

West Virginia

SOR Training

2022

Introductions

Val Hewitt

Training Associate

val.hewitt@feisystems.com

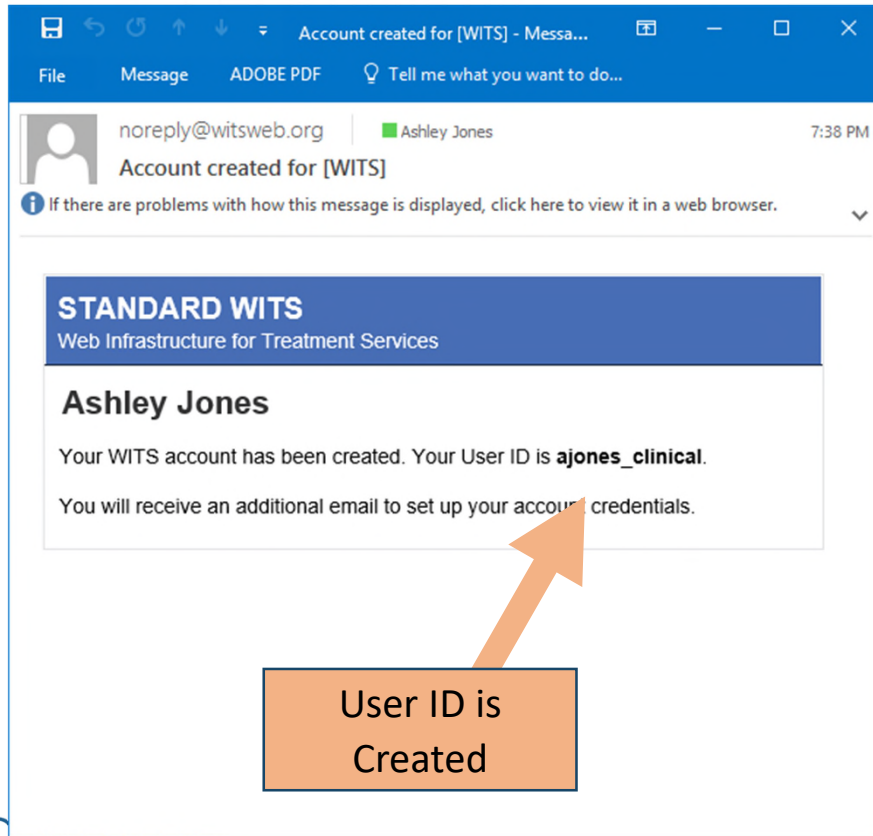
WITS AGENDA

- WITS Basics
 - WITS Login
 - Client Search \ Setup
 - Intake
 - Program Enrollment
 - GPRA
 - Consent and Referral
- Close Program Enrollment and Intake

