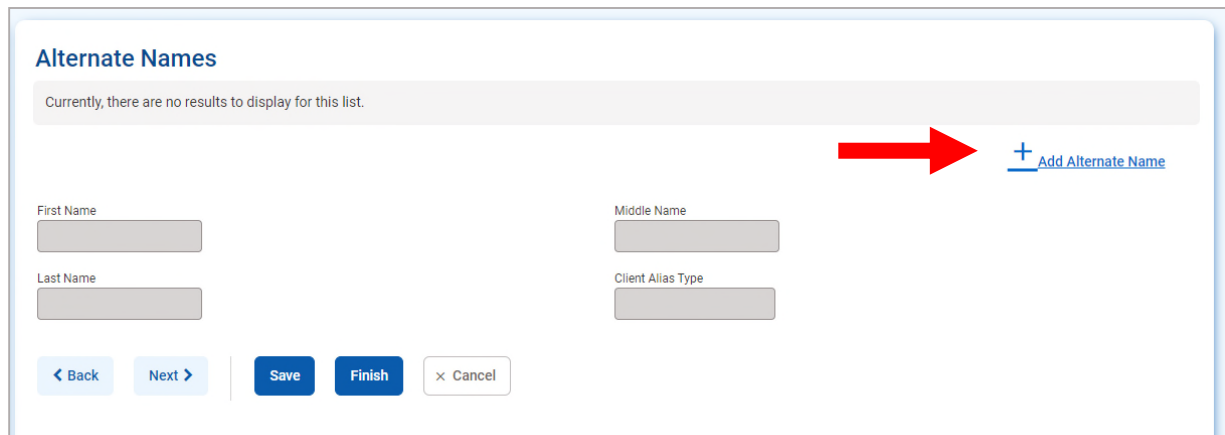
- Click **Save**.
- Click the **Next button** to move to the **Alternate Names** screen.

Alternate Names

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

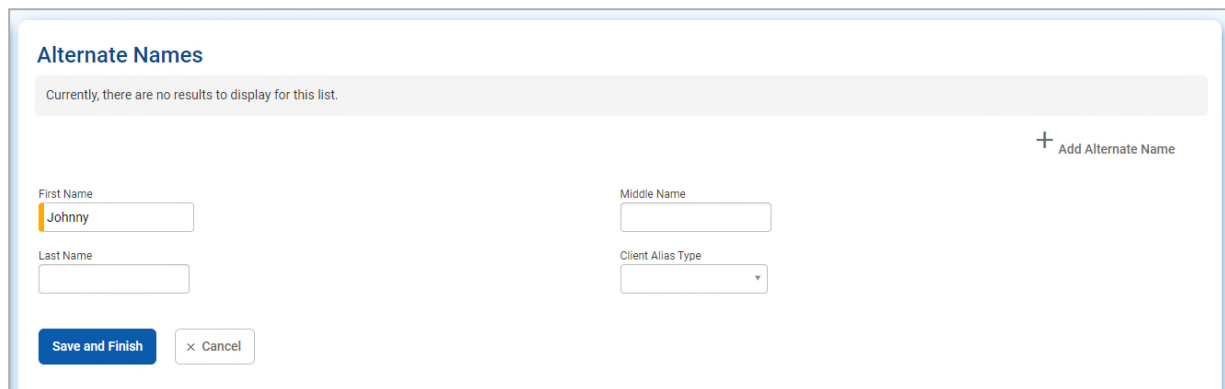
- i Tip:** Alternative names can also be used to search for the client's profile in the future. On the Client Search screen, type the client's alternative name in the First Name and/or Last Name fields.

1. On the Alternate Names screen, click **Add Alternate Name**, and the fields become editable.



The screenshot shows the 'Alternate Names' screen. At the top, a message states 'Currently, there are no results to display for this list.' Below this, there are four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Client Alias Type'. A red arrow points to a blue '+ Add Alternate Name' button in the top right corner. At the bottom, there are navigation buttons: '< Back', 'Next >', 'Save', 'Finish', and 'x Cancel'.

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



The screenshot shows the 'Alternate Names' screen after the 'First Name' field has been filled with 'Johnny'. The 'Add Alternate Name' button is now a small '+' icon. The 'Client Alias Type' field is now a dropdown menu. The 'Save and Finish' button is now visible at the bottom left, along with the 'x Cancel' button.

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

Additional Information

1. On the **Additional Information** screen, fields that are required.

Table 2-2: Additional Information screen

Field	Description
Ethnicity	Select from the drop-down list.
Selected Races	Select one or more races.
Veteran Status	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
 Moderate To Severe Medical Problems

Selected Special Needs

Veteran Status

Citizenship

Sexual Orientation

Religious Preference

English Fluency

Preferred Language

Interpreter Needed

General Client Comments

Figure 2-4: Standard SOR II screen

2. When complete, click **Save**, then click the **Next** 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 must be entered for the client. The preferred method of contact will appear on the Client Header for the client.
2. To enter an address, click **Add Address**. This will open the Address Information screen.

Contact Info

Preferred Method of Contact

Home Phone #

Work Phone #

Mobile #

Other Phone #

Fax #

Email Address

Addresses

+ Add Address

Currently, there are no results to display for Addresses .

