



FEI Systems



# Kentucky Opioid Response Effort – GPRA Data Collection Guide

*Standard SOR and  
SOR II Grant User  
Guide*

WITS Customers

Last Updated March 2021

Version 1

## Kentucky

# KORE Grant GPRA Data Collection

## Preface

KORE grants have been awarded to expand access to a full continuum of high quality, evidence-based opioid prevention, treatment, and recovery supports.

## Intended Audience

This user guide has been prepared for provider agency staff members delivering KORE-funded services to individuals. Information included will assist providers in understanding the standard WITS SOR system and the data entry requirements for the KORE grant.

**Note:** Screen captures, and other information included in this Standard SOR user guide may differ based on the settings established for your Training and/or Production site(s).

## System Requirements

WITS is a web-based application accessed through an Internet (web) browser using an Internet connection.

### Internet Browsers

WITS is compatible with up-to-date versions of most modern Internet browsers such as:

- Apple® Safari®
- Google Chrome™
- Mozilla® Firefox®
- Windows Internet Explorer 10 or newer

**Note:** Do not allow your Internet browser to save your password, as this information will be routinely updated.

### Pop-up Blocker

Certain features in WITS, such as Snapshot and Scheduler, will open in a separate browser window when selected. Make sure your browser allows pop-ups from WITS.

## Customer URL Links

**Training Site:** <https://ky-training.witsweb.org>

The training site allows staff members to practice using the system before entering actual data in the production site. *Please do not enter real client information into the training site.*

**Production Site:** <https://ky.witsweb.org>

**Note:** The **Training Site** allows staff members to practice using the system before entering actual data in the Production Site. **Do not enter real client information in the training site.**

# Contents


Intended Audience .....	1
System Requirements .....	1
Internet Browsers.....	1
Pop-up Blocker.....	1
Customer URL Links.....	1
<b>Part 1: WITS Information .....</b>	<b>4</b>
Workflow Diagram .....	4
Grant Episode Concepts.....	5
<b>Part 2: Client Setup .....</b>	<b>6</b>
Search for a Client .....	6
Client Search Tips .....	7
Create Client Profile .....	8
Alternate Names .....	10
Additional Information.....	11
Contact Info.....	12
Collateral Contacts.....	14
Other Numbers.....	17
History .....	19
<b>Part 3: Client Intake and Program Enrollment.....</b>	<b>20</b>
Client Activity List.....	20
Start New Episode (New Clients).....	22
Intake.....	23
Program Enroll .....	25
<b>Part 4: GPRA Interviews .....</b>	<b>28</b>
Completing Interviews.....	29
Action Buttons .....	29
Automation (Skip Logic) .....	30
Answers Reviewed.....	31
GPRA Intake Interview.....	32
GPRA Interview Compliance Details.....	35
Grant Requirement.....	35
GPRA Follow-up Due Summary Screen.....	37
GPRA Follow-up Due Detail Screen .....	39
GPRA Follow-up Interview .....	42
GPRA Discharge Due Screen.....	48
GPRA Discharge Interview.....	49
<b>Part 5: Consent and Referrals.....</b>	<b>54</b>
Create Client Consent Record.....	54
Print the Client Consent Form.....	56
Referrals .....	58


Create a Client Referral .....58


Viewing Referrals.....60

Referrals In.....60

Referrals Out.....63

 **Note:** Notes contain information for users to take note of, as the information may affect what the user does with the system.

 **Tip:** Tips contain information helpful to the user, such as providing an easier way to do something.

 **Important:** Typically, these highlight details for the user to consider or review before continuing with a step or action within the system. This information may warn the user about possible error messages that may occur if the instructions are not followed, or it may indicate/remind users of additional actions to take before proceeding, such as downloading required software.

## Part 1: WITS Information

WITS allows providers to easily enter information for individuals and services they receive as part of the KORE program.

- The initial provider agency that works with an individual will create the client profile, intake, and enroll the client into a KORE-funded program.
- If the provider agency needs to refer an individual to another provider for services, WITS has an automated consent/referral process that is HIPAA/42 CFR Part 2 compliant. Once the referred-to service provider accepts the referral, WITS will automatically set up the client profile, intake and KORE-funded program enrollment.
- In the future, once SAMHSA has OMB certification for the GPRA, the initial agency can enter GPRA's or the referred-to agency can enter the GPRA's. WITS will ensure that there are no duplicate GPRA's created for individuals enrolled in the KORE-funded program. Also, if the providers have entered encounters, WITS will map those encounters to the discharge GPRA.

## Workflow Diagram

The following diagram illustrates the standard GPRA workflow process.

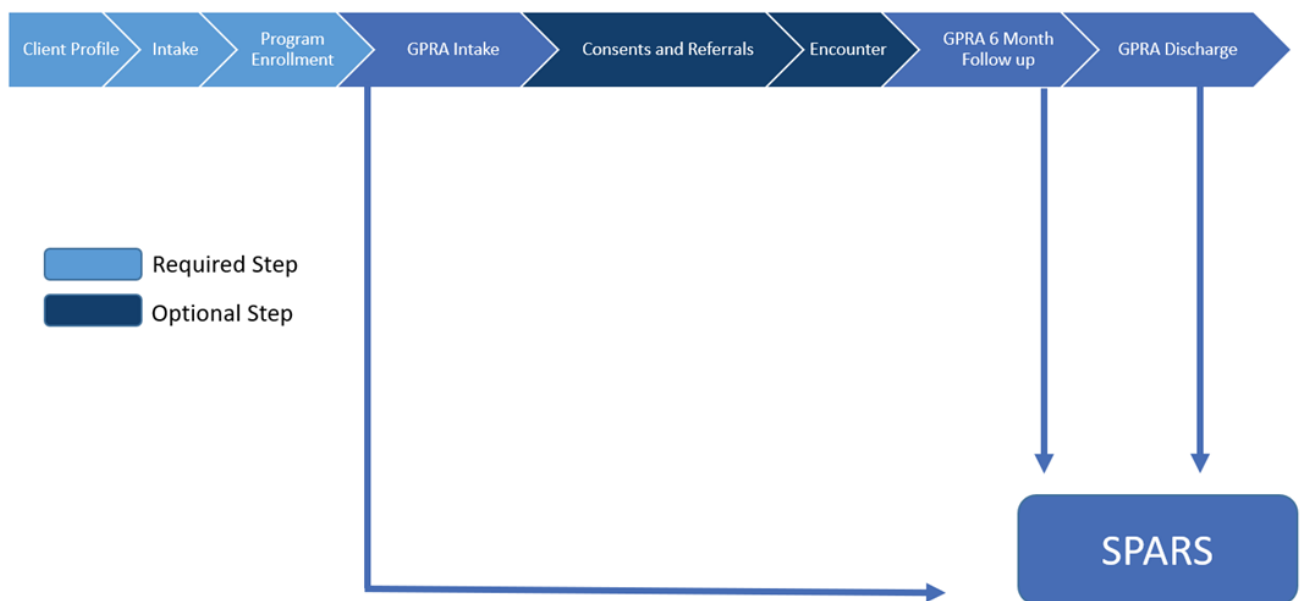


Figure 1-1: Standard GPRA Workflow Diagram

## Grant Episode Concepts



**Where:** *Agency > Agency List > Facility List > Programs*

### Background

When a client's GPRA interviews are completed, they are sent to SPARS. Each type of GPRA Interview (Intake, 6-Month follow up, Discharge) is sent automatically as an upload from WITS. If the same type of GPRA is sent twice (for example, if two GPRA Intakes are completed), SPARS will inactivate the first GPRA Intake interview when the second is completed. In order to prevent older interviews being inactivated in error, WITS now has a grant episode.

### Grant Episode Concepts

Table 1-1: Grant Episode Events and Information

Event	Information
<b>GPRA Menu Item</b>	The ability to enter a GPRA in WITS only becomes available when a WITS client program enrollment (CPE) exists where the associated program has a value in the Grant field and the end user has the GPRA (Full Access) security access role.
<b>Grant Episode</b>	<p>This allows the client to be referred to other agencies and have the same grant episode. If Agency A completes the GPRA Intake and then refers the client to Agency B, Agency B will be able to continue the grant episode and complete the GPRA 6-Month Follow Up and GPRA Discharge interviews for the same client. This will prevent another agency from inadvertently inactivating the previous GPRA Intake because the grant episode will remain assigned to this client in other agencies.</p> <ol style="list-style-type: none"> <li>1. The Grant Episode is created and put into a 'Pending' status when the Client Program Enrollment (CPE) is created for a program with a Grant field value.</li> <li>2. The Grant Episode follows the client's UCN throughout the process of creating GPRA's.</li> <li>3. The 'Pending' grant episode will become 'Active' once the GPRA Intake interview is completed.</li> <li>4. It will remain active through the 6-Month Follow-Up and Discharge interviews.</li> <li>5. Once all 3 interviews are completed, the Grant Episode will have a status of 'Closed.'</li> <li>6. Once the Grant Episode is 'Closed', a new 'Pending' Grant Episode can then be created if the client needs treatment again.</li> <li>7. The WITS Administrator could change Grant Episode from 'Active' to 'Inactive' (this can be done upon creation of a client program enrollment within a different agency)</li> </ol>

### WITS Administrator Process

**Use Case:** Client with GPRA intake at one provider goes to another provider without a WITS consent/referral

1. If the client goes to another provider who attempts to add a Client Program Enrollment in KORE and that client/UCN already has an 'active' grant episode, the system will prohibit this.
  - The provider/user will be presented with a WITS error message to contact their WITS Administrator.
2. The WITS Administrator would then be able to determine if the client program enrollment can be added within the agency by either continuing the existing episode or creating a new episode (which will inactivate the previous episode)

## Part 2: Client Setup

### Search for a Client



#### Where: *Client List Screen*

Before creating a new client record, search for your client to make sure the client is not already in WITS.

1. To view clients within your agency, click on the **Client List** menu item. A blank Client List screen will appear.
2. Use the fields in the **Client Search** section to narrow your results.

**i Tip:** When searching for a client, try to use unique information, such as birthdates or social security numbers, if possible. You can also enter a partial name (or other field) followed by a "\*". This is called a **wild card search**. For instance, if you search for Last Name of "Smit\*", the search results will display people with the last name of "Smith", "Smitty", "Smithson", etc.

3. After selecting from the search fields, click **Search** to view the results.

**Client Search**

Facility:  First Name:  Last Name:  Unique Client Number:

**Search** **Advanced Search** **Clear**

**Client List**

+ Add Client Export

	FULL NAME	UNIQUE CLIENT #	SSN	
SG	GEORGE, Susan 3/5/2000 Female	J794420IK134644	321-54-9876	⋮
JS	SMITH, Joseph 2/24/1990 Male	Q683468QW753564	12	⋮
ET	THOMAS, Emma 3/3/1990 Female	J773476LX673544	23	⋮

**Clients with Consents from Outside Agencies**

Currently, there are no results to display for Clients with Consents from Outside Agencies.

Figure 2-1: Client List screen, Action links

4. Look for your client in the **Client List**. If you find the right person, view their profile by pointing to the three dots icon in the Actions column and clicking the **Profile** link. If you do not find your client, you can create a new client record.

## Client Search Tips

### Client Name or Number

Use a client's nickname or alternate names in the **First Name** or **Last Name** fields.

Use an **asterisk (\*)** to perform a wildcard search.

#### Examples:

- Find clients whose last name starts with "Jon": Jon\*

### Client Search

Facility <input type="text"/>	First Name <input type="text" value="Jon*"/>	Last Name <input type="text"/>	Unique Client Number <input type="text"/>
----------------------------------	---	-----------------------------------	--

- Search by the last 4 digits of a client's SSN: \*1123

### Client Search

Facility <input type="text"/>	First Name <input type="text" value="Jon*"/>	Last Name <input type="text"/>	Unique Client Number <input type="text"/>
SSN <input type="text" value="1123*"/>	DOB <input type="text"/>	Client Id <input type="text"/>	Provider Client ID <input type="text"/>
Agency <input type="text" value="Administrative Agency"/>	Primary Care Staff <input type="radio"/> Yes <input type="radio"/> No	Treatment Staff <input type="text"/>	Intake Staff <input type="text"/>
Case Status <input type="text" value="All Clients"/>	Number Type <input type="text"/>	Other Number <input type="text"/>	Include Only Active Consents <input checked="" type="radio"/> Yes <input type="radio"/> No



# Create Client Profile



**Where:** *Client List > Client Profile*

To add a new client to the system, follow the steps below.

**Note:** Please search for each client before creating a new record.

1. On the left menu, click **Client List**.
2. On the Client List screen, click **Add Client**.

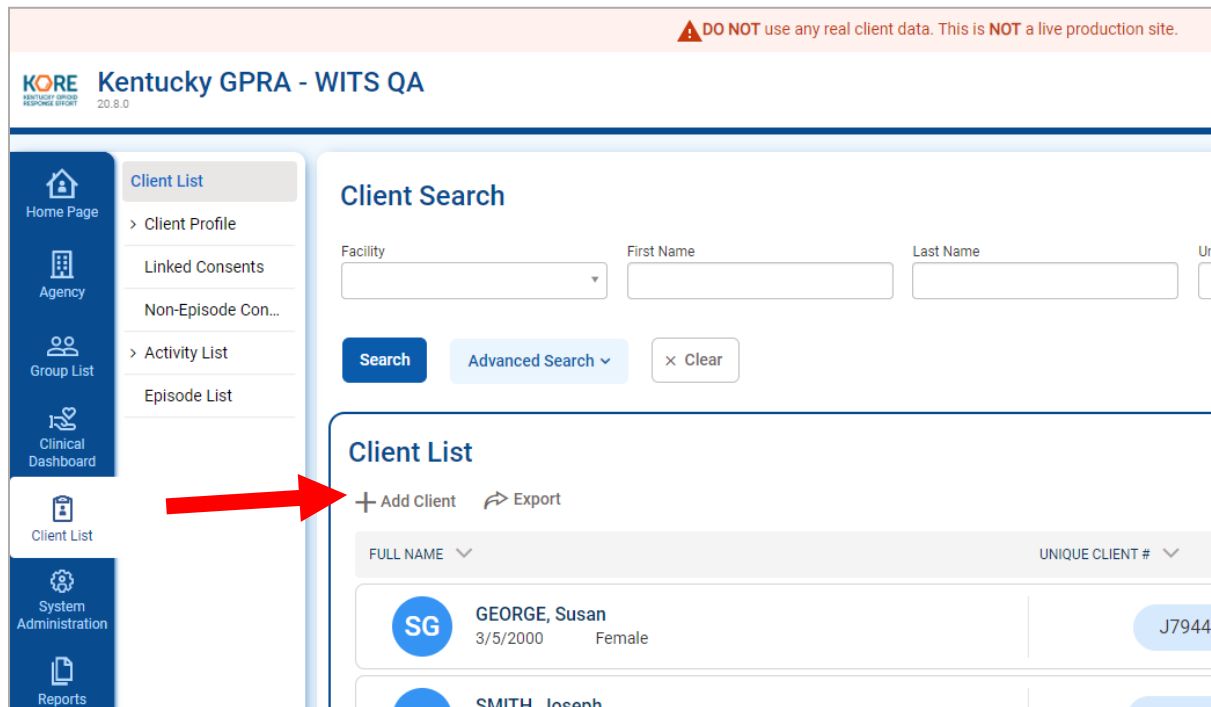


Figure 2-2: Client Search/List screen; Add Client link

3. On the **Client Profile** screen, enter the required client information. See the table below for information on each field.