First Time Login

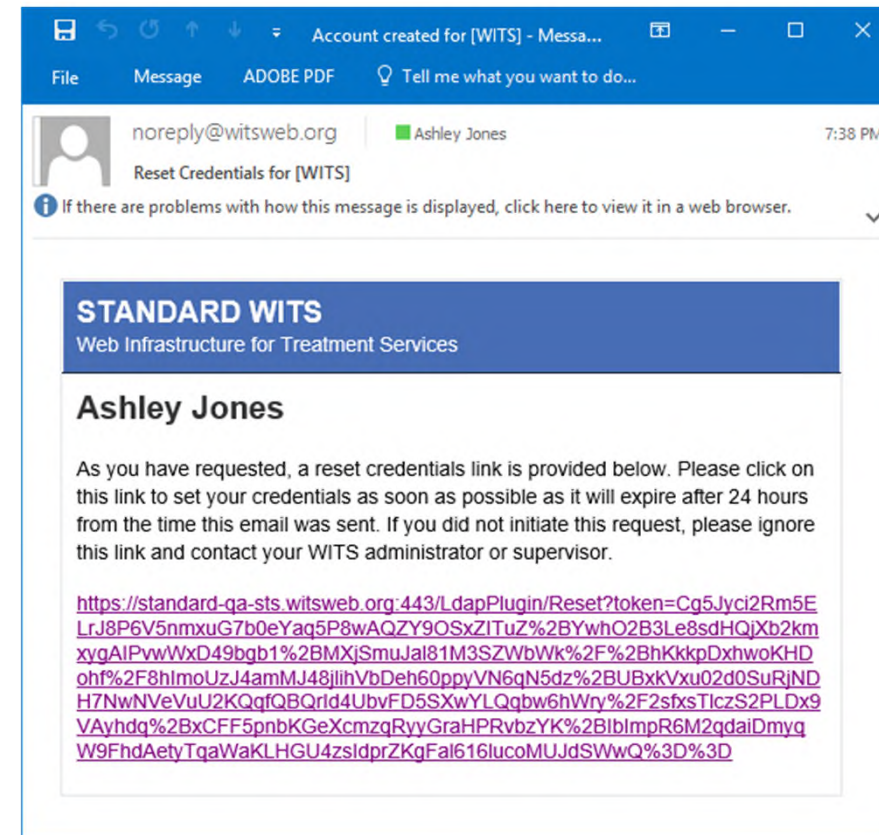
1. Account Created Email

Locate your User ID



2. Reset Credentials Email

Click the link



Credentials



Kentucky GPRA - WITS Training
Web Infrastructure for Treatment Services

Reset Credentials

Display Name

Train1, Admin

Email

Val.Hewitt@feisystems.com

Security Question

Answer

Password

Confirm Password

PIN

Confirm PIN

Save

Cancel

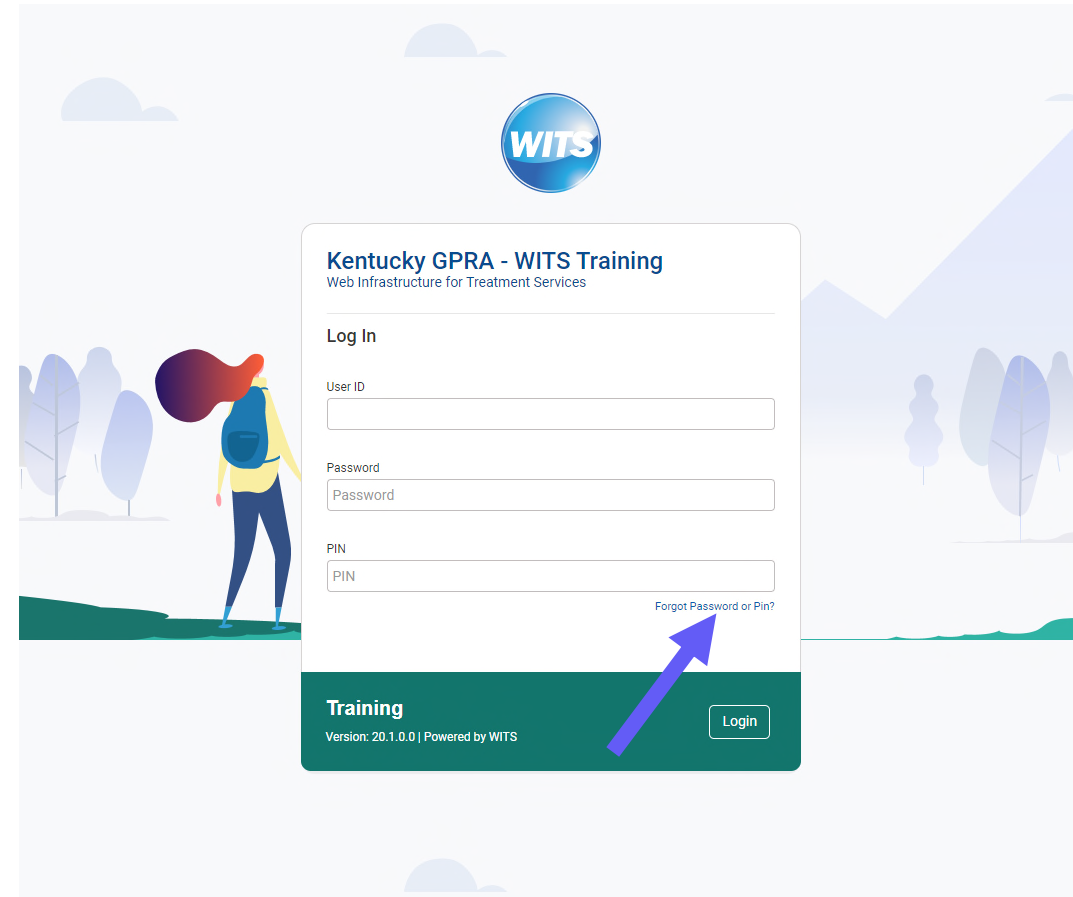
☐ Show Password/Pin



Forgot Password

Allows user to reset password after 1 or 2 failed attempts.

If password is entered a 3rd time incorrectly – your login account will be locked and you will need to contact the WITS Administrator.



The screenshot shows the 'Kentucky GPRA - WITS Training' login interface. At the top center is the WITS logo. Below it, the title 'Kentucky GPRA - WITS Training' and subtitle 'Web Infrastructure for Treatment Services' are displayed. The 'Log In' section contains three input fields: 'User ID', 'Password', and 'PIN'. To the right of the 'PIN' field is a link labeled 'Forgot Password or Pin?'. A blue arrow points to this link. At the bottom of the form is a green bar containing the word 'Training', the version 'Version: 20.1.0.0 | Powered by WITS', and a 'Login' button.

WITS Security Tips

Account will lock if signed in on one computer and then use a different computer to log in. *To prevent, always remember to log out at the end of the day and anytime your computer is unattended.*

- ✓ Password and Pin must be changed every 60 days.
- ✓ Account will be disabled after 60 days if you do not log in.



Username and Passwords

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

Trainee	Username	Password	Pin
Katie Keeney	sortrainee1	west	virginia
Victoria Swain	sortrainee2	west	virginia
Heather Bergdall	sortrainee3	west	virginia
David Delida	sortrainee4	west	virginia
Staci Lafferty	sortrainee5	west	virginia
	sortrainee6	west	virginia
	sortrainee7	west	virginia
	sortrainee8	west	virginia
	sortrainee9	west	virginia
	sortrainee10	west	virginia

	sortrainee11	west	virginia
	sortrainee12	west	virginia
	sortrainee13	west	virginia
	sortrainee14	west	virginia
	sortrainee15	west	virginia
	sortrainee16	west	virginia
	sortrainee17	west	virginia
	sortrainee18	west	virginia
	sortrainee19	west	virginia
	sortrainee20	west	virginia

Basic Navigation

WITS 22.0.0

WV-WITS Training

SSRS ReportsSnapshot

VHVal Hewitt
ASAM Training Agency, Facility ASAM

Home Page
State Waitlist
Agency
Group List
Clinical Dashboard
Client List
System Administration
Reports
Support Ticket

March 1Hello, Val

Announcements

You have no announcements.

Alert List

Search in AgencySearch Supervisee Alerts

You have no alerts.

Scheduler

Search Calendar+ Edit/Add Schedule

Start DateEnd Date

3/1/2022Refresh

You have no appointments.

Search for a client

WITS

WV-WITS Training

22.0.0

SSRS ReportsSnapshot

VHVal Hewitt
SOR Training Agency A, Facility A

Home Page

State Waitlist

Agency

Group List

Clinical Dashboard

Client List

System Administration

Reports

Support Ticket

Client List

> Client Profile

Linked Consents

Non-Episode Con...

