Each recovery residence will have one (1) WITS user set up to have the ability to enter clients directly into the system. If an agency desires more than one user, please submit a JIRA ticket requesting that the user has ability to enter clients.

*Triple check the SSN and DOB before entering to avoid duplication.*
Add Client:

1. Log into WITS.
2. Go to client list on the left menu bar.
3. Below the red clear button and blue go button, click “add client”.
4. Complete the client profile. All information in yellow must be entered and accurate.
5. In the DARMHA Client ID field, enter “RR” for **ALL** clients.
6. Hit “finish” once all yellow boxes are completed.
Start an Episode:

1. On the blue menu bar, select client list > episode list > start new episode.

2. Enter all the information in yellow boxes.
3. The intake date **MUST** be less than 14 calendar days ago from the current date.

4. Hit “finish”
Creating a Voucher:

1. Go to client list > client profile > voucher > add new voucher record

2. Select an agreement, which is the current fiscal year.

3. Select an effective (start) date and end date.

4. The start date **MUST** be less than 10 calendar days ago from the current date. It also cannot be before the intake date.

   **Vouchers are to be made every 30 days. I recommend always making the end date the last day of the month you are working on**

5. Add the necessary service (Recovery Residence – RW) to the voucher.

6. Use the Recovery Residence rate sheet to determine units (1 unit = $1).

7. Hit “finish”
Billing an Encounter:

1. Encounters for recovery residence are to be billed once per week.
2. Go to client list > activity list > encounters > add encounter
3. Enter all information for boxes in yellow.
4. Start date should be the first day of the week you are billing.
5. End date is to be left blank.
6. Start time is 12:01am. End time is 11:59pm. Duration auto-populates.
7. Number of service units is calculated based on the rate sheet.
8. The notes section MUST include the date range for the week you are billing. Ex: 9/30-10/6.
9. Hit “save”
10. Once everything looks accurate, hit “release to billing” under administrative actions.