

Clients Changing Facilities Quick Start Guide

Close the Existing Program Enrollment in Facility 1

These instructions should be used **ONLY** when a client will be changing facilities for a set amount of time.

1. **Getting here:** Login, select **Facility 1**, select Client List from left menu to generate the Client Search Screen, find client, select **Activity List**.
2. **Review** the active Program Enrollment.
3. Enter the **End Date** and the **Termination Reason**.
4. Click **Save**.

The screenshot displays the Idaho WITS Training interface. At the top, it shows the user's name (Buskey, Michelle), location (D Williams Agency, Williams Treatment), and client information (Anderson, Clive | 1012114100003L | Case #: 1). The main content area is divided into two sections: 'Client Activity List' and 'Program Enrollment Profile'.

Client Activity List: A table with columns for Activity, Activity Date, Created Date, Status, and Actions. The 'Review' link for the 'Client Program Enrollment (Adult Outpatient)' row is circled in red.

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	10/4/2012	3/11/2013	Completed	Review
Intake Transaction	10/4/2012	3/11/2013	Completed	Review
Client Program Enrollment (Adult Outpatient)	10/4/2012	3/11/2013	Enrollment In Progress (Details)	Review
Admission	3/11/2013	4/4/2013	Completed	Review
Encounter Summary	3/20/2013	3/20/2013	Completed	Review

Program Enrollment Profile: A form with fields for Facility (Williams Treatment), Program Name (Adult Outpatient), Program Staff (Buskey, Michelle), BPA Authorization #, Termination Reason, and Notes. The 'End Date' field is empty, and the 'Termination Reason' field is highlighted with a red box and a callout: 'Enter the End Date for this Program at this Facility. Select the Termination Reason.'

TEDS/NOMS Status at Program Enrollment (10/4/2012): A form with various status fields. The 'Save' button is highlighted with a red box and a callout: 'Click Save.'

Actions: A list of actions including 'Complete TEDS/NOMS Disenroll Status' and 'Enroll in Concurrent Program'. The 'Save' button is highlighted with a red box and a callout: 'Click Save.'

5. Click **Complete TEDS/NOMS Disenroll Status**.
6. Select the **Disenrollment Type**.
7. Update **Last Face to Face Contact Date** as needed.
8. Update **Employment Status** as needed.
9. Update **Living Arrangement** as needed.
10. Enter the **# of Arrests in Last 30 Days or Since Admission, Whichever is Less** as needed.
11. Select the **Frequency of Use** for the **Primary Drug**, the **Secondary Drug**, and the **Tertiary Drug**.
12. Click **Save** and click **Finish**.
13. The Program Disenrollment is Complete for Facility 1. **DO NOT close the Intake or Discharge the client.**

Program Enrollment Profile

Facility: Williams Treatment Days on Wait List: 0

Program Name: Adult Outpatient Start Date: 10/4/2012 End Date: 4/2/2013

Program Staff: Buskey, Michele

BPA Authorization #: _____

Termination Reason: Transferred

Notes: _____

TEDS/NOMS Status at Program Enrollment (10/4/2012)

Enrollment Type: Initial Admission DSM Diagnosis: 304.40-Amphetamine Dependence(DSM)

of Arrests in Last 30 Days: 0 Marital Status: Married Primary Income Src: None

Pregnant at Enrollment: Not Applicable Living Arrangement: Private Res w/o Support Expected Payment Src: Other

Methadone Used as Part of Tx: No Employment Status: Unemp Not Seeking Work Health Insurance: Other

Psychiatric Problem in Addition to Alcohol/Drug Problem: Yes Highest Education Level Completed: General Education Degree (GED)

Primary Drug: _____ Tertiary Drug: _____

Drug Type: Club Drugs Alcohol None

Detailed Drug: Club Drugs Alcohol Not Applicable

Freq of Use: 3-6 times per week 1-3 times per month N/A

Route of Intake: Smoking Oral N/A

Age of First Use: 15 9 96

Actions: [Complete TEDS/NOMS Disenroll Status](#) [Enroll in Concurrent Program](#)

Cancel Save Finish

TEDS/NOMS Status at Program Disenrollment (4/2/2013)

Disenrollment Type: _____

Last Face to Face Contact Date: 4/2/2013

Employment Status: Unemp Not Seeking Work

Living Arrangement: Private Res w/o Support

of Arrests in Last 30 Days or Since Admission, Whichever is Less: _____

Primary Drug: _____ Secondary Drug: _____ Tertiary Drug: _____

Drug Type: Club Drugs Alcohol None

Frequency of Use: _____

Actions: [Discharge Client](#) [Transfer to another program](#)