> Activity List

Episode List

Client Search

Facility

First Name

Last Name

Unique Client Number

Search

Advanced Search

Clear

Client List

+ Add Client

Export

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

Clients with Consents from Outside Agencies

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

System Links

Client Search

Facility

First Name

Last Name

Unique Client Number

Search

Advanced Search

Clear

Client List

Add Client

Export

FULL NAME

UNIQUE CLIENT #

SSN

<div>SG</div> <div>GEORGE, Susan</div> <div>3/5/2000</div> <div>Female</div>	J794420IK134644	321-54-9876	<div></div>
<div>JS</div> <div>SMITH, Joseph</div> <div>2/24/1990</div> <div>Male</div>	Q683468QW753564	12	<div></div>
<div>ET</div> <div>THOMAS, Emma</div> <div>3/3/1990</div> <div>Female</div>	J773476LX673544	23	<div></div>

Profile

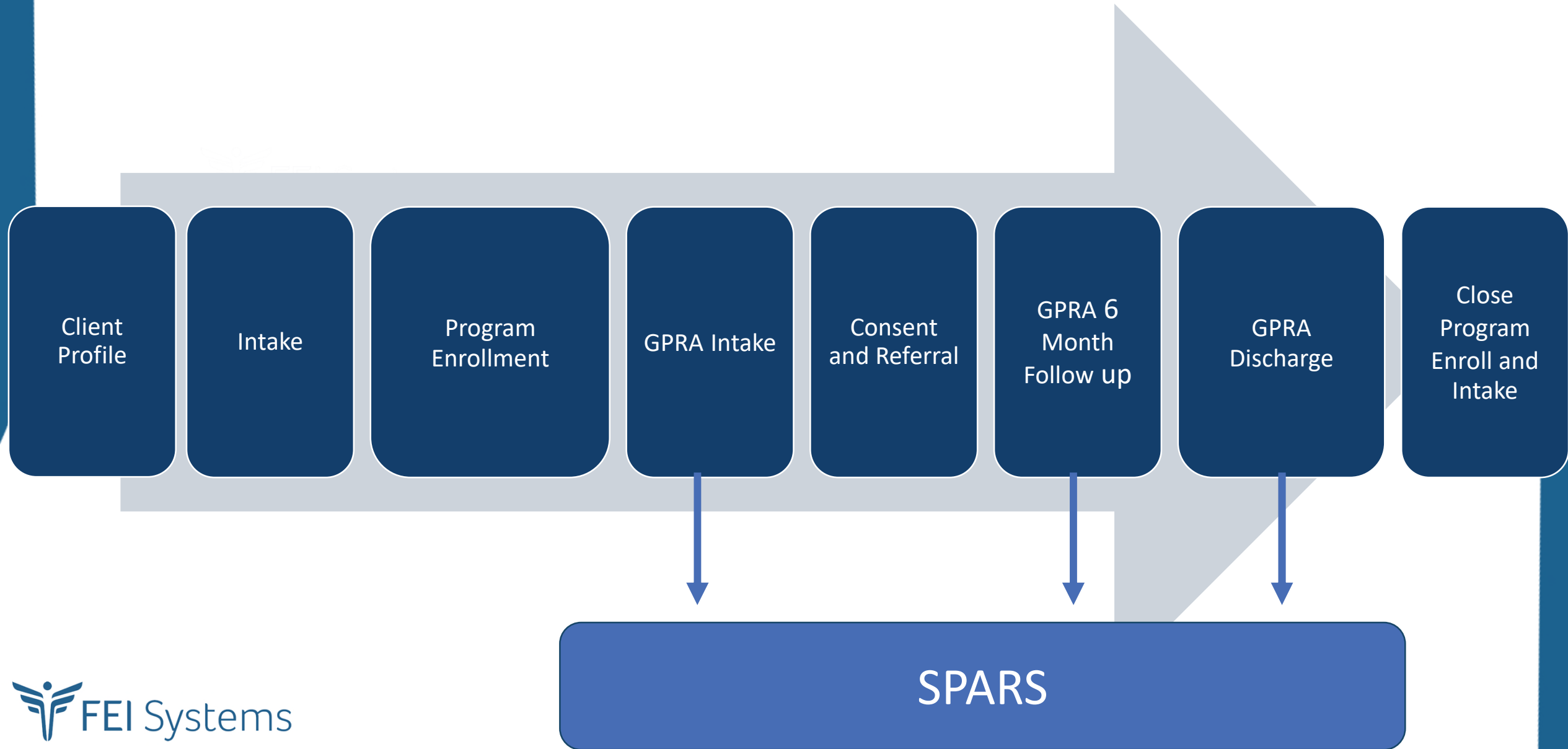
Activity List

Linked Consents

Clients with Consents from Outside Agencies

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

Workflow



Add A Client

WITS 22.0.0

WV-WITS Training

Generate ReportSSRS ReportsSnapshot

VHVal Hewitt
SOR Training Agency A, Facility A

Home Page

State Waitlist

Agency

Group List

Clinical Dashboard

Client List

System Administration

Reports

Support Ticket

Client List

Client Profile

Alternate Nam...

Additional Inf...

Contact Info

Collateral Con...

Other Numbers

History

Client Group E...

Authorization

Employment

Allergies

Linked Consents

Non-Episode Con...

Activity List

Episode List

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

Mother's Maiden Name

Suffix

Sex

Gender Identity

DOB

SSN

Provider Client ID

Driver's License

Has paper file

Yes

No

Back

Next

Save

Save and Finish

Cancel

Hands On Activity- Add a Client

Step 1: Click the Add Client Link.

Step 2: Fill out the information.

Step 3: Click Save.



Additional Client Information

After completing the client profile, fill out additional information:

- Alternate names
- Additional Information
- Contact Info
- Collateral Contacts
- Other Numbers
- History

Additional Information

Contact Info

Collateral Contacts

Other Numbers

History

Authorization

Employment

Allergies

Duplicate Clients

If a client is in Agency A, and added to Agency B, a message will come up that it is a duplicate client. A WITS Administrator will be able to make the transfer so that a duplicate client is not added to the system!

Hands On Activity- Additional Information

Step 1: Click the Next arrow on the Add Client Page.

Step 2: Fill out the Additional Information page.