< Back Next > Save Save and Finish x Cancel

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

☐ Yes ☒ No

Address Line 1

Address Line 2

County

City

State

Zip

Save and Finish x Cancel

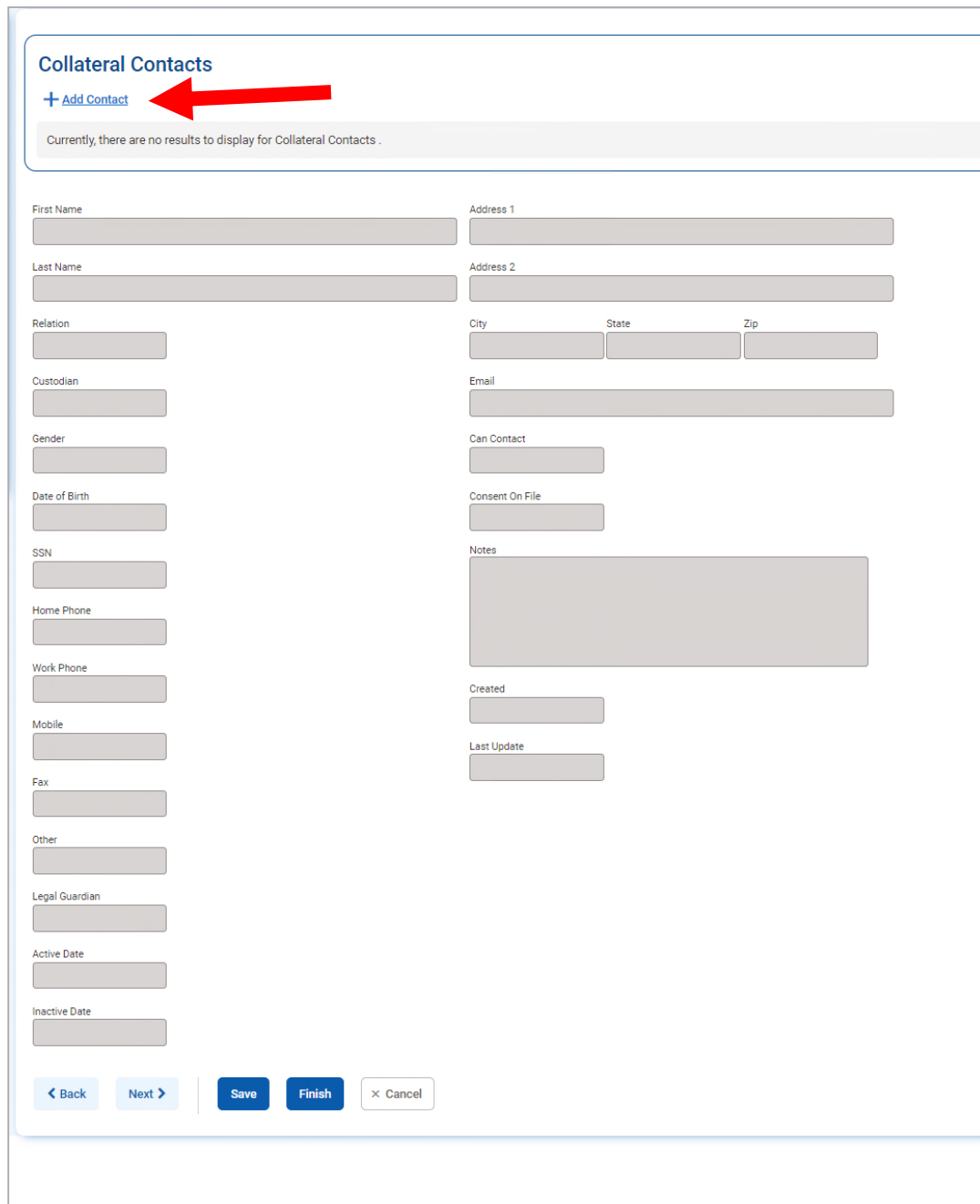
Figure 2-6: Address Information screen

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



Collateral Contacts

[+ Add Contact](#)

Currently, there are no results to display for Collateral Contacts .

First Name

Last Name

Relation

Custodian

Gender

Date of Birth

SSN

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

[< Back](#) [Next >](#) [Save](#) [Finish](#) [× Cancel](#)

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

Collateral Contacts

[+ Add Contact](#)

Currently, there are no results to display for Collateral Contacts .

First Name

Last Name

Relation

Custodian

☐ Yes
 ☐ No

Gender

Date of Birth

SSN

Home Phone

Work Phone

Mobile

Fax

Other

Legal Guardian

☐ Yes
 ☐ No

Active Date

Inactive Date

Address 1

Address 2

City

State

Zip

Email

Can Contact

☐ Yes
 ☐ No

Consent On File

☐ Yes
 ☒ No

Notes

Created

Last Update

Save and Finish

× Cancel

Figure 2-8: Add Collateral Contacts screen

- When complete, click **Save and Finish**. The collateral contact name(s) will be displayed in the list section of the screen.
- From the **Collateral Contacts** screen, click the **Next** 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, Start and End Date, Status, and Contact.

Other Numbers List

[+ Add Other Number](#)

Currently, there are no results to display for the Other Numbers List.

Other Number Profile

Number Type:

Number:

Start Date:

End Date:

Status:

Contact:

Comments:

[< Back](#) [Next >](#) [Save](#) [Finish](#) [x Cancel](#)

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.

Other Numbers List

[+ Add Other Number](#)

Currently, there are no results to display for the Other Numbers List.

Other Number Profile

Number Type:

Number:

Start Date:

End Date:

Status:

Contact:

Comments:

[Save and Finish](#) [x Cancel](#)

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

4. When complete, click **Save and 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.

JS

SMITH, Jamie

20

(111) 222-3333 (mobile)

J444457QW654655
UNIQUE CLIENT ID

10/10/2000
DOB

Female
GENDER

PREFERRED METHOD OF CONTACT

Home Page

Agency

Group List

Client List

System Administration

Reports

Support Ticket

Client List

Client Profile

Alternate Nam...

Additional Inf...

Contact Info

Collateral Con...

Other Numbers

History

Authorization

Employment

Allergies

Linked Consents

Non-Episode Con...

Activity List

Episode List

Client History

Export

DATE CHANGED	SYSTEM ACCOUNT	DESCRIPTION OF CHANGES
1/21/2021 1:10 PM	Hewitt, Val	<ul style="list-style-type: none">Cell Phone # changed from '(111) 222-3333'.Preferred Contact Method changed from '-2147483648' to '-100'.
1/21/2021 1:08 PM	Hewitt, Val	<ul style="list-style-type: none">Client Contacts 'Fox, George' added.Client Other Id List 'w3234' added.
1/21/2021 1:04 PM	Hewitt, Val	<ul style="list-style-type: none">Accessed Client Profile Screen
1/21/2021 12:39 PM	Hewitt, Val	<ul style="list-style-type: none">Accessed Client Record: "Smith, Jamie, Client ID: J444457QW654655"
1/21/2021 12:39 PM	Hewitt, Val	<ul style="list-style-type: none">Client 'Smith, Jamie' added.

Figure 2-11: Client History 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 3-5: 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.