**Important:** When adding new clients to the system, review the Client Profile fields for accuracy before saving the screen. Once the Client Profile screen is saved, a Unique Client Number (UCN) is created based on the data provided. It is important to enter client information correctly to avoid duplicate client entry in the future.

Table 2-1: Client Profile fields

Field	Description
<b>First Name</b>	Type the client's current first name.
<b>Middle Name</b>	(Optional)
<b>Last Name</b>	Type the client's current last name.
<b>Mother's Maiden Name</b>	(Optional)

Field	Description
<b>Suffix</b>	(Optional)
<b>Gender</b>	Select the client's gender from the drop-down list.
<b>DOB</b>	Enter the client's date of birth.
<b>SSN</b>	Type the client's Social Security Number.
<b>Driver's License and State</b>	(Optional) Type the number and then select the State from the drop-down list.
<b>Has paper file</b>	(Optional) Select Yes or No. Field defaults to Yes.
<b>Provider Client ID</b>	(Optional)

⚠ DO NOT use any real client data. This is NOT a live production site.

**Kentucky GPRA - WITS QA**

Generate Report Snapshot ⋮

VH

Val Hewitt  
 Training Agency, Facility A

Home Page

Agency

Group List

Clinical Dashboard

Client List

System Administration

Reports

Support Ticket

Client List

Client Profile

Alternate Nam...

Additional Inf...

Contact Info

Collateral Con...

Other Numbers

History

Employment

Allergies

Linked Consents

Non-Episode Con...

> Activity List

Episode List

### Client Profile

⤴ Hide Context Information

Unique Client Number	State Client ID	Updated By	Updated Date
Created By	Created Date	Updated By	Updated Date

First Name

Mother's Maiden Name

Gender Identity

Provider Client ID

Middle Name

Suffix

DOB

Driver's License

Last Name

Sex

SSN

Has paper file ☒ Yes ☐ No

Upload Profile Image

No File Selected... Browse Upload

< Back
Next >
Save
Save and Finish
× Cancel

#### Alternate Names

+ Add

Currently, there are no results to display for Alternate Names.

#### Addresses

+ Add

Currently, there are no results to display for Addresses.

Figure 2-3: Client Profile screen

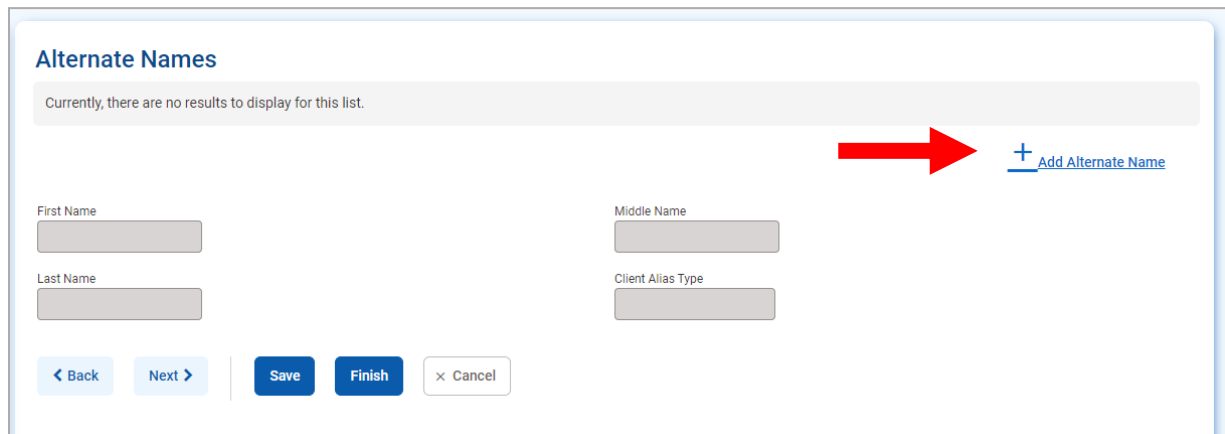
4. Click **Save**.
5. Click the **Next button** to move to the **Alternate Names** screen.

## Alternate Names

The client's nickname or street name may be entered on this screen

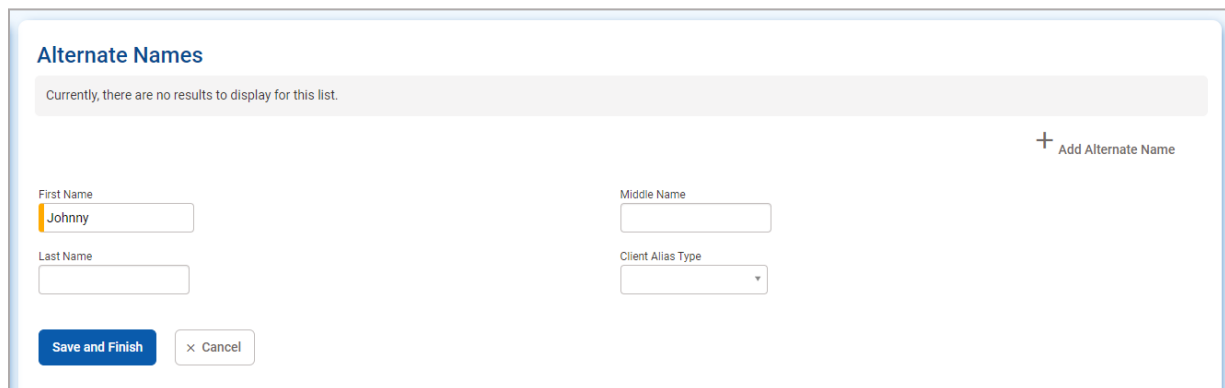
- i Tip:** Alternative names can also be used to search for the client's profile in the future. On the Client Search screen, type the client's alternative name in the First Name and/or Last Name fields.

1. On the Alternate Names screen, click **Add Alternate Name**, and the fields become editable.



The screenshot shows the 'Alternate Names' screen. At the top, a message states: 'Currently, there are no results to display for this list.' Below this, there are four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Client Alias Type'. At the bottom, there are buttons for '< Back', 'Next >', 'Save', 'Finish', and 'x Cancel'. A red arrow points to the '+ Add Alternate Name' link in the top right corner.

2. Complete at least the **First Name** field.



The screenshot shows the 'Alternate Names' screen after the 'First Name' field has been filled with 'Johnny'. The 'Middle Name' field is empty. The 'Last Name' field is empty. The 'Client Alias Type' field is a dropdown menu. At the bottom, there are buttons for 'Save and Finish' and 'x Cancel'. The '+ Add Alternate Name' link is still visible in the top right corner.

3. Click **Save and Finish**. The name will now appear in the list at the top of the screen.
4. From the Alternate Names screen, click the **Next** button to open the **Additional Information** screen.

## Additional Information

1. On the **Additional Information** screen, fields that are required.

Table 2-2: Additional Information screen

Field	Description
<b>Ethnicity</b>	Select from the drop-down list.
<b>Selected Races</b>	Select one or more races.
<b>Veteran Status</b>	Select from the drop-down list.

**Additional Information**

Ethnicity

Races  
 Alaska Native  
 American Indian  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander

Selected Races

Special Needs  
 None  
 No Response  
 Developmentally Disabled  
 Major Difficulty in Ambulating or Nonambulation  
 Moderate To Severe Medical Problems

Selected Special Needs

Veteran Status

Citizenship

Sexual Orientation

Religious Preference

English Fluency

Preferred Language

Interpreter Needed

General Client Comments

Figure 2-4: Standard SOR screen

2. When complete, click **Save**, then click the **Next** button to open the **Contact Info** screen.

## Contact Info

**Tip:** Enter the client's contact information on this screen to help locate the client for follow-ups.

1. On the **Contact Info** screen, a phone number can be entered for the client. The preferred method of contact will appear on the Client Header for the client.
2. To enter an address, click **Add Address**. This will open the Address Information screen.

Figure 2-5: Contact Info screen

3. Enter the client's Address Type, Address line 1, City, State, and Zip Code.

Figure 2-6: Address Information screen

4. When complete, click **Save and Finish**, and the client's address information will show up on the Contact Info screen. You may enter several addresses for a client. If a client has a new address, update the Address Type of the current address record to "Previous", then create a new address.
5. From the **Contact Info** screen, click the **Next** button to open the **Collateral Contacts** screen.

## Collateral Contacts

**Tip:** Enter any collateral contacts for the client on this screen to help locate the client for follow-ups.

1. On the **Collateral Contacts** screen, click the **Add Contact** link.

**Collateral Contacts**

[+ Add Contact](#)

Currently, there are no results to display for Collateral Contacts .

First Name	Address 1		
<input type="text"/>	<input type="text"/>		
Last Name	Address 2		
<input type="text"/>	<input type="text"/>		
Relation	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Custodian	Email		
<input type="text"/>	<input type="text"/>		
Gender	Can Contact		
<input type="text"/>	<input type="text"/>		
Date of Birth	Consent On File		
<input type="text"/>	<input type="text"/>		
SSN	Notes		
<input type="text"/>	<input type="text"/>		
Home Phone	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Work Phone	Created		
<input type="text"/>	<input type="text"/>		
Mobile	Last Update		
<input type="text"/>	<input type="text"/>		
Fax	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Other	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Legal Guardian	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Active Date	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Inactive Date	<input type="text"/>		
<input type="text"/>	<input type="text"/>		

Figure 2-7: Collateral Contacts screen, click Add Contact

2. Enter the required client information. See the table below for information on the required fields.

Table 2-3: Collateral Contacts required fields

Field	Description
<b>First Name</b>	Type the contact's first name.
<b>Last Name</b>	Type the contact's last name.
<b>Relation</b>	Select the collateral contact's relation to the client from the drop-down menu.
<b>Address, City, State</b>	Type the contact's address information
<b>Can Contact</b>	Select Yes or No.
<b>Consent On File</b>	Select Yes or No.



## Collateral Contacts

[+ Add Contact](#)

Currently, there are no results to display for Collateral Contacts .

First Name

Last Name

Relation

Custodian

☐ Yes
☐ No

Gender

Date of Birth

SSN

Home Phone

Work Phone

Mobile

Fax

Other

Legal Guardian

☐ Yes
☐ No

Active Date

Inactive Date

Address 1

Address 2

City

State

Zip

Email

Can Contact

☐ Yes
☐ No

Consent On File

☐ Yes
☒ No

Notes

Created

Last Update

Save and Finish

× Cancel

Figure 2-8: Add Collateral Contacts screen

- When complete, click **Save and Finish**. The collateral contact name(s) will be displayed in the list section of the screen.
- From the **Collateral Contacts** screen, click the **Next** button to open the **Other Numbers** screen.

## Other Numbers

In this section, users can add additional identifying numbers for a client, such as a court case number.

1. On the **Other Numbers** screen, click the **Add Other Number** link. The bottom half of the screen now becomes editable.
2. Fill in information such as, Number Type, Number, Relation, and Address of the contact.

Figure 2-9: Other Numbers screen

3. The **Contact** dropdown box will display the names of any saved Collateral Contacts from the previous screen. If the name of the Collateral Contact is not present, click on the **Collateral Contacts** screen to add a new record.

Figure 2-10: Other Numbers screen, saved collateral contact

4. When complete, click **Save and Finish**. The names now show up in the table on top of the screen.
5. Click **Finish** again, and you are redirected to the **Client Search** screen.

# History

The **History** sub-menu displays a list of all changes that have been made to the client information as well as any access to this client's record. It lists the date, the staff person, and a description of the access or change.

JS

SMITH, Jamie

20

(111) 222-3333 (mobile)

J444457QW654655  
UNIQUE CLIENT ID

10/10/2000  
DOB

Female  
GENDER

PREFERRED METHOD OF CONTACT

Home Page

Agency

Group List

Client List

System Administration

Reports

Support Ticket

Client List

Client Profile

Alternate Nam...

Additional Inf...

Contact Info

Collateral Con...

Other Numbers

History

Authorization

Employment

Allergies

Linked Consents

Non-Episode Con...