Step 3: Click the next Arrow to get to the Contact Info Page

Step 4: Fill out the Contact information (Phone Number and Address)

Step 5: Click the next arrow to get to Collateral Contacts.

Step 6: Fill out the Collateral Contacts page.

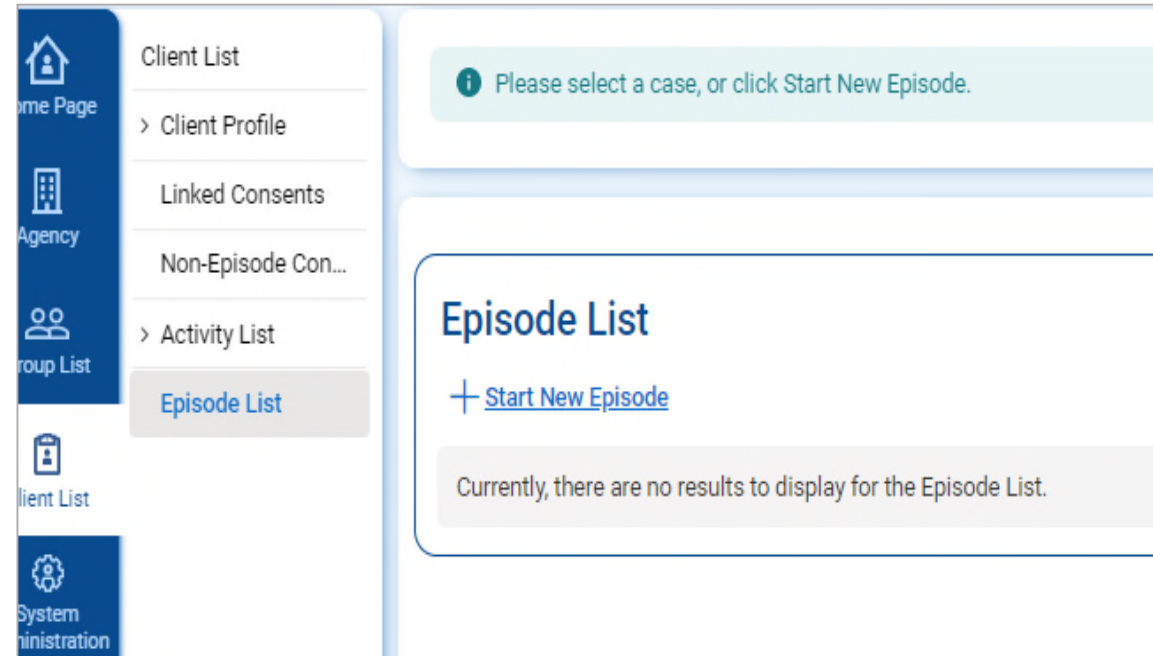
Step 7: Click Finish.

Step 8: Use the green YES icon in Zoom to let me know you're done!



Activity List

- Links to forms to complete information.
- Can only be accessed after searching for a client.
- Once an Episode is created, additional items will be on the activity list



Intake

JONES, Keely

UCN J683411SN113564

CASE# 1

31

Female

Home Page

Agency

Group List

Client 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

Referrals

Episode List

Intake Case Information

Hide Context Information

Case #
1

Created By

Created Date

Updated By

Updated Date

Intake Facility

Training Treatment Facility

Intake Staff

Hewitt, Val

Case Status

Open Active

Initial Contact

Initial Contact Date

10/12/2021

Pregnant

Due Date

Residence

Source of Referral

Referral Contact

Add Collateral Contact

HIV Positive

Injection Drug User

Problem Area

Presenting Problem (In Client's Own Words)

Domains

Selected Domains

Substance Use

Date Closed

Hands On Activity- Intake

Step 1: Click on Activity List

Step 2: Click New Episode

Step 3: Fill out the Intake information

Step 4: Click Save and Finish

Step 5: Use the green YES icon in Zoom to let me know you're done!



Client Program Enrollment

Program Enrollment Profile

Facility
Training Treatment Facility

Domain
Substance Use

Days on Wait List

Start Date
10/12/2021

Program Name
Treatment Agency SOR II

End Date

Program Staff
Hewitt, Val

Termination Reason

Notes

Save

Save and Finish

× Cancel

Hands On Activity- Program Enrollment

Step 1: Click on Program Enrollment

Step 2: Click New Program Enrollment

Step 3: Fill out the Program Enrollment page, choose SOR II Program.

Step 4: Click Finish

Step 5: Use the green YES icon in Zoom to let me know you're done!



GPRA

GPRA Interview List

+ Add GPRA Intake

+ Add GPRA Followup

+ Add GPRA Discharge

INTERVIEW TYPE ▾	CLIENT TYPE ▾	INTERVIEW DATE ▾	RECORD STATUS ▾	
Intake	Treatment Client	1/21/2021	Completed	⋮
6-Month Follow Up	Treatment Client		Completed	⋮

View

Edit

Del

Hands On Activity GPRA

Step 1: Complete the Record Management and Services Sections of the GPRA

Step 2: Click the next arrow to go to the next screen

Step 3: Use the green YES icon in Zoom to let me know you're done!



Hands On Activity GPRA

Step 1: Complete the Demographics and Military sections of the GPRA

Step 2: Click the next arrow to go to the next screen

Step 3: Use the green YES icon in Zoom to let me know you're done!



Hands On Activity GPRA

Step 1: Complete the Drugs and Alcohol sections of the GPRA

Step 2: Click the next arrow to go to the next screen

Step 3: Use the green YES icon in Zoom to let me know you're done!



