

WITS (Web Infrastructure for Treatment Services).

Introduction:

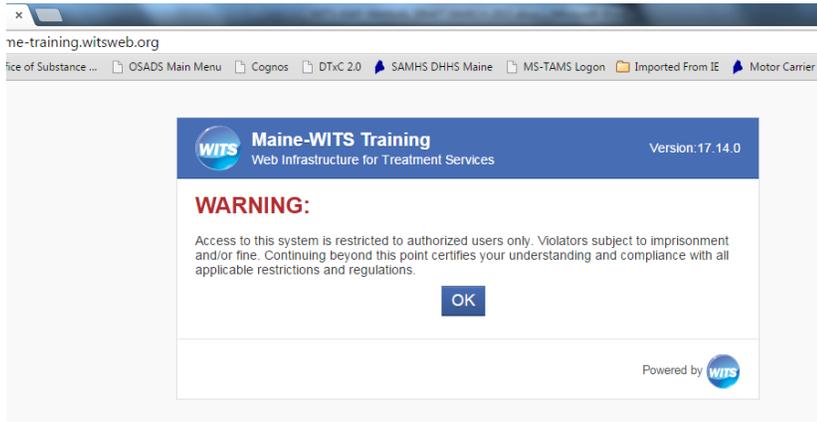
WITS is a full Electronic Health Record (EHR), you are free to use it as such. The Office of Substance Abuse and Mental Health Services - SAMHS only requires the same fields providers used to enter into TDS (Federal TEDS and State TDS) now be entered into WITS (with a few differences)

This manual only covers the required TDS data. Other manuals/tutorials regarding the EHR functionalities are available upon request. All yellow fields in the system in the applicable sections and subsections must be entered before your records are complete and available for TEDS reporting. The intent of this manual is to walk you through the applicable sections and subsections from admission through discharge.

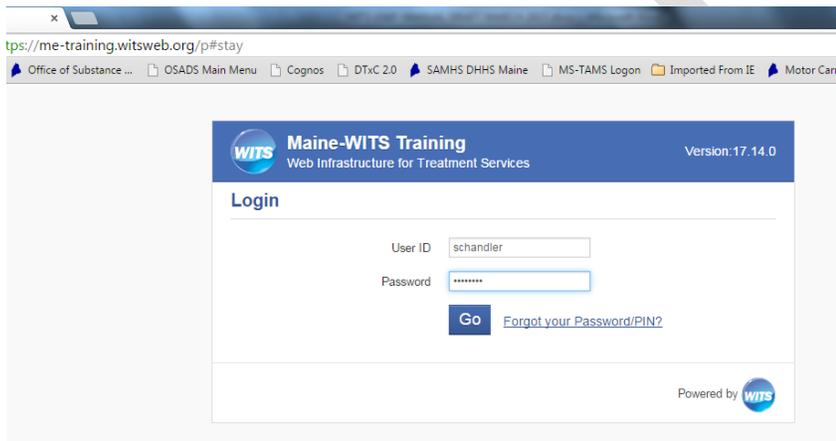
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Logging In:

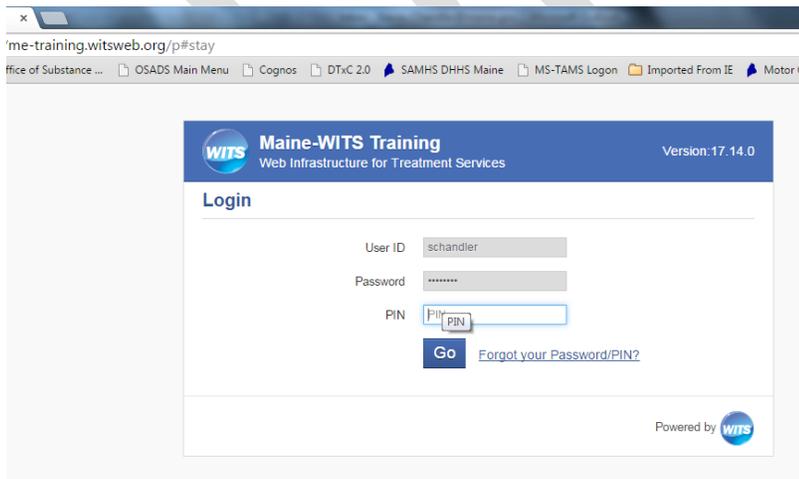
Step 1: When logging into WITS you will get a warning screen, the screen states that this is a secure site and only registered users have the right to access. <https://me-training.witsweb.org>. Click on OK to bring up the login screen.



Step2: Enter your User ID and password, Click Go



Step 3: Enter your PIN, click Go



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Home Page:

Step 1: Click on Client List to start the TDS Admission process; The client list screen is a search screen; you can search for your client in any of the applicable fields (Historic TDS clients can be searched for using the TDS client ID (DOB and Last four SSNs), enter the TDS client ID in the Provider ID field). An asterisks (*) is a wildcard in the system so if you know that the last name/initial is you can type "C*" and the results return would be any last name starting with a "C".

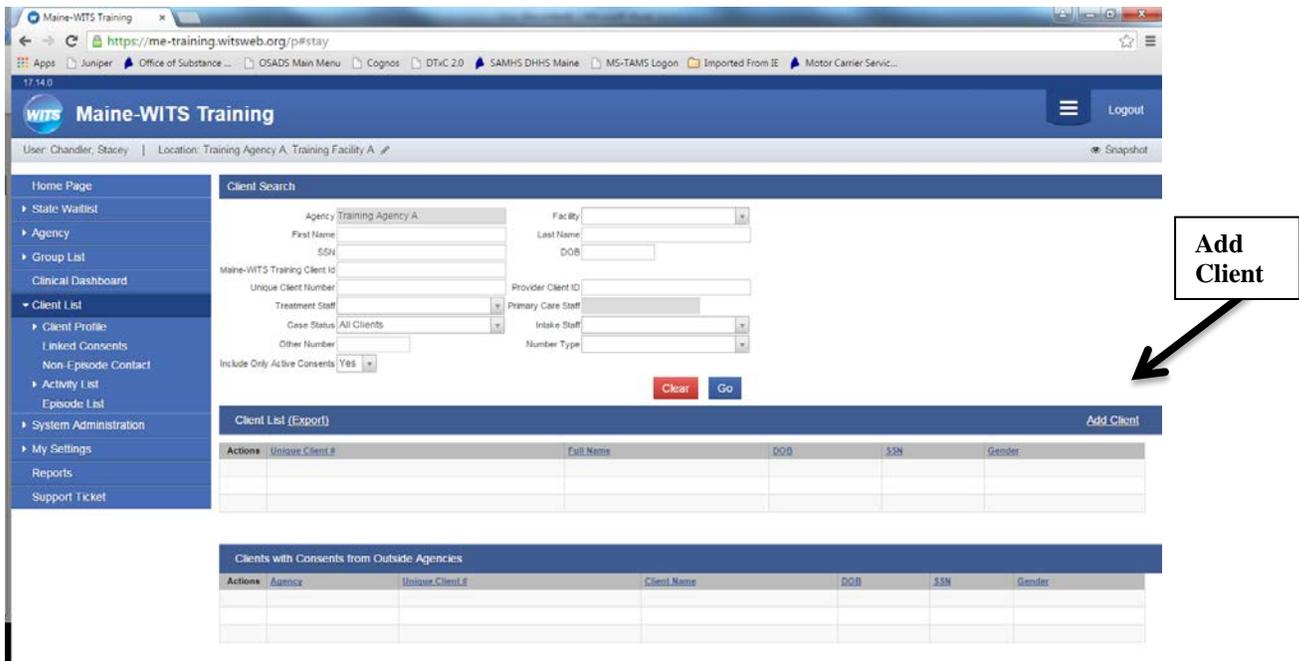
WITS Home Page, Notice user name and Location (Agency)

The screenshot shows the WITS Home Page interface. At the top, the user is identified as 'User: Chandler, Stacey' and the location is 'Location: Training Agency A, Training Facility A'. The left sidebar contains a navigation menu with 'Client List' highlighted. The main content area includes a 'Home' section with 'Announcements' and 'Alert List' tables. The 'Alert List' table contains one entry for an 'Inactive Client' with a message to enter an encounter or discharge. Below the alert list is a 'Schedule for' section with a calendar view.

Actions	Alert Type	Client Name/ID	Applies To Staff	Message	Facility	Date Due
	Inactive Client	enrollment_detox; F319155N2E558110	N/A	Please either enter an encounter for this client or enter a discharge if they have left treatment	Training Facility A	3/04/2015

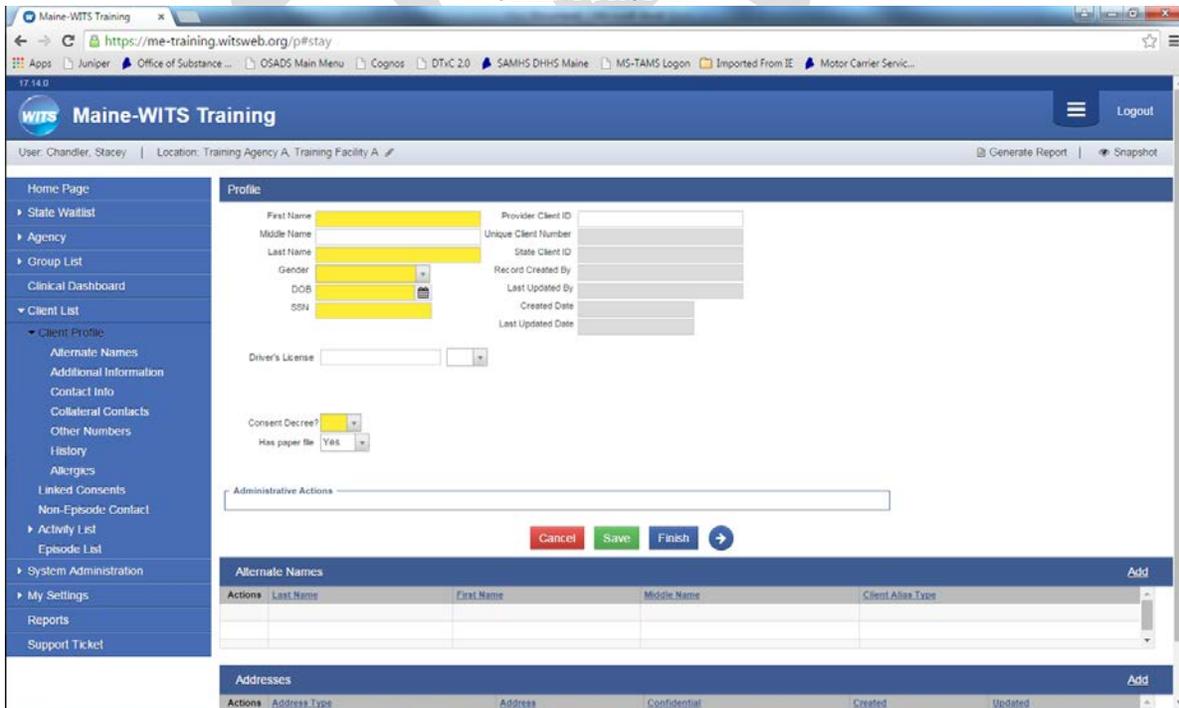
Actions	Start	End	Summary	Status

Step 2: To Add a new Client: click on Add Client (Right hand side of screen)