Activity List

Episode List

Client History

Export

DATE CHANGED	SYSTEM ACCOUNT	DESCRIPTION OF CHANGES
1/21/2021 1:10 PM	Hewitt, Val	<ul style="list-style-type: none"><li>Cell Phone # changed from '(111) 222-3333'.</li><li>Preferred Contact Method changed from '-2147483648' to '-100'.</li></ul>
1/21/2021 1:08 PM	Hewitt, Val	<ul style="list-style-type: none"><li>Client Contacts 'Fox, George' added.</li><li>Client Other Id List 'w3234' added.</li></ul>
1/21/2021 1:04 PM	Hewitt, Val	<ul style="list-style-type: none"><li>Accessed Client Profile Screen</li></ul>
1/21/2021 12:39 PM	Hewitt, Val	<ul style="list-style-type: none"><li>Accessed Client Record: "Smith, Jamie, Client ID: J444457QW654655"</li></ul>
1/21/2021 12:39 PM	Hewitt, Val	<ul style="list-style-type: none"><li>Client 'Smith, Jamie' added.</li></ul>

Figure 2-11: Client History screen

## Part 3: Client Intake and Program Enrollment

### Client Activity List

It is important to understand that data collection in WITS happens within a Client's Activity List. The Case, or Episode of Care, is the container that holds all client activities. The beginning and end of a client's Episode of Care are recorded on the Intake transaction, where the Intake Date starts the Episode and the Intake Date Closed marks the end of the Episode (these fields are shown in *Figure 3-6: Intake Case Information screen* on page 24).

The concept diagram below illustrates how this data collection is structured within the client Activity List. This Activity List is comprised of two (2) primary nested containers: Episode (e.g., Case, or Intake), and Program. The double lines connecting the Program container represent multiple program enrollments, which are allowed within a single Episode. In the diagram, arrows denote the sequence of progressing through each container.

When an Episode of Care ends for a client, this signifies that the client is no longer receiving services. It's possible for that client to return at a future date.

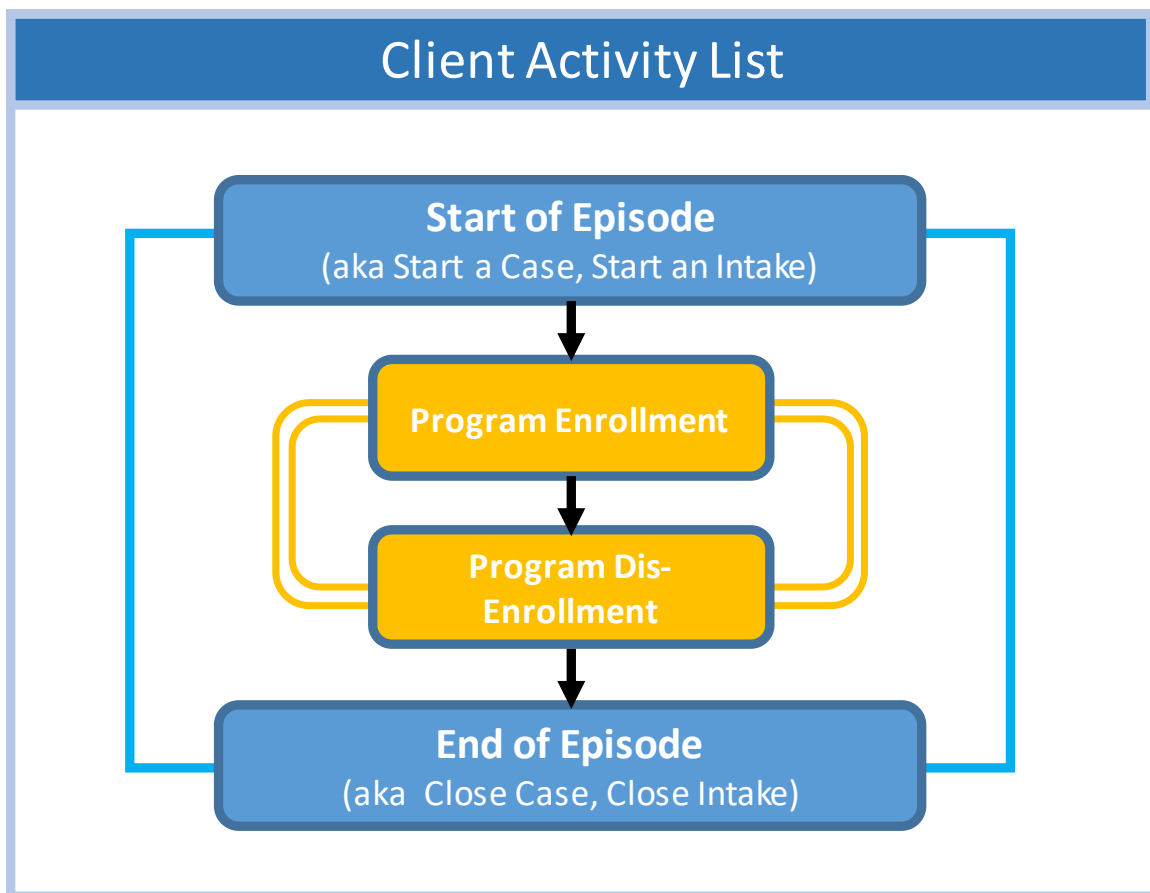
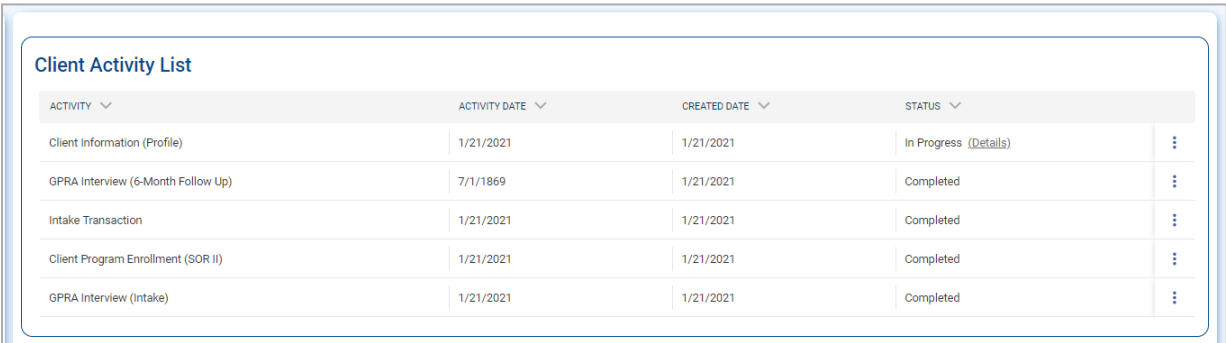


Figure 3-1: Concept Diagram of Data Collection Structure within Client Activity List

The **Client Activity List** can serve as a "dashboard" view for information that has been collected for a given client within an Episode. Each Activity on the Activity List has a status to help the end user determine if that activity is "Complete" or "In Progress". When an activity is "In Progress", a **Details** link is available which displays the information needed to complete the activity.

Certain client activities must be complete before you can proceed to a following activity. Validation rules will guide you throughout the workflow as you enter new data.

**i** To access items within the Activity List, a client must be selected first.



ACTIVITY ▾	ACTIVITY DATE ▾	CREATED DATE ▾	STATUS ▾	
Client Information (Profile)	1/21/2021	1/21/2021	In Progress <a href="#">(Details)</a>	⋮
GPRA Interview (6-Month Follow Up)	7/1/1869	1/21/2021	Completed	⋮
Intake Transaction	1/21/2021	1/21/2021	Completed	⋮
Client Program Enrollment (SOR II)	1/21/2021	1/21/2021	Completed	⋮
GPRA Interview (Intake)	1/21/2021	1/21/2021	Completed	⋮

Figure 3-2: Client Activity List, Details link

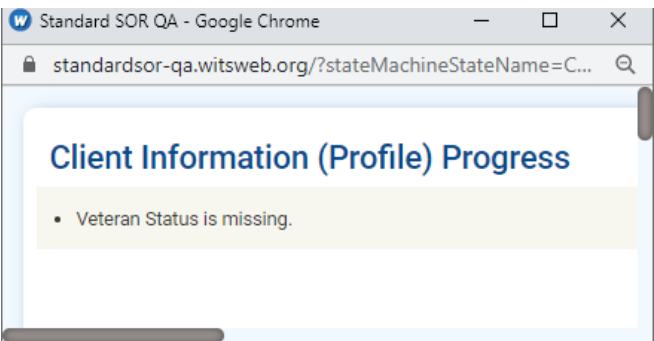


Figure 3-3: Details link, list of missing information

**i** Some Client Activities do not have a concept of being complete. For those activities, the Status will be listed as Not Applicable.

## Start New Episode (New Clients)



**Where:** *Client List* > *Activity List* > *Episode List*

In WITS, all items located in a client's Activity List are based upon an active Episode of Care. In the screen capture below, note the Activity List in the left menu only displays one item, "Episode List". An episode must be created before accessing other items in the client's Activity List.

To start a new episode of care for a client, follow the steps below.

1. On the left menu, click **Episode List**.
2. Click the **Start New Episode** link.

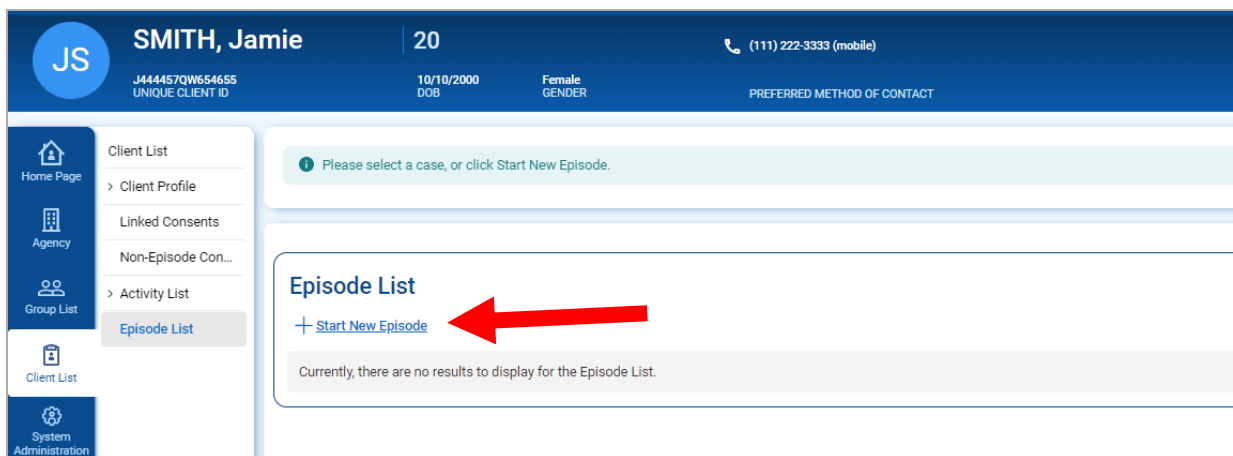


Figure 3-4: Episode List screen, Start New Episode link

If the client profile is missing certain information, such as an Address or fields on the Additional Information screen, a New Episode cannot be created and an error message will appear, as shown in Figure 3-5.

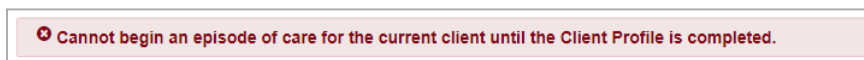


Figure 3-5: Episode List screen, Error Message

If the client profile is complete, clicking **Start New Episode** will open the **Intake Case Information** screen, as shown in Figure 3-6: Intake Case Information screen.

*(Continue to next section)*

## Intake




**Where:** *Client List > Activity List > Intake*

Once an episode of care has been created (see above section), complete the client's intake.

1. On the Intake Case Information screen, complete the fields as shown in the table below.

Table 3-1: Intake Case Information Fields

Field	Description
<b>Intake Facility</b>	Pre-populates with the current facility location.
<b>Intake Staff</b>	Pre-populates with the current staff member name.
<b>Initial Contact</b>	Select from the drop-down list.
<b>Case Status</b>	Defaults to "Open Active".
<b>Initial Contact Date</b>	The date when the Client first reached out for treatment.
<b>Intake Date</b>	Enter the client's intake date, (which also marks the beginning of the client's Episode).
<b>Residence</b>	Select from the drop-down list.
<b>Source of Referral</b>	Select from the drop-down list.
<b>Referral Contact</b>	(Optional) Select from a list of the client's collateral contacts.
<b>Pregnant</b>	Is the client pregnant at the time of admission? Complete if applicable.
<b>Injection Drug User</b>	Select Yes or No.
<b>Problem Area</b>	(Optional)
<b>Presenting Problem (In Client's Own Words)</b>	(Optional)
<b>Selected Domains</b>	This field will be pre-populated and read-only if there is only one domain associated with the agency. If the agency has multiple domains, select the appropriate domain(s) for the client.
<b>Date Closed</b> Date Closed <input type="text"/>  <a href="#">Save &amp; Close the Case</a>	The Date Closed field is used to mark the end of the client's Episode.



### Intake Information

^ Hide Context Information

**Case #**  
1

Intake Facility Administrative Unit	Intake Staff bh, jen	Case Status Open Active
Initial Contact By Appointment	Initial Contact Date <input type="text"/>	Intake Date 1/1/2020
Pregnant Not Applicable	Due Date <input type="text"/>	Prenatal Treatment <input type="radio"/> Yes <input type="radio"/> No
Source of Referral Alcohol/Drug Abuse Care Provider	Referral Contact <input type="text"/>	Residence Barren
HIV Positive Unknown	Receiving medication for Opioid Use Disorder? <input type="radio"/> Yes <input type="radio"/> No	Add Collateral Contact
Type of OUD Medication <input type="text"/>	Was client dispensed naloxone (Narcan)? Y/N <input type="radio"/> Yes <input type="radio"/> No	Did client receive a prescription for naloxone (Narcan)? Y/N <input type="radio"/> Yes <input type="radio"/> No
Problem Area <input type="text"/>	OUD Medication Start Date <input type="text"/>	
Presenting Problem (In Client's Own Words) <input type="text"/>		
Special Initiative Acquired Brain Disorders Adult with Organic Disorder w/o SED Adult with Severe and Persistent Mental Illness Adult with Severe Emotional Disturbance Child/Youth with Severe Emotional Disturbance	Special Initiative Selected <input type="text"/>	
Inter-Agency Service Child Protective Services (OCS) Court/Legal Interface DCSF Developmental Disabilities Domestic Violence	Inter-Agency Service Selected <input type="text"/>	
Domains <input type="text"/>	Selected Domains Treatment	
Date Closed <input type="text"/>		

Save & Close the Case

Save Save and Finish Cancel

Figure 3-6: Intake Case Information screen

- Click **Save and Finish**.