Hands On Activity GPRA

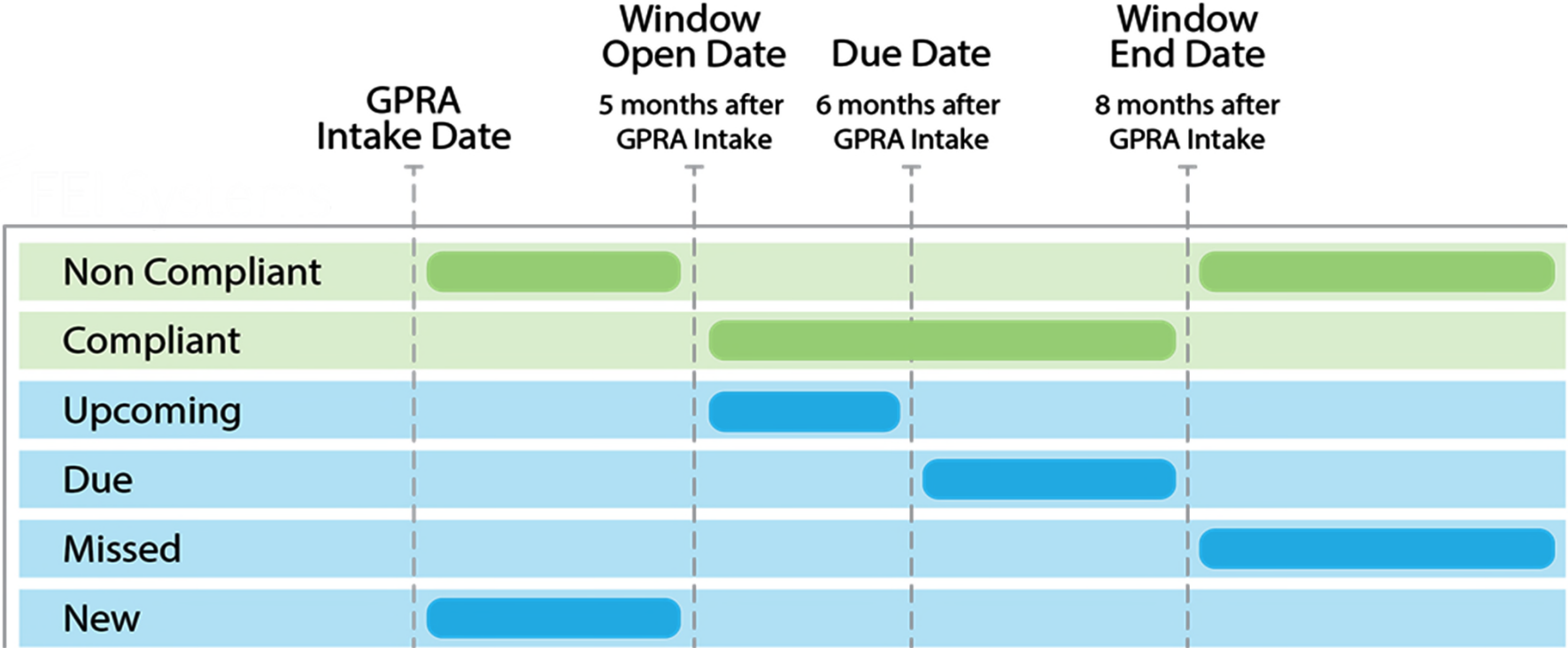
Step 1: Complete the rest of sections of the GPRA

Step 2: Click the next arrow to go to the next screen

Step 3: Use the green YES icon in Zoom to let me know you're done!



