DARMHA information updated as of December 2019

DARMHA is only to be used by DMHA certified treatment providers who have completed the Recovery Works application process. Recovery Residences levels 1-3 will not utilize DARMHA.
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DARMHA Enrollment
All Recovery Works participants who are receiving services at a DMHA certified treatment provider MUST first be enrolled in DARMHA (Data Assessment Registry Mental Health and Addiction). Once a participant is enrolled in DARMHA, agencies may bill in WITS (Web Infrastructure for Treatment Services).

1. Go to the DARMHA website. The website address is: https://dmha.fssa.in.gov/DARMHA

2. Log in using your unique log in information. If you do not have a DARMHA log in, go to the Recovery Works help desk (JIRA) at https://dmha.fssa.in.gov/helpdesk/?div=dmha and submit a ticket with the form attached. The form can be found on at the Recovery Works website, www.RecoveryWorks.fssa.IN.gov. We will confirm that your agency is registered in DARMHA. If your agency is not in DARMHA, we will work with you to get the “DARMHA Provider Registration Agreement Form” completed.

Login New User
1. You will receive an email that looks like the following picture:

   ![Image of email notification]

   Your DARMHA user account has been created. Your user name is kkeneipp_p and your password is the one you provided on the New User Form. DARMHA test website is located at https://dmhaq.a.fssa.in.gov/DARMHAQA/.

2. Click the link provided in the email. You will be taken to the DARMHA application.
Welcome to the Data Assessment Registry Mental Health and Addiction System!

*While you are in the process of completing a CANS or ANSA assessment in DARMHA please Process\Save your assessments every 15 - 20 minutes; this can save your work from being lost.

*The DARMHA website can be used utilizing the following browsers: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox and Apple Safari. If you experience problems, please contact the Support Center.

Indiana is implementing common assessment tools to support decisions and monitor progress in several public service systems. In July 2008, behavioral health providers which contract with the

3. Select the ‘Login’ link. You will be taken to the Login screen. Enter your username and password (the password you put on the New User Form).

![Login Screen]

4. Select the ‘Log In’ button. You will be taken to the User Profile screen.
5. Fill in the required fields. You must confirm your email address. When finished, select the ‘Update Profile’ button. You will see the following screen when you have successfully made the updates required.

6. Click the ‘Close’ button and you will be taken to the ‘Consumer Search’ screen.
Find or Create Consumer

1. Search for the individual you would like to add. If there is “No Records Found,” click “Add New Consumer.” If they exist, move to Step Five.

2. Fill the Consumer page out and click “Insert.”
1. Click “Create Episode.”

The DARMHA required data manual is available on the Manuals section of the Recovery Works website if you need help determining what to enter in each box.

2. Fill the Episode page out and click “Insert.” The DARMHA required data manual is available on the Manuals section of the Recovery Works website if you need help determining what to enter in each box.
Create Assessment

1. Click the Assessment tab at the top of the page, and click “New.”

2. Fill out the Assessment in “Interview” mode to get all of the questions and answers on the screen. Please remember that the Assessor must be ANSA certified and an active user in DARMHA. If you are not ANSA certified please go to https://www.tcomtraining.com to setup an account on the Praed Foundation website. Begin by Answering the Evidence Based Practice questions and click “Start Assessment.”

3. Move through each Domain and Module answering the assessment questions.
When finished, click “Close & Process Assessment.”

Once you Close & Process Assessment the Algorithm results appear letting the user know what Level of Need the consumer meets.

Click return to go back to Episode View.
Create SUD Admission

1. An SUD Admission is needed when you begin treatment. Select the ‘SUD’ tab.

2. Select the ‘New Admission’ button.
3. Fill in the required fields and select the ‘Insert Admission’ button.

Recovery Works Consumer Option

1. Go to the Consumer - View (on left side menu).

2. Click “Edit Consumer” to access the screen for editing. You will see a Recovery Works Consumer box on the bottom of the screen.
3. Click the “Recovery Works Consumer” check box.
4. Once the box is checked, the DOC ID field will show up, add the DOC ID if appropriate. Select “Submit to WITS”.

5. Once you’ve submitted the participant to WITS, you will then see a message with the WITS unique client number (UCN).
Create SUD Discharge

1. An SUD Discharge when treatment is completed, the consumer dropped out of treatment or transferred to another facility. There will be only one because you can only have one Admission open at a time.

2. Select the open Admission.

3. Select the ‘Discharge’ button on the left side of the screen.
4. Fill in the required fields and select the 'Insert Discharge' button.

5. The Discharge record is now closed and can’t be edited.