Cancel Save Finish

Idaho-WITS Training

User: Admin Agency, CADC
Loc: D Williams Agency, Williams Treatment
Client: Anderson, Clive | 1012114100003L | Case #: 1

Printable View

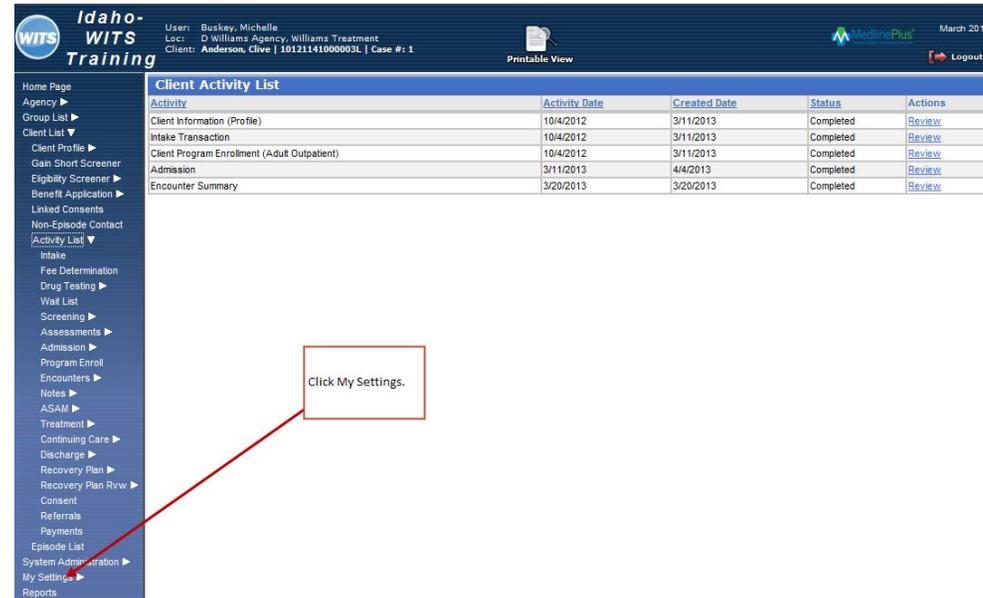
March 2013

Logout

Client Activity List	Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	Client Information (Profile)	10/4/2012	3/11/2013	Completed	Review
Intake Transaction	Intake Transaction	10/4/2012	3/11/2013	Completed	Review
Client Program Enrollment (Adult Outpatient)	Client Program Enrollment (Adult Outpatient)	10/4/2012	3/11/2013	Completed	Review
Admission	Admission		4/4/2013	Completed	Review
Encounter Summary	Encounter Summary		3/20/2013	Completed	Review

Creating an Intake, Admission, and Program Enrollment in Facility 2

1. Click **My Settings**.
2. Click **Change Facility**.
3. Select **Facility 2** where the client will be receiving services.
4. Click **Go**



Idaho-WITS Training

User: Buskey, Michelle
Loc: D Williams Agency, Williams Treatment
Client: Anderson, Clive | 10121141000003L | Case #: 1

March 2013

Printable View

Logout

Home Page
Agency
Group List
Client List
Client Profile
Gain Short Screener
Eligibility Screener
Benefit Application
Linked Consents
Non-Episode Contact
Activity List
Intake
Fee Determination
Drug Testing
Wait List
Screening
Assessments
Admission
Program Enroll
Encounters
Notes
ASAM
Treatment
Continuing Care
Discharge
Recovery Plan
Recovery Plan Rvw
Consent
Referrals
Payments
Episode List
System Administration
My Settings
Reports

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	10/4/2012	3/11/2013	Completed	Review
Intake Transaction	10/4/2012	3/11/2013	Completed	Review
Client Program Enrollment (Adult Outpatient)	10/4/2012	3/11/2013	Completed	Review
Admission	3/11/2013	4/4/2013	Completed	Review
Encounter Summary	3/20/2013	3/20/2013	Completed	Review