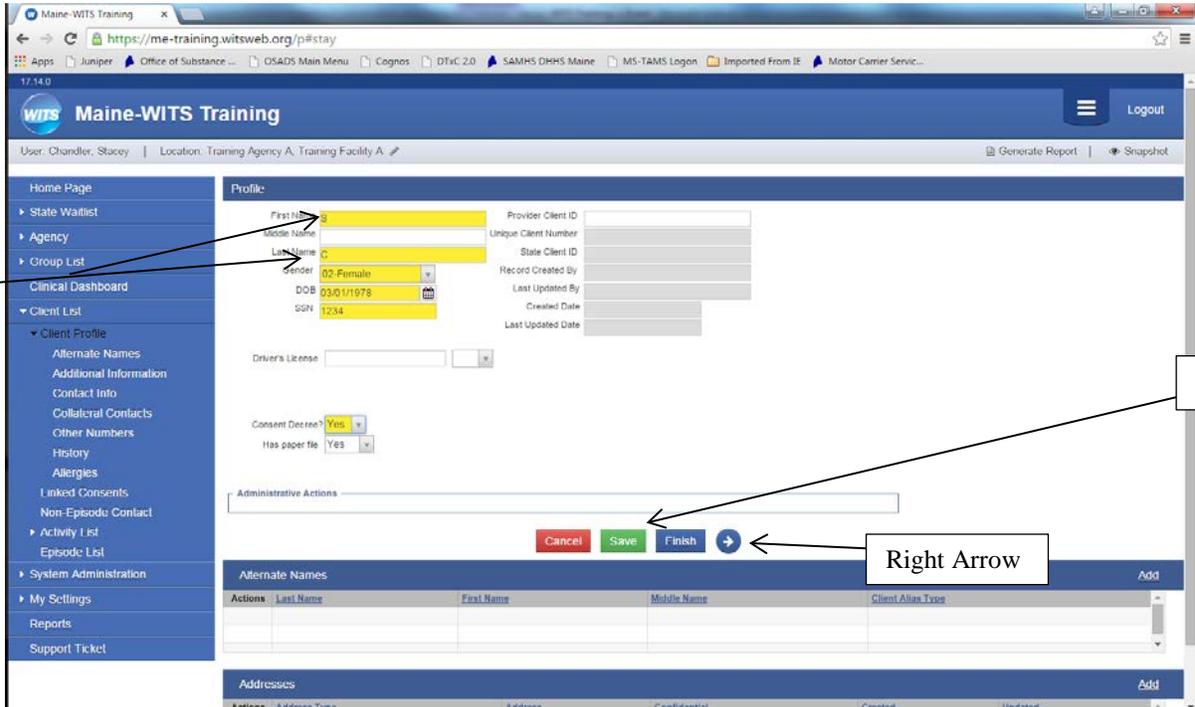
Step 3: After you select Add Client, the Client Profile page will show. Enter all of the required information (denoted in **YELLOW**). PLEASE NOTE – Full names are not required but the fields can't be blank either. You can enter the full name but if you'd rather not, a first and last initial is sufficient (see below)

CLIENT PROFILE



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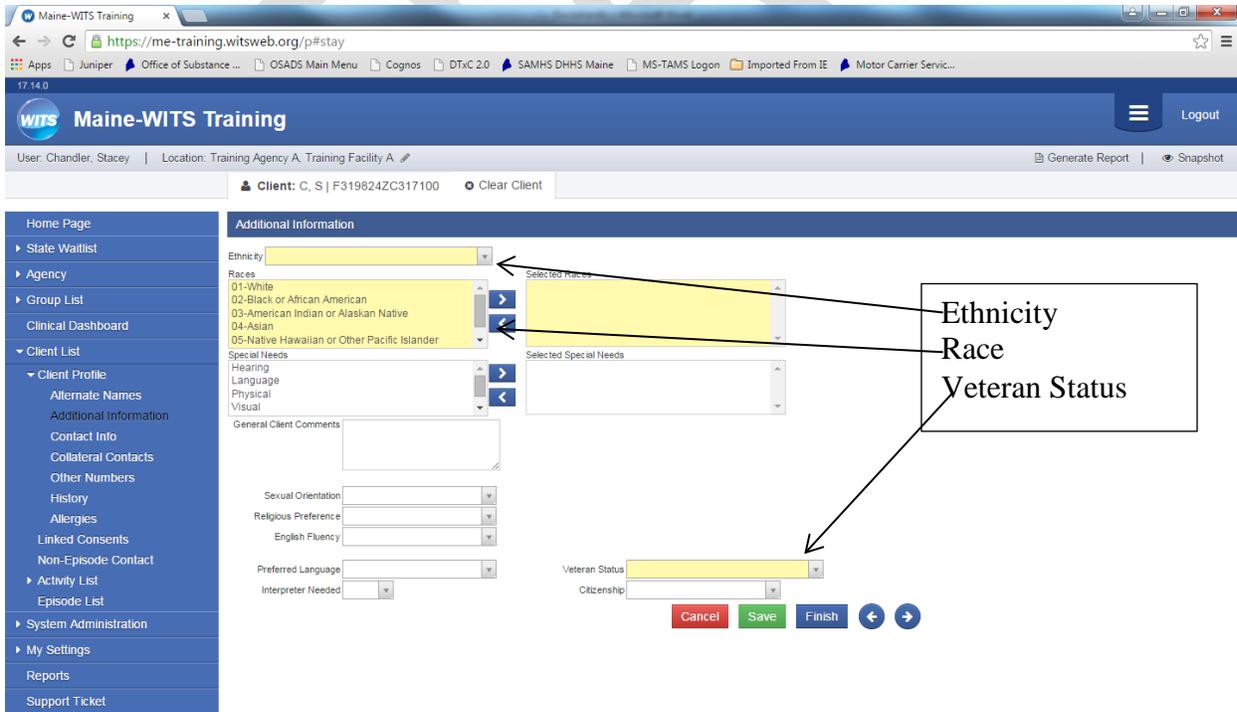
First & Last Initials



Clicking Save or Finish: Clicking “save” will save what you haven’t entered on this screen; clicking finish thinks you’re done so it will bring you back to the main client search screen, clicking the right arrow will bring you to the next screen but it has not saved your work.

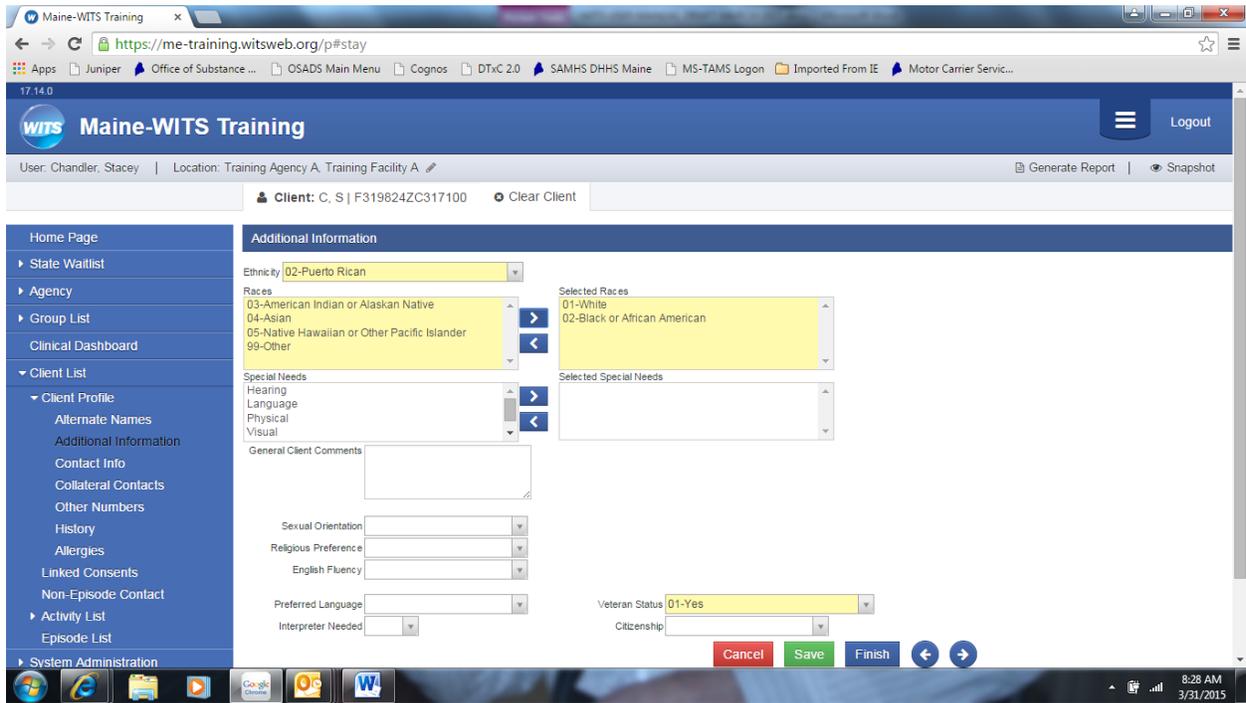
Step 4: The next screen collects data that aren’t relevant to TDS so you can click the right arrow again and it will bring up “Additional Information” – this is where Race, Ethnicity and Veteran Status are collected.