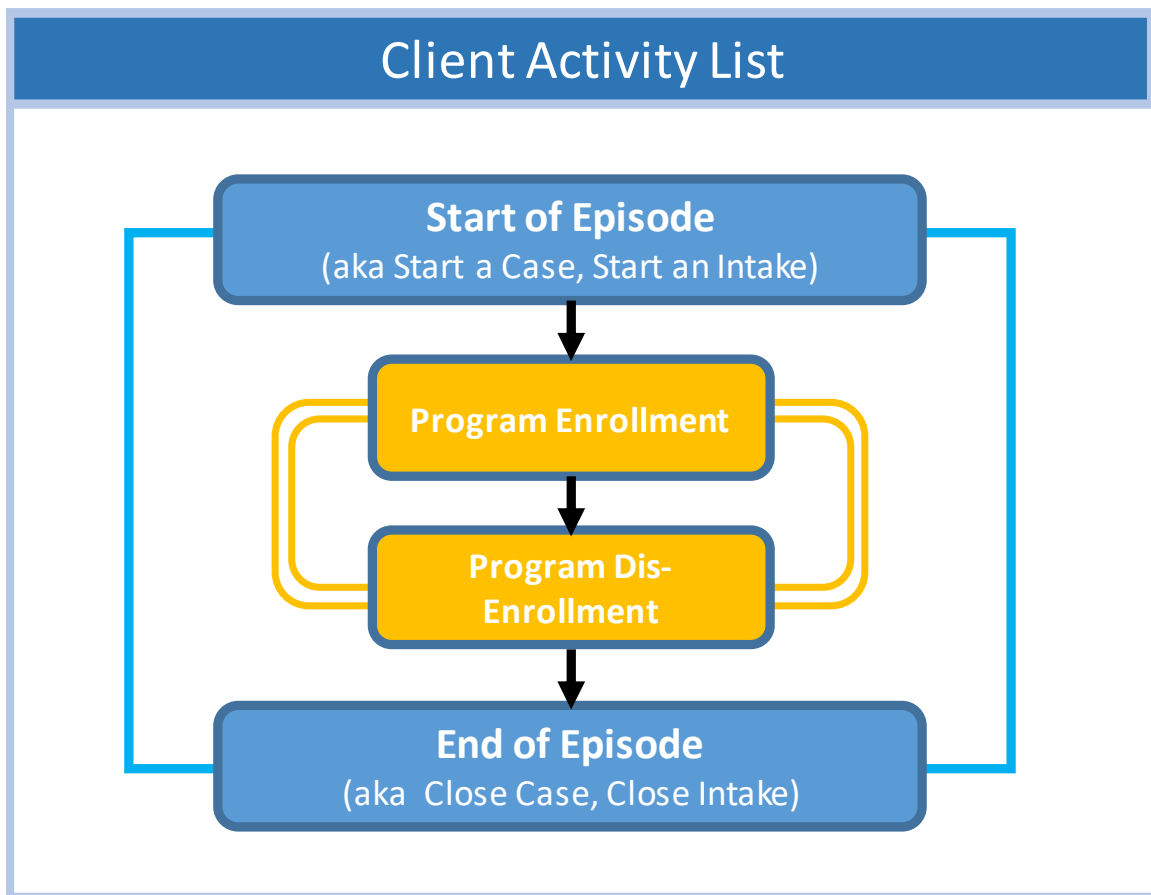
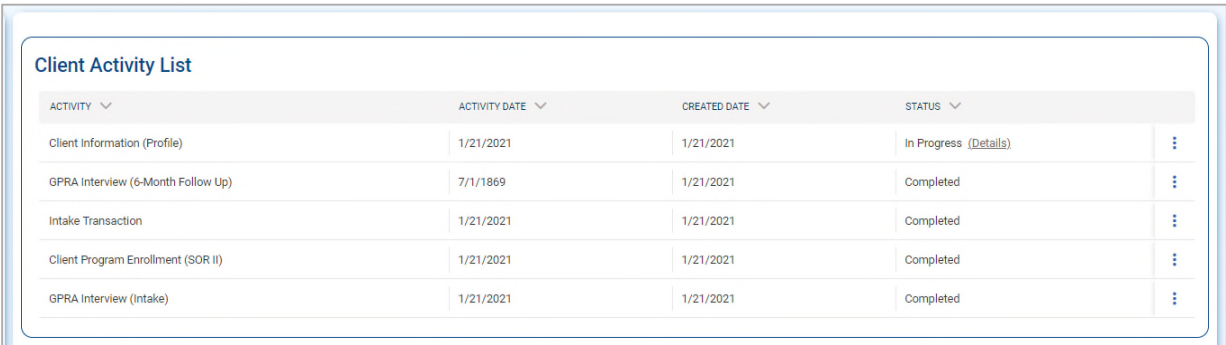


Figure 3-1: Concept Diagram of Data Collection Structure within Client Activity List

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.



ACTIVITY ▾	ACTIVITY DATE ▾	CREATED DATE ▾	STATUS ▾	
Client Information (Profile)	1/21/2021	1/21/2021	In Progress (Details)	⋮
GPRA Interview (6-Month Follow Up)	7/1/1869	1/21/2021	Completed	⋮
Intake Transaction	1/21/2021	1/21/2021	Completed	⋮
Client Program Enrollment (SOR II)	1/21/2021	1/21/2021	Completed	⋮
GPRA Interview (Intake)	1/21/2021	1/21/2021	Completed	⋮

Figure 3-2: Client Activity List, Details link

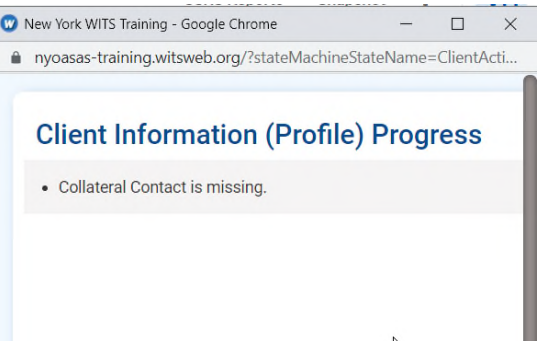


Figure 3-3: Details link, list of missing information

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.