Idaho-WITS Training

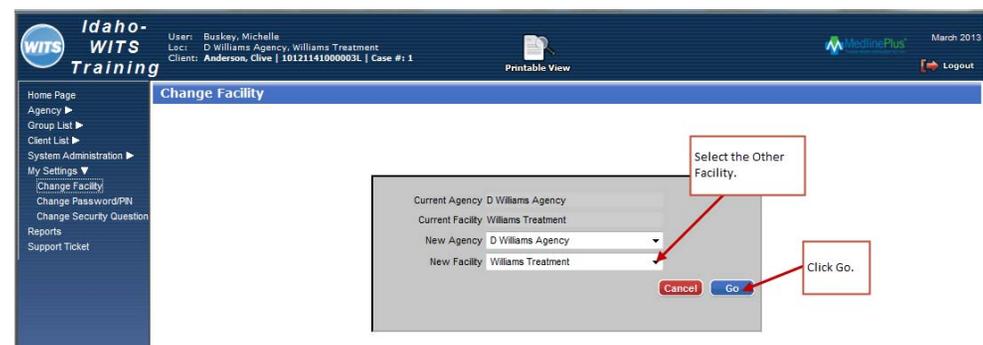
User: Buskey, Michelle
Loc: D Williams Agency, Williams Treatment
Client: Anderson, Clive | 10121141000003L | Case #: 1

March 2013

Printable View

Logout

Home Page
Agency
Group List
Client List
System Administration
My Settings
Change Facility
Change Password/PIN
Change Security Question
Reports
Support Ticket



Idaho-WITS Training

User: Buskey, Michelle
Loc: D Williams Agency, Williams Treatment
Client: Anderson, Clive | 10121141000003L | Case #: 1

March 2013

Printable View

Logout

Home Page
Agency
Group List
Client List
System Administration
My Settings
Change Facility
Change Password/PIN
Change Security Question
Reports
Support Ticket

Change Facility

Current Agency D Williams Agency
Current Facility Williams Treatment
New Agency D Williams Agency
New Facility Williams Treatment

Cancel Go

5. Click Client List.

NOTE: the client is still selected, and the other Facility is listed at the top of the screen.

6. Click Activity List.

NOTE: the Episode of Care is still open in Facility 1.

7. Click Start New Episode.

Idaho-WITS Training

User: Buskey, Michelle
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L

Printable View

March 2013

Logout

WITS Version : March 2013

Home Page
Agency ▶
Group List ▶
Client List ▶
System Administration ▶

Home
Announcements

Click Client List.

Idaho-WITS Training

User: Buskey, Michelle
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L

Printable View

March 2013

Logout

Home Page
Agency ▶
Group List ▶
Client List ▶
Client Profile ▶
Gain Short Screener
Eligibility Screener ▶
Benefit Application ▶
Linked Consents
Non-Episode Contact
Activity List ▶
Episode List
System Administration ▶
My Settings ▶
Reports

Client Search

Agency: D Williams Agency

Facility: [Dropdown]

First Name: [Text Box]
Last Name: [Text Box]
SSN: [Text Box]
DOB: [Text Box]
Client ID: [Text Box]
Provider Client ID: [Text Box]
Treatment Staff: [Dropdown]
Primary Care Staff: [Text Box]
Case Status: All Clients
Intake Staff: [Dropdown]
Other Number: [Text Box]
Number Type: [Dropdown]
Include Only Active Consents: Yes

Clear Go

Click Activity List.

Idaho-WITS Training

User: Buskey, Michelle
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L

Printable View

March 2013

Logout

Home Page
Agency ▶
Group List ▶
Client List ▶
Client Profile ▶
Gain Short Screener
Eligibility Screener ▶
Benefit Application ▶
Linked Consents
Non-Episode Contact
Activity List ▶
Episode List

Please select a case, or click Start New Episode.

Episode List for Anderson, Clive

Case #	Status	Location	Intake By	Intake Date	Closed Date	Latest PE	Remains	Actions
1	Open Active	Williams Treatment	Buskey, Michelle	10/4/2012		Williams Treatment/Adult Outpatient : 10/4/2012 - 4/2/2013	Substance Abuse	Review

Start New Episode

Click Start New Episode.

8. Complete all yellow fields on the Intake.

9. Click Save and Finish.

10. Click Admission.

Intake Case Information for Anderson, Clive

Intake Facility	Alternative Treatment Location	Case #	2
Intake Staff	Buskey, Michelle	Case Status	Open Active
Initial Contact	Appointment	Date of First Contact	4/4/2013
County of Res.	ADA	Intake Date	4/4/2013
Source of Referral	Juvenile Probation/Court	Pregnant	Not Applicable
Referral Contact		Due Date	
	Add Referral Contact Info	Priority Population	IDJC
		HIV Tested?	
		Past IV Drug Use	No
		Presenting Problem (In Client's Own Words)	I need help.

Complete all yellow fields on the Intake.

Inter-Agency Service	Inter-Agency Service Selected
Child Protective Services (CPS)	Court/Legal Interface
Developmental Disabilities	Juvenile Probation
Domestic Violence	
Faith-Based Services	
Domains	Selected Domains
	Substance Abuse
Date Closed	Save & Close the Case

Click Save and Finish

Cancel Save Finish

Idaho-WITS Training

User: Admin, Agency, CADAC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

MedlinePlus March 2013

Printable View Logout

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/4/2013	3/11/2013	Completed	Review
Intake Transaction	4/4/2013	4/4/2013	Completed	Review

Click Admission.