GPRA Follow up Due

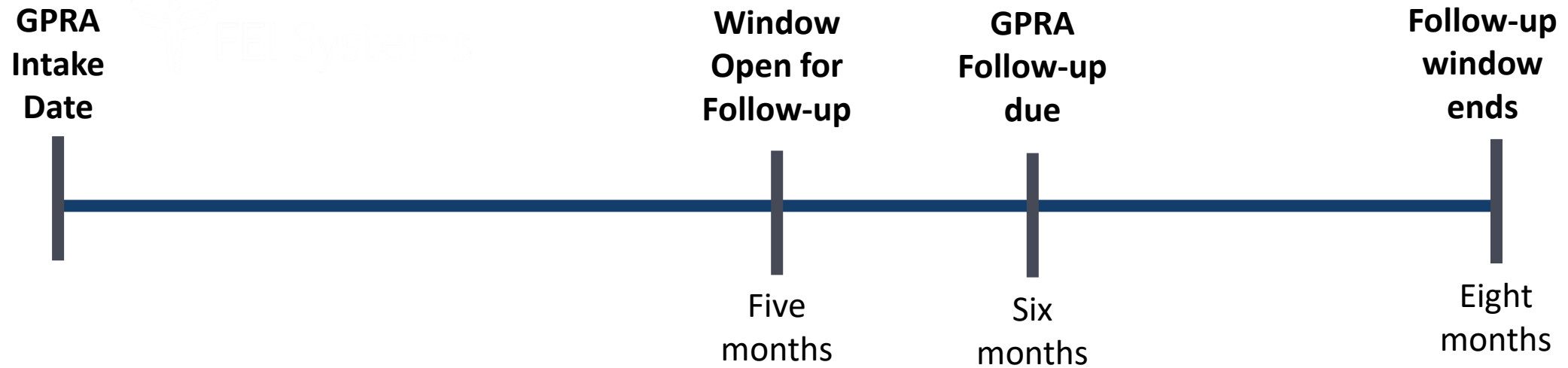


Legend

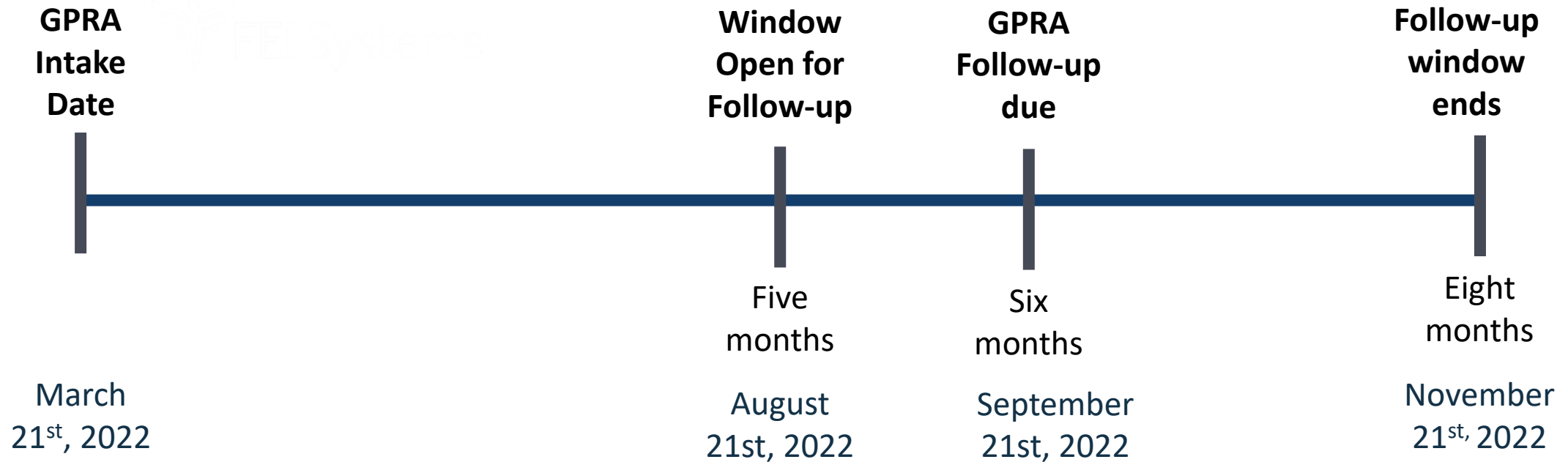
- Follow up GPRA Interview Entered
- Follow up GPRA Interview Not Entered

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

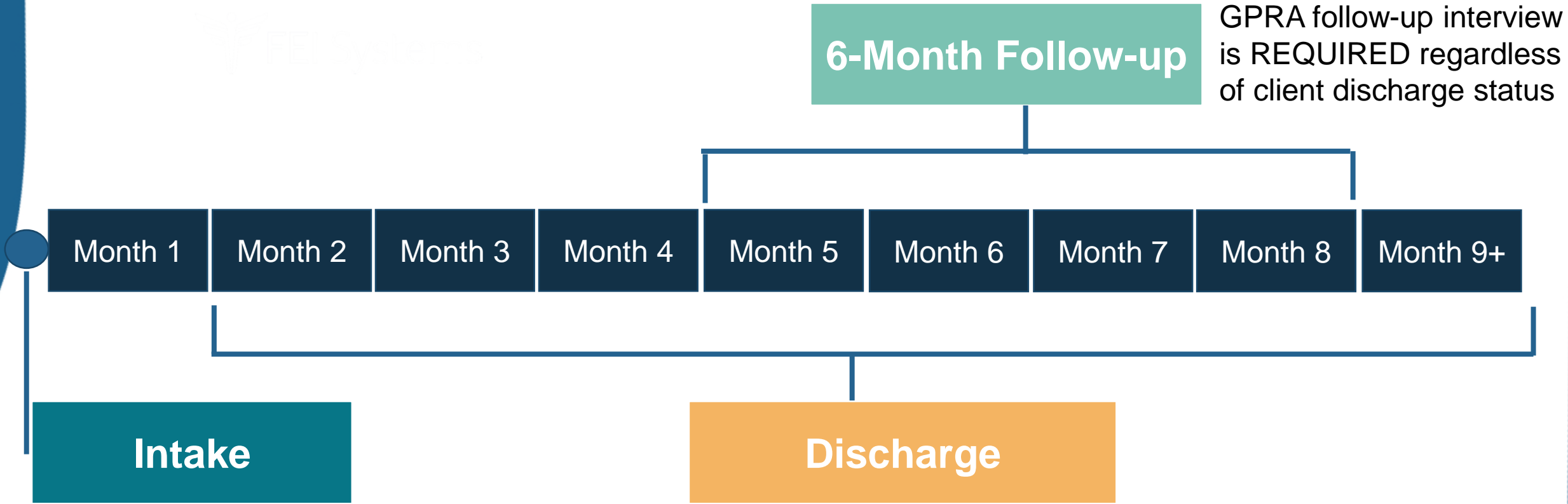
Follow Up Dates



Follow Up Dates Example



When is GPRA data collected?



GPRA Follow up Due

Home Page

Agency

Agency

Group List

Client List

System Administration

Reports

Support Ticket

Agency

> Agency List

GPRA Discharge ...

GPRA Follow-up ...

Overdose Revers...

> Facility List

Staff Members

Alerts Configurati...

GPRA Follow-up Interview Due Summary Search

Agency Type

Intake

Grant

SOR

Agency

ALL

Facility

Search

X 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 %

GPRA Follow up Due Detail

Home Page

Agency

Group List

Client List

System Administration

Reports

Support Ticket

Agency

> Agency List

GPRA Discharge ...

GPRA Follow-up ...

GPRA Follow-up ...

Overdose Revers...

> Facility List

Staff Members

Alerts Configurati...

GPRA Follow-up Interview Due Detail Search

Agency Type
Intake

Grant
SOR

Agency
ALL

Facility

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	⋮

GPRA Discharge Due

Home Page

Agency

Group List

Client List

System Administration

Reports

Support Ticket

Agency

> Agency List

GPRA Discharge ...

GPRA Follow-up ...

GPRA Follow-up ...

Overdose Revers...

> Facility List

Staff Members

Alerts Configurati...