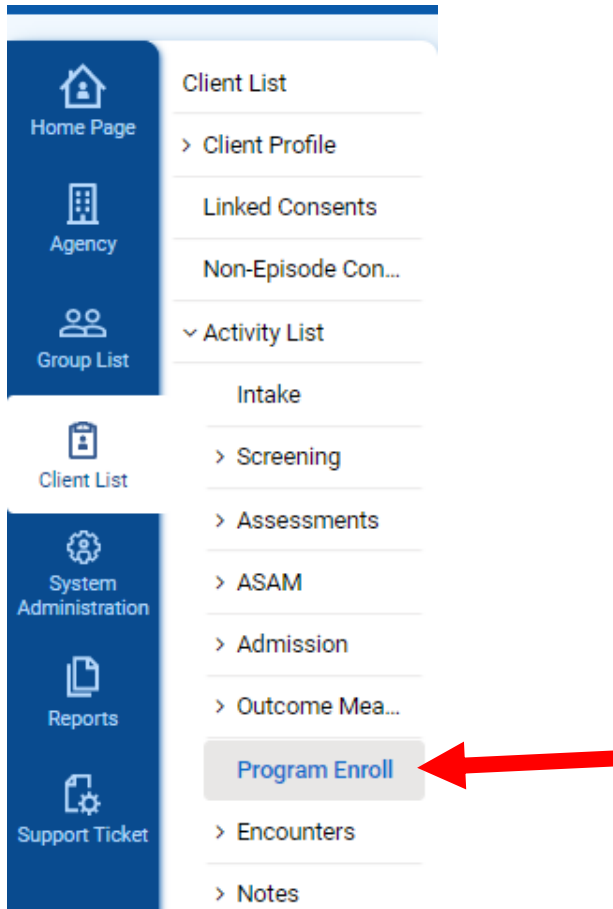
## Program Enroll



**Where:** *Client List > Activity List > Program Enroll*

Once an Intake has been created (see above section), complete the client's program enrollment.

1. On the left menu, click **Program Enroll**.



- 2.
3. Click the **Add Enrollment** link.

**Program Enrollment**

Program Name  Facility

Modality

Active Program Enrollments During Date Range

From  To

**Program Enrollment List**

[+ Add Enrollment](#)

Currently, there are no results to display for the Program Enrollment List.

Figure 3-7: Program Enrollment screen

## 4. Complete fields on the Program Enrollment Profile.

Table 3-2: Program Enrollment Profile fields

Field	Description
<b>Facility</b>	Defaults to the current Facility name.
<b>Program Name</b>	Select the appropriate program for the client
<b>Program Staff</b>	Pre-populates with the current staff member name.
<b>Start Date</b>	Defaults to the current date.
<b>Days on Wait List (TEDS Only)</b>	Type the number of days.
<b>Reason for waiting? (TEDS Only)</b>	<p>If the client had to wait longer than two weeks to access the recommended level of care, select the reason from the drop-down list.</p> <p>This field will be required if:</p> <ul style="list-style-type: none"> <li>The program enrollment start date is more than 14 days from the most recent ASAM or Placement Summary date.</li> <li>The LOC associated with the program is different than the Recommended LOC of the most recent ASAM or Placement Summary (consented or client activity).</li> </ul>
<b>Notes</b>	Type any notes as needed.

**Program Enrollment Profile**

Facility: Administrative Unit

Domain: Substance Use

Days on Wait List:

Start Date: 1/21/2021

Program Name: SOR II

Program Staff: Hewitt, Val

Termination Reason:

Notes:

Buttons: Save, Save and Finish, Cancel

Figure 3-8: Program Enrollment Profile screen

5. Click **Save and Finish**.
6. On the Program Enrollment screen, click **Finish**.

# Part 4: GPRA Interviews



**Where:** [Client List](#) > [Activity List](#) > [GPRA](#)

To access the GPRA section in WITS, select a client from the Client List and then view the client’s Activity List. The GPRA section displays a list of previously entered GPRA interviews (at that agency) and includes link(s) to add a new interview record. For previously entered GPRA interviews, available actions include, View, Edit, and Delete, which are described below in *Table 4-1: Available Actions for GPRA Interviews*.



**Important:** The GPRA menu item will only appear if:

1. The staff member completing the GPRA interview has been assigned the following role, “GPRA (Full Access)”. This role is assigned by your WITS or agency administrator.
2. The GPRA interview is being done for a client who is enrolled in a WITS program associated with the KORE-funded grant. Your WITS administrator should advise you as to which of your agencies’ programs are associated with the KORE-funded grant.

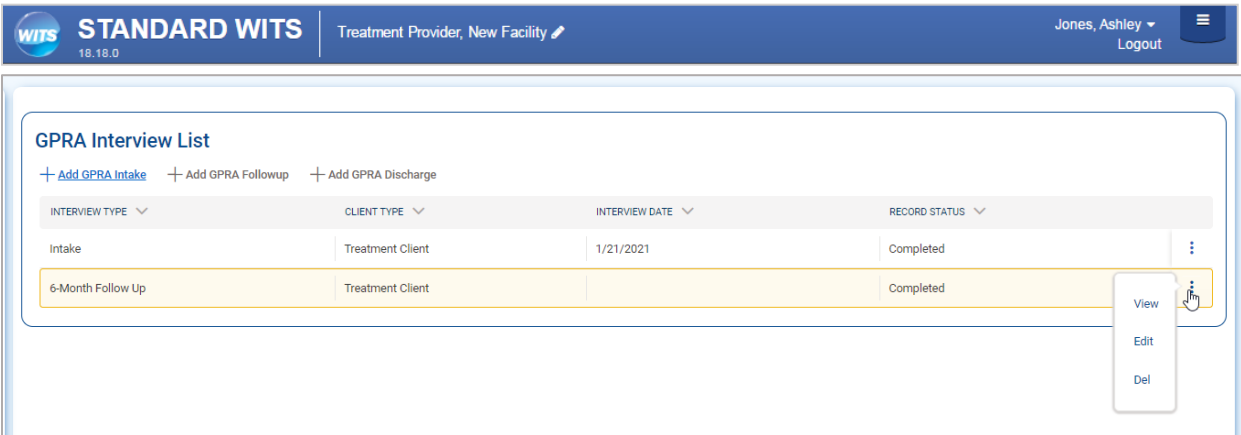



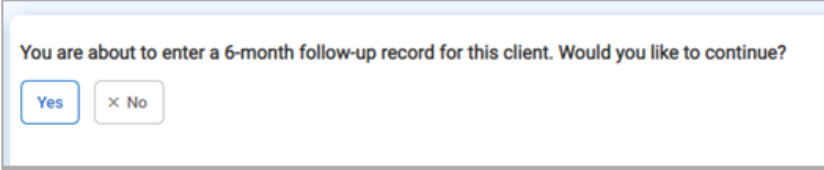

Figure 4-1: GPRA Menu displaying previously entered GPRA Interviews with Actions



**Tip:** Depending on the existing interview record(s), the choice of adding a GPRA Follow up or a GPRA Discharge is available. The first GPRA Interview that can be added is the GPRA Intake.

Table 4-1: Available Actions for GPRA Interviews

Action	Description
<b>View</b>	Opens the interview in read-only mode.

Action	Description
<b>Edit</b>	<p>Opens the interview in edit mode, where certain fields can be updated. A Save button is available on screen, and when clicked, an information message will appear stating that the record has been successfully updated.</p> 
<b>Delete</b>	<p>A confirmation screen will appear, prompting the user to select 'Yes' or 'No' to continue with deleting the record.</p>  <p>If a client has follow-up or discharge interview(s), those interviews must be deleted before the intake interview can be deleted.</p> 

## Completing Interviews

### Action Buttons

The Back and Next buttons give the user the ability to move to the previous and next page of the GPRA. The **Save** button will save the progress of the user. **Cancel** will cancel adding the GPRA interview. Users progress through the interview by completing the required fields on screen and then clicking the **Next** button to move to the next set of questions. Each field must be completed before moving to the next screen.

Figure 4-2: GPRA Interview Back, and Next Buttons

## Automation (Skip Logic)

Based on the client's response to certain questions, the screen will update causing some questions to become required and/or automatically filled in as read-only fields. For example, if the client has not served in the military (answered "No" to Section A Question 5), the system will automatically fill in the other military questions with "Not Applicable".

Figure 4-3: GPRA Interview, Automation (skip logic) example

## Answers Reviewed

Answers to some questions are also checked with responses given in subsequent sections. For example, the value in field B.1.d (used both alcohol and drugs (on the same day)) should not exceed value in B.1.c (used illegal drugs).

✖ Value in field B.1.d should not exceed value in B.1.c. ✖

B. DRUG AND ALCOHOL USE

1. During the past 30 days, how many days have you used the following:

	# of Days	RF/DK
a. Any alcohol	26	
b1. Alcohol to intoxication (5+ drinks in one sitting)	1	
b2. Alcohol to intoxication (4 or fewer drinks in one sitting and felt high)	2	
c. Illegal drugs	3	
d. Both alcohol and drugs (on the same day)	4	

< Back

Next >

Save

✖ Cancel

Figure 4-4: Reviewed Answers Example (Section B.), Number of days used alcohol and drugs

You reported that you have used illegal drugs during the past 30 days (B.1.c), then E4 (how many times have you committed a crime) should be no less than B.1.c, since taking illegal drugs is a crime. Do you wish to continue?

⚠ You reported that you have used illegal drugs during the past 30 days (B.1.c), then E4 ( how many times have you committed a crime) should be no less than B.1.c, since taking illegal drugs is a crime. Do you wish to continue? ✖

Figure 4-5: Reviewed Answers Example (Section E.), Used illegal drugs

Entry for Question B.3 should be 'YES' if the Route for any substance is 'Non-IV Injection' or 'IV'.

KENTUCKY OPIOID RESPONSE EFFORT – GPRA DATA COLLECTION GUIDE | FEI Systems

Completing Interviews | 31



## GPRA Intake Interview



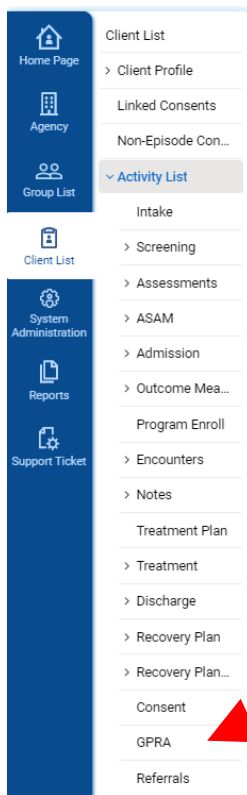
**Where:** *Client List > Activity List > GPRA > GPRA Intake*

Follow the steps below to add a GPRA Intake Interview.

1. To access the GPRA interview, select a client from the **Client List**, point to the pencil icon in the Actions column, and then click **Activity List**.

The screenshot shows the 'Client List' interface. On the left is a navigation menu with options: Home Page, Client List (selected), Client Profile, Linked Consents, Non-Episode Con..., Activity List, Episode List, Client List, System Administration, Reports, and Support Ticket. The main area has a 'Client Search' section with fields for Facility, First Name (janie), Last Name, and Unique Client Number. Below the search bar is a 'Client List' table with columns: FULL NAME, UNIQUE CLIENT #, and SSN. A red arrow points to the 'Actions' column (pencil icon) for the client 'SMITH, Jamie'. A dropdown menu is open, showing options: Profile, Activity List, and Linked Consents. Below the table is a section titled 'Clients with Consents from Outside Agencies' with a message: 'Currently, there are no results to display for Clients with Consents from Outside Agencies.'

2. On the left menu, click **GPRA**.



- On the GPRA List screen, click **Add GPRA Intake**.

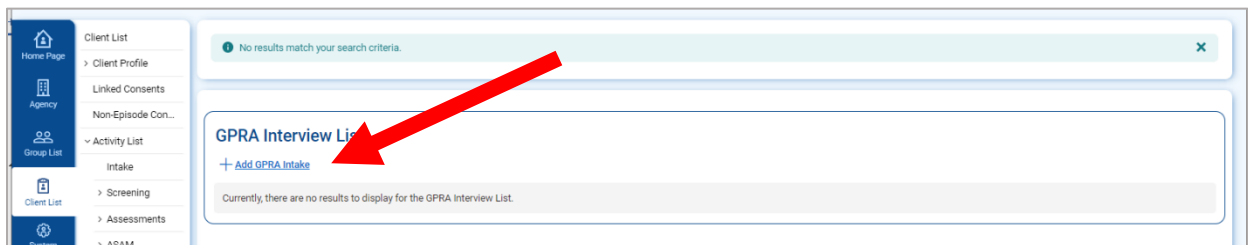


Figure 4-6: Add GPRA Intake

- The system will display the first of several GPRA Interview screen. Complete the required fields.



**Note:** The 'Interview Date' must be greater than or equal to client intake date.

The 'Interview Date' must occur during the active period of the selected Program Enrollment (MM/DD/YYYY - ).

JS SMITH, Jamie 20 (111) 222-3333 (mobile)

J444457QW654655 10/10/2000 Female 1 CASE # DOB GENDER PREFERRED METHOD OF CONTACT

Client List

Home Page

Agency

Group List

Client List

System Administration

Reports

Support Ticket

Client Profile

Linked Consents

Non-Episode Con...

Activity List

Intake

Screening

Assessments

ASAM

Admission

Outcome Mea...

Program Enroll

Encounters

Notes

Treatment Plan

Treatment

Discharge

Recovery Plan

Recovery Plan...