11. Click Yes.

12. Change the **Admission Type** to **Transfer/Change in Service**.

13. Update the yellow fields on the **Admission Profile**.

14. Click Save.

The screenshot shows the top navigation bar of the Idaho-WITS Training system. The user is identified as 'Admin, Agency, CADC' and the client as 'Anderson, Clive'. A confirmation dialog box is displayed with the text: 'Do you wish to bring forward the client's previous admission record? The client diagnosis will not be carried over.' The dialog has three buttons: 'Yes', 'No', and 'Cancel'. A red arrow points from a text box labeled 'Click Yes.' to the 'Yes' button.

The screenshot shows the 'Admission Profile for Anderson, Clive' form. The form contains various fields for client information, including Full Name, Referral Source, Gender, DOB, Residence/Borough, Race, Ethnicity, and Age. The 'Admission Type' is currently set to 'Admission' and is highlighted in yellow. A red arrow points from a text box labeled 'Change to Transfer/Change in Service.' to this field. Other yellow fields include 'Admission Staff', 'Admission Date', and 'Education'. The form also includes a section for 'Basis for Decision' and a list of 'Administrative Checklist' items. At the bottom, there are 'Cancel', 'Save', and 'Finish' buttons. A red arrow points from a text box labeled 'Click Save.' to the 'Save' button.

15. Click **Diagnosis** under Admission on the Navigation Panel.

16. Select the **Diagnosis**.

17. Click **Save** and **Finish**.

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 1012114100003L | Case #: 2

Generate Report Printable View

Admission Profile for Anderson, Clive

Full Name: Anderson, Clive Residence/Borough: ADA
Referral Source: Juvenile Probation/Court Race: Caucasian
Gender: Male Ethnicity: Not Spanish/Hispanic/Latino
DOB: 1/21/1941 Age: 72 Mexican

Basis for Decision

Potential Client for SA: [Dropdown]
Potential Client for MH: [Dropdown]
Treating Here For: Substance Abl [Dropdown]

Admission type: Transfer/Change in Service
Admission Staff: Admin, Agency, CADC Latest TB Test Date: [Text]
Admission Date: 4/4/2013 TB Test Results: Unknown
Codependent/Collateral: No

of Prior SA TX Admissions: 1
of SA Hospitalizations in Past 6 Months: [Text]
ER Visits for MH Issues: [Text]
of Prior MH Hospitalizations: [Text]
of Months Since Last Discharge: [Text]

Client Reported Health Status: [Dropdown]
Mental Health Problem: Yes
Methadone Treatment Planned: No
Education: General Education Degree (GED)

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
Unknown

Administrative Checklist

Intake and Approval Form
Triple Consent for Release
Court Release
Client Rights
Consent to Treat

Selected Items

Cancel Save Finish

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 1012114100003L | Case #: 2

Generate Report Printable View

Client Diagnosis

Primary: [Text] Based on Clinical Impressions?: [Dropdown]
Secondary: [Text] Based on Clinical Impressions?: [Dropdown]
Tertiary: [Text] Based on Clinical Impressions?: [Dropdown]

Axis I	Code	Description	Specifier	Principal	Created/Updated

Axis II	Code	Description	Specifier	Principal	Created/Updated

Axis III	Code	Description	Specifier	Principal	Created/Updated

Axis IV	Code	Description	Specifier	Principal	Created/Updated

Axis V: [Text] Edit Axis Evaluation

Cancel Save Finish

18. Click Program Enrollment.

19. Click Add Enrollment.

20. Select the Program Name.

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Printable View

Logout

Home Page
Agency
Group List
Client List
Client Profile
Gain Short Screener
Benefit Application
Linked Consents
Non-Episode Contact
Activity List
Intake
Fee Determination
Wait List
Screening
Assessments
Admission
Program Enroll

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/4/2013	3/11/2013	Completed	Review
Intake Transaction	4/4/2013	4/4/2013	Completed	Review
Admission	4/4/2013	4/4/2013	Completed	Review

Click Program Enroll

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Printable View

Logout

Home Page
Agency
Group List
Client List
Client Profile
Gain Short Screener
Benefit Application
Linked Consents
Non-Episode Contact
Activity List
Intake
Fee Determination
Wait List
Screening
Assessments
Admission
Program Enroll

Program Name	Start Date	End Date	Facility	Notes	Actions

Click Add Enrollment

Finish

Program Enrollment Profile

Facility: Alternative Treatment Location

Days on Wait List: [input field]

Program Name: [dropdown menu]

Program Staff: Admin, Agency, CADC

BPA Authorization #: [input field]

Termination Reason: [input field]

Start Date: 4/8/2013

End Date: [input field]

Notes: [input field]

Select the (treatment) Program Name.