GPRA Discharge Due Search

Agency

ALL

Grant

First Name

Last Name

Intake Interview date

Last Activity Date

Search

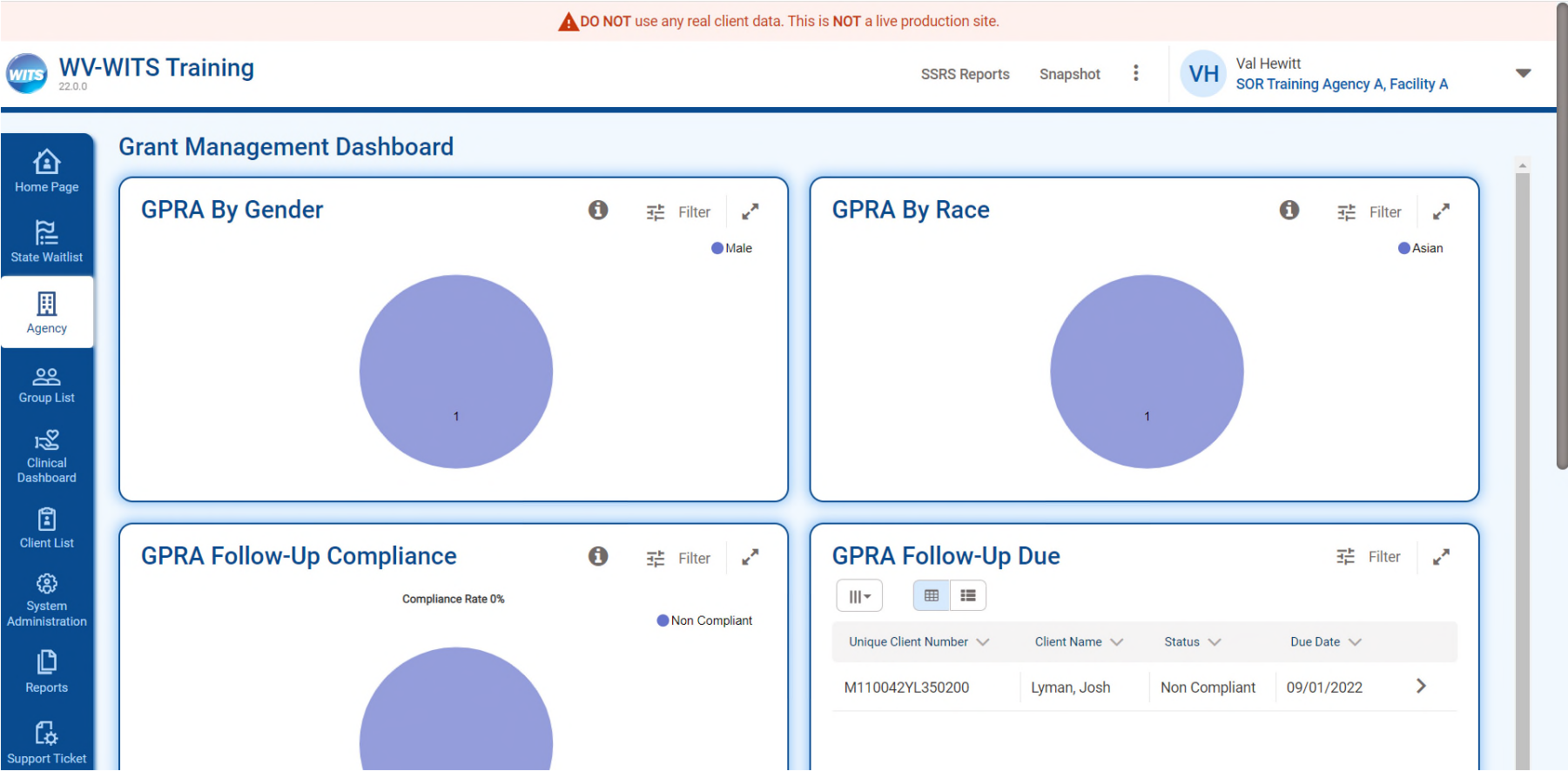
× Clear

GPRA Discharge Due List

Export

Currently, there are no results to display for the GPRA Discharge Due List.

Grant Management Dashboard



GPRA Follow up

JS

SMITH, Jamie

20

(111) 222-3333 (mobile)

J444457QW654655
UNIQUE CLIENT ID

1
CASE #

10/10/2000
DOB

Female
GENDER

PREFERRED METHOD OF CONTACT

Home Page

Agency

Group List

Client List

Client List

> Client Profile

Linked Consents

Non-Episode Con...

> Activity List

Intake

> Screening

> Assessments

GPRA Interview List

+ Add GPRA Intake

+ Add GPRA Followup

+ Add GPRA Discharge

INTERVIEW TYPE	CLIENT TYPE	INTERVIEW DATE
Intake	Treatment Client	1/21/20

Encounter

Encounter

[^ Hide Context Information](#)

ENC ID

Created By

Created Date

Updated By

Updated Date

Note Type

Billable

☐ Yes ☒ No

Program Name

Training Treatment Facility/MAT : 7/29/2020 -

Service

Start Date

End Date

Start Time

End Time

Duration

of Service Units / Sessions

Hands On Activity

Step 1: Access the Encounter Screen and Click Add New Encounter.

Step 2: Fill out the information on the Encounter Screen

Step 3: Click Save and Finish



Consent



Client Disclosure Agreement

[^ Hide Context Information](#)

Client Name Green, John	Unique Client Number Q564423VK314664	Disclosed From Agency Test Training Agency
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Note: Consented information may not be redisclosed.

Entities with Disclosure Agreements

System Agency

☒ Yes ☐ No

Disclosed To Agency

Facility

Disclosed To Entity (Non System Agency)

Purpose for Disclosure

Earliest Date of Services to be Consented

Has the client signed the paper agreement form	Date Client Signed Consent
<input type="radio"/> Yes <input checked="" type="radio"/> No	<div></div>