ADDITIONAL INFORMATION



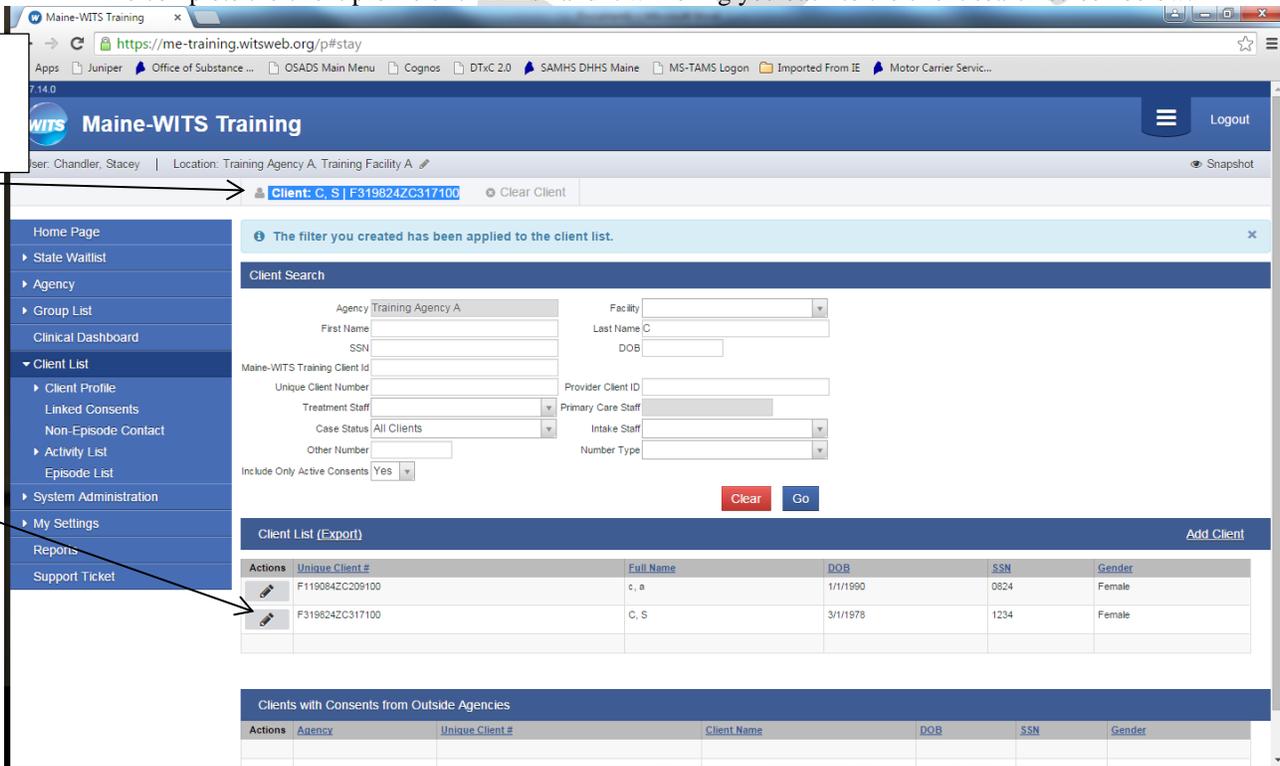
When selecting Race click on the race(s), then click the right arrow to put the race in the selected Races Box. You can select one or many, to select many hold your control button, select the races then click the right arrow to move the selections to the right.

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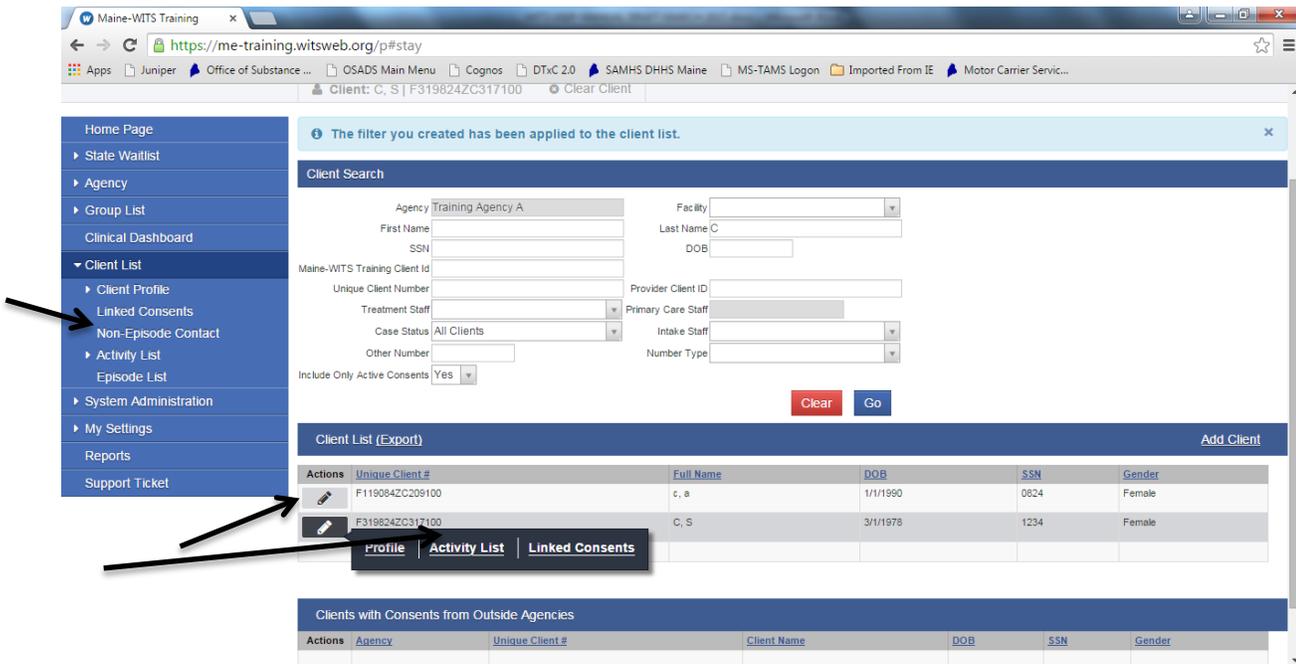
The complete the client profile click Finish and it will bring you back to the client search screen below:

NOTE:
Still in the
client
folder



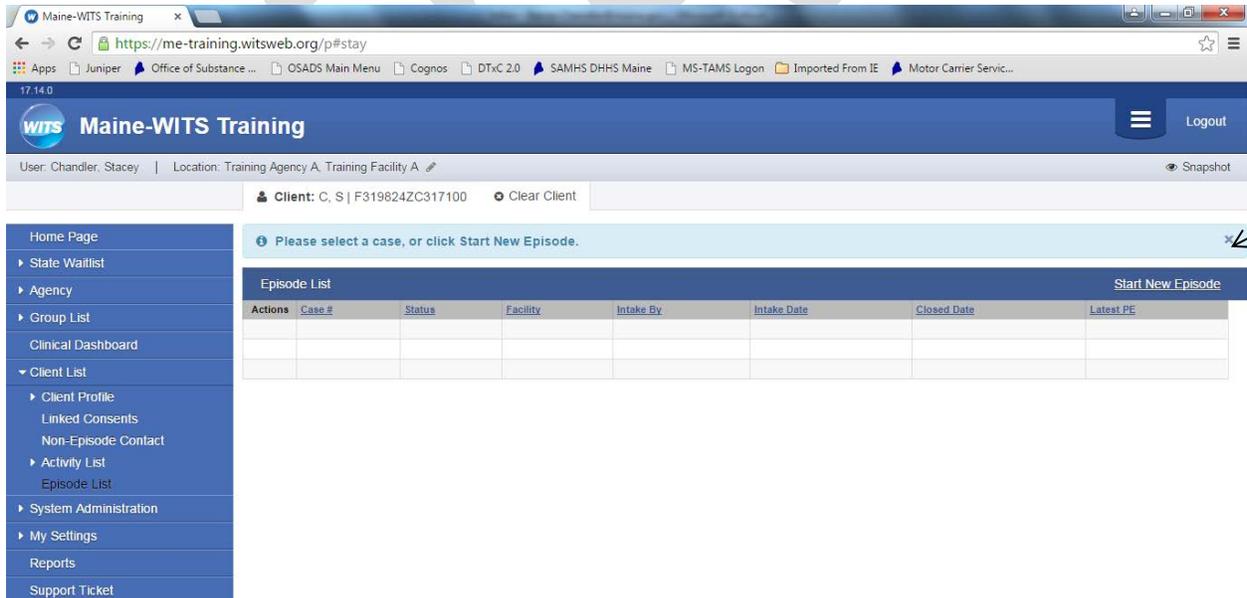
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Step 5: Hover your mouse/cursor over the pencil to the left of your client so see the different options available. You can either click on **Activity List** here or on the right hand side of the screen.



The Activity List is where you start a new episode of care:

Step 6: Click on Start New Episode



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Step 7: Intake: Complete all areas highlighted in yellow. The first step on the intake is to designate the staff member working with the client by selecting the “Intake Staff”

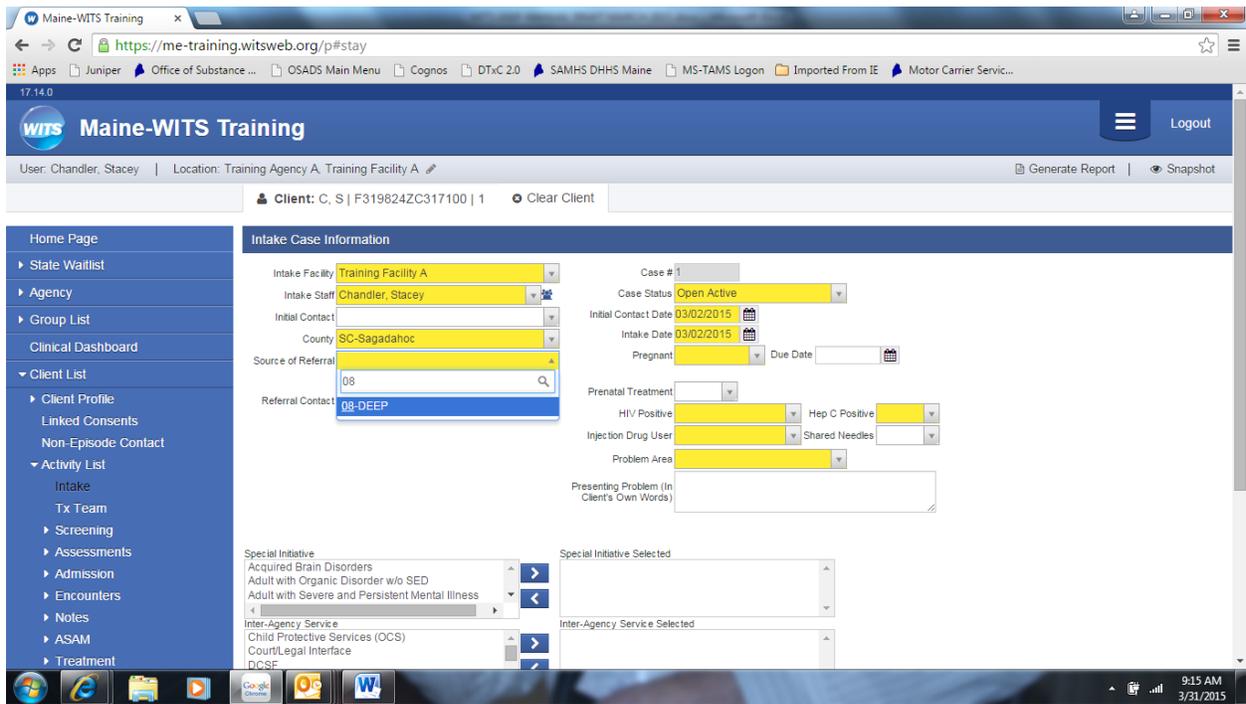
The screenshot shows the 'Intake Case Information' form in the Maine-WITS Training system. The 'Intake Staff' field is highlighted in yellow and set to 'Chandler, Stacey'. Other highlighted fields include 'Intake Facility' (Training Facility A), 'Case Status' (Open Active), 'Initial Contact Date', 'Intake Date' (3/31/2015), 'Pregnant', 'HIV Positive', 'Hep C Positive', 'Injection Drug User', 'Shared Needles', 'Problem Area', and 'Presenting Problem'. The 'Source of Referral' dropdown is also highlighted. The 'Special Initiative' and 'Inter-Agency Service' sections are visible at the bottom.