Cancel Save Finish

21. Enter Days on Wait List.

22. Update Start Date If necessary.

23. Click Save and Finish.

24. Click Finish.

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

Program Enrollment Profile

Facility: Alternative Treatment Location | Days on Wait List:
Program Name: Adult Intensive Outpatient | Start Date: 4/8/2013 | End Date:
Program Staff: Admin, Agency, CADC
BPA Authorization #:
Termination Reason:
Notes:

Enter Days on Wait List and edit Start Date if necessary.

TEDS/NOMS Status at Program Enrollment (4/8/2013)

Enrollment Type: Transfer/Change | DSM Diagnosis: 304.40-Amphetamine Dependence(DSM)
of Arrests in Last 30 Days: 0 | Marital Status: Married | Primary Income Src: None
Pregnant at Enrollment: No | Living Arrangement: Private Res w/o Support | Expected Payment Src: Other
Methadone Used as Part of Tx: No | Employment Status: Unemp Not Seeking Work | Health Insurance: Other
Psychiatric Problem in Addition to Alcohol/Drug Problem: Yes | Highest Education Level Completed: General Education Degree (GED)

Primary Drug: Club Drugs | Secondary Drug: Alcohol | Tertiary Drug: None
Detailed Drug: Club Drugs | Alcohol | Not Applicable
Freq of Use: 3-6 times per week | 1-3 times per month | N/A
Route of Intake: Smoking | Oral | N/A
Age of First Use: 15 | 9 | 96

Click Save and Finish.

Actions: Complete TEDS/NOMS Disenroll Status | Enroll in Concurrent Program

Cancel Save Finish

Idaho-WITS Training | User: Admin, Agency, CADC | Loc: D Williams Agency, Alternative Treatment Location | Client: Anderson, Clive | 102211410000031 | Case #: 2 | MedlinePlus | March 2013 | Logout

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes	Actions
Adult Intensive Outpatient	4/8/2013		Alternative Treatment Location		Review Delete

Click Finish.

Finish

25. Click **Episode List**.

26. The client has two Open Active Episodes of Care. The Active Program Enrollment is in the Facility 2. All Encounter (billable) notes for the Adult Intensive Outpatient Program Enrollment will be entered for the client in Episode 2 Facility 2.

The screenshot shows the 'Idaho-WITS Training' interface. The top header includes the user information: 'User: Admin, Agency, CADC', 'Loc: D Williams Agency, Alternative Treatment Location', and 'Client: Anderson, Clive | 10121141000003L | Case #: 2'. The main content area displays the 'Client Activity List' table:

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/4/2013	3/11/2013	Completed	Review
Intake Transaction	4/4/2013	4/4/2013	Completed	Review
Admission	4/4/2013	4/4/2013	Completed	Review
Client Program Enrollment (Adult Intensive Outpatient)	4/8/2013	4/8/2013	Enrolment In Progress (Details)	Review

The left sidebar contains a navigation menu with 'Episode List' highlighted in blue. A red box around 'Episode List' has a red arrow pointing to a text box that says 'Click Episode List.'

The screenshot shows the 'Idaho-WITS Training' interface. The top header includes the user information: 'User: Admin, Agency, CADC', 'Loc: D Williams Agency, Alternative Treatment Location', and 'Client: Anderson, Clive | 10121141000003L | Case #: 2'. The main content area displays the 'Episode List for Anderson, Clive' table:

Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE	Domains	Actions
1	Open Active	Williams Treatment	Buskey, Miche	10/4/2012		Williams Treatment/Adult Outpatient : 10/4/2012 - 4/2/2013	Substance Abuse	Review
2	Open Active	Alternative Treatment Location	Buskey, Miche	4/4/2013		Alternative Treatment Location/Adult Intensive Outpatient : 4/8/2013 -	Substance Abuse	Review

The left sidebar contains a navigation menu with 'Episode List' highlighted in blue. A red oval highlights the two rows of data in the table.

Closing the client in Facility 2

These instructions should be used **ONLY** when a client will no longer be receiving services at Facility 2 and will be receiving services again in Facility 1.

1. **Getting here:** Login, select **Facility 2**, select Client List from left menu to generate the Client Search Screen, find client, select **Activity List**.
2. **Review** the active Program Enrollment.
3. Enter the **End Date** and the **Termination Reason**.
4. Click **Save**.

