

A

Access to Recovery (ATR)	A presidential initiative which provides vouchers to clients for purchase of an array of recovery support and substance abuse treatment services from faith-based and community based providers.
Access Category	In WITS, an access level of security that allows only certain agency staff to access certain clients who have been an access category. For example, data on a client assigned an access category of ‘Adolescent’ can only be accessed by an agency staff that has been given the access category ‘Adolescent’.
Account Code	In government agencies, the code that classifies an expenditure and identifies its payment source.
Account Information	
Actions	
Activity Code	
Activity List	List of all the record types that have been saved for an episode of care (case). If a record is incomplete, there will be an In Progress(Detail) link under the Status column.
Actual Cost	A method of invoice from specific activities or cost items not billable as fee-for-service
ADAD	The Hawaii State Department of Health, Alcohol and Drug Abuse Division or Adolescent Drug Abuse Diagnosis assessment instrument Or Adolescent Drug Abuse Diagnosis assessment instrument used to assess adolescents
Addiction Services	
Adjudication	
Adjudication Rules	
Adjustment	
Admission (Admitted)	The beginning of a treatment regime for a client at the facility. A client is admitted into a facility in order to enroll or place a client into a level of care or program. Link to a list of admission records and is located under Client List/Activity List. Admission records includes information on client’s profile, financial/household, substance use, tobacco use, assessment scores, ASAM, diagnosis, and treatment team, at the time of admission

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	to treatment.
Admission Date	Date the client was admitted into the facility. This date will default to the case intake date.
Admission Type	Identifies the movement of a client through different episodes of care. See Initial Admission to this Program, Transferred From Another Program, and Re-Admission to this program.
Adolescent Drug Abuse Diagnosis (ADAD)	Assessment instrument used to assess adolescents.
Age of 1st Intoxication	For alcohol ONLY, identifies the age at which the client first became intoxicated
Age of 1st Use	The age at which the client first used the drug
Agency List	A list of WITS agencies
Alerts Configuration	
Alert Types	
Aliases	
Announcements	
Annual Household Income	The income range that most closely represents the client's household income.
Addiction Severity Index (ASI)	The interviewer's estimates of the client's need for additional treatment in each area. The scales range from 0 (no treatment necessary) to 9 (treatment needed to intervene in life threatening situation). Each rating is based upon the client's history of problem symptoms, present condition and subjective assessment of his/her treatment needs in a given area.
ASAM	American Society of Addiction Medicine Or A reference to the ASAM Patient Placement Criteria for Treatment of Substance-Related Disorders used to determine placement of a client in substance abuse treatment level of care
Assessments	Link to a list of assessment instrument and is located under Client List/Activity List. Assessment instruments include Mental Status, SASSI Scores only, DENS ASI, RSS (Recovery Support Services) Questionnaire, and ADAD.

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Authorization	A voucher or pre-authorization for services
Authorization List	A list of authorizations
Authorization Period	The start date and end date that defines a fiscal period
Award	Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money, or property in lieu of money, by Federal Government to an eligible recipient. The term does not include technical assistance, which provides services instead of money, other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts that are required to be entered under procurement laws and regulations.

B

Best practice	Interventions based on clinical opinions or open clinical trials. They are practices for which wither no randomized clinical trials have been conducted or there are insufficient numbers of studies to allow for a claim of consistent scientific evidence.
Billing	
Billing Month	The latest complete calendar month for which services can be billed. In WITS, billing month for invoices are managed by the system. Invoices can only be submitted in billing month sequence.
Billing Transaction List	A list of claims that have been adjudicated including adjustments and reversals
Biological Gender	The client's gender at birth.
Block Grant	Type of mandatory grant in which the recipients (normally States) have substantial authority over the type of activities to support with minimal Federal administrative restrictions. The basic premise is that States should be free to target resources and design administrative mechanisms to provide services to meet the needs of their citizens. SAMHSA administers two separate block grants: the Substance Abuse Prevention and Treatment (SAPT) block grant and the Center for Mental Health Services (CMHS) block grant.
Budgeted Expenditure	A method of invoicing for recurring cost, usually fixed monthly amount

