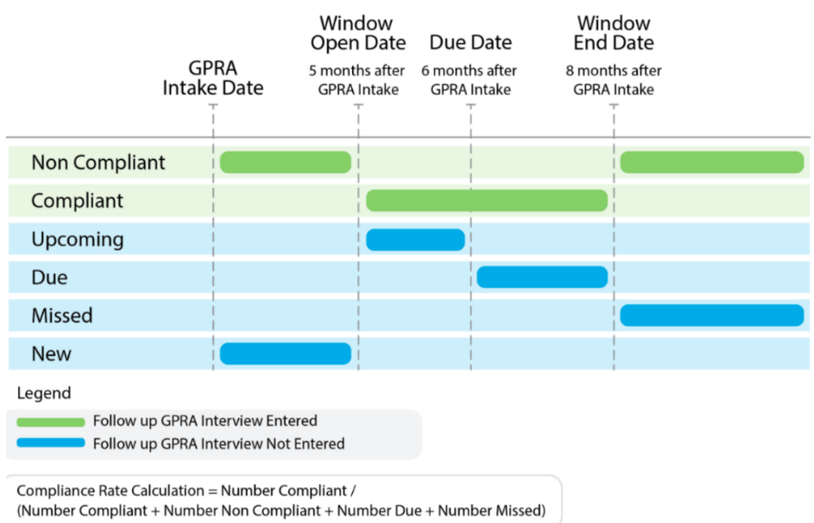
Monitoring Follow-ups in WITS

Utilizing GPRA Follow-up Due Summary and Detail

Viewing Follow-up Summary

Agency, GPRA Follow-up Due Summary Search

1. Select **Agency** from the left hand menu bar.
2. Select **GPRA Follow-up Due Summary.**
3. On the Grant drop menu, Select **SOR I or SOR II to review each follow-up rate.**
   Note: *Agency Type will default to Intake. Do not change.*
4. Click **Search.** The populated table allows for large-scale viewing of GPRA Follow-ups due.
   - Non Compliant – Clients with a Follow-up interview **entered** into WITS **outside** of the compliance window. This count also includes Follow-Up interviews entered into WITS without a client interview (i.e., administrative follow-up).
   - Compliant – Clients with a Follow-up interview **entered** into WITS **within** the compliance window.
   - Upcoming – Clients with an Intake interview, but no Follow-up interview, who have **entered the Follow-up Window Open Date**.
   - Due – Clients with an Intake interview who have **reached the Follow-Up Due Date** and do not yet have a Follow-Up interview record in WITS.
   - Missed – Clients **without** a Follow-up interview by the Follow-Up Window End Date.
   - New – Clients with an Intake interview, no follow-up interview, and have **not entered the Follow-up Window Open Date**.



5. Once a Follow-up Status is selected, hover over the ellipsis to access **GPRA Follow-up Due Detail Search.**
6. **GPRA Follow-up Due Detail** displays a list of clients with information regarding each clients' GPRA interview status.

Note: *Select from the Status drop down menu to filter by compliance. Hover over the ellipsis to enter a client record.*

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