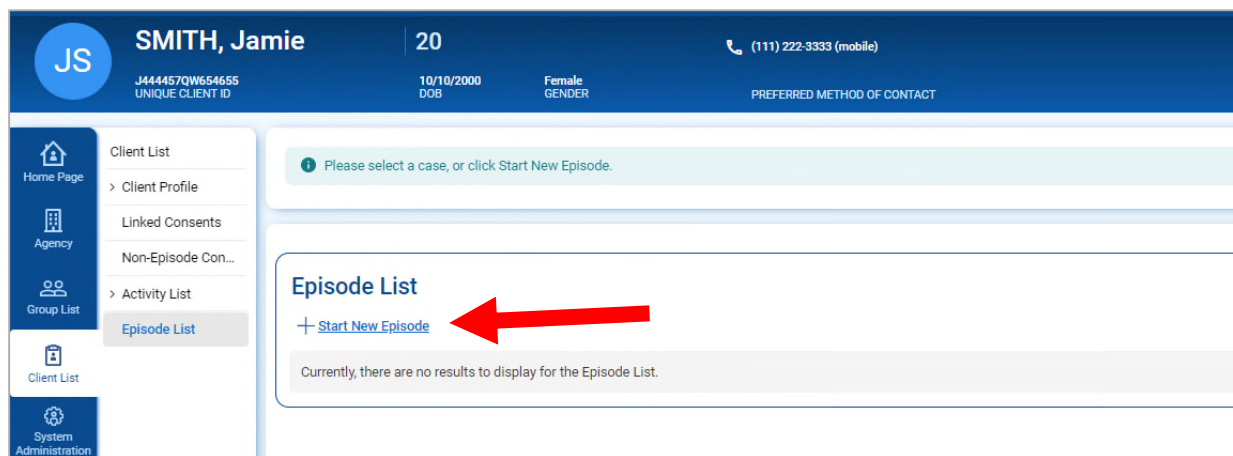


Figure 3-4: Episode List screen, Start New Episode link

If the client profile is complete, clicking **Start New Episode** will open the **Intake Case Information** screen, as shown in Figure 3-5: 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
Intake Facility	Pre-populates with the current facility location.
Intake Staff	Pre-populates with the current staff member name.
Case Status	Defaults to "Open Active".
Initial Contact Date	The date when the Client first reached out for treatment.
Intake Date	Enter the client's intake date, (which also marks the beginning of the client's Episode). This field will default to today's date.
Residence	Select from the drop-down list.
Date Closed	The Date Closed field is used to mark the end of the client's Episode.

The screenshot shows the 'Intake Case Information' screen. At the top, there is a 'Hide Context Information' link. Below it, a 'Case #' field displays the number '1'. The main form contains several input fields: 'Intake Facility' (dropdown menu showing 'Smith Street'), 'Intake Staff' (dropdown menu showing 'Schnoor, Kory'), 'Case Status' (dropdown menu showing 'Open Active'), 'Intake Date' (calendar icon and text '2/1/2021'), 'Residence' (dropdown menu showing 'Albany'), and 'Date Closed' (calendar icon and a blue 'Save & Close the Case' button). At the bottom, there are three buttons: 'Save', 'Save and Finish', and 'Cancel'.

Figure 3-5: Intake Case Information screen

3. Click **Save and Finish**.

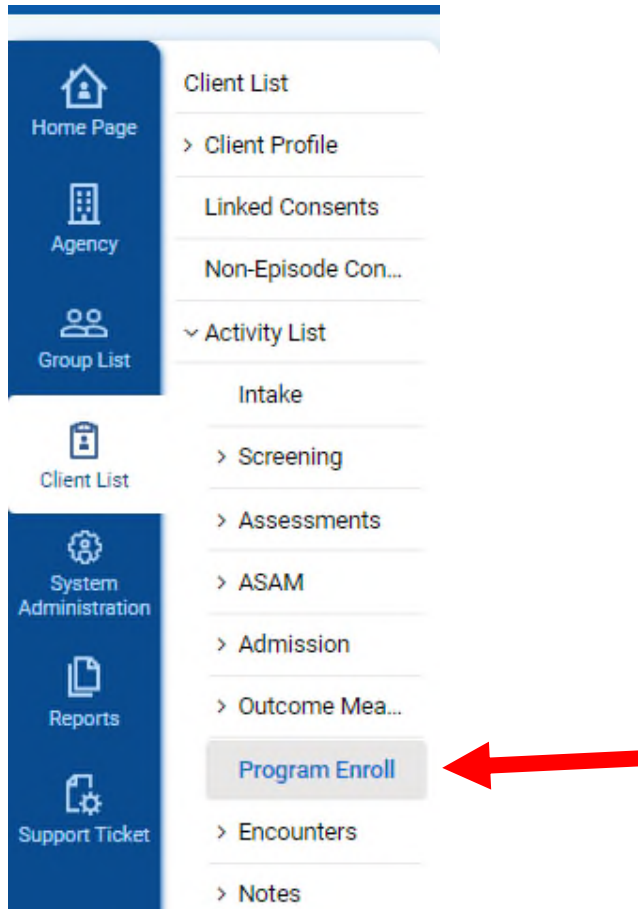
Program Enroll



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**.



- Click the **Add Enrollment** link.

Program Enrollment

Program Name Facility

Modality

Active Program Enrollments During Date Range

From To

Program Enrollment List

[+ Add Enrollment](#)

Currently, there are no results to display for the Program Enrollment List.

Figure 3-6: Program Enrollment screen

- Complete fields on the Program Enrollment Profile.

Table 3-2: Program Enrollment Profile fields

Field	Description
Facility	Defaults to the current Facility name.
Program Name	Select the appropriate program for the client
Program Staff	Pre-populates with the current staff member name.
Start Date	Defaults to the current date.
Days on Wait List (TEDS Only)	Type the number of days.
Notes	Type any notes as needed.

Program Enrollment Profile

Facility: Administrative Unit

Domain: Substance Use

Days on Wait List:

Start Date: 1/21/2021

Program Name: SOR II

Program Staff: Hewitt, Val

Termination Reason:

Notes:

Buttons: Save, Save and Finish, Cancel

Figure 3-7: Program Enrollment Profile screen

4. Click **Save and 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*.



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)” or Grant Data Entry (Full) “. 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 SOR II grant. Your WITS administrator should advise you as to which of your agencies’ programs are associated with the SOR II grant.

