Before you reach your "WITS" end

Let’s Get Started

Overview

- Access, Set-up and Login
- Add a New Client Profile
- Add an Intake Episode
- Complete SOGS/SOGS-RA
- Create New Voucher
- Create Encounter
- Review Records

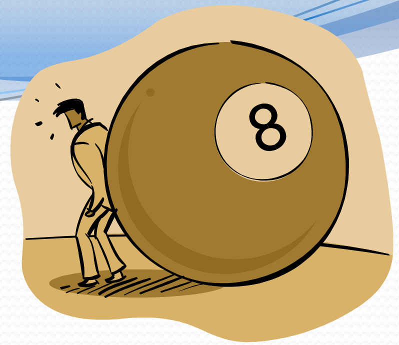
Let's Get Started

Setup and Login

To request access to WITS, contact Larry Long at john.long@fssa.in.gov. You must be trained in WITS before receiving access.

- Complete request for WITS access
- Once you receive your username, password and pin, you are ready to begin!
- Type in https://dmhaqa.fssa.in.gov/atr/
- Enter your username
- Enter your password
- Enter your pin number

Let’s Keep Going



Add a New Client Profile

- Click Client List
- Click Go. A list of clients will appear.
- Click Add Client to add a new client
- Complete Page 1 of Client Profile
- Click Blue Arrow

You can also view existing clients on the Client List. After clicking Go, click on Profile or Activity List of an existing client to view/update their information.

All yellow fields **and the DARMHA ID** of a client are required!

And Going

Add a New Client Profile

- Enter alternate name if needed.
  Ex: given name John, but goes by
  Dave
- Click Arrow
- Complete Additional Information (optional)
- Click Arrow
- Complete Contact Information – it must include phone number and address.
- Clicking Add Address takes you to address screen. Complete required fields and click Finish.
- Click Arrow on Contact Info screen

Steps to Add a Name

- Click Add Alternate Name
- Add name
- Click Finish

And going…

Add a New Client Profile

- Complete Collateral Contacts if necessary
- Click Arrow
- Complete Other Numbers if Necessary

Steps to Add Collateral Contact/Add Other Numbers	
•Click Add Contact	•Click Add Other Number
•Complete required fields	•Complete required fields
•Click Finish	•Click Finish

- Click Finish on client profile screen
- This will take you to Client Search. Click Go, and your client will show up in the client list.

And more

Create Intake Episode

- Click Activity List
- Click Start New Episode
- Complete Intake Case Information
  - Source Referral Pull-down: Scroll and choose Other, Gambling-hotline or Self
  - Referral Contact Pull- down: Click Add Referral Contact Info. Add required contact information and click Finish. This is a contact to follow up on the client with.
  - Special Initiative Pull-down: Scroll and choose Gambling Only
- Click Finish

And still more

SOGS/SOGS-RA Assessment

- Look to left under Activity List
- Select your action…since we have a new client we will select Assessment
- Select SOGS or SOGS-RA
- Click Question 1 to start
- Complete SOGS questions
- Click Arrow until all pages are completed
- After Question 18, click Save to save and view the client's SOGS score, or click Finish to save and exit the screen.
- Finish will take you back to Client Activity List.

Clicking Save after completing the SOGS questions will show the client's SOGS score in the bottom left corner.

Almost there

Create New Voucher

- Click Client Profile on side menu
- Click Voucher
- Click Add New Voucher Record
- Required fields are pre-populated
- Click Save
- Click Add Service; add service and units on Add Service screen
- Click Finish to return to voucher screen
- Continue last 2 steps until all services for the voucher are added
- Click Finish; the screen returns to Voucher List page

The effective date of the voucher can be backdated up to 9 days and is effective for 30 days.

Almost there

Create Encounter

- Click Activity List on side menu
- Click Encounters
- Click Add Encounter List
- Choose service from voucher services
- Complete required fields
- Click Save/Finish
- To release to billing, click Release to Billing beneath the notes section

An error message will appear if an encounter is released to billing but no DARMHA ID was entered for the client.

Not Yet

Side Menu Navigation	
Add New Client	Client List > On screen, click Add Client
Add/Update Intake	Client List > Activity List > Intake
Add/Update Assessment	Client List > Activity List > Assessments > SOGS > Question 1
Create/ Review Voucher	Client List > Client Profile > Voucher
Add/ Update Encounter	Client List > Activity List > Encounters
Choose Existing Client	Client List > On screen, enter search and click Go
Review Records	Agency > Agency List > Billing > (choose item to view)

Almost there

Review Encounters for Agency

- On side menu, click Agency
- Click Billing
- Click Claim Item List
- Change the Item Status field to blank to see all encounters
- Press Go to review encounters

Review Vouchers for Agency

- On side menu, click Agency
- Click Billing
- Click Authorization List
- Change Item Status to blank
- Press Go to review vouchers

We made it!

Always remember to log out of WITS.

Not logging out after a session will prevent you from being able to log on in your next session, even if you close the browser. The Logout button is located in the upper right corner of every WITS screen.