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Printable View

Logout

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/4/2013	3/11/2013	Completed	Review
Intake Transaction	4/4/2013	4/4/2013	Completed	Review
Admission	4/4/2013	4/4/2013	Completed	Review
Client Program Enrollment (Adult Intensive Outpatient)	4/8/2013	4/8/2013	Enrollment In Progress (Details)	Review

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Printable View

Logout

Program Enrollment Profile

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

Facility: Alternative Treatment Location
Days on Wait List: 0
Program Name: Adult Intensive Outpatient
Start Date: 4/8/2013
End Date:
Program Staff: Admin, Agency, CADC
BPA Authorization #:
Termination Reason:
Notes:

TEDS/NOMS Status at Program Enrollment (4/8/2013)

Enrollment Type: Transfer/Change
DSM Diagnosis: 304.40-Amphetamine Dependence(DSM)

of Arrests in Last 30 Days: 0
Marital Status: Married
Primary Income Src: None

Pregnant at Enrollment: No
Living Arrangement: Private Res w/o Support
Expected Payment Src: Other

Methadone Used as Part of Tx: No
Employment Status: Unemp Not Seeking Work
Health Insurance: Other

Psychiatric Problem in Addition to Alcohol/Drug Problem: Yes
Highest Education Level Completed: General Education Degree (GED)

Primary Drug: Club Drugs
Secondary Drug: Alcohol
Tertiary Drug: None

Detailed Drug: Club Drugs
Alcohol: Alcohol
Not Applicable: Not Applicable

Freq of Use: 3-6 times per week
1-3 times per month: 1-3 times per month
N/A: N/A

Route of Intake: Smoking
Oral: Oral
N/A: N/A

Age of First Use: 15
9: 9
96: 96

Actions:
Complete TEDS/NOMS Disenrol Status
[Enroll in Concurrent Program](#)

Cancel Save Finish

5. Click **Complete TEDS/NOMS Disenroll Status**.
6. Select the **Disenrollment Type**.
7. Update **Last Face to Face Contact Date** as needed.
8. Update **Employment Status** as needed.
9. Update **Living Arrangement** as needed.
10. Enter the **# of Arrests in Last 30 Days or Since Admission, Whichever is Less** as needed.
11. Select the **Frequency of Use** for the **Primary Drug**, the **Secondary Drug**, and the **Tertiary Drug**.
12. Click **Save**.

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

Program Enrollment Profile

Facility: Days on Wait List:
 Program Name: Start Date: End Date:
 Program Staff:
 BPA Authorization #:
 Termination Reason:
 Notes:

TEDS/NOMS Status at Program Enrollment (4/8/2013)

Enrollment Type: DSM Diagnosis:
 # of Arrests in Last 30 Days: Marital Status: Primary Income Src:
 Pregnant at Enrollment: Living Arrangement: Expected Payment Src:
 Methadone Used as Part of Tx: Employment Status: Health Insurance:
 Psychiatric Problem in Addition to Alcohol/Drug Problem: Highest Education Level Completed:

Primary Drug: Tertiary Drug:
 Drug Type: Alcohol: None:
 Detailed Drug: Alcohol: Not Applicable:
 Freq of Use: 1-3 times per month: N/A:
 Route of Intake: Oral: N/A:
 Age of First Use: 9: 96:

Actions: [Complete TEDS/NOMS Disenroll Status](#) [Enroll in Concurrent Program](#)

TEDS/NOMS Status at Program Disenrollment (4/8/2013)

Disenrollment Type: **Select the Disenrollment Type.**
 Last Face-to-Face Contact Date:
 Employment Status: **Update these fields as needed.**
 Living Arrangement:
 # of Arrests in Last 30 Days or Since Admission, Whichever is Less:

Primary Drug: Secondary Drug: Tertiary Drug:
 Drug Type: Alcohol: None:
 Frequency of Use: **Enter the Number of Arrests and select the Frequency of Use for each Substance.**

Actions: [Discharge Client](#) [Transfer to another program](#)
 Click Save and Finish.