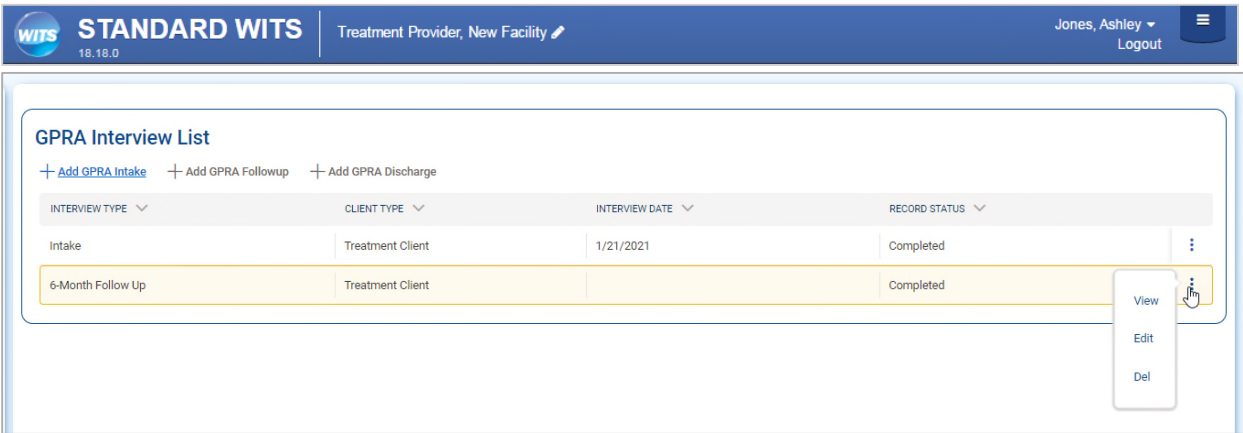





Figure 4-1: GPRA Menu displaying previously entered GPRA Interviews with Actions



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
View	Opens the interview in read-only mode.

Action	Description
Edit	<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> 
Delete	<p>A confirmation screen will appear, prompting the user to select 'Yes' or 'No' to continue with deleting the record.</p>  <p>If a client has follow-up or discharge interview(s), those interviews must be deleted before the intake interview can be deleted.</p> 

Completing Interviews

Action Buttons

The Back and Next buttons give the user the ability to move to the previous and next page of the GPRA. The **Save** button will save the progress of the user. **Cancel** will cancel adding the GPRA interview. Users progress through the interview by completing the required fields on screen and then clicking the **Next** button to move to the next set of questions. Each field must be completed before moving to the next screen.

SMITH, Jamie UCN J444457QW654655 CASE# 1 20 Female

Home Page Client List
Agency
Group List
System Administration
Reports
Support Ticket

Client List
> Client Profile
Linked Consents
Non-Episode Con...
> Activity List
Intake
> Screening
> Assessments
> ASAM
> Admission
> Outcome Mea...
Program Enroll
> Encounters
> Notes
Treatment Plan
> Treatment
> Discharge
> Recovery Plan
> Recovery Plan...
Consent
> GPRA
> A. Record ...

A. RECORD MANAGEMENT - SERVICES

PLANNED SERVICES [REPORTED BY PROGRAM STAFF ABOUT CLIENT ONLY AT INTAKE/BASELINE]
Identify the services you plan to provide to the client during the client's course of treatment/recovery.

Modality

1. Case Management
☐ Yes ☒ No

2. Day Treatment
☐ Yes ☒ No

3. Inpatient/Hospital (Other Than Detox)
☐ Yes ☒ No

4. Outpatient
☐ Yes ☒ No

5. Outreach
☐ Yes ☒ No

6. Intensive Outpatient
☐ Yes ☒ No

7. Methadone
☐ Yes ☒ No

8. Residential/Rehabilitation
☐ Yes ☒ No

9. Detoxification (Select Only One)
A. Hospital Inpatient
☐ Yes ☒ No

B. Free Standing Residential
☐ Yes ☒ No

C. Ambulatory Detoxification
☐ Yes ☒ No

10. After Care
☐ Yes ☒ No

11. Recovery Support
☐ Yes ☒ No

12. Other
☐ Yes ☒ No

Other (Specify)

< Back Next > Save Cancel

Figure 4-2: GPRA Interview Back, and Next Buttons

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. MILITARY FAMILY AND DEPLOYMENT

5. Have you ever served in the Armed Forces, in the Reserves, or in the National Guard? [IF SERVED] What area, the Armed Forces, Reserves, or National Guard did you serve?
No

5a. Are you currently on active duty in the Armed Forces, in the Reserves, or in the National Guard? [IF ACTIVE] What area, the Armed Forces, Reserves, or National Guard?
Not Applicable

5b. Have you ever been deployed to a combat zone? [SELECT ALL THAT APPLY]

Never Deployed
Not Applicable

Iraq or Afghanistan (e.g., OEF/OIF/OND)
Not Applicable

Persian Gulf (Operation Desert Shield/Desert Storm)
Not Applicable

Vietnam/Southeast Asia
Not Applicable

Korea
Not Applicable

WWII
Not Applicable

Deployed to a combat zone not listed above (e.g., Bosnia/Somalia)
Not Applicable

< Back Next > Save Cancel

Figure 4-3: 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).

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	<input type="radio"/>
b1. Alcohol to intoxication (5+ drinks in one sitting)	1	<input type="radio"/>
b2. Alcohol to intoxication (4 or fewer drinks in one sitting and felt high)	2	<input type="radio"/>
c. Illegal drugs	3	<input type="radio"/>
d. Both alcohol and drugs (on the same day)	4	<input type="radio"/>

Navigation: < Back | Next > | Save | × Cancel

Figure 4-4: 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?

⚠ 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? ×

Figure 4-5: 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. If, when you go to record the GPRA, you receive a message that says that there is already a GPRA in progress:

✖ There is already an in progress GPRA in this grant episode. Please contact your administrator. ✖

This means that the client has received services from another agency that is using WITS to track GPRA data.

Ask the client if they remember which agency they were at before, and if they know the agency information the two agencies for which the client is registered should coordinate efforts. **The first agency will need to create a Consent and Referral in WITS to send the client to the second agency.** (See the Section in this guide on Consent and Referral) That would then automatically create the Client Profile in the second agency. In order to not violate HIPAA, the staff member can ask the client and/or the first agency that he or she was registered with.

If the providers cannot coordinate on their own, or if the client does not know the other agency where they previously had an episode, then contact your WITS administrator to coordinate the process.

1. To access the GPRA interview, select a client from the **Client List**, hover over the ellipsis the Actions column, and then click **Activity List**.