First, designate the intake staff member working with the client by selecting the “Intake Staff”

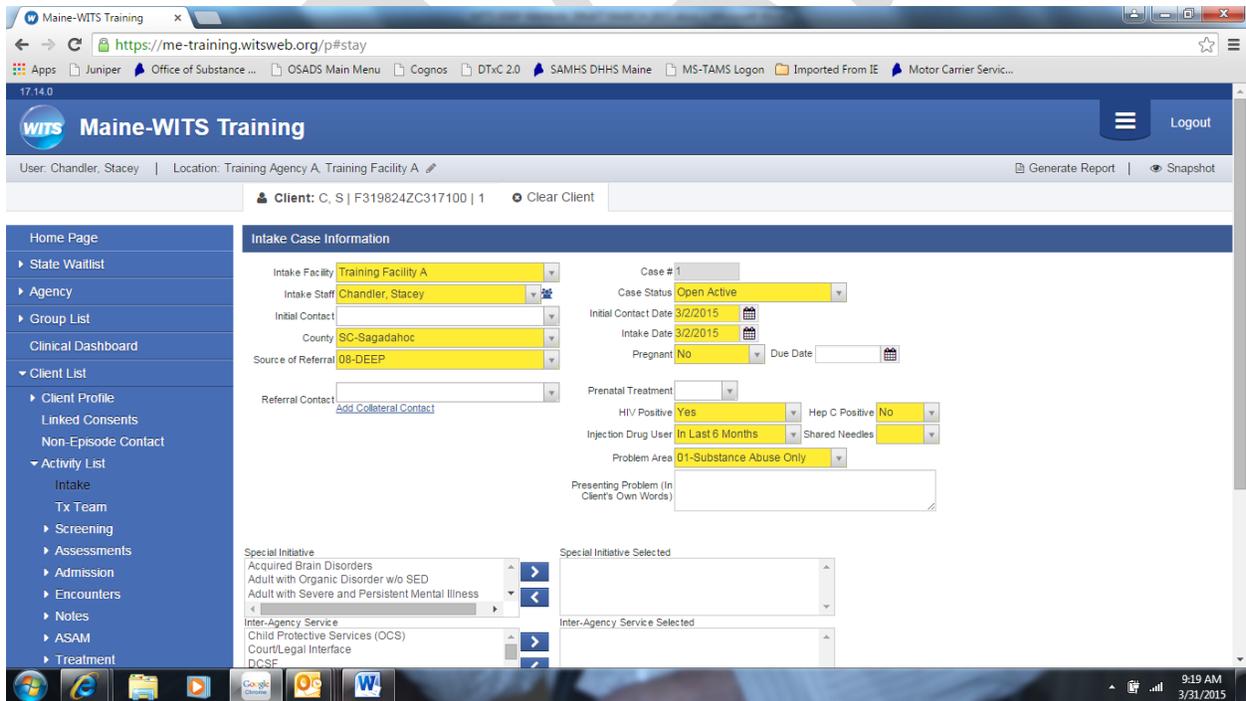
The screenshot shows the 'Intake Case Information' form in the Maine-WITS Training system. The 'Intake Staff' dropdown menu is open, showing a list of staff members including 'Chandler, Stacey', '001, Training', '002, Training', '003, Training', '004, Training', '005, Training', '006, Training', '007, Training', and '008, Training'. An arrow points to the 'Intake Staff' field. Other highlighted fields include 'Intake Facility', 'Case Status', 'Initial Contact Date', 'Intake Date', 'Pregnant', 'HIV Positive', 'Hep C Positive', 'Injection Drug User', 'Shared Needles', 'Problem Area', and 'Presenting Problem'. The 'Source of Referral' dropdown is also highlighted.

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You can start typing in any of the drop downs the value OR you can select from the list of values, as you type in a value it will appear, hit Tab to go to the next field.



All of the date fields have “date pickers” which is a calendar that pops up so you can select the date. You can also type in the date.



Notice, only the yellow fields were entered. The white fields are not required to save the record, nor are they required by SAMHS.

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Scroll to the bottom and click save. Any errors/omitted fields will prompt an error. Errors are denoted in pink/red (see below)

Required fields are missing.

Intake Case Information

Intake Facility: Training Facility A
 Intake Staff: Chandler, Stacey
 Initial Contact: [Name]
 County: SC-Sagadahoc
 Source of Referral: 08-DEEP
 Referral Contact: Add Collateral Contact

Case #: 1
 Case Status: Open Active
 Initial Contact Date: 3/2/2015
 Intake Date: 3/2/2015
 Pregnant: No
 Due Date: [Date]

Prenatal Treatment: [Dropdown]
 HIV Positive: Yes
 Hep C Positive: No
 Injection Drug User: In Last 6 Months
 Shared Needles: [Dropdown]
 Problem Area: 01-Substance Abuse Only
 Presenting Problem (In Client's Own Words): [Text Area]

Special Initiative Selected: [Dropdown]
 Inter-Agency Service Selected: [Dropdown]

Date Closed: [Date]

Buttons: Cancel, Save, Finish

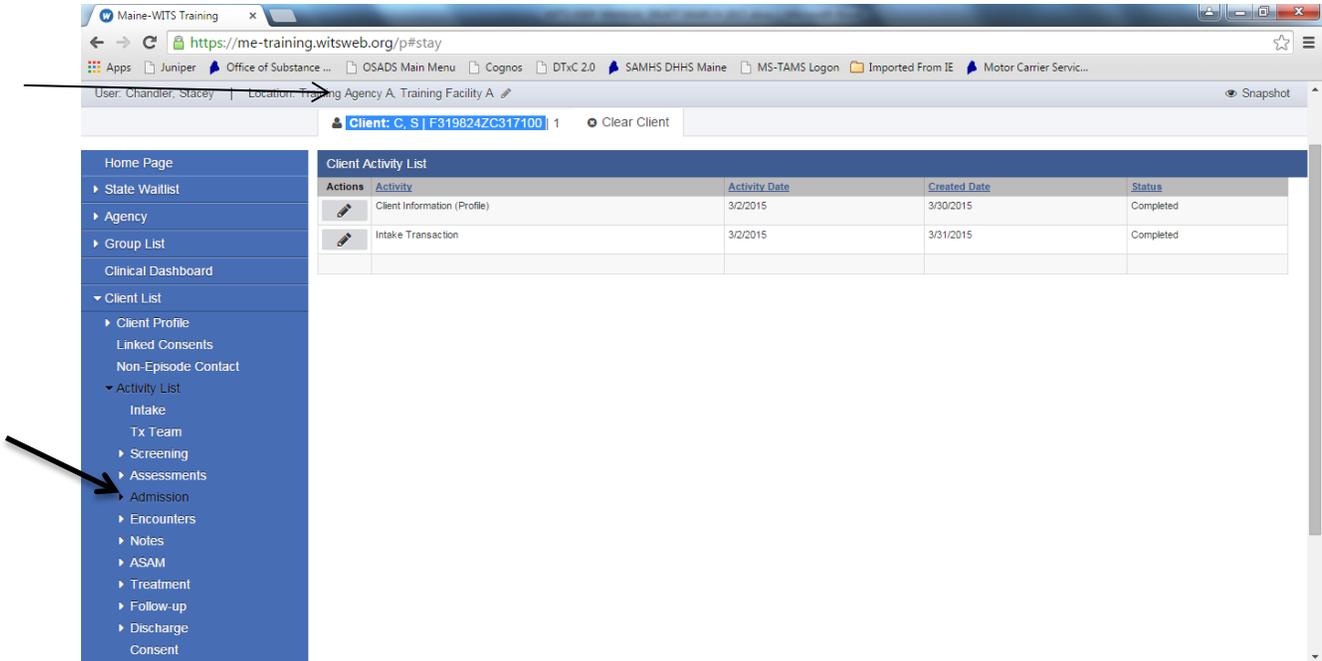
Click Finish (Finish will save what has been entered) and the clients' activity list will show up

Client Activity List

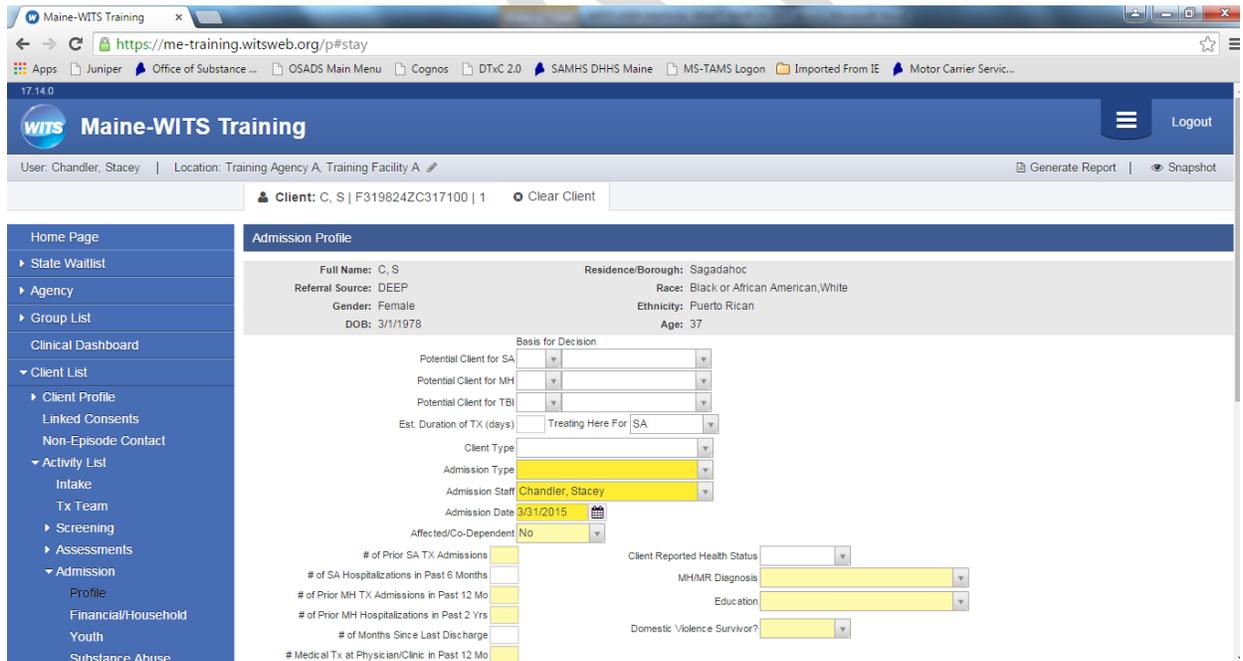
Actions	Activity	Activity Date	Created Date	Status
[Edit]	Client Information (Profile)	3/2/2015	3/30/2015	Completed
[Edit]	Intake Transaction	3/2/2015	3/31/2015	Completed