13. Click **Discharge Client**.

14. Update the **Discharge (date)**.

15. Enter the **Date of Last Contact**.

16. Update the **Discharge Staff**.

17. Update the **Reason**.

18. Select the **Level of Care** and **Comments** for each ASAM Dimension.

19. Click  .

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Printable View

Logot

TEDS/NOMS Status at Program Disenrollment (4/8/2013)

Disenrollment Type: Transferred

Last Face-to-Face Contact Date: 4/8/2013

Employment Status: Unemp Not Seeking Work

Living Arrangement: Private Res w/o Support

of Arrests in Last 30 Days or Since Admission, Whichever is Less: 0

Primary Drug: Club Drugs
Secondary Drug: Alcohol
Tertiary Drug: None

Drug Type: Club Drugs
Frequency of Use: 3-6 times per week
1-3 times per month
N/A

Actions: Discharge Client, Transfer to another program

Cancel Save Finish

Idaho-WITS Training

User: Admin, Agency, CADC
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Generate Report Printable View

Logot

Discharge Profile for Anderson, Clive

Discharged: 4/8/2013

Date of Last Contact: [Field]

Discharge Staff: Admin, Age

Discharge Referral: [Field]

Reason: Transferred

Disposition: [Field]

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.

ASAM Criteria

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and Withdrawal Potential	At Intake	10 Outpatient	xxx
	Discharge	[Field]	[Field]
2 - Biomedical Conditions Complications	At Intake	10 Outpatient	x
	Discharge	[Field]	[Field]
3 - Emotional, Behavioral Conditions and Compl	At Intake	10 Outpatient	x
	Discharge	[Field]	[Field]
4 - Readiness to Change	At Intake	10 Outpatient	x
	Discharge	[Field]	[Field]
5 - Relapse, Continued U Continued Problem Po	At Intake	10 Outpatient	x
	Discharge	[Field]	[Field]
6 - Recovery / Living Environment	At Intake	10 Outpatient	x
	At Discharge	[Field]	[Field]

Cancel Save Finish

20. Update the # of Arrests in 30 days before discharge.

21. Click  .

22. Update Pregnant status as needed.

23. Update Relationship Status as needed.

24. Update Living Arrangement as needed.

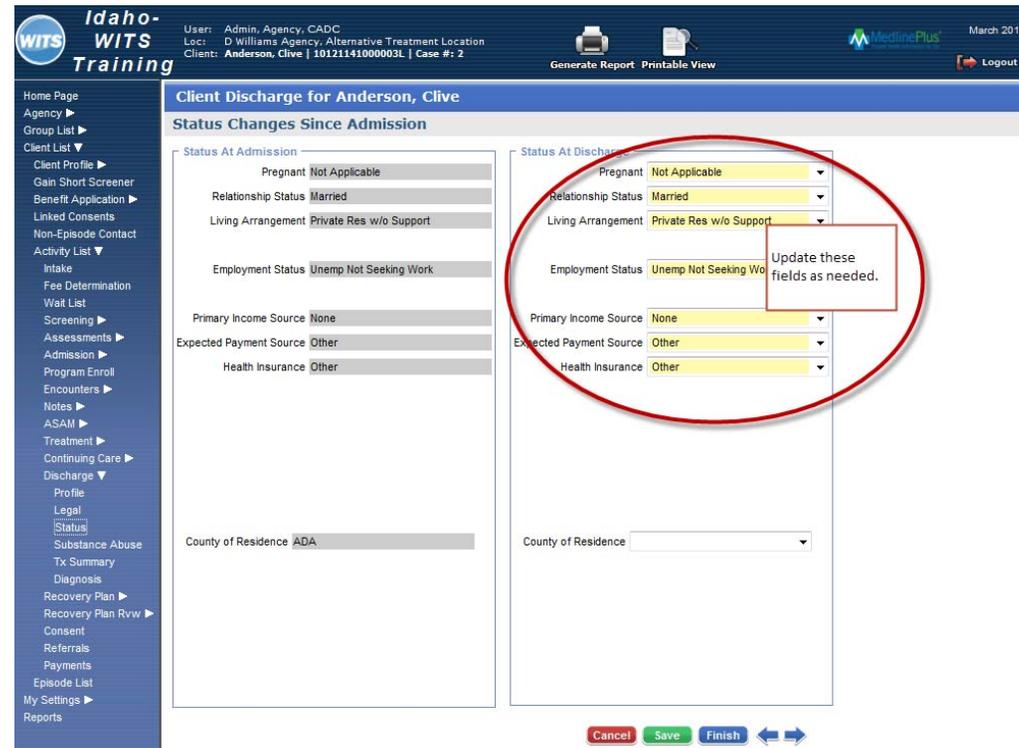
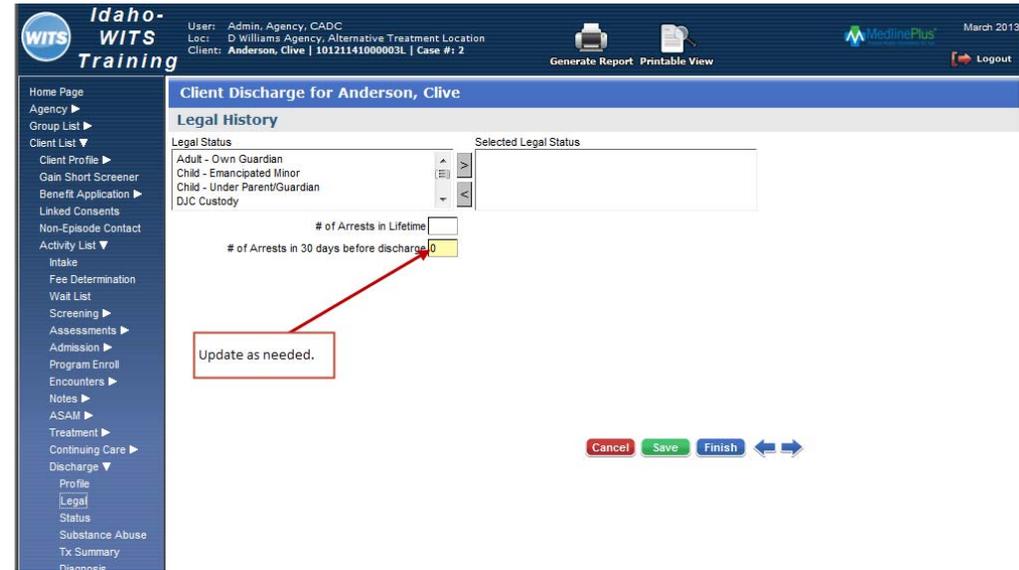
25. Update Employment Status as needed.