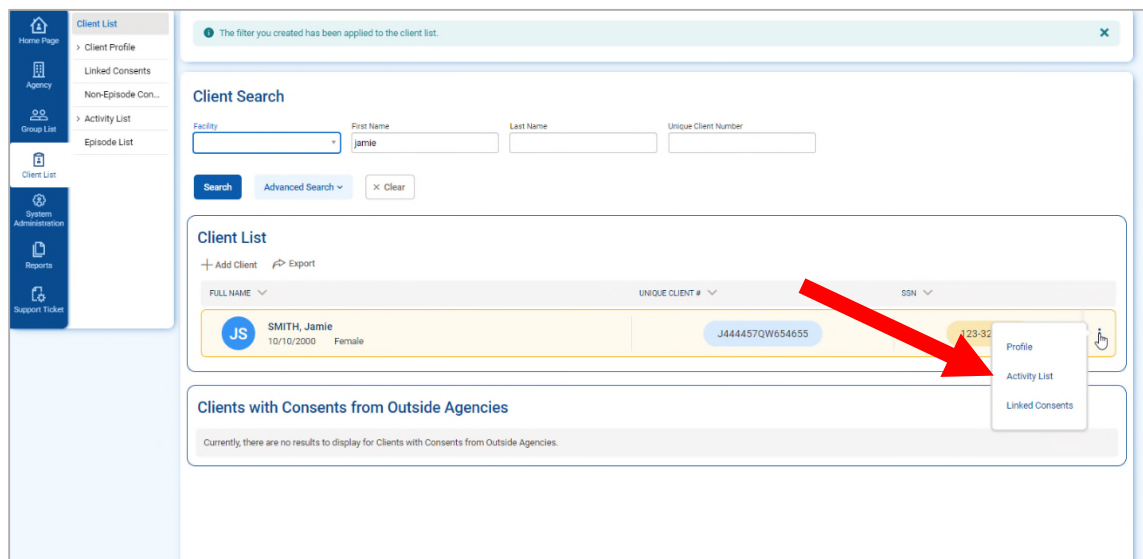


Figure 4-6: Access Activity List

2. On the left menu, click **GPRA**.

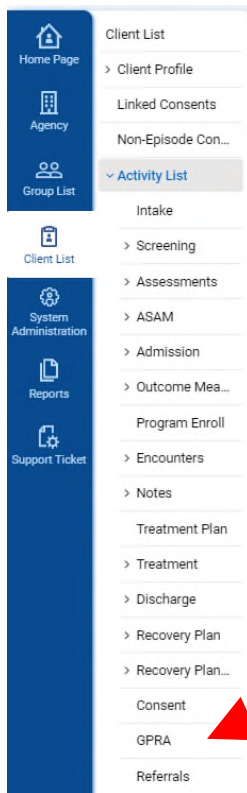


Figure 4-7: Access the GPRA Screen

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

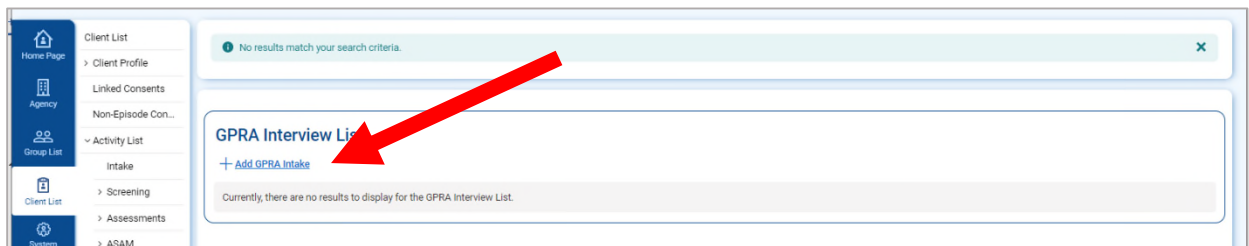


Figure 4-8: Add GPRA Intake

4. The system will display the first of several GPRA Interview screens. 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).

The screenshot shows the 'A. RECORD MANAGEMENT' section of the intake interview. The top header displays the user's name 'SMITH, Jamie', the case number '20', and contact information '(111) 222-3333 (mobile)'. The left sidebar contains navigation options: Home Page, Agency, Group List, Client List, System Administration, Reports, and Support Ticket. The main content area includes the following fields:

- Unique Client Number:** J444457QW654655
- Contract/Grant ID:** GRANTNO
- Client Type:** Treatment Client
- Interview Type:** Intake
- Did you conduct an interview?:** Yes (selected), No
- Interview Date:** mm/dd/yyyy
- Program Enrollment:** Administrative Unit/SOR II : 1/21/2021 -
- Created By:** [Text Field]
- Created Date:** [Text Field]
- Updated By:** [Text Field]
- Updated Date:** [Text Field]
- Upload Action:** [Text Field]
- Upload Status:** [Text Field]
- Number of Upload Errors:** [Text Field]
- Upload Date:** [Text Field]
- Response Date:** [Text Field]

At the bottom of the form are buttons for '< Back', 'Next >', 'Save', and 'Cancel'.

Figure 4-9: GPR A Intake, Record Management section

5. Click the **Next Button** to move to the next GPR A section.
6. Once all questions have been answered, a read-only summary screen is displayed. Scroll to the bottom of the summary and then click **Finish**.

The screenshot shows the 'G. SOCIAL CONNECTEDNESS' section of the intake interview. The questions and their corresponding response options are as follows:

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
2. In the past 30 days, did you attend any religious/faith affiliated recovery self-help groups?
 - No
 - Times
 - RF/DK
3. In the past 30 days, did you attend meetings of organization that support recovery other than the organizations described above?
 - No
 - Times
 - RF/DK
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? Other (Specify)
 - Family member
 - [Text Field]
6. How satisfied are you with your personal relationships?
 - Satisfied

