



WITS USER GUIDE

Recovery Residences

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.

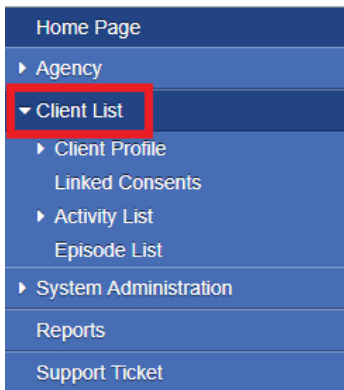
Triple check the SSN and DOB before entering to avoid duplication.





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.

Profile

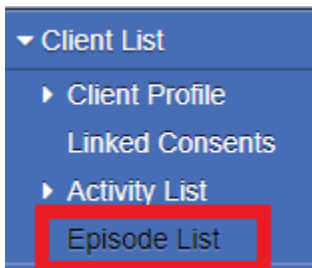
First Name	Sarah	DARMHA Client ID	RR
Middle Name		Unique Client Number	
Last Name	Spher	State Client ID	
Mother's Maiden Name		Record Created By	
Suffix		Last Updated By	
Gender	Female	Created Date	
DOB	10/13/1994	Last Updated Date	
SSN	222-22-5445		
Driver's License		Residence Zip Code	46038
Medicaid #			
Has paper file	Yes		

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.



Episode List									Start New Episode
Actions	Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE	Domains	

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

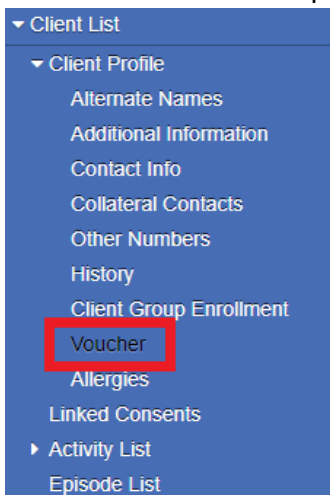
Intake Case Information	
Intake Facility	They got out
Intake Staff	RW, Test
Initial Contact	By Appointment
Residence	Indianapolis & Marion
Source of Referral	Criminal Justice Provider
Case #	1
Case Status	Open Active
Initial Contact Date	
Intake Date	9/30/2019
Pregnant	No
Prenatal Treatment	
HIV Positive	
Problem Area	
The client has been given a list of providers to choose from?	Yes

4. Hit "finish"



Creating a Voucher:

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



Voucher List											Add New Voucher Record
Actions	Auth #	Payor	Status	Effective Date	End Date	Authorized	Encumbered	Expended	Available	Last Activity Date	

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****

Voucher	
Group Enrollment	Recovery Works
Plan	Recovery Works
Voucher	741
Administering Agency	RW - They got out
Effective Date	9/30/2019
End Date	10/31/2019
Status	Active
Agreement	0000055555 - RW - They got out / 11/1/2015 - 12/31/2019 - Recovery Works-Recovery Works
Date Approved	9/30/2019
Updated Date	9/30/2019 9:42 AM
Updated By	Training, 01

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

Vouched Services List							Add Service
Actions	Service	Authorized Units	Authorization Amt	Encumbered	Expended	Available Units	
	Recovery Residence - Room and Board	837	\$837.00	\$0.00	\$0.00	837.00	

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.

Encounter

ENC ID Created Date

Service

Program Name

Service Location

Start Date End Date

Start Time End Time

Duration Min

of Service Units/Sessions

Rendering Staff

Notes
Billing for Sarah for 9/30-10/6 at agency "they got out"
27 units per day

9. Hit "save"
10. Once everything looks accurate, hit "release to billing" under administrative actions.

Administrative Actions

Release to Billing