26. Update Primary Income Source as needed.

27. Update Expected Payment Source as needed.

28. Update Health Insurance as needed.

29. Click  .



30. Select the **Severity** for the **Primary Drug**, the **Secondary Drug**, and the **Tertiary Drug**.

31. Update the **Frequency** and **Method** for the **Primary Drug**, the **Secondary Drug**, and the **Tertiary Drug** as needed.

32. Click **Save** and **Finish**.

NOTE: the client is discharged. Closing the Case will enter an End Date in the Intake Screen.

33. Click **Yes**.

Idaho WITS Training

User: Admin, Agency, CADG
Loc: D Williams Agency, Alternative Treatment Location
Client: Anderson, Clive | 10121141000003L | Case #: 2

Generate Report Printable View

MedlinePlus March 2013 Logout

Client Discharge for Anderson, Clive

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:	Club Drugs		3-6 times per week	Smoking
Secondary:	Alcohol		1-3 times per month	Oral
Tertiary:	None	N/A	N/A	N/A

Was Methadone Maintenance Part of TX:

Discharge Parameters

Discharge Status: Treatment

Post-Discharge Case Management: # of Days:

Prognosis:

Was a family member involved:

Was Concerned Person Involved:

Codependent/Collateral: No

Was MH Service Received:

Psychiatric Follow-up:

Click Save and Finish.

Cancel Save Finish

Idaho WITS Training

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Generate Report Printable View

MedlinePlus March 2013 Logout

Client is discharged. Do you want to close this case also?

Yes No

Click Yes.

34. The Activity List displays. Click **Episode List**.

NOTE: the Episode of Care is still open in Facility 1. The Episode of Care in Facility 2 is closed. If client is no longer receiving services in Facility 1, repeat steps 1-34 under “Closing the client in Facility 2”.

Idaho-WITS Training

User: Admin, Agency, CADAC
 Loc: D Williams Agency, Alternative Treatment Location
 Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Printable View

Logout

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/4/2013	3/11/2013	Completed	Review
Intake Transaction	4/4/2013	4/4/2013	Completed	Review
Admission	4/4/2013	4/4/2013	Completed	Review
Client Program Enrollment (Adult Intensive Outpatient)	4/8/2013	4/8/2013	Completed	Review
Discharge	4/8/2013	4/8/2013	Completed	Review

Click Episode List.

Idaho-WITS Training

User: Admin, Agency, CADAC
 Loc: D Williams Agency, Alternative Treatment Location
 Client: Anderson, Clive | 10121141000003L | Case #: 2

March 2013

Printable View

Logout

Episode List for Anderson, Clive

Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE	Domains	Actions
1	Open Active	Williams Treatment	Buskey, Michelle	10/4/2012		Williams Treatment/Adult Outpatient: 10/4/2012 - 4/2/2013	Substance Abuse	Review
2	Closed	Alternative Treatment Location	Buskey, Michelle	4/4/2013	4/8/2013	Alternative Treatment Location/Adult Intensive Outpatient: 4/8/2013 - 4/8/2013	Substance Abuse	Review