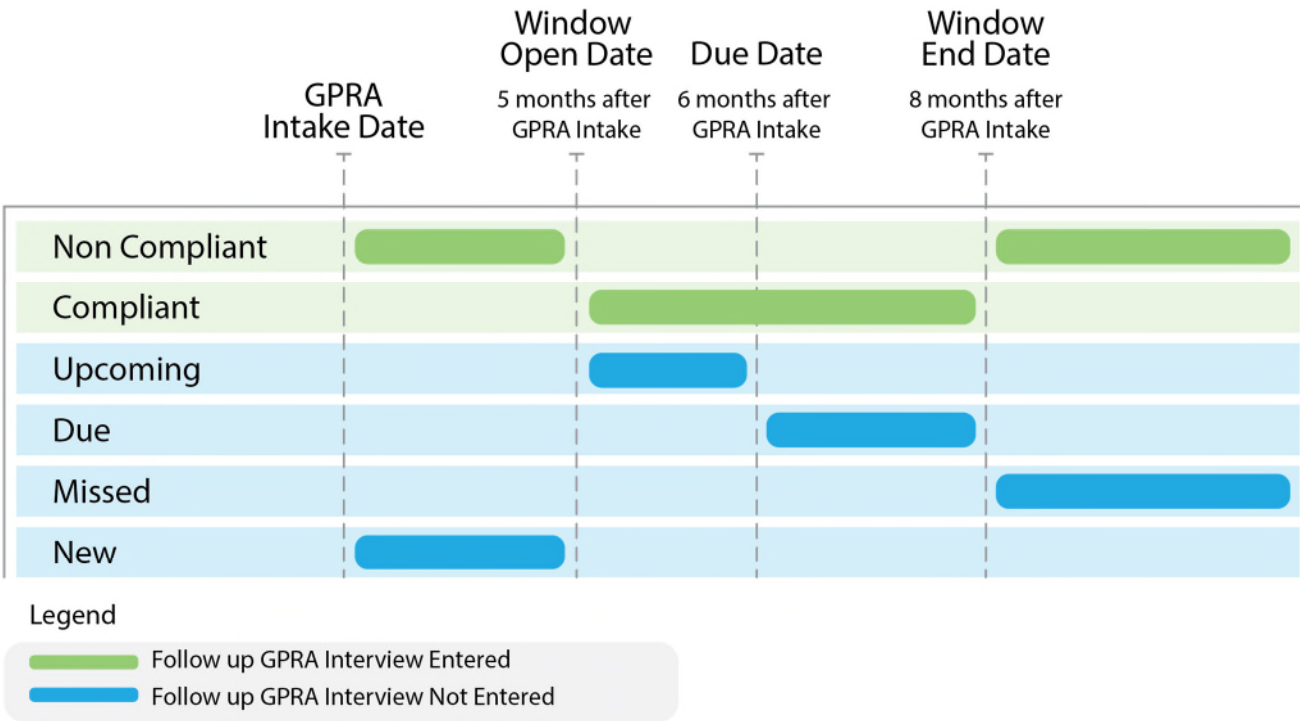
At the bottom of the form are buttons for '< Back', 'Next >', 'Save', 'Finish', and 'Cancel'.

Figure 4-10: 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.



Compliance Rate Calculation = Number Compliant /
(Number Compliant + Number Non Compliant + Number Due + Number Missed)

Figure 4-11: 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
Compliant	GPRA Follow-up Interviews entered into WITS during 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.
Non-Compliant	GPRA Follow-up Interviews entered into WITS outside of the compliance window specified above are considered non-compliant. This count also includes GPRA Follow-up records that are entered in the system but were not conducted (with no interview date, Was the GPRA interview conducted = No).
Upcoming	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 Upcoming count.

Term	Meaning
Due	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.
Missed	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 Missed count.
New	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 New count.

GPRA Follow-up Due Summary Screen



Where: Agency > GPRA Follow-up Due Summary

The **GPRA 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 GPRA 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 35 above.

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

Field	Description
Agency Type	In the Agency Type search field, the option " Intake " represents the agency where the GPRA Intake Interview was conducted. The option, " Follow-up " represents any agency where the GPRA follow-up interview can be conducted.
Grant	This required field will be a drop down where the SOR II grant can be selected.
Agency	For users with access to only one agency, this field will default to that agency's name. If the user has View GPRA Follow Up Compliance and All Agency Access roles under System 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.
Facility	For users with access to only one facility, this field will default to that facility's name. If the user has View GPRA Follow Up Compliance and All Agency Access 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.

GPRA Follow-up Interview Due Summary Search

Agency Type: Intake Grant: SOR

Agency: ALL Facility:

Search Clear

GPRA Follow-up Interview Due Summary List

Export

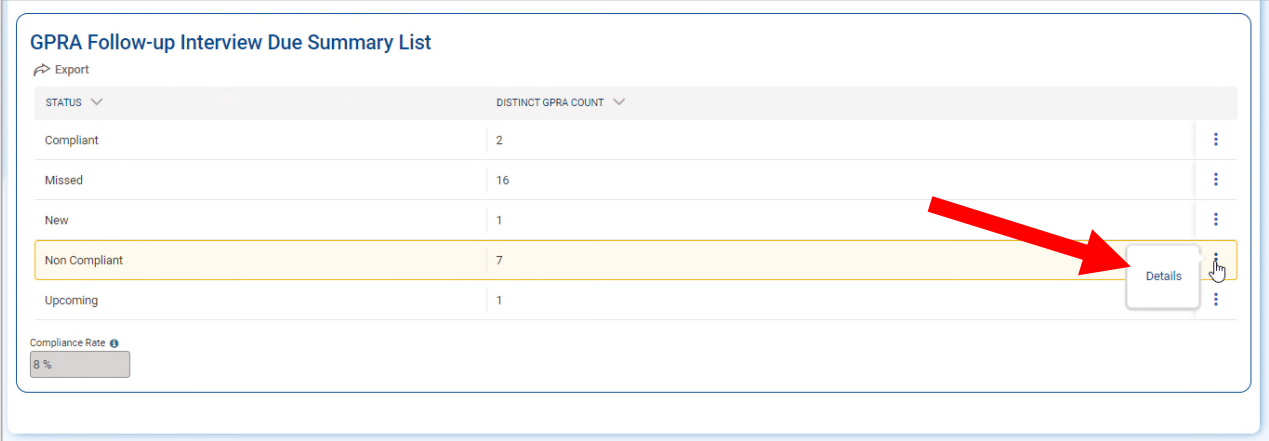
STATUS	DISTINCT GPRA COUNT	
Compliant	2	⋮
Missed	16	⋮
New	1	⋮
Non Compliant	7	⋮
Upcoming	1	⋮

Compliance Rate: 8%

Figure 4-12: GPRA Follow-up Due Summary screen

Detailed information for each interview status can be seen by hovering over ellipsis icon in the Actions column, then clicking **Details**. The system will then redirect to the GPRA Follow-up Due Detail screen, displaying the associated client

records for the selected interview status and the current search criteria. The GPRA Follow-up Due Detail screen is covered in the next section.



GPRA Follow-up Interview Due Summary List

Export

STATUS	DISTINCT GPRA COUNT	
Compliant	2	⋮
Missed	16	⋮
New	1	⋮
Non Compliant	7	⋮ Details
Upcoming	1	⋮

Compliance Rate ⓘ
8 %

Figure 4-13: 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
Agency Type	In the Agency Type search field, the option "Intake" represents the agency where the GPRA Intake Interview was conducted. The option, "Follow-up" represents any agency where the GPRA follow-up interview can be conducted.
Grant	This required field will be a drop down where the SOR II grant can be selected.
Agency	For users with access to only one agency, this field will default to that agency's name. If the user has View GPRA Follow Up Compliance and All Agency Access 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.
Facility	For users with access to only one facility, this field will default to that facility's name. If the user has View GPRA Follow Up Compliance and All Agency Access 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.
Status	The Status 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 35 above.

