DATE: October 31, 2013

TO: Business Psychology Associates (BPA) SUD Provider Network

FROM: Business Psychology Associates (BPA) Provider Network Management

RE: WITS Authorization and Referral Processes for 11/1/13 ATR Module Implementation

On Friday October 25th, you received correspondence from BPA regarding the ATR WITS Transition. We have since learned that the process for authorizing RSS services at Stand-Alone RSS agencies will be different in ATR WITS than it currently is for other WITS populations. Because BPA understands that this is a new process and may be challenging to implement in your office, we have worked on the transition schedule outlined below. We hope this improves the transition to the new system and appreciate your cooperation and understanding during this process.

Effective **November 1, 2013**

From November 1st to November 17th, BPA and the WITS Help Desk will be working with treatment providers to train on the new functionality for authorizing services. During this time, the WITS Help Desk will enter authorizations on your agency's behalf. Any requests you send to BPA to ask for authorization to a Stand-Alone RSS provider, if approved, will be forwarded to the WITS Help Desk for entry into WITS. The provisional voucher will be approved and the RSS provider can bill against it by following the directions here: Batching & Billing Claims.

This process will not impact any Recovery Support Services that you (the Treatment Provider) do within your agency. This only applies to services that are referred out of your agency.

The ATR WITS Process you will be required to enter into WITS as will be as follows:

1. Accept referrals and authorizations for ATR clients by following the directions here: Accepting referrals & authorizations.
2. Close Substance Abuse (aka SUD) intake (if existing) in your agency. If two intakes exist for one client in your agency, you will be given the following screen when clicking on the client's activity list. Close the SUD intake by clicking review and following the directions here: Discharging ATR clients.
   a. Encounter notes entered into WITS prior to November 1st that have not been released, batched, or billed should remain unreleased, not batched and not billed within the Substance Abuse intake.

Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE	Domains	Actions
1	Open Active	Williams Treatment	Williams, Denise	6/24/2013		Williams Treatment/Adult Outpatient : 9/4/2013 –	Substance Abuse	Review
2	Open Active	Williams Treatment	Moyer, Casey, LMSW	7/8/2013		Williams Treatment/Adult Outpatient : 9/4/2013 –	ATR	Review

3. Once the SUD Intake is closed, the system will automatically take you to the ATR intake (you will no longer be required to choose it from this list).
4. In the ATR intake, complete the following:
    a. GPRA Interviews that need to be conducted or are due:
        i. If you had done GPRA Interviews on paper between 10/28/2013 and 10/31/2013, you will enter those into WITS.
        ii. If you had previously completed a GPRA through the BPA system that GPRA will now show up in WITS.

    b. Encounter notes for dates of service 11/1/13 forward
    c. Batch and bill claims for payment

Effective **November 18, 2013** Treatment Providers will be required to enter Provisional Authorizations for any RSS provided outside of their agency. Documentation, live training, and recorded training can be found on the WITS website at www.WITS.idaho.gov before November 18th.

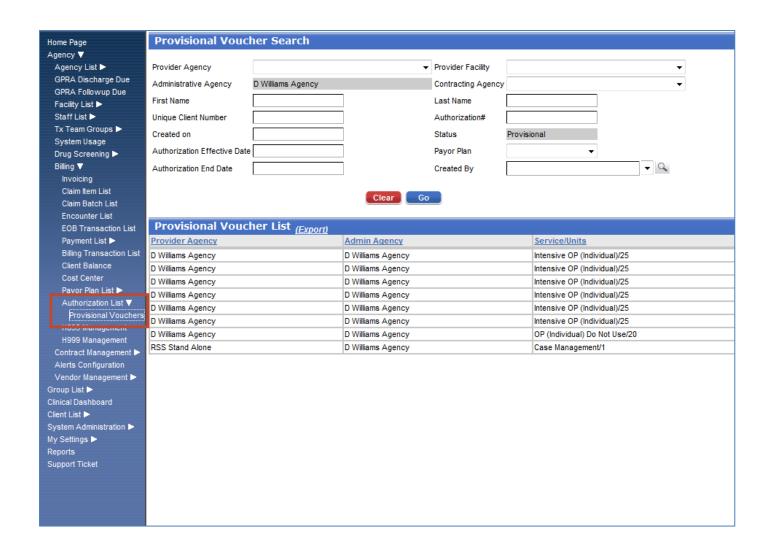Major differences between the SUD intake and ATR intake in WITS:

1. Admissions and discharges are not required for ATR intakes in WITS.
2. GPRA tracking information (e.g., follow-ups and discharges due) are under the Agency module (see below).

Effective November 18th the ATR WITS Process you will be required to enter:

3. Provisional Vouchers (aka Authorizations) are utilized in the ATR WITS module:

    a. Provisional vouchers allow for you (the Treatment Provider) to create pending authorizations for RSS Stand-Alone agencies. For example, if your client needs to go to a different agency for transportation, you will now have the ability (for ONLY ATR clients) to consent, refer, and provisionally authorize to the RSS agency. When these authorizations are entered, they are put in a "pending" status and sent to the "DHW Contractor" (BPA) in WITS for review. BPA can then approve or deny the provisional authorization. If the authorization has been approved by BPA, the authorization is sent to the RSS provider and they can bill against it.

Note: The WITS Help Desk has entered Stand-Alone RSS vouchers on behalf of the treatment providers during the ATR transition. You can view the vouchers entered by the WITS Help Desk by going to Agency>Billing>Authorization List>Provisional Vouchers.

If you have questions regarding this notification, please call the WITS Help Desk at (208) 332-7316.