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Step 8: Admission: Click on Admission Under “Activity List”



Step 8a: This will bring up the Admission Profile screen; you need to select the type of admission. Regular admission (for most episode types) and Shelter/Detox (for shelter or detoxification episodes) and the Admission Staff



Fill in the applicable fields (denoted in **Bright** and **Pale Yellow**)

of Prior SA Tx Admissions

of Prior MH Tx Admission in past 12 months

of Prior MH Hospitalizations in Past 2 years

MH/MR Diagnosis

Education

DV Survivor

#Medical Tx at Physicians Office past 12 Mos

Hospital ER Admissions past 12 Mos

Medical Hospital Inpatient Adms past 12 Mos

Self Help Attendance

times gambled

If applicable (not 0 above) Has Gambling Led to problems

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Potential Client for MH: [Dropdown]
 Potential Client for TBI: [Dropdown]
 Est. Duration of TX (days): [Dropdown] Treating Here For: SA [Dropdown]
 Client Type: [Dropdown]
 Admission Type: Admission [Dropdown]
 Admission Staff: Chandler, Stacey [Dropdown]
 Admission Date: 3/31/2015 [Calendar]
 Affected/Co-Dependent: No [Dropdown]
 # of Prior SA TX Admissions: 0 [Input]
 # of SA Hospitalizations in Past 6 Months: [Input]
 # of Prior MH TX Admissions in Past 12 Mo: 0 [Input]
 # of Prior MH Hospitalizations in Past 2 Yrs: 0 [Input]
 # of Months Since Last Discharge: [Input]
 # Medical Tx at Physician/Clinic in Past 12 Mo: 0 [Input]
 # Hospital Emergency Room Admissions in Past 12 Mo: 0 [Input]
 # Medical Hospital Inpatient Admission in Past 12 Mo: 0 [Input]
 # Other Medical Tx Locations Admission in Past 12 Mo: 0 [Input]
 Client Reported Health Status: [Dropdown]
 MH/MR Diagnosis: 01-Diagnosed Mental Illness/Disorder [Dropdown]
 Education: 14-Sophomore College [Dropdown]
 Domestic Violence Survivor?: Yes [Dropdown]
 # of times the client has attended a self-help program in the 30 days preceding the date of admission to treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence: 01-No attendance in the past month [Dropdown]
 In your lifetime, how many times have you gambled (bet) with money or possessions?: 20-39 Times [Dropdown]
 Has the money or time that you spent on gambling led to financial problems or problems in your family, work, school or personal life?: No [Dropdown]

[Cancel] [Save] [Finish] [Right Arrow]

Here you can click Save, Finish or use the Right Arrow. I prefer saving each screen so ensure none of my work is lost. After saving click on the Right Arrow to go to the next section, Admission/Financial/Household

Step 8b: Admission – Financial and Household section.

Admission
Financial Info
 Employment Status: 01-Full Time: >35 Hours [Dropdown] Primary Income Src: 01-Wages [Dropdown]
 Months Emp in Last 6 Months: [Input] Expected Payment Src: 02-Human Services (other than child, adult prote... [Dropdown]
 Employer: [Input] Insurance Type: 03-Medicare [Dropdown]
 Annual Household Income: [Input]

Other Income Sources: [Dropdown] Other Income Sources Selected: [Dropdown]
 00-None [Dropdown] 01-Wages [Dropdown] 02-Retirement [Dropdown]

Household Composition
 Household Composition: [Dropdown] Marital Status: 01-Never Married [Dropdown]
 Living Arrangement: 02-Independent Living, With Others [Dropdown] # of People Living With Client: [Input]
 Relation to Client: [Dropdown] Living with Client: [Dropdown]
 Aunts(s) [Dropdown] Brothers(s) [Dropdown] Daughter(s) [Dropdown]

of Dependents (by Age Group) If the Client has dependent children, where are the children while the client was in treatment?
 0-12 Months: 0 [Input] With the Client [Dropdown]
 13-35 Months: 0 [Input]
 3-5 Years: 0 [Input]
 6-12 Years: 0 [Input]
 13-17 Years: 1 [Input]

[Cancel] [Save] [Finish] [Left Arrow] [Right Arrow]

The Financial/Household subsection collects the following:

- Employment Status
- Primary Income
- Expected Payment Source
- Insurance Type
- Living Arrangements
- Marital Status
- # of Dependents in each age group
- (If applicable) Where the dependents are while the client is in Tx

After entering the financial/household information Click Save. The next applicable section is Substance Abuse – after saving click on Substance Abuse in the left hand menu

Step 8c: Admission - Substance Abuse screen

Select the Primary Substance – you'll notice that some primary substances will automatically fill in the detailed drug code and method (i.e. Alcohol pre-fill some of the other information in for you). Complete all yellow highlighted fields.

Also, if there's no secondary or tertiary, selecting **None** will prefill the associated fields:

The Substance Abuse screen collects:

- Primary, Secondary and Tertiary Substances (generic and detailed drug codes)
- Primary, Secondary and Tertiary Frequency
- Primary, Secondary and Tertiary Ages of 1st Use
- Medication Assisted Treatment Type

Click Save and move to the next screen 

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Step 8d: Admission - TOBACCO

17.14.0
Maine-WITS Training
User: Chandler, Stacey | Location: Training Agency A, Training Facility A
Client: C, S | F319824ZC317100 | 1

Tobacco / Nicotine

Does Client Currently Use Tobacco?

Smoker Status

Age of First Use

In the past 30 days, what tobacco/nicotine product did you use most frequently?

Other (Please Describe)

In the past 30 days, how often did you use tobacco/nicotine product(s)?

Route of Administration

Cancel Save Finish

If no tobacco is used that is the only information on this screen; if tobacco is used other fields will turn yellow and need to be filled in

17.14.0
Maine-WITS Training
User: Chandler, Stacey | Location: Training Agency A, Training Facility A
Client: C, S | F319824ZC317100 | 1

Tobacco / Nicotine

Does Client Currently Use Tobacco?

Smoker Status

Age of First Use

In the past 30 days, what tobacco/nicotine product did you use most frequently?

Other (Please Describe)

In the past 30 days, how often did you use tobacco/nicotine product(s)?

Route of Administration

Cancel Save Finish

Age of first use
Past 30 day use
Route of Administration

Click Save and move to the next screen 
Step 8e: Admission - LEGAL HISTORY

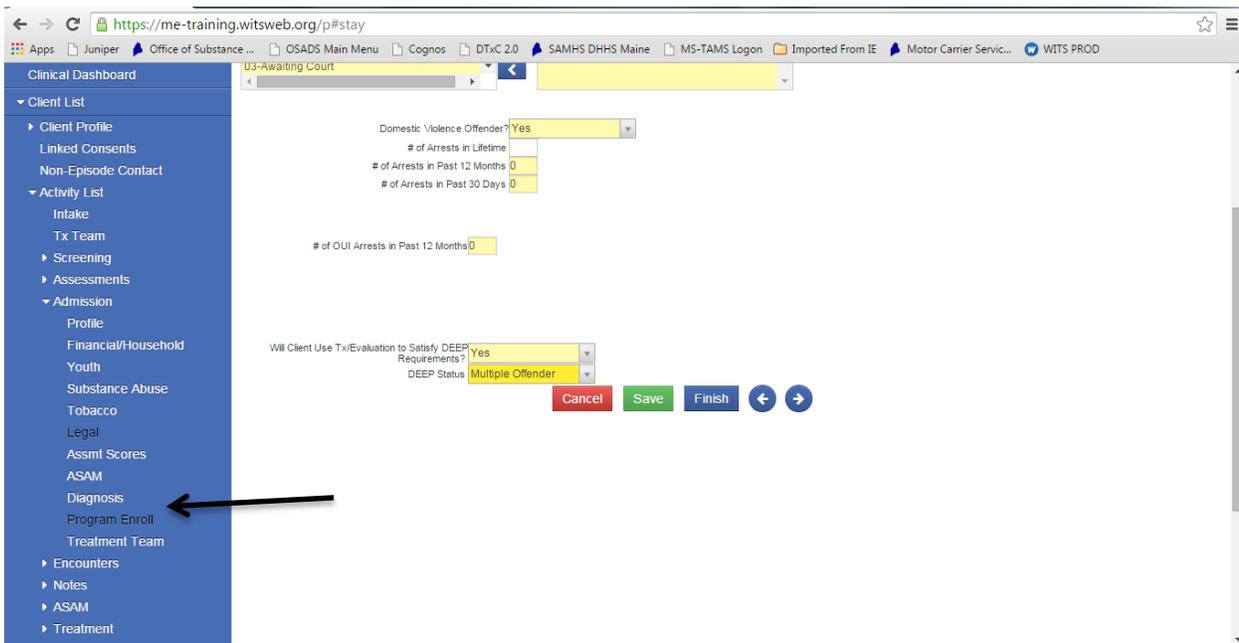
Use arrows to select and move items from the left box to

Data collected on Legal History Screen:

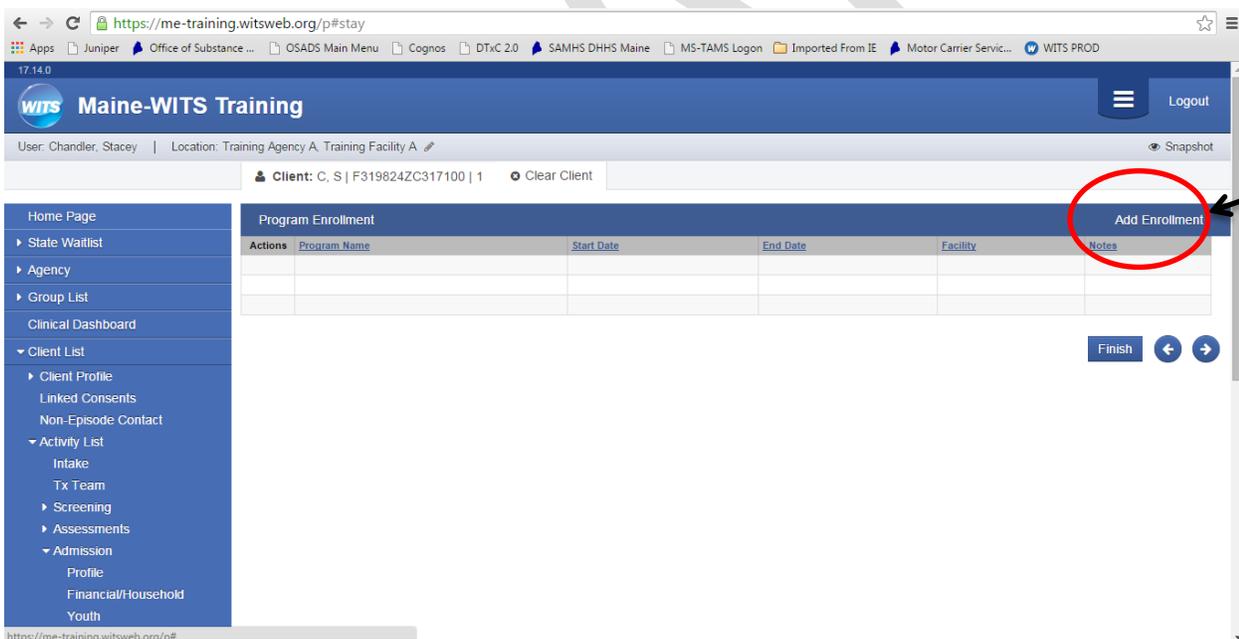
- Legal Status (it's okay to select more than one)
- DV Offender
- # of Arrest in Past 12 Mos
- # of Arrests in Past 30 Days
- # OUI Arrests Past 12 Most
- Will Client use Tx.Evaluation to satisfy DEEP Requirements (If YES, DEEP Status needs to be filled in)

Click Save at the bottom of the Legal History Screen

Step 8f: Program Enrollment (AKA: Level of Care): The last step in the admission process is to add the level of care, in WITS the level of care is referred to as "Program". Select **Program Enroll** from the left hand menu



PROGRAM ENROLL
Then click on Add Enrollment



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Click on **Finish** and it brings you back to the program enrollment screen where you can see the enrollment for the client

The screenshot shows the 'Program Enrollment' screen in the Maine-WITS Training system. The left navigation menu includes options like Home Page, State Waitlist, Agency, Group List, Clinical Dashboard, and Client List. The main content area features a table with the following data:

Actions	Program Name	Start Date	End Date	Facility	Notes
	Intensive Outpatient #1	3/31/2015		Training Facility A	

Below the table, there is a 'Finish' button and navigation arrows.

Click on **Finish** and it brings you back to the Activity List where all of the pieces will say “Completed” – ignore the “Diagnosis Summaries” saying “Not Applicable” – this is functionality within the system, but because it’s not required for Maine its not applicable, you can also ignore “Follow up” on this screen (using a client for testing in the system as this manual is being written)

The screenshot shows the 'Client Activity List' screen. The left navigation menu is expanded to show 'Client List' and its sub-items. The main content area features a table with the following data:

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed
	Admission	3/31/2015	3/31/2015	Completed
	Client Program Enrollment (Intensive Outpatient #1)	3/31/2015	3/31/2015	Enrollment Completed
	Follow Up	3/31/2015	3/31/2015	Completed
	Diagnosis Summary	3/31/2015	3/31/2015	Not Applicable

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If any data are missing in the admission process it would say "In progress" in the "status" column
Next to "In Progress" there's a "details" link (be sure your pop-up blocker is turned off to use this functionality)

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed
	Admission	3/31/2015	3/31/2015	In Progress (Details)
	Follow Up	3/31/2015	3/31/2015	Completed
	Diagnosis Summary	3/31/2015	3/31/2015	Not Applicable

Clicking on "details" will bring up a pop-up box showing you the items that still need to be filled in before it is complete.

Admission Progress

- Num of Arrests Last 30 Days is missing.
- Domestic Violence Offender is missing.
- # of OUI Arrests in Past 12 Months is missing.
- Will Client Use Tx/Evaluation to Satisfy DEEP Requirements is missing.
- Legal Status is empty.
- Num Of Arrests is missing.
- Tobacco Use is missing.
- Completed Program Enrollment is missing.

Step 9: ENCOUNTERS (Units of Service)

**Prior to discharging the client Encounters (Units) need to be entered. To enter Units click on Encounters

The screenshot shows the 'Maine-WITS Training' interface. The top navigation bar includes the WITS logo, 'Maine-WITS Training', and a 'Logout' button. Below the navigation bar, the user information is displayed: 'User: Chandler, Stacey | Location: Training Agency A, Training Facility A'. The main content area is titled 'Client Activity List' and shows a table of activities for a specific client. The left sidebar menu is expanded, and an arrow points to the 'Encounters' option under the 'Activity List' section.

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed
	Admission	3/31/2015	3/31/2015	Completed
	Client Program Enrollment (Intensive Outpatient #1)	3/31/2015	3/31/2015	Enrollment Completed
	Follow Up	3/31/2015	3/31/2015	Completed
	Diagnosis Summary	3/31/2015	3/31/2015	Not Applicable

Click on "Add Encounter Record"

The screenshot shows the 'Maine-WITS Training' interface with the 'Encounter Search' form. The search form includes fields for 'Start Date' (3/31/2014), 'End Date' (3/31/2015), 'Rendering Staff', 'Service', and 'Encounter Status'. Below the search form is the 'Encounter List' table, which is currently empty. An arrow points to the 'Add Encounter Record' button located at the bottom right of the page.

No results match your search criteria.

Encounter Search

Start Date: 3/31/2014 End Date: 3/31/2015
Rendering Staff: [dropdown] Service: [dropdown]
Encounter Status: [dropdown] Program: [dropdown]

Clear Go

Encounter List (Export) Add Encounter Record

Actions	Svc Date	Service	ENC ID	Rendering Staff	Program Name	Status

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Select the Service (unit code), Enter # of Service Units/Sessions (don't worry about the note type) and the charge per unit.

The screenshot shows the 'Encounter' form in the Maine-WITS Training system. The form is populated with the following information:

- Note Type: Progress Notes
- Service: Intensive Outpatient
- Program Name: Training Facility A/Intensive Outpatient #1: 3/31/2015 -
- Start Date: 3/31/2015
- End Date: [empty]
- Start Time: [empty]
- End Time: [empty]
- Duration: [empty]
- Emergency: [empty]
- Pregnant: [empty]
- Charge: 100
- Rendering Staff: Chandler, Stacey

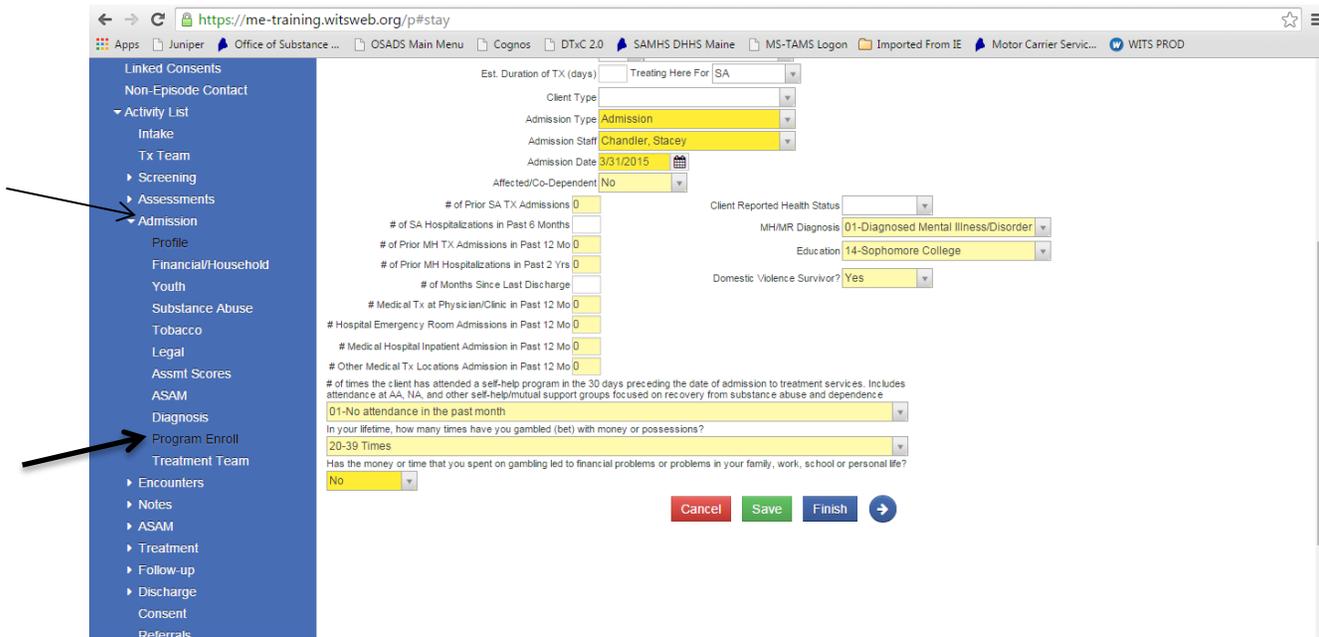
Click on Finish and the encounter is saved

The screenshot shows the 'Encounter Search' and 'Encounter List' sections. The 'Encounter List' table is as follows:

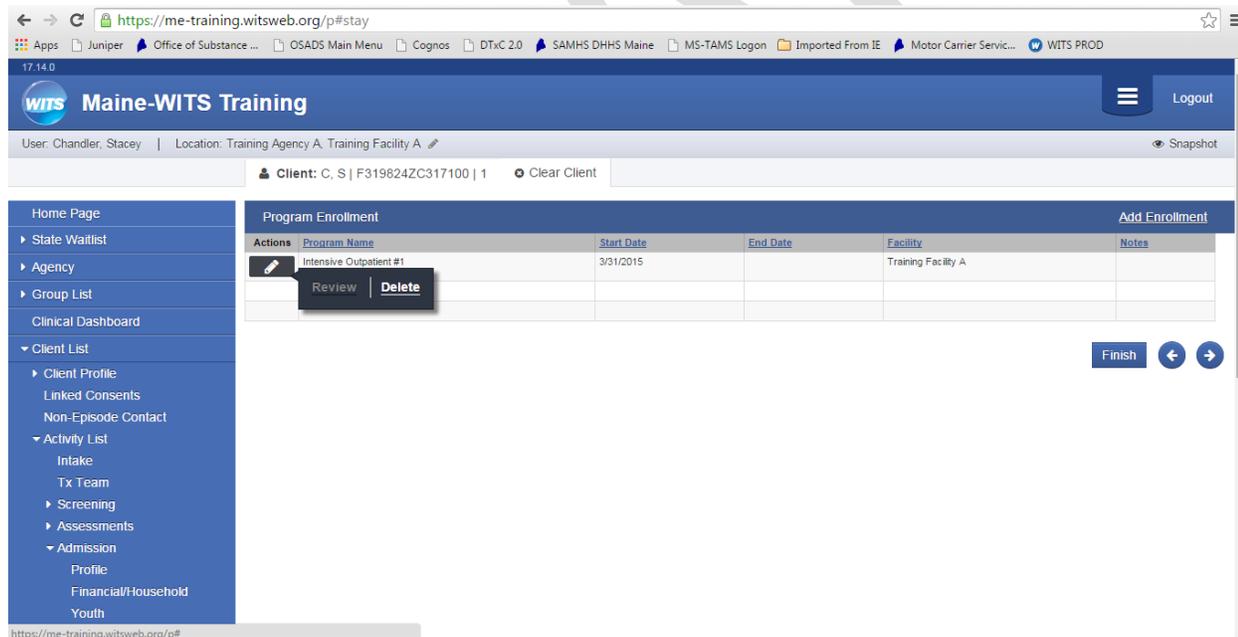
Actions	Src Date	Service	ENC ID	Rendering Staff	Program Name	Status
	3/31/2015	Intensive Outpatient	1187	Chandler, Stacey	Intensive Outpatient #1	Not Released

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Step 10: DIS-ENROLL: The next step in the discharge process is to “Dis-enroll” the client from the current program. To do this, go back to the left hand menu and expand the Admission Section by clicking on “Admission” then click on Program Enroll,



Open up the existing enrollment by clicking on “Review” which appears when you hover your mouse/cursor over the pencil icon:



This opens up the existing program enrollment. Select the termination reason and enter the end date

Client List

Program Enrollment Profile

Facility: Training Facility A | Days on Wait List: | Start Date: 3/31/2015 | End Date: 4/1/2015 | Agreement #: |

Program Name: Intensive Outpatient #1 | Program Staff: Chandler, Stacey

Termination Reason: 02-Treatment is Complete

TEDS/NOMS Status at Program Enrollment (3/31/2015)

Enrollment Type: Initial Admission	DSM Diagnosis:	Marital Status: 01-Never Married	Primary Income Src: 02-Retirement
# of Arrests in Last 30 Days: 0		Living Arrangement: 02-Independent Living, With Others	Expected Payment Src: 01-OSA
Pregnant at Enrollment: No		Employment Status: 03-Irregular: <17 Hours	Health Insurance: 21-None
Methadone Used as Part of Tx: Yes		Highest Education Level Completed: 14-Sophomore College	
Psychiatric Problem in Addition to Alcohol/Drug Problem: 01-Diagnosed Me			
# of Times You Have Participated in a Self Help Group in the Last 30 Days: 01-No attendance in the past month			
Primary Drug: Drug Type 04-Heroin	Secondary Drug: 06-Other Opiates and Synthetics	Tertiary Drug: 00-None	
Detailed Drug: 0400-Heroin/Morphine	0603-Oxycodone (Percodan)	0000-None	
Freq of Use: 08-Daily	06-2-3 days per week	00-Not Applicable	
Route of Intake: 04-Injection	03-Inhalation	00-Not Applicable	
Age of First Use: 30	28	96	

Actions

Complete TEDS/NOMS Disenroll Status | Enroll in Concurrent Program

Buttons: Cancel, Save, Finish

Notice at the bottom of the screen under “Actions” the “complete TEDS/NOMS Disenroll Status” is not clickable yet, after you enter the required information and click on save it becomes a clickable hyperlink (see below)

Client: C. S | F319824ZC317100 | 1 | Clear Client

This is the initial admission. The enrollment admission status values are collected on Admission screens.

Program Enrollment Profile

Facility: Training Facility A | Days on Wait List: | Start Date: 3/31/2015 | End Date: 4/1/2015 | Agreement #: |

Program Name: Intensive Outpatient #1 | Program Staff: Chandler, Stacey

Termination Reason: 02-Treatment is Complete

TEDS/NOMS Status at Program Enrollment (3/31/2015)

Enrollment Type: Initial Admission	DSM Diagnosis:	Marital Status: 01-Never Married	Primary Income Src: 01-Wages
# of Arrests in Last 30 Days: 0		Living Arrangement: 02-Independent Living, With Others	Expected Payment Src: 02-Human Services (other than child
Pregnant at Enrollment: No		Employment Status: 01-Full Time: >35 Hours	Health Insurance: 03-Medicare
Methadone Used as Part of Tx: Yes		Highest Education Level Completed: 14-Sophomore College	
Psychiatric Problem in Addition to Alcohol/Drug Problem: 01-Diagnosed Me			
# of Times You Have Participated in a Self Help Group in the Last 30 Days: 01-No attendance in the past month			
Primary Drug: Drug Type 01-Alcohol	Secondary Drug: 04-Heroin	Tertiary Drug: 00-None	
Detailed Drug: 0100-Alcohol	0400-Heroin/Morphine	0000-None	
Freq of Use: 03-Once in Last 30 days	08-Daily	00-Not Applicable	
Route of Intake: 01-Oral	04-Injection	00-Not Applicable	
Age of First Use: 18	20	96	

Actions

Complete TEDS/NOMS Disenroll Status | Enroll in Concurrent Program

Buttons: Cancel, Save, Finish

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Click on “Complete TEDS/NOMS Disenroll Status” to go through the discharge process: you are now

Client: C, S | F319824ZC317100 | 1

TEDS/NOMS Status at Program Disenrollment (4/1/2015)

Disenrollment Type: 02-Treatment is Complete

Last Face-to-Face: 4/1/2015

Contact Date: []

Employment Status: 01-Full Time: >35 Hours

Living Arrangement: 02-Independent Living, With Others

of Arrests in the Prior 30 Days: []

of Times You Have Participated in a Self Help Group in the Last 30 Days: []

Primary Drug: 01-Alcohol

Secondary Drug: 04-Heroin

Tertiary Drug: 00-None

Frequency of Use: []

Frequency of Use: []

Frequency of Use: []

Actions: Discharge Client, Transfer to another program

Buttons: Cancel, Save, Finish

Notice that some data are carried over from the admission & disenrollment process, these data can be updated if there were changes, or you can leave the way they are if nothing changed.

Data collected on the TEDS/NOMS Status at Program Disenrollment:

- # Arrests in the Prior 30 Days
- # of times you have participated in a Self Help Group in the Last 30 Days
- Frequency of use (for each of the substance)

Click Save

After clicking “Save” you notice on the bottom of the screen under Actions that you now have an option to “Discharge Client”, Click on “Discharge Client” to start the discharge process

Client: C, S | F319824ZC317100 | 1

TEDS/NOMS Status at Program Disenrollment (4/1/2015)

Disenrollment Type: 02-Treatment is Complete

Last Face-to-Face: 4/1/2015

Contact Date: []

Employment Status: 01-Full Time: >35 Hours

Living Arrangement: 02-Independent Living, With Others

of Arrests in the Prior 30 Days: 0

of Times You Have Participated in a Self Help Group in the Last 30 Days: 01-No attendance in the past month

Primary Drug: 01-Alcohol

Secondary Drug: 04-Heroin

Tertiary Drug: 00-None

Frequency of Use: 02-No Use Past Month

Frequency of Use: 03-Once in Last 30 days

Frequency of Use: 00-Not Applicable

Actions: Discharge Client, Transfer to another program

Buttons: Cancel, Save, Finish

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Step 11: DISCHARGE PROFILE

Client: C. S. | F319824ZC317100 | 1

The last encounter date for this client was on 3/31/2015. It could be used as the Last Contact Date.

Discharge Profile

Discharged: 4/1/2015 Date of Last Contact: []

Discharge Staff: Chandler, Stacey Discharge Referral: []

Reason: []

"Deliberate" Referrals (Other Than SA Tx): []

of times the client has attended a self-help program in the 30 days preceding the date of discharge from treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence. []

Did you recommend a self-help group? [] Type of Therapy: []

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential	At Intake: []	[]	[]
	At Discharge: []	[]	[]
2 - Biomedical Conditions and Complications	At Intake: []	[]	[]
	At Discharge: []	[]	[]
3 - Emotional, Behavioral, or Cognitive Conditions and Complications			

Step 11a: Data collection on the Discharge Profile:

- Discharge Referral
- Deliberate Referral to Other than SA Tx
- Did you recommend a self help group
- Type of Therapy

Scroll to the bottom and click "Save", then click on the right arrow to go to the next screen

Client: C. S. | F319824ZC317100 | 1

Discharge

Legal History

Legal Status: 01-Probation/Parole Selected Legal Status: 00-No Legal Involvement

02-Furloughed 03-Awaiting Court

of Arrests in Prior 30 Days: []

of OUI Arrests During Tx: []

Cancel Save Finish [←] [→]

Step 11b: Data collected on Legal History:

- Legal Status
- # Arrests Prior 30 Days
- # OUI Arrests During Tx

Click the next arrow to move to the next screen

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Step 11c: DISCHARGE: Status Changes Since Admission

The screenshot shows the 'Discharge' section of the WITS Training system. The main heading is 'Status Changes Since Admission'. Below this, there are two side-by-side forms: 'Status At Admission' and 'Status At Discharge'. Both forms contain dropdown menus for various fields: Pregnant, Marital Status, Living Arrangement, Employment Status, Primary Payment Source, Secondary Payment Source, Tertiary Payment Source, Health Insurance, County of Residence, and Where were the Dependent Children While the Client was in Tx? (with a sub-field for 'Participated in School or Training while in Tx?'). At the bottom of the forms are buttons for 'Cancel', 'Save', 'Finish', and navigation arrows. A large 'DRAFT' watermark is visible across the center of the page.