Figure 4-14: 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.

GPRA Follow-up Interview Due Detail Search

Agency Type: Intake
 Agency: ALL
 First Name:
 Last Name:
 GPRA Intake Date:
 Due Date:
 Status: ALL
 Unique Client Number:
 Search Clear

GPRA Follow-up Interview Due Detail List

Export

UNIQUE CLIENT NUMBER	CLIENT NAME	AGENCY NAME	FACILITY NAME	STATUS	GPRA INTAKE DATE	DUE DATE	FOLLOWUP OPEN DATE	FOLLOWUP CLOSE DATE
F159102FC718121	CFN201811072, CFN201811072	Administrative Agency	Administrative Unit	Non Compliant	6/27/2019	12/27/2019	11/27/2019	2/27/2020
Q534445JG434655	CFN181119001, RR	Pattys SOR Agency	Doorway	Non Compliant	7/1/2018	1/1/2019	12/1/2018	3/1/2019
Q103905LX973544	Thapa, Rajat	Administrative Agency	Administrative Unit	Missed	6/13/2019	12/13/2019	11/13/2019	2/13/2020
J153986LW953554	Sharma, Sonia	Administrative Agency	Administrative Unit	Non Compliant	7/31/2018	1/31/2019	12/31/2018	3/31/2019
J193179MW608554	singh, Ashu	SOR Training	Doorway	Missed	7/31/2018	1/31/2019	12/31/2018	3/31/2019
J183886MW952544	singh, Praneeti	AgencySor1	NewFacility1	Missed	5/31/2019	11/30/2019	10/31/2019	1/31/2020
J173902EW973554	Sano, Rhea	Administrative Agency	Administrative Unit	Missed	1/31/2019	7/31/2019	6/30/2019	9/30/2019
J553499SW992544	SOR, Nicole	Administrative Agency	Administrative Unit	Missed	6/4/2019	12/4/2019	11/4/2019	2/4/2020
J173991EN823554	Jainh, Muskan	Administrative Agency	Administrative Unit	Missed	7/1/2019	1/1/2020	12/1/2019	3/1/2020

Figure 4-15: 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 List

Export

UNIQUE CLIENT NUMBER	CLIENT NAME	AGENCY NAME	FACILITY NAME	STATUS	GPRA INTAKE DATE	DUE DATE	FOLLOWUP OPEN DATE	FOLLOWUP CLOSE DATE	Actions
F159102FC718121	CFN201811072, CFN201811072	Administrative Agency	Administrative Unit	Non Compliant	6/27/2019	12/27/2019	11/27/2019	2/27/2020	View
Q534445JG434655	CFN181119001, RR	Pattys SOR Agency	Doorway	Non Compliant	7/1/2018	1/1/2019	12/1/2018	3/1/2019	

Figure 4-16: 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.

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

The screenshot shows the 'Client List' page. At the top, there's a 'Client Search' section with fields for Facility, First Name (filled with 'jamie'), Last Name, and Unique Client Number. Below this is a table of clients. One client, 'SMITH, Jamie', is highlighted. To the right of this client's row is an ellipsis menu icon. A red arrow points from this icon to a dropdown menu that contains the options 'Profile', 'Activity List', and 'Linked Consents'.

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

The screenshot shows the 'GPRA Interview List' page for client 'SMITH, Jamie'. The header includes the client's name, ID, case number, DOB, gender, and preferred method of contact. Below the header is a table of GPRA interviews. Above the table, there are three links: '+ Add GPRA Intake', '+ Add GPRA Followup', and '+ Add GPRA Discharge'. A red arrow points to the '+ Add GPRA Followup' link.

Figure 4-17: GPRA list, Add GPRA Follow-up link

- 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.

The screenshot shows a user interface for client SMITH, Jamie. At the top, a blue header bar contains the client's name, age (20), gender (Female), and a mobile phone number. Below this, a white box displays the confirmation message: "You are about to enter a 6-month follow-up record for this client. Would you like to continue?". Two buttons, "Yes" and "No", are provided for the user to select. The left sidebar shows navigation options like Home Page, Agency, and Client List.

Figure 4-18: 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.

This screenshot shows the follow-up interview screen with a warning message at the top: "Follow-up interview date should be between 5 to 8 months after the GPRA intake interview date." Below the warning, the client information for SMITH, Jamie is displayed. The main area is titled "A. RECORD MANAGEMENT" and contains two sections: "Unique Client Number" (J444457QW654655) and "Contract/Grant ID" (GRANTNO). Below these, there are fields for "Client Type" (Treatment Client) and "Interview Type" (6-Month Follow Up). The left sidebar shows navigation options like Home Page, Agency, and Client List.

- When the interview opens, complete the required fields and click the **Next** 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 Next button will display Section I. Follow-up Status.

SMITH, Jamie 20 (111) 222-3333 (mobile)

J444457QW654655 1 10/10/2000 Female
UNIQUE CLIENT ID CASE # DOB GENDER

PREFERRED METHOD OF CONTACT

A. RECORD MANAGEMENT

Unique Client Number: J444457QW654655 Contract/Grant ID: GRANTNO

Client Type: Treatment Client Interview Type: 6-Month Follow Up

Did you conduct an interview? ☒ Yes ☐ No Interview Date: 1/21/2021

Program Enrollment: Administrative Unit/SOR II : 1/21/2021 -

Created By: Created Date: Updated By: Updated Date: Upload Action: Upload Status: Number of Upload Errors: Upload Date: Response Date:

< Back Next > Save X Cancel

Figure 4-19: GPRF 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 GPRF interview date. If more than one drug was selected on an encounter, then the same number of days for each drug on the GPRF 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.

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 an opioid use disorder? (Select all that apply)

1. Methadone Yes 1 # of Days

2. Buprenorphine Yes 1 # of Days

3. Naltrexone No # of Days

4. Extended-release Naltrexone Yes 1 # of Days

5. Client was diagnosed with an opioid use disorder, but did not receive an FDA-approved medication for an opioid use disorder

Not Applicable

6. Client was not diagnosed with an opioid use disorder and did not receive an FDA-approved medication for an opioid use disorder

Not Applicable

Figure 4-20: 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?

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

If "Unable to locate, other", (Specify)

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