Consent

GPRA

A. Record ...

A. RECORD MANAGEMENT

Unique Client Number J444457QW654655

Contract/Grant ID GRANTNO

Client Type Treatment Client

Interview Type Intake

Interview Date mm/dd/yyyy

Did you conduct an interview? Yes No

Program Enrollment Administrative Unit/SOR II : 1/21/2021 -

Created By

Created Date

Updated By

Updated Date

Upload Action

Upload Status

Number of Upload Errors

Upload Date

Response Date

Back Next Save Cancel

Figure 4-7: GPRA Intake, Record Management section

5. Click the **Next Button** to move to the next GPRA section.
6. Once all questions have been answered, a read-only summary screen is displayed. Scroll to the bottom of the summary and then click **Finish**.

G. SOCIAL CONNECTEDNESS

Times RF/DK

1. In the past 30 days, did you attend any voluntary self-help groups for recovery that were not affiliated with a religious or faith-based organization? [In other words, did you participate in a non-professional, peer-operated organization that is devoted to helping individuals who have addiction related problems such as: Alcoholics Anonymous, Narcotics Anonymous, Oxford House, Secular Organization for Sobriety, or Women for Sobriety, etc.] No Times Not Applicable

2. In the past 30 days, did you attend any religious/faith affiliated recovery self-help groups? No Times Not Applicable

3. In the past 30 days, did you attend meetings of organization that support recovery other than the organizations described above? No Times Not Applicable

4. In the past 30 days, did you have interaction with family and/or friends that are supportive of your recovery? Yes

5. To whom do you turn when you are having trouble? Other (Specify) Family member

6. How satisfied are you with your personal relationships? Satisfied

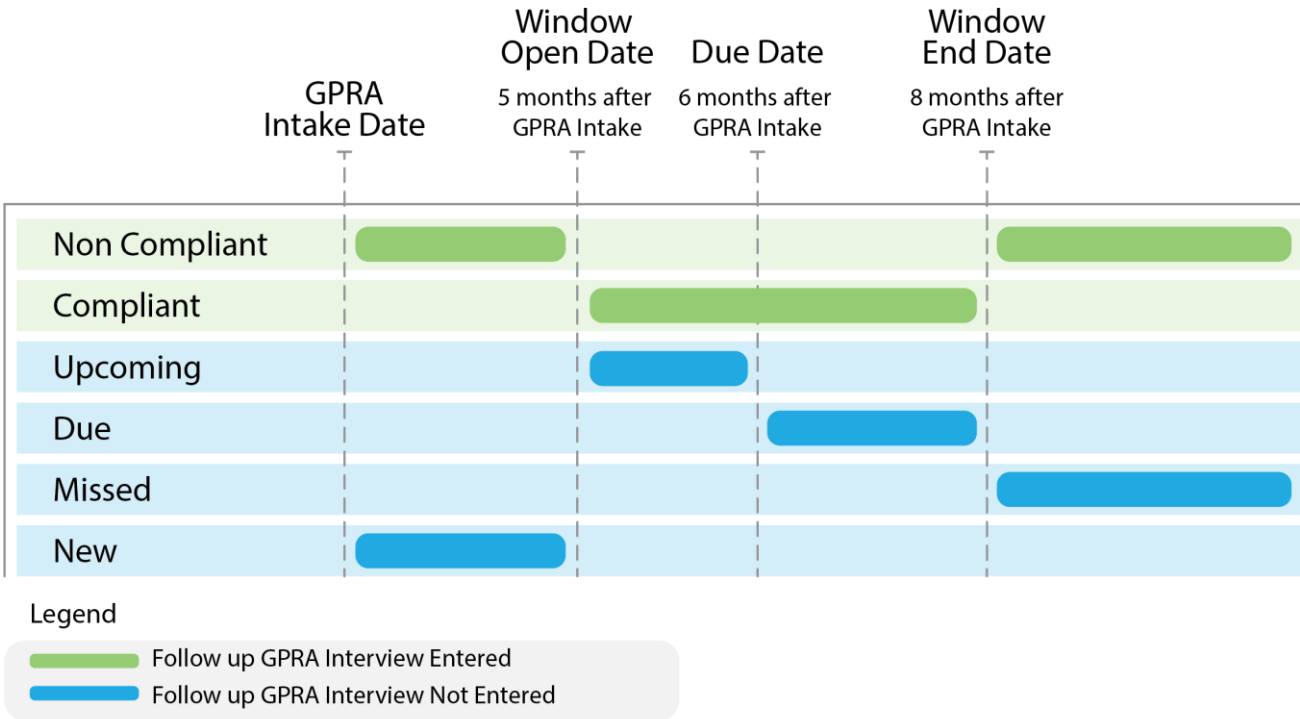
Back Next Save Finish Cancel

Figure 4-8: Intake Interview, Summary Screen

# GPRA Interview Compliance Details

## Grant Requirement

A GPRA Follow-up Interview must be completed with the client 6 months after the GPRA Intake Interview. There is a 3-month window to enter that follow-up interview in WITS and be in compliance with the grant program’s requirement. The compliance window opens 5 months after the GPRA Intake Interview and ends 8 months after the GPRA Intake Interview.



Compliance Rate Calculation = Number Compliant / (Number Compliant + Number Non Compliant + Number Due + Number Missed)

Figure 4-9: GPRA Follow-up Due Diagram

Definitions for each follow-up status are included in the following table.

Table 4-2: Follow up Attendance Definitions

Term	Meaning
Compliant	GPRA Follow-up Interviews <b>entered</b> into WITS <b>during</b> the compliance window specified above are considered compliant. The GPRA follow up interview must be conducted (Was the GPRA interview conducted = Yes) and the interview date must be within the window.
Non-Compliant	GPRA Follow-up Interviews <b>entered</b> into WITS <b>outside</b> of the compliance window specified above are considered non-compliant. This count also includes GPRA Follow-up Interviews that are entered in the system but were not conducted (with no interview date, Was the GPRA interview conducted = No).
Upcoming	Clients with no follow-up interview who have a GPRA intake Interview dated between 5 and 6 months ago (for 6-month follow up) are part of the <b>Upcoming</b> count.

Term	Meaning
<b>Due</b>	Corresponds to the number of clients who have reached the due date (6 months) and do not yet have a GPRA Follow-up Interview record in WITS. This count does not consider the clients who have a corresponding GPRA Discharge Interview with a termination of "Death, Unknown" and "Death, Cause known". This would cover a scenario where a client died before the follow-up became due.
<b>Missed</b>	The clients who do not have a GPRA Follow-up Interview entered into WITS after the end of the window are a part of the <b>Missed</b> count.
<b>New</b>	The Clients who have a GPRA intake Interview, no GPRA Follow-up Interview, and who have not entered in a follow up window yet, are a part of the <b>New</b> count.

## GPRA Follow-up Due Summary Screen



**Where:** Agency > GPRA Follow-up Due Summary

The **GPRA Follow-up Due Summary** screen displays a summary view of where an agency stands with their follow up interviews and includes the agency's compliance rate. Users can select from the available search fields and click **Go** to view the search results. Information on these search fields are listed in the table below.

The search results will display a distinct count of GPRA interviews for each follow-up status available at the time of searching. For definitions of each status, see *Table 4-2: Follow up Attendance Definitions* on page 35 above.

Table 4-3: GPRA Follow-up Due Summary Screen Search Filters

Field	Description
<b>Agency Type</b>	In the <b>Agency Type</b> search field, the option " <b>Intake</b> " represents the agency where the GPRA Intake Interview was conducted. The option, " <b>Follow-up</b> " represents any agency where the GPRA follow-up interview can be conducted.
<b>Grant</b>	This required field will be a drop down where the KORE-funded grant can be selected.
<b>Agency</b>	For users with access to only one agency, this field will default to that agency's name. If the user has <b>View GPRA Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the agencies. If the user has an agency oversight role to specific agencies, then this field will display those specific agencies plus the staff member home agency.
<b>Facility</b>	For users with access to only one facility, this field will default to that facility's name. If the user has <b>View GPRA Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the facility names. If the user has an agency oversight role to specific agencies, then this field will display those specific facilities plus the staff member home agency's facilities.

**GPRA Follow-up Interview Due Summary Search**

Agency Type: Intake Grant: SOR

Agency: ALL Facility:

[Search](#) [Clear](#)

**GPRA Follow-up Interview Due Summary List**

Export

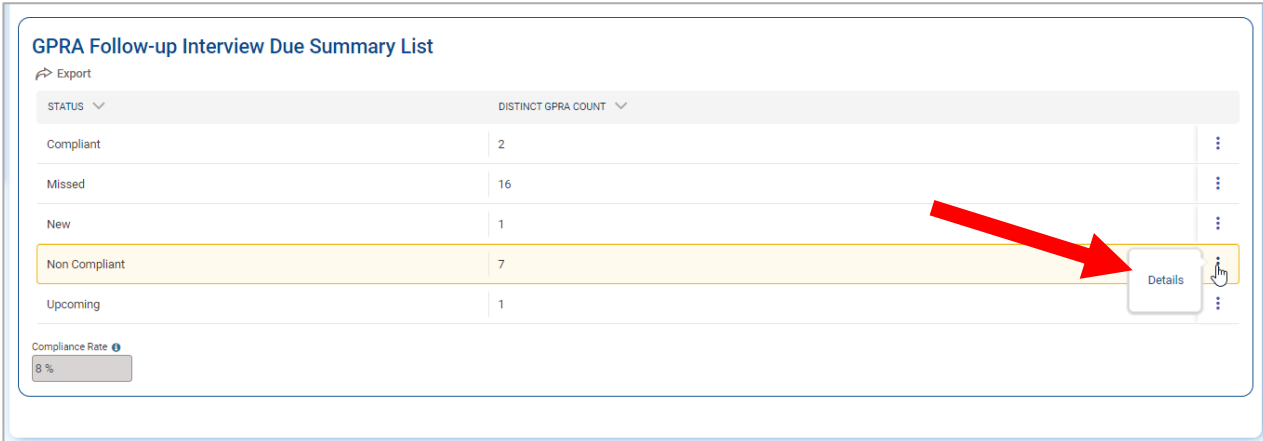
STATUS	DISTINCT GPRA COUNT	
Compliant	2	
Missed	16	
New	1	
Non Compliant	7	
Upcoming	1	

Compliance Rate: 8%

Figure 4-10: GPRA Follow-up Due Summary screen

Detailed information for each interview status can be seen by hovering over the pencil icon in the Actions column, then clicking **Details**. The system will then redirect to the GPRA Follow-up Due Detail screen, displaying the associated client

records for the selected interview status and the current search criteria. The GPRA Follow-up Due Detail screen is covered in the next section.



The screenshot displays the 'GPRA Follow-up Interview Due Summary List' interface. At the top, there is a title bar with an 'Export' link. Below this is a table with two columns: 'STATUS' and 'DISTINCT GPRA COUNT'. The table lists five status categories: 'Compliant' (2), 'Missed' (16), 'New' (1), 'Non Compliant' (7), and 'Upcoming' (1). The 'Non Compliant' row is highlighted in yellow. To the right of the table, there is a 'Details' link with a hand cursor icon, which is pointed to by a red arrow. Below the table, there is a 'Compliance Rate' section showing '8 %'.

STATUS	DISTINCT GPRA COUNT
Compliant	2
Missed	16
New	1
Non Compliant	7
Upcoming	1

Compliance Rate: 8 %

Figure 4-11: GPRA Follow-up Interview Status List, Details link

# GPRA Follow-up Due Detail Screen



**Where:** [Agency](#) > [GPRA Follow-up Due Detail](#)

The **GPRA Follow-up Due Detail** screen displays a list of client records with information regarding the clients' GPRA interview status. Staff members can use the available search fields and click **Go** to view the results.

Table 4-4: GPRA Follow-up Due Detail Screen Search Filters

Field	Description
<b>Agency Type</b>	In the <b>Agency Type</b> search field, the option <b>"Intake"</b> represents the agency where the GPRA Intake Interview was conducted. The option, <b>"Follow-up"</b> represents any agency where the GPRA follow-up interview can be conducted.
<b>Grant</b>	This required field will be a drop down where the KORE-funded grant can be selected.
<b>Agency</b>	For users with access to only one agency, this field will default to that agency's name. If the user has <b>View GPRA Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the agencies. If the user has an agency oversight role to specific agencies, then this field will display those specific agencies plus the staff member home agency.
<b>Facility</b>	For users with access to only one facility, this field will default to that facility's name. If the user has <b>View GPRA Follow Up Compliance</b> and <b>All Agency Access</b> roles, then this field will display all the facility names. If the user has an agency oversight role to specific agencies, then this field will display those specific facilities plus the staff member home agency's facilities.
<b>Status</b>	The <b>Status</b> search field will filter the list of clients corresponding to a specific compliance status. For definitions of each status, see <i>Table 4-2: Follow up Attendance Definitions</i> on page 35 above.

Home Page

Agency

> Agency List

GPRA Discharge ...

GPRA Follow-up ...

GPRA Follow-up ...

Overdose Revers...

> Facility List

Staff Members

Alerts Configurati...

Group List

Client List

System Administration

Reports

Support Ticket

GPRA Follow-up Interview Due Detail Search

Agency Type

Intake

Grant

Agency

ALL

Facility

First Name

Last Name

GPRA Intake Date

Due Date

Status

Within Window

Unique Client Number

Search

Clear

GPRA Follow-up Interview Due Detail List

Export

Currently, there are no results to display for the GPRA Follow-up Interview Due Detail List.

Figure 4-12: GPRA Follow-up Due Detail screen

If the staff member was redirected to this screen by clicking the **"Details"** link on the GPRA Follow-up Due Summary screen, the Agency Type, Agency, Facility and Grant, search fields and Status will be prepopulated with the options entered on the Summary screen. The following informational message will also be displayed, *"The records on this list may not match the total from the summary because you may not have access to some clients."*



**Note:** Since the GPRA Follow-up Due Detail screen includes client names, the search results displayed in the list are filtered to only include clients that the staff member has access to.

