

Closing Out & Re-Opening a Client Case in WITS

Step-by-Step Guide

Closing out a client case in WITS for the ending State Fiscal Year

1. Log in to the WITS system at: <https://dmha.fssa.in.gov/atr/Public/>
2. Pull up the client profile for the client you need to close out.
3. Go to Activity List (left hand side of the screen).
4. Under Activity List, go to Intake.
5. In the lower left corner of the Intake screen, there is a blank box with a blue button next to it that says Save and Close Case. You will enter the date in that box and hit save and close case.
6. At this point, all the boxes on the screen should go grey and the case will be closed.

Re-Opening a client case in WITS for the new State Fiscal Year

1. Log in to the WITS system at: <https://dmha.fssa.in.gov/atr/Public/>
2. Pull up the client profile for the client you need to re-open for the new State Fiscal Year.
3. Go to Activity List (left hand side of the screen).
4. Go to Episode List.
5. Click on Start New Episode (upper right hand side of the screen).
6. Complete the Intake screen.
7. Save this information.
8. You are now ready to create a new voucher and continue services for the client.