Client Information To Be Consented

Referral

Referral

Referred By

Agency
Test Training Agency

Facility
Facility A

Staff Member
Hewitt, Val

Program
Facility A/SOR II : 1/24/2021 -

State Reporting Category
Adult residential

Reason

If Other

Is Consent Verification Required?
☐ Yes ☐ No

Referred To

Signed Consents

Agency
Test Training Agency

Facility

Staff Member

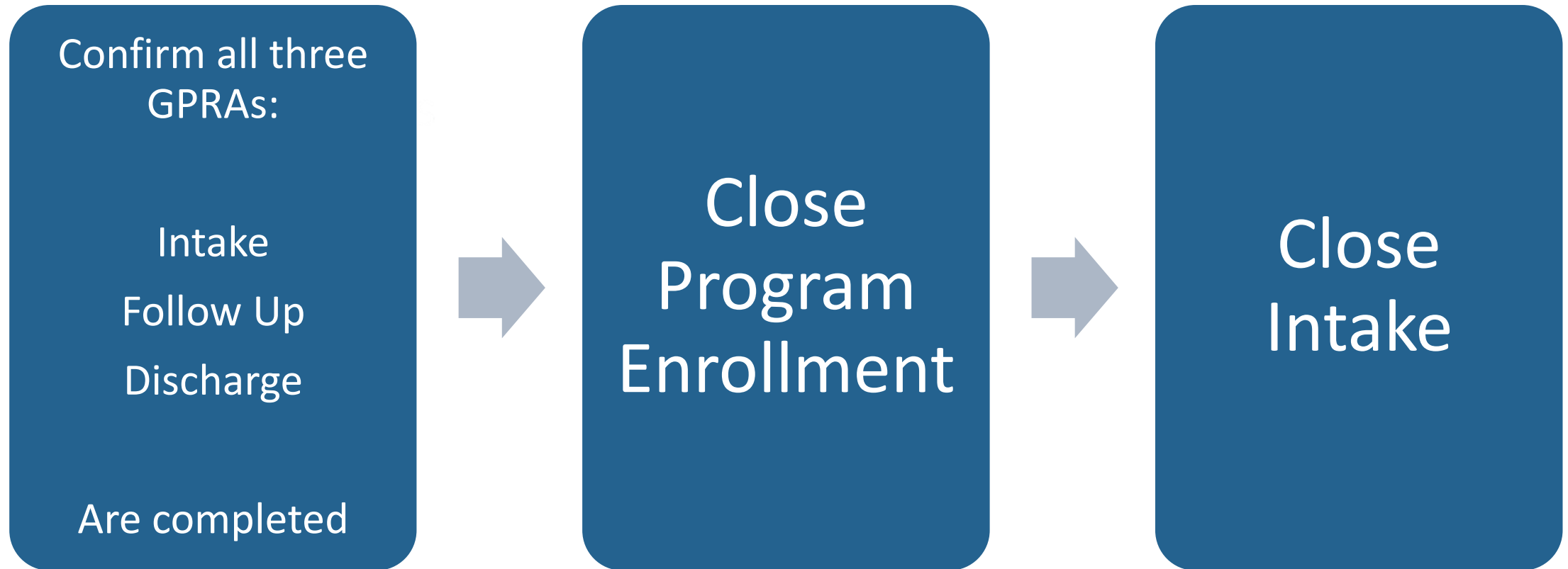
Program

State Reporting Category

Non-System Agency

Non-System Modality

Discharging a Client



GPRA Discharge

JS

SMITH, Jamie

20

(111) 222-3333 (mobile)

J444457QW6S465S
UNIQUE CLIENT ID

1
CASE #

10/10/2000
DOB

Female
GENDER

PREFERRED METHOD OF CONTACT

Home Page

Agency

Group List

Client List

Client List

> Client Profile

Linked Consents

Non-Episode Con...

> Activity List

Intake

> Screening

> Assessments

GPRA Interview List

+ Add GPRA Intake

+ Add GPRA Followup

+ Add GPRA Discharge

INTERVIEW TYPE	CLIENT TYPE	INTERVIEW DATE
Intake	Treatment Client	1/21/20

Hands On Activity

Step 1: Access the GPRA screen and Click Add GPRA Discharge

Step 2: Fill out the information

Step 3: Click Save and Finish



Update Client Program Enrollment

Program Enrollment Profile

Facility
Training Treatment Facility

Domain
Substance Use

Days on Wait List

Start Date
10/12/2021

Program Name
Treatment Agency SOR II

Program Staff
Hewitt, Val

Termination Reason


Notes

End Date

Save

Save and Finish

× Cancel



Hands On Activity- Close Program Enrollment

Step 1: Click on Program Enrollment

Step 2: Open the Program Enrollment record

Step 3: Update the date for end date and fill out the termination reason

Step 4: Click Finish

Step 5: Use the green YES icon in Zoom to let me know you're done!



Close Intake

JONES, Keely

UCN J683411SN113564

CASE# 1

31

Female

Home Page

Agency

Group List

Client List

System Administration

Reports

Support Ticket

Client List

> Client Profile

Linked Consents

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Intake

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> ASAM

> Admission

> Outcome Mea...

Program Enroll

> Encounters

> Notes

Treatment Plan

> Treatment

> Discharge

> Recovery Plan

> Recovery Plan...

Consent

Referrals

Episode List

Intake Case Information

< Hide Context Information

Case #

1

Created By

Created Date

Updated By

Updated Date

Intake Facility

Training Treatment Facility

Intake Staff

Hewitt, Val

Case Status

Open Active

Initial Contact

Initial Contact Date

10/12/2021

Pregnant

Due Date

Residence

Source of Referral

Referral Contact

Add Collateral Contact

HIV Positive

Injection Drug User

Problem Area

Presenting Problem (In Client's Own Words)

Domains

Selected Domains

Substance Use

Date Closed

Hands On Activity- Close Intake

Step 1: Click on Intake.

Step 2: Open the intake record

Step 3: Update the date for case closed

Step 4: Click Finish

Step 5: Use the green YES icon in Zoom to let me know you're done!



Duplicate Enrollment Process – Steps to Resolve

Step 1: Provider (Tier 1 Support)

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.** 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 the provider should contact the state (Step 2).

Step 2: WITS Admin

The WITS Admin can use the GPRA Follow Up Due Detail screen to search for the client across the state. If the client exists then the client will display. The state can then coordinate with both agencies to create the Consent and Referral to send the client to the new agency.



FEI Systems



<https://surveyhero.com/c/wvsor>