The records on this list may not match the total from the summary because you may not have access to some clients. ✕

**GPRA Follow-up Interview Due Detail Search**

Agency Type: Intake Grant: SOR

Agency: ALL Facility:

First Name: Last Name:

GPRA Intake Date: Due Date:

Status: ALL Unique Client Number:

Search Clear

**GPRA Follow-up Interview Due Detail List**

Export

UNIQUE CLIENT NUMBER	CLIENT NAME	AGENCY NAME	FACILITY NAME	STATUS	GPRA INTAKE DATE	DUE DATE	FOLLOWUP OPEN DATE	FOLLOWUP CLOSE DATE
F159102FC718121	CFN201811072, CFN201811072	Administrative Agency	Administrative Unit	Non Compliant	6/27/2019	12/27/2019	11/27/2019	2/27/2020
Q534445JG434655	CFN181119001, RR	Pattys SOR Agency	Doorway	Non Compliant	7/1/2018	1/1/2019	12/1/2018	3/1/2019
Q103905LX973544	Thapa, Rajat	Administrative Agency	Administrative Unit	Missed	6/13/2019	12/13/2019	11/13/2019	2/13/2020
J153986LW953554	Sharma, Sonia	Administrative Agency	Administrative Unit	Non Compliant	7/31/2018	1/31/2019	12/31/2018	3/31/2019
J193179MW608554	singh, Ashu	SOR Training	Doorway	Missed	7/31/2018	1/31/2019	12/31/2018	3/31/2019
J183886MW952544	singh, Praneeti	AgencySor1	NewFacility1	Missed	5/31/2019	11/30/2019	10/31/2019	1/31/2020
J173902EW973554	Sano, Rhea	Administrative Agency	Administrative Unit	Missed	1/31/2019	7/31/2019	6/30/2019	9/30/2019
J553499SW992544	SOR, Nicole	Administrative Agency	Administrative Unit	Missed	6/4/2019	12/4/2019	11/4/2019	2/4/2020
J173991EN823554	Jainh, Muskan	Administrative Agency	Administrative Unit	Missed	7/1/2019	1/1/2020	12/1/2019	3/1/2020

Figure 4-13: GPRA Follow-up Due Screen, pre-populated based on Summary screen selections

In the **Actions** column, clicking the **"View"** link will redirect to the client's GPRA list screen if the staff member is currently in the same context agency as the client. If the staff members' context agency is different than the client, clicking the "View" link will display the following error message, *"This client does not exist in the context agency. Please change your context agency to view the client."*

**GPRA Follow-up Interview Due Detail List**

Export


UNIQUE CLIENT NUMBER	CLIENT NAME	AGENCY NAME	FACILITY NAME	STATUS	GPRA INTAKE DATE	DUE DATE	FOLLOWUP OPEN DATE	FOLLOWUP CLOSE DATE	Actions
F159102FC718121	CFN201811072, CFN201811072	Administrative Agency	Administrative Unit	Non Compliant	6/27/2019	12/27/2019	11/27/2019	2/27/2020	View
Q534445JG434655	CFN181119001, RR	Pattys SOR Agency	Doorway	Non Compliant	7/1/2018	1/1/2019	12/1/2018	3/1/2019	

Figure 4-14: GPRA Follow-up Due Detail, View link



**Note:** If you have access to multiple agencies, make sure you're in the correct context agency to view the client record. Otherwise, the following error message will be displayed.

*"This client does not exist in the context agency. Please change your context agency to view the client."*

 **This client does not exist in the context agency. Please change your context agency to view the client.**



## GPRA Follow-up Interview



**Where:** *Client List* > *Activity List* > *GPRA* > *GPRA Follow-up*

GPRA Follow-up Interviews should be added 5 to 8 months after a client's GPRA Intake Interview Date. Follow-up GPRA Interviews include additional questions to record the follow-up status. To add a follow-up record, follow the steps below.



**Note:** If a follow-up interview has been conducted, **sections B through G and I** must be completed.

If the follow-up interview has **not** been conducted, **section I** must be completed.

1. To access the GPRA interview, select a client from the **Client List**, point to the pencil icon in the Actions column, and then click **Activity List**.

The screenshot shows the 'Client List' page. On the left is a sidebar with navigation options: Home Page, Client Profile, Agency, Group List, Client List, System Administration, Reports, and Support Ticket. The main area has a 'Client Search' section with fields for Facility, First Name (filled with 'jamie'), Last Name, and Unique Client Number. Below the search is a 'Client List' table with columns for Full Name, Unique Client #, and SSN. A client entry for 'SMITH, Jamie' is highlighted. A red arrow points from the 'Activity List' option in the Actions column to the 'Activity List' link in the dropdown menu.

2. On the left menu, click **GPRA**.
3. On the GPRA List screen click **Add GPRA Follow-up**.

The screenshot shows the 'GPRA Interview List' page for client 'SMITH, Jamie'. The top header displays client information: JS, SMITH, Jamie, 20, J444457QW654655, 1 CASE #, 10/10/2000 DOB, Female GENDER, and (111) 222-3333 (mobile) under the heading 'PREFERRED METHOD OF CONTACT'. The left sidebar shows navigation options: Home Page, Client Profile, Agency, Group List, Client List, and GPRA. The main area has a 'GPRA Interview List' section with buttons for '+ Add GPRA Intake', '+ Add GPRA Followup', and '+ Add GPRA Discharge'. A red arrow points from the 'Add GPRA Followup' link to the 'Add GPRA Followup' button.

Figure 4-15: GPRA list, Add GPRA Follow-up link

- The system will display a confirmation screen stating, “You are about to enter a 6-month follow-up record for this client. Would you like to continue?” Select **Yes** to start the follow-up interview.

The screenshot shows a client profile header for SMITH, Jamie, with a unique client ID of J444457QW654655, case number 1, DOB 10/10/2000, and gender Female. A confirmation message asks: "You are about to enter a 6-month follow-up record for this client. Would you like to continue?" with "Yes" and "No" buttons. A sidebar on the left contains navigation links: Home Page, Agency, Client List, Client Profile, Linked Consents, and Non-Episode Con...

Figure 4-16: Follow-up interview confirmation screen

- Note:** The system will display a warning message if the Follow-up Interview Date is not within 5 to 8 months after the GPRA Intake Interview Date. This message will also be displayed on the GPRA list screen.

**⚠ Follow-up interview date should be between 5 to 8 months after the GPRA intake interview date.**

The screenshot displays a warning message at the top: "Follow-up interview date should be between 5 to 8 months after the GPRA intake interview date." Below this, the client profile for SMITH, Jamie is shown. The sidebar on the left includes links for Home Page, Agency, Group List, Client List, and System Administration. The main content area is titled "A. RECORD MANAGEMENT" and contains two sections: "Unique Client Number" (J444457QW654655) and "Contract/Grant ID" (GRANTNO), and "Client Type" (Treatment Client) and "Interview Type" (6-Month Follow Up).

- When the interview opens, complete the required fields and click the **Next** button to progress to the next screen. If the interview was not conducted (answered “No” to the question “Did you conduct an interview?”), clicking the Next button will display Section I. Follow-up Status.

**SMITH, Jamie** | 20 | (111) 222-3333 (mobile)

J444457QW654655 | 1 | 10/10/2000 | Female | J444457QW654655

UNIQUE CLIENT ID | CASE # | DOB | GENDER | PREFERRED METHOD OF CONTACT

**A. RECORD MANAGEMENT**

Unique Client Number: J444457QW654655 | Contract/Grant ID: GRANTNO

Client Type: Treatment Client | Interview Type: 6-Month Follow Up

Did you conduct an interview? ☒ Yes ☐ No | Interview Date: 1/21/2021

Program Enrollment: Administrative Unit/SOR II : 1/21/2021 -

Created By: | Created Date: |

Updated By: | Updated Date: |

Upload Action: | Upload Status: |

Number of Upload Errors: | Upload Date: | Response Date: |

< Back | Next > | Save | × Cancel

Figure 4-17: GPRA Follow-up, Section A. Record Management

6. In **Section A. Record Management - Behavioral Health Diagnoses**, if the client had medications selected on their encounter(s) within the grant episode, and the user answers **"Yes"** to questions 1a or 2a, then medication information will be prepopulated on screen. Users can modify this prepopulated information as needed.

**Note:** Encounters may have been entered in other agencies than yours.

The Received field will be set to "Yes" for each medication listed on the encounter(s), and "No" to all other medications. For each drug received, the number of days will be set based on the encounter(s) of the client's grant episode, and when the encounter service start date or end date were 30 days or less from the GPRA interview date. If more than one drug was selected on an encounter, then the same number of days for each drug on the GPRA discharge and Follow ups will be set. The number of days is based on encounter service start date/end date. If the encounter has no end date, it will be counted as one day. If multiple encounters are entered on the same day, then it counts 1 day per medication.

1. In the past 30 days, was the client diagnosed with an opioid use disorder?

Yes

a. In the past 30 days, which FDA-approved medication did the client receive for the treatment of an opioid use disorder? (Select all that apply)

1. Methadone Yes 1 # of Days

2. Buprenorphine Yes 1 # of Days

3. Naltrexone No # of Days

4. Extended-release Naltrexone Yes 1 # of Days

5. Client was diagnosed with an opioid use disorder, but did not receive an FDA-approved medication for an opioid use disorder

Not Applicable

6. Client was not diagnosed with an opioid use disorder and did not receive an FDA-approved medication for an opioid use disorder

Not Applicable

Figure 4-18: GPRA Follow-up Interview, Section A, questions 1a and 2a, prepopulated values

**Note:** For question I.1., make sure to select the correct follow-up status for the client from the drop-down list, especially when selecting if the interview was completed **within** specified window, or **outside** specified window.

I. FOLLOW-UP STATUS

1. What is the follow-up status of the client?

Deceased at time of due date

Completed interview within specified window

Completed interview outside specified window

Located, but refused, unspecified

Located, but unable to gain institutional access

Located, but otherwise unable to gain access

Located, but withdrawn from project

Unable to locate, moved


Unable to locate, other

If "Unable to locate, other", (Specify)

- Once all questions have been answered, a read-only summary screen is displayed. Scroll to the bottom of the summary and then click **Finish**.

**G. SOCIAL CONNECTEDNESS**

	Times	RF/DK
1. In the past 30 days, did you attend any voluntary self-help groups for recovery that were not affiliated with a religious or faith-based organization? <i>[In other words, did you participate in a non-professional, peer-operated organization that is devoted to helping individuals who have addiction related problems such as: Alcoholics Anonymous, Narcotics Anonymous, Oxford House, Secular Organization for Sobriety, or Women for Sobriety, etc.]</i>	<input type="text" value="No"/>	<input type="text" value="Not Applicable"/>
2. In the past 30 days, did you attend any religious/faith affiliated recovery self-help groups?	<input type="text" value="No"/>	<input type="text" value="Not Applicable"/>
3. In the past 30 days, did you attend meetings of organization that support recovery other than the organizations described above?	<input type="text" value="No"/>	<input type="text" value="Not Applicable"/>
4. In the past 30 days, did you have interaction with family and/or friends that are supportive of your recovery?	<input type="text" value="Yes"/>	
5. To whom do you turn when you are having trouble?	Other (Specify)	
<input type="text" value="Family member"/>	<input type="text"/>	
6. How satisfied are you with your personal relationships?	<input type="text" value="Satisfied"/>	



8. If the GPRA Follow up interview was conducted within the 5 to 8 months window, and if no GPRA Discharge exists for this client's grant episode, then the system will display a confirmation screen asking if you would like to create a GPRA Discharge interview with the same information as the GPRA Follow up interview:

**Do you want to generate a completed discharge GPRA interview based on this follow-up GPRA interview?**

Select **Yes** and the GPRA Discharge will automatically be created. It is recommended that you review the newly created GPRA Discharge interview and make any updates as necessary. For example, **section J – Discharge Status** may need questions 3. and 4. updated from “No” to “Yes”, if it applies.

**J. DISCHARGE STATUS**

1. On what date was the client discharged?

2. What is the client's discharge status?

If the client was terminated, what was the reason for termination?

Other (Specify)

3. Did the program test this client for HIV?

4. Did the program refer this client for testing?

[< Back](#) [Next >](#) [Save](#) [x Cancel](#)

Figure 4-19: Discharge Status



# GPRA Discharge Due Screen



**Where:** *Agency > GPRA Discharge Due*

The **GPRA Discharge Due** screen displays at the Agency level, clients with a GPRA Intake interview date 30 days ago and the client has no encounter, or their most recent encounter is 30 days ago. Users can select from the available search fields and click **Go** to view the search results. In the **Actions** column, clicking the “**View Client**” link will redirect to the client’s GPRA list screen if the staff member is currently in the same context agency as the client.

Table 4-5: GPRA Discharge Due Screen Search Filters

Field	Description
<b>Agency</b>	For users with access to only one agency, this field will default to that agency’s name. If the user has <b>All Agency Access</b> roles, then this field will display all the agencies.
<b>Grant</b>	This required field will be a drop down where the KORE-funded grant can be selected.

Figure 4-20: GPRA Discharge Due Screen



**Note:** Since the GPRA Discharge Due screen includes client names, the search results displayed in the list are filtered to only include clients that the staff member has access to.

## GPRA Discharge Interview



**Where:** *Client List > Activity List > GPRA > GPRA Discharge*

To add a discharge record, follow the steps below.

**Note:** If a Discharge interview has been conducted, **Sections B through G, J and K** must be completed. If the Discharge interview **has not** been conducted, **Sections J and K** must be completed.

1. To access the GPRA interview, select a client from the **Client List**, point to the pencil icon in the Actions column, and then click **Activity List**.

The screenshot shows the 'Client Search' section with filters for Facility, First Name (jamie), Last Name, and Unique Client Number. Below is the 'Client List' table with columns: FULL NAME, UNIQUE CLIENT #, SSN, and Actions. A client entry for SMITH, Jamie (J444457QW654655) is highlighted. A red arrow points to the 'Activity List' option in the dropdown menu for this client.

FULL NAME	UNIQUE CLIENT #	SSN	Actions
JS SMITH, Jamie 10/10/2000 Female	J444457QW654655	123-32	Profile Activity List Linked Consents

2. On the left menu, click **GPRA**.
3. On the GPRA List screen, click **Add GPRA Discharge**.

The screenshot shows the 'GPRA Interview List' screen for client SMITH, Jamie. The left sidebar has a 'GPRA' link highlighted. The main area shows a table with columns: INTERVIEW TYPE, CLIENT TYPE, INTERVIEW DATE, and RECORD STATUS. A red arrow points to the 'Add GPRA Discharge' link at the top of the table.