- Pregnant (females only)
- Marital Status
- Living Arrangements
- Employment Status
- Primary, Secondary and Tertiary Payment Sources
- Health Insurance (this will help to capture folks changes in Insurance Coverage)
- County (you can now update county in case a client moves while in tx)
- Where were the dependent children (if applicable)
- Participated in School or Training while in Tx

Click the next arrow 

Step 11d: DISCHARGE: SUBSTANCE ABUSE

The screenshot shows the 'Discharge: Substance Abuse' form in the WITS Maine-WITS Training system. The form is divided into several sections:

- Substance Abuse:** A table with columns for Rank, Substance, Severity, Frequency, and Method.

Rank	Substance	Severity	Frequency	Method
Primary:	01-Alcohol			01-Oral
Secondary:	04-Heroin			
Tertiary:	00-None	N/A	00-Not Applicable	00-Not Applicable
- Medication Assisted Treatment:** A section with a dropdown for 'Medication Assisted Tx?'.
- Discharge Parameters:** A section with various dropdown menus and checkboxes, including:
 - Discharge Status: [dropdown]
 - Post-Discharge Case Management: [dropdown]
 - Prognosis: [dropdown]
 - Was a family member involved: [checkbox]
 - Was Concerned Person Involved: [checkbox]
 - Codependent/Collateral: [checkbox]
 - Has the degree of presenting physical or psychological dependence on the alcohol and/or other drug substance(s) improved at discharge based on documentation in the Client's record?: [checkbox]
 - MH/MR Diagnosis: [dropdown]
 - Was MH Service Received: [checkbox]
 - Psychiatric Follow-up: [checkbox]
 - How many psychiatric admissions to a hospital did the Client have during Tx?: [dropdown]

At the bottom of the form, there are buttons for 'Cancel', 'Save', 'Finish', and navigation arrows.

Data collected at Discharge: Substance Abuse

- Frequency of Use
- Medication Assisted Treatment
- Has the degree of presenting physical or psychological dependence on the alcohol and/or other drug substances improved at discharge?
- MH/MH
- How many psych admissions to a hospital did the client have during Tx?

Click the Save, then the next arrow
DISCHARGE: Tobacco/Nicotine

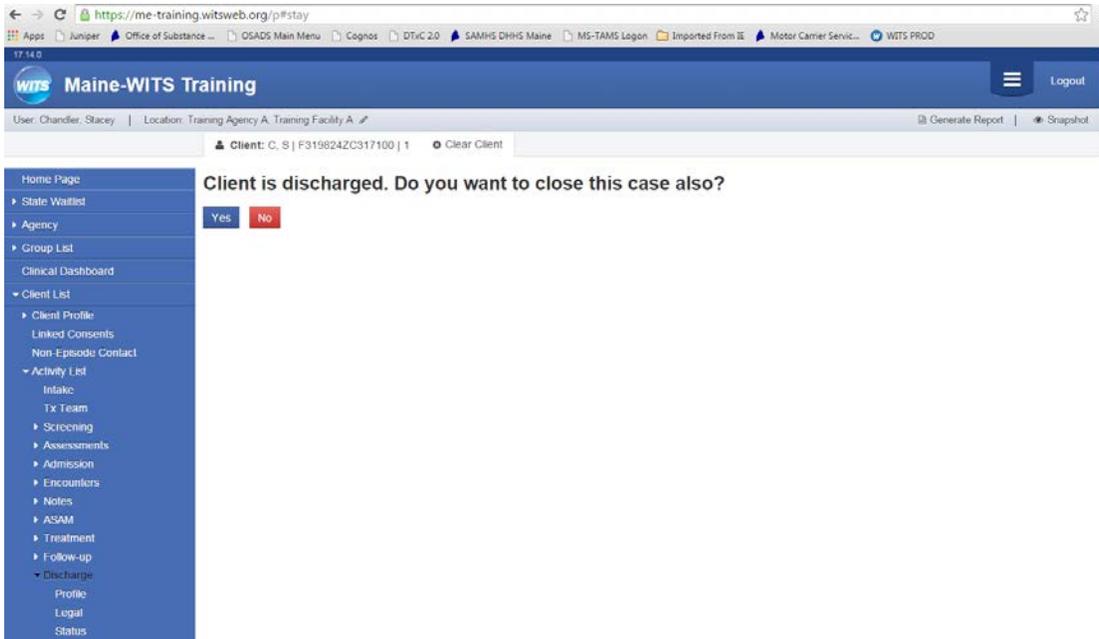
The screenshot shows the 'Discharge: Tobacco / Nicotine' form in the WITS Maine-WITS Training system. The form includes the following fields:

- Does Client Currently Use Tobacco?: [dropdown]
- Smoker Status: [dropdown]
- Age of First Use: [text input]
- In the past 30 days, what tobacco/nicotine product did you use most frequently?: [dropdown]
- Other (Please Describe): [text input]
- In the past 30 days, how often did you use tobacco/nicotine product(s)?: [dropdown]
- Route of Administration: [dropdown]

At the bottom of the form, there are buttons for 'Cancel', 'Save', 'Finish', and navigation arrows.

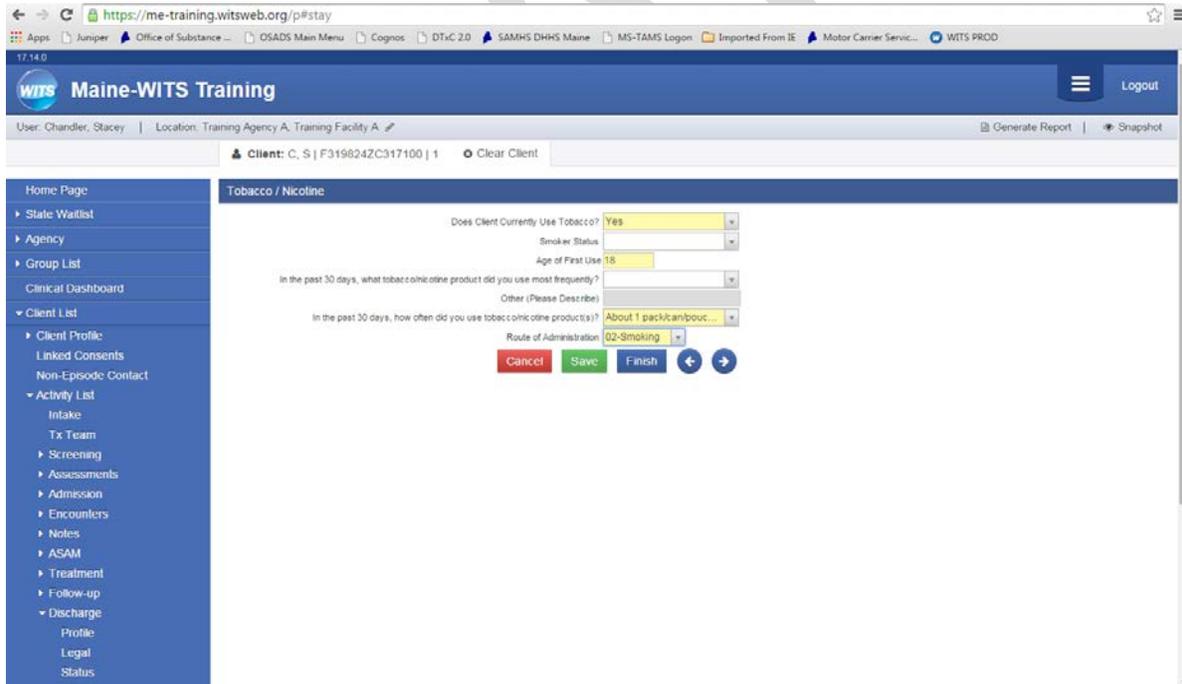
Data collected on DISCHARGE: Tobacco
Does Client Currently Use Tobacco
(If NO click finish) –

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THE ABOVE SCREEN IS THE EQUIVILANCE OF A SUCCESS SCREEN IN TDS – YOU HAVE SUCCESSFULLY DISCHARGED THE CLIENT

If Tobacco Status is Yes:



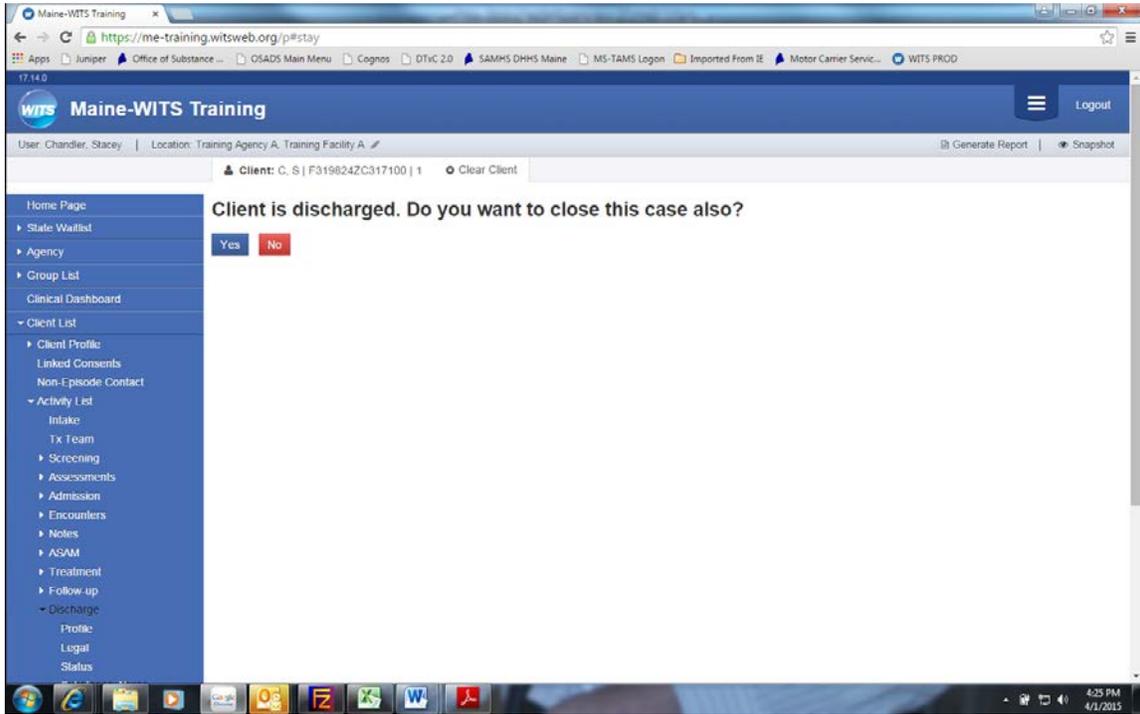
Enter Age of 1st Use

How often (frequency)

Route.

Click Finish to Save and Complete the Discharge Process

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THE ABOVE SCREEN IS THE EQUIVILANCE OF A SUCCESS SCREEN IN TDS – YOU HAVE SUCCESSFULLY DISCHARGED THE CLIENT (FEEL FREE TO DANCE, I WOULD)

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