INTERVIEW TYPE	CLIENT TYPE	INTERVIEW DATE	RECORD STATUS
Intake	Treatment Client	1/21/2021	Completed

Figure 4-21: GPRA List screen, Add GPRA Discharge link

- The system will display the following message, "You are about to enter a discharge record for this client. Would you like to continue?" Select **Yes** to start the discharge interview.

Figure 4-22: Discharge interview confirmation screen

- When the interview opens, complete the required fields and click the **Next** button to progress to the next screen. If the interview was not conducted (answered "No" to the question "Did you conduct an interview?"), clicking the next button will display Section J. Discharge Status.

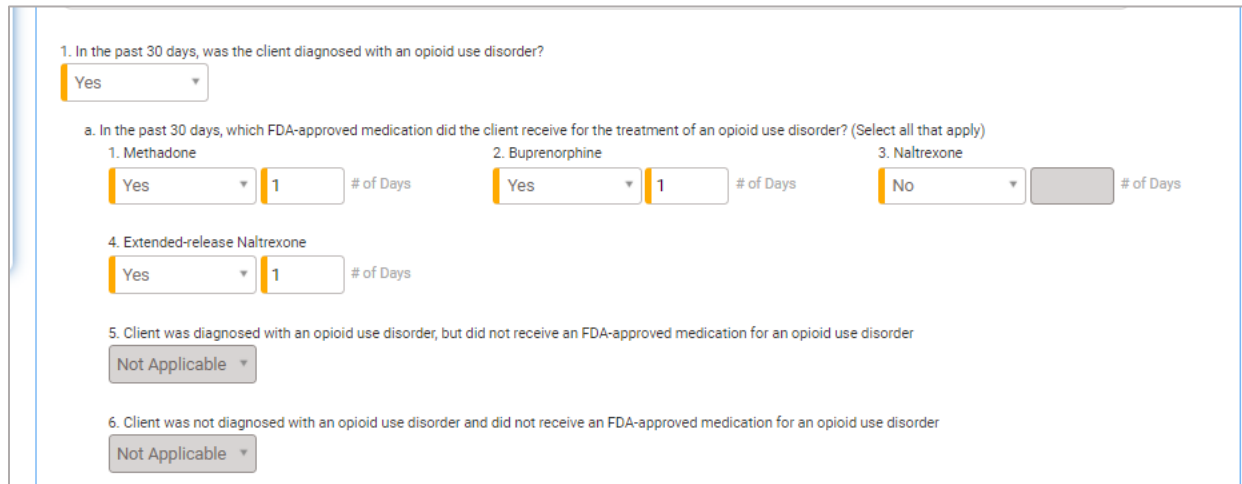
Figure 4-23: GPRA Discharge Interview; Section A. Record Management

- In **Section A. Record Management - Behavioral Health Diagnoses**, if the client had medications selected on their encounter(s), and the user answers "Yes" to questions 1a or 2a, medication information will be prepopulated on screen. Users can modify this prepopulated information as needed.



**Note:** Encounters may have been entered in other agencies than yours.

The Received field will be set to “Yes” for each medication listed on the encounter(s), and “No” to all other medications. For each drug received, the number of days will be set based on the encounter(s) of the client’s grant episode, and when the encounter service start date or end date were 30 days or less from the GPRA interview date. If more than one drug was selected on an encounter, then the same number of days for each drug is set on the GPRA discharge and Follow ups. The number of days is based on encounter service start date/end date. If the encounter has no end date, it will be counted as one day. If multiple encounters are entered on the same day, 1 day per medication is counted.



1. In the past 30 days, was the client diagnosed with an opioid use disorder?

Yes

a. In the past 30 days, which FDA-approved medication did the client receive for the treatment of an opioid use disorder? (Select all that apply)

1. Methadone	Yes	1	# of Days	2. Buprenorphine	Yes	1	# of Days	3. Naltrexone	No		# of Days
--------------	-----	---	-----------	------------------	-----	---	-----------	---------------	----	--	-----------

4. Extended-release Naltrexone

Yes

1

# of Days

5. Client was diagnosed with an opioid use disorder, but did not receive an FDA-approved medication for an opioid use disorder

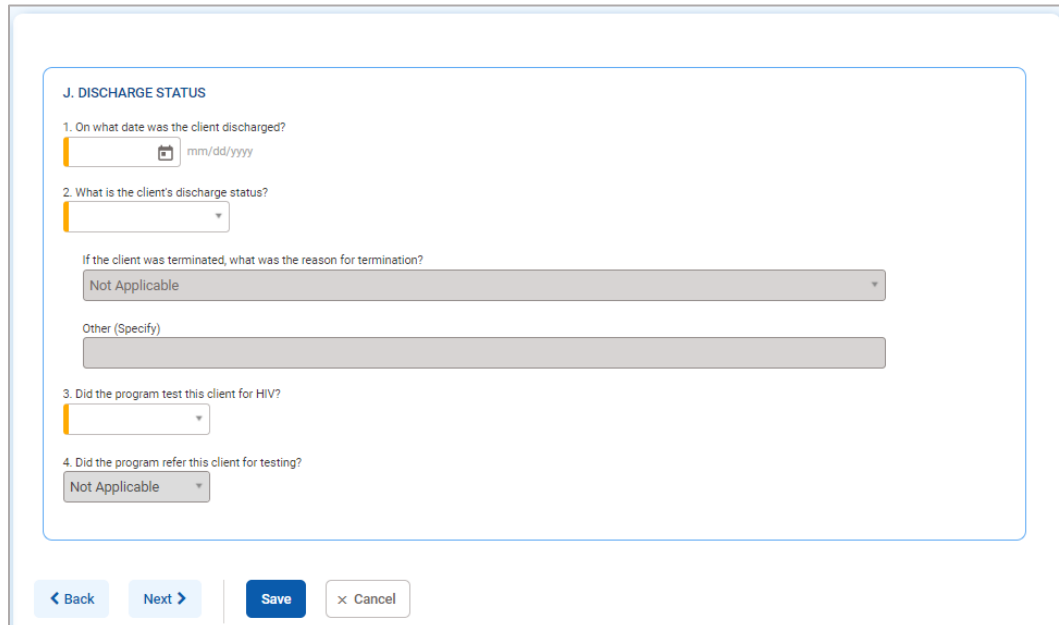
Not Applicable

6. Client was not diagnosed with an opioid use disorder and did not receive an FDA-approved medication for an opioid use disorder

Not Applicable

Figure 4-24: GPRA Discharge Interview, Section A, questions 1a and 2a, prepopulated values

- Complete the required fields and click the **Next** button to progress to the next screen.



**J. DISCHARGE STATUS**

1. On what date was the client discharged?

mm/dd/yyyy

2. What is the client's discharge status?

If the client was terminated, what was the reason for termination?

Not Applicable

Other (Specify)

3. Did the program test this client for HIV?

4. Did the program refer this client for testing?

Not Applicable

< Back   Next >   Save   x Cancel

Figure 4-25: Section J. Discharge Status

- Section K – Services Received** will be prepopulated based on the encounter(s) recorded for the client within the grant episode (encounters may have been entered in other agencies than yours). You may edit this section as needed.

**K. SERVICES RECEIVED**

Identify the number of DAYS of services provided to the client during the client's course of treatment/recovery. [ENTER ZERO IF NO SERVICES PROVIDED. YOU SHOULD HAVE AT LEAST ONE DAY FOR MODALITY.]

**Modality**  
[Number of DAYS for each]

1. Case Management <input type="text" value="30"/>	2. Day Treatment <input type="text" value="0"/>	3. Inpatient/Hospital (Other Than Detox) <input type="text" value="0"/>
4. Outpatient <input type="text" value="0"/>	5. Outreach <input type="text" value="0"/>	6. Intensive Outpatient <input type="text" value="0"/>
7. Methadone <input type="text" value="0"/>	8. Residential/Rehabilitation <input type="text" value="0"/>	
9. Detoxification (Select Only One)		
A. Hospital Inpatient <input type="text" value="0"/>	B. Free Standing Residential <input type="text" value="0"/>	C. Ambulatory Detoxification <input type="text" value="0"/>
10. After Care <input type="text" value="0"/>	11. Recovery Support <input type="text" value="0"/>	
12. Other (Specify) <input type="text" value="0"/> <input type="text"/>		

Figure 4-26: Section K. Services Received; Number of Days of Services

**K. SERVICES RECEIVED**

Identify the number of SESSIONS provided to the client during the client's course of treatment/recovery. [ENTER ZERO IF NO SERVICES PROVIDED. YOU SHOULD HAVE AT LEAST ONE SESSION OF TREATMENT PROVIDED.]

**Treatment Services**  
[Number of SESSIONS for each]

1. Screening <input type="text" value="0"/>	2. Brief Intervention <input type="text" value="0"/>	3. Brief Treatment <input type="text" value="0"/>
4. Referral to Treatment <input type="text" value="0"/>	5. Assessment <input type="text" value="0"/>	6. Treatment/Recovery Planning <input type="text" value="0"/>
7. Individual Counseling <input type="text" value="0"/>	8. Group Counseling <input type="text" value="0"/>	9. Family/Marriage Counseling <input type="text" value="0"/>
10. Co-Occurring Treatment/Recovery Services <input type="text" value="0"/>	11. Pharmacological Interventions <input type="text" value="0"/>	12. HIV/AIDS Counseling <input type="text" value="0"/>
13. Other Clinical Services (Specify) <input type="text" value="0"/> <input type="text"/>		

Figure 4-27: Section K. Services Received; Number of Sessions Provided

Please contact your system administrator if you believe encounters exist for this client but the Services Received section is not populated with the number of days and sessions; the mapping of the modalities and services may be incomplete.

9. Once all questions have been answered, a read-only summary screen is displayed. Scroll to the bottom of the summary and then click **Finish**.

### K. SERVICES RECEIVED

**Education Services**  
*[Number of SESSIONS for each]*

1. Substance Abuse Education	2. HIV/AIDS Education
<input type="text" value="1"/>	<input type="text" value="0"/>
3. Other Education Services (Specify)	
<input type="text" value="0"/>	<input type="text"/>

**Peer-To-Peer Recovery Support Services**  
*[Number of SESSIONS for each]*

1. Peer Coaching or Mentoring	2. Housing Support	3. Alcohol-and Drug-Free Social Activities
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Information and Referral	5. Other Peer-to-Peer Recovery Support Services (Other Specify)	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

## Part 5: Consent and Referrals

### Create Client Consent Record



**Where:** *Client List* > *Activity List* > *Consent*

The consent is a formal process adhering to 42 CFR Part 2, which governs the sharing of client information between agencies and facilities using WITS. A consent may also be used to record the sharing of information (on paper) with agencies who do not use WITS, making the consent part of the electronic health record.

1. On the left menu, click **Client List** and search for a client.
1. Locate the client, hover over the Actions column, and then click **Activity List**.
2. On the left menu, click **Consent**.
3. Click the **Add New Client Consent Record** link.

4. Select **No**.

5. On the Client Disclosure Agreement screen, complete the following fields.

Table 5-1: Client Disclosure Agreement fields

Field	Description
<b>Entities with Disclosure Agreements</b>	Select from the drop-down list. This field will display a list of agencies that have previously created a Disclosure template. This will prepopulate fields in the "Client Information To Be Consented" section, which can then be modified if needed.
<b>System Agency</b>	Select "Yes" if the agency uses WITS.
<b>Disclosed to Agency</b>	Select the agency that will be receiving the client's information.
<b>Facility</b>	Select the facility within the selected Agency that will be receiving the client's information. Select All Facilities, or an individual facility.
<b>Purpose for Disclosure</b>	Type the reason for creating the Consent record.

Field	Description
<b>Earliest date of services to be consented</b>	Select the date.
<b>Has the client signed the paper agreement form</b>	Select "No" to save the screen and have the client sign the paper form (see below), after client has signed, select "Yes".
<b>Date client signed consent</b>	This field will become editable when "Yes" is selected in the previous field.

### Client Disclosure Agreement

^ Hide Context Information

*Note: Consented information may not be redisclosed.*

Client Name  
Violet, Sara

Unique Client Number  
6459ZJ6975M5352

Disclosed From Agency  
Test Training Agency

Entities with Disclosure Agreements

System Agency

☒ Yes
☐ No

Disclosed To Agency

Facility

Disclosed To Entity (Non System Agency)

Purpose for Disclosure

Earliest Date of Services to be Consented

Has the client signed the paper agreement form

☐ Yes
☒ No

Date Client Signed Consent

Client Information To Be Consented

\*Expiration type is required for disclosure activities.

Expiration Type

\*Expiration type is required for Disclosure activities.

Client Information Options

Admission  
ASAM  
ATR Eligibility Screen  
Behavioral Health Assessment  
CAGE-AID Screening  
Client Information (Profile)  
Client Screening  
Consent  
CONTINUUM Triage™ Assessment  
CONTINUUM™  
DENS ASI Assessment

Disclosure Selection

Comments

Figure 5-1: Client Disclosure Agreement screen



6. If additional consent information needs to be added or removed from the client's disclosure agreement, update the options from the "Client Information To Be Consented" section. Your agency administrator may have set up templates for the disclosure agreement.

Table 5-2: Client Information To Be Consented fields

Field	Description
<b>Expiration Type and + Days</b>	Select either "Discharge (UD)" or "Date Signed (DS)", then when the yellow field appears, enter the number of days the consent will expire.
<b>Client Information Options/Disclosure Selection</b>	Select options from the box and use the mover buttons to add or remove the desired consent options.

7. When all required fields are complete, click **Save**.

## Print the Client Consent Form

8. After saving the Client Disclosure Agreement screen, click the **Generate Report** link to print the Client Consent Form to get the client's signature on the paper copy. The printed consent form includes items from the Client Information Options box along with the Consent Expires information.

**New York WITS Training**

SV **VIOLET, Sara** 30 (222) 111-4444 (mobile)

6453ZJ6875M5352 1 CASE # 1/28/1991 DOB Female GENDER

Generate Report SSRS Reports Documents (0) Snapshot

**Client Disclosure Agreement**

+ Create Referral Using this Disclosure Agreement

Hide Context Information

Note: Consented information may not be redisclosed.

Client Name	Unique Client Number	Disclosed From Agency
Violet, Sara	6453ZJ6875M5352	Test Training Agency

Entities with Disclosure Agreements

System Agency

Client List

- Client Profile
- Linked Consents
- Non-Episode Con...
- Activity List
  - Intake
  - Screening
  - Assessments
  - ASAM

Figure 5-2: Client Disclosure Agreement screen, Generate Report

- Once the client has signed the paper form, update these fields:
  - Has client signed the paper agreement form:** select "Yes"
  - Date client signed consent:** defaults to current date
- Click **Save** and stay on this screen (notice the fields are now grayed out).
- After saving the client consent, a link to add a Client Referral for this consent will be available. This will open the client referral screen, and will pre-populate the signed consent and Agency fields of the Referred to section.
- Click the link, **Create Referral Using this Disclosure Agreement**, and continue to the next section.

**CONFIDENTIALITY OF ALCOHOL AND DRUG ABUSE CLIENT RECORDS**

The confidentiality of client records maintained by an ATR service provider ("program") is protected by Federal law and regulations. Generally, the program may not say to a person outside the program that a client is enrolled in ATR, or disclose any information identifying a client as a person with a problem with alcohol or other drugs unless:

- (1) The client consents in writing; OR
- (2) The disclosure is allowed by a court order; OR
- (3) The disclosure is made to medical personnel in a medical emergency or to a qualified personnel for research, audit, or program evaluation; OR
- (4) The client commits or threatens to commit a crime either at the program or against any person who works for the program.

Violation of the Federal law and regulations by a program is a crime. Suspected violations may be reported to the United States Attorney in the district where the violation occurs.

Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

See 42 U.S.C. Sec. 29064-2 for federal law and 42 CFR Part 2 for federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records.

Source: "A Guide to the Federal Drug & Alcohol Confidentiality Law and HIPAA", Legal Action Center (1996).

**CONSENT FOR TWO-WAY RELEASE OF CONFIDENTIAL INFORMATION**

I, Donald Adams, authorize the ATR4 Coordinator Agency to communicate with and disclose to West Care Coordination Inc. the following information:

The purpose of the disclosure authorized herein is:

- (a) to verify my eligibility to receive and to pay West Care Coordination Inc. for the following ATR services: \_\_\_\_\_; OR
- (b) needed for other facility \_\_\_\_\_.

I also authorize West Care Coordination Inc. to communicate with and disclose to the ATR4 Coordinator Agency all information related to the services I received from West Care Coordination Inc. for purposes of payment and care coordination.

This authorization expires six months from today's date.

I understand that my records are protected under federal regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it. I understand that authorizing disclosure of the information identified above is voluntary. However, I understand that lack of consent to share information may prevent ATR Coordinator and the ATR Service Provider from providing \_\_\_\_\_ and/or authorizing payment for services, and I may be denied referral for MA \_\_\_\_\_ consent form.

Printable Consent Form

**New York WITS Training**

SV **VIOLET, Sara** 30 (222) 111-4444 (mobile)

6453ZJ6875M5352 1 CASE # 1/28/1991 DOB Female GENDER

Generate Report SSRS Reports Documents (0) Snapshot

**Client Disclosure Agreement**

+ Create Referral Using this Disclosure Agreement

Hide Context Information

Note: Consented information may not be redisclosed.

Client Name	Unique Client Number	Disclosed From Agency
Violet, Sara	6453ZJ6875M5352	Test Training Agency

Entities with Disclosure Agreements

System Agency

Client List

- Client Profile
- Linked Consents
- Non-Episode Con...
- Activity List
  - Intake
  - Screening
  - Assessments
  - ASAM

Figure 5-3: Create Referral Using this Disclosure Agreement link

## Referrals

### Create a Client Referral



**Where:** [Client List](#) > [Activity List](#) > [Referrals](#)

*Continuing from previous section...*

Once the Client Consent is complete, create the Client Referral Record. A referral is used when the receiving agency (another WITS agency) will be providing services for the client. Referrals may also be done from one facility to another facility within the same agency.

1. After clicking the **Create Referral Using this Disclosure Agreement** link, the Referral screen will open.

**Referral**

**Referred By**

Agency:

Facility:

Staff Member:

Program:

State Reporting Category:

Reason:

If Other:

Is Consent Verification Required?  
☐ Yes ☐ No

Is Consent Verified?  
☐ Yes ☐ No

Continue This Episode of Care?  
☐ Yes ☒ No

Comments:

Referral Status:

Projected End Date:

Created Date:

**Referred To**

Signed Consents:

Agency:

Facility:

Staff Member:

Program:

State Reporting Category:

Non-System Agency:

Non-System Modality:

Non-System Specifier:

Appt Date:

Undetermined

Consents Granted:  
 Consent Date: 2/1/2021  
 Disclosure Domains:  
 Client Information (Profile) (DS, 3/12/2022)  
 Consent (DS, 3/12/2022)  
 CONTINUUM Triage™ Assessment (DS, 3/12/2022)  
 CONTINUUM™ (DS, 3/12/2022)  
 DENS ASI Assessment (DS, 3/12/2022)

Figure 5-4: Referral screen

2. On the Client Referral screen, complete the required fields in the **Referred By** section, including:

Table 5-3: Referred By fields

Field	Description
<b>Program</b>	Select the Program It should be a referral from a program with the KORE grant to another program with the KORE grant.
<b>Reason</b>	In the drop-down field, select the reason why this client is being referred.
<b>Is Consent Verification Required?</b>	Select Yes.
<b>Is Consent Verified?</b>	Select Yes.
<b>Continue Episode of Care?</b>	Select No.
<b>Referral Status</b>	State of the referral (this should be "Referral Created/Pending").
<b>Created Date</b>	Date client is referred.

3. Next, in the **Referred To** section, complete all the required fields, including:

Table 5-4: Referred To fields

Field	Description
<b>Signed Consents</b>	Select the consent from list of available consents.
<b>Agency</b>	This field will auto populate based on the "Consent" selected.
<b>Facility</b>	The facility the client is being referred to.
<b>Program</b>	The program the client is being referred to. It should be an KORE-funded program.

4. When complete, click **Save**.

# Viewing Referrals

## Referrals In



**Where:** [Agency](#) > [Agency List](#) > [Referrals](#) > [Referrals In](#)

Whenever clients are referred in to your Agency from another agency, a message will appear on the Home Page as shown in **Error! Reference source not found..** Clients who have been referred in have signed a consent form agreeing to share certain information with your agency. To review these referrals, follow the steps below.

**Role Needed:**

- Referrals (Full Access)



**Note:** Only users with the Referrals (Full Access) role will see Referrals left menu link.

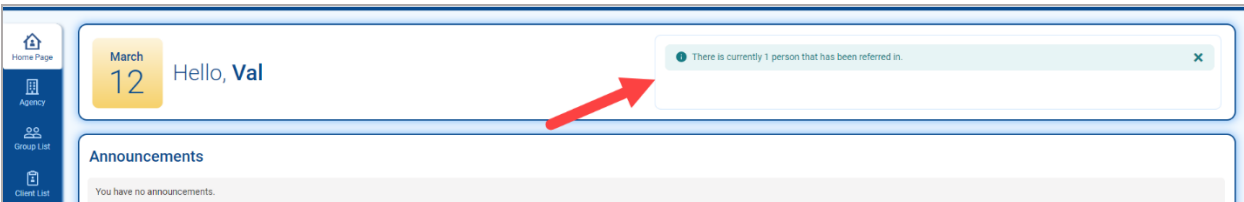


Figure 5-5: Home Page with "referred in" notification

1. On the left menu, click **Agency**, click **Referrals**, and then click **Referrals In**.
2. On the **Referrals In Search** screen, in the **Referral Status Codes** field, select **"Referral Created/Pending"** and move this option to the **Search Criteria** box by clicking the mover button as shown in **Error! Reference source not found..**
3. After selecting the search criteria, click **Go** to view the search results list.

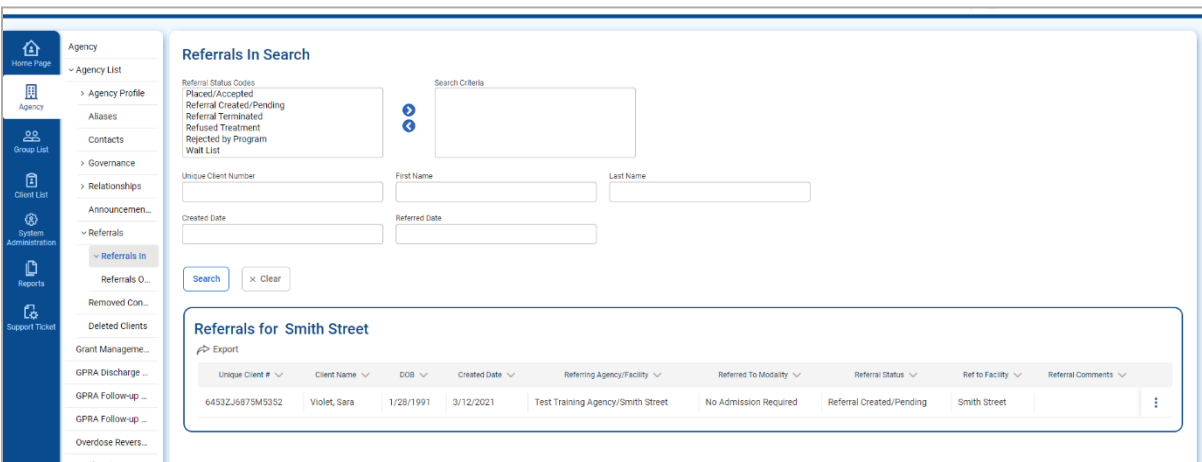


Figure 5-6: Referrals In Search screen

4. Notice that any referred clients will appear in the list portion of the screen. To view a client's referral information, hover over the Actions column, and then click **Review**.

Referrals for Smith Street								
Export								
Unique Client #	Client Name	DOB	Created Date	Referring Agency/Facility	Referred To Modality	Referral Status	Ref to Facility	Referral Comments
6453ZJ6875M5352	Violet, Sara	1/28/1991	3/12/2021	Test Training Agency/Smith Street	No Admission Required	Referral Created/Pending	Smith Street	

Review

Figure 5-7: Referrals Search Results, Review link

- To accept the client referral, click on the **Referral Status** field and select **"Placed/Accepted"** from the drop-down list. The client must be accepted into your agency before viewing the client's record, or working on the case.

### Referral

#### Referred By

Agency  
Test Training Agency

Facility  
Smith Street

Staff Member  
Hewitt, Val

Program  
Smith Street/SOR II Program : 1/28/2021 -

State Reporting Category  
Adult outpatient

Reason  
No capacity

If Other

Is Consent Verification Required?  
☒ Yes ☐ No

Is Consent Verified?  
☒ Yes ☐ No

Continue This Episode of Care?  
☒ Yes ☐ No

#### Referred To

Signed Consents  
SOR Training

Agency  
SOR Training

Facility  
Smith Street

Staff Member

Program  
Recovery SOR II (-202)

State Reporting Category  
Adult outpatient

Non-System Agency

Non-System Modality

Non-System Specifier

Appt Date

Undetermined

Consents Granted  
Consent Date: 2/1/2021  
Disclosure Domains:  
Client Information (Profile) (DS, 3/12/2022)  
Consent (DS, 3/12/2022)  
CONTINUUM Triage™ Assessment (DS, 3/12/2022)  
CONTINUUM™ (DS, 3/12/2022)  
DENS ASI Assessment (DS, 3/12/2022)

Comments

Referral Status  
Referral Created/Pending

Projected End Date

Created Date  
3/12/2021 4:22 PM

Save and Finish Cancel

Figure 5-8: Referral screen, Referral Status field

6. (Optional) Next, fill in the **Appointment Date (Appt Date)** and use the drop down box to provide any additional information about the appointment.
7. Click **Finish** to save the record and accept the referral. Note that this action takes you to the Client Profile screen for the client you just accepted.

(Optional) Additional **Referral Status** reasons to select:

- **Referred/Terminated:** When the referral has been deleted by the referring agency.
- **Refused Treatment:** Select if the client does not want to be treated.
- **Rejected by Program:** If the client is not eligible or is not acting in compliance.
- **Wait List:** If the client is waiting for a slot to open in the program.



**Note:** Once the referral is Placed/Accepted, the client record is created within the Agency, and an Intake and Client Program Enrollment is created within the referred to Facility.

## Referrals Out



**Where:** Agency > Agency List > Referrals > Referrals Out

The Referrals Out screen is used to check the status of referrals made from your agency to other agencies.

1. On the left menu, click **Agency**, click **Referrals**, and then click **Referrals Out**.
2. On the **Referrals Out Search** screen, in the **Referral Status Codes** field, select the desired codes and move them to the **Search Criteria** box by clicking the mover button (>).
3. After selecting the search criteria, click **Go** to view the search results list.

**Referrals Out Search**

Referral Status Codes: Placed/Accepted, Referral Created/Pending, Referral Terminated, Refused Treatment, Rejected by Program, Wait List

Search Criteria: [Empty Box]

Unique Client Number: [Empty Box] First Name: [Empty Box] Last Name: [Empty Box]

Created Date: [Empty Box] Referred Date: [Empty Box]

[Search] [Clear]

**Referrals from Smith Street**

Export

Name	Created Date	Referral Status	Referred To Agency	Referred To Facility	Non System Agency	Referred To Modality	Referral Comments
Green, Ella	1/29/2021	Referral Created/Pending	Administrative Agency	Administrative Unit		Not Applicable	
Violet, Sara	3/12/2021	Referral Created/Pending	SOR Training	Smith Street		No Admission Required	

Figure 5-9: Referrals Out screen