C

Carryover Amount	In WITS, the funds that were unspent in a previous authorization period tier that are added to the next authorized period tier
Case	An enclosing framework that contains all records for a single client incident. A case assigns a client to a facility and is opened with an Intake. A case becomes an episode of care when the client is admitted into the facility, enrolled in a program, given services, and discharged. A case is closed by entering a close date on the intake record. Closing a case will make all records read only.
Case Management	Service to assist and support clients in developing their skills to gain access to needed medical, social, educational, and other services essential to meeting basic human services; linkages and training for the client served in the use of basic community resources; and monitoring of overall service delivery. This service is generally provided by staff whose primary function is case management.
Case Status	The Case Status will default to Open Active when a new Intake is done.
Changing Service Levels	Disenrollment from one level and enrollment into another level of care or program.
Center for Mental Health Services (CMHS)	A Center within SAMHSA that provides treatment and support services needed by adults with mental disorders and children with serious emotional problems.
Center for Substance Abuse Prevention (CSAP)	A Center within SAMHSA that is the sole Federal organization with responsibility for improving accessibility and quality of substance abuse prevention services. CSAP provides national leadership in the development of policies, programs, and services to prevent the onset of illegal drug use, to prevent underage alcohol and tobacco use, and to reduce the negative consequences of substance use.
Center for Substance Abuse Treatment (CSAT)	A Center within SAMHSA that seeks to improve the lives of individuals and families affected by alcohol and drug abuse by ensuring access to clinically sound, cost-effective addiction treatment that reduces the health and social costs to communities and the Nation.
Certificate of Insurance (COI)	In ADAD contracts, the Certification of Liability Insurance
Claim	An electronic request for payment based on a delivered service
Claim Batch	The group of claims submitted to a contractor for reimbursement
Claim Item List	In WITS, the encounters that have been 'Released to Billing'
Client Balance	In WITS, the amount owed to the provider by the client

C

Client List	
Client Profile	Basic information on a client such as First Name, Last Name, Biological Gender, and Date of Birth. A client profile must be created for every client in an agency.
Client Survey	
Clinical Dashboard	
Co-dependent	A person who has no alcohol or drug abuse problem, but (1) is seeking services because of problems arising from his/her relationship with an alcohol or drug user; (2) has been formally admitted for services into a treatment unit; and (3) has his/her own client record. (
Collaboration	A mutually beneficial and well-designed relationship entered into by two or more individuals or organizations to achieve common goals
Collateral	See Co-dependent
Co-Lead Staff	A member of the provider staff who equally participate as facilitator of a group session
Code Tables	The set of standard codes used by the WITS system and managed by the WITS System Administrator
Community-based Organization	Human service organization that provide services to residents of the community
Compliance Window	In Federal discretionary grants, refers to the period after the GPRA Intake interview date that a GPRA Follow-up must be entered to be compliant
Compliant	In Federal discretionary grants, refers to a GPRA Follow-up that was entered during the compliance window with a status of ‘Completed interview within the specified window’
Consent	A client signed authorization giving permission to the health information collecting agency to disclose specific health information to an outside agency for a specified time period or event
Contacts	In WITS, the list of all external contacts associated with the client
Contact Info	
Contract	A voluntary, deliberate, and legally binding agreement between two or more competent parties.
Contract List	In WITS, a list of all government contracts associated with the agency

C

Contract Management**Contract Service Rates**

In WITS, a service rate associated with a specific contract

Cooperative Agreement

An award instrument of financial assistance in which “substantial involvement” is anticipated between the HHS awarding agency and the recipient during performance of the contemplated project or activity. “Substantial involvement” means that the recipient can expect Federal programmatic collaboration or participation in managing the project.

Cost Center**Cost Reimbursement**

In WITS, one of three methods for invoicing where all operation costs (Personnel, Other Current Expenses, are itemized, budgeted, and invoiced

Cost Reimbursement Line Item

A single budget-cost item in a cost reimbursement invoice

Cost Sharing**Cross Contract List**

In WITS, a feature that allows a user to view all the contracts tiers’ authorized amounts and spent amounts. The view can be optionally filtered by funding source (plan), population (group), authorization period, % available, contractor, provider, and administration

Cultural Competence

The attainment of knowledge, skills, and attitudes that enable administrators and practitioners within systems of care to provide for diverse populations.
Culture competence includes an understanding of a culture’s language, beliefs, norms, and values that may have significant impact on the well-being of individuals within the culture.

D

Day Treatment Program	Provides treatment activities offered in half-day or full day increments, regularly scheduled for multiple sessions throughout the week. It includes a planned regimen of comprehensive outpatient treatment including professionally directed evaluation, treatment, case management, and other ancillary and special services. This level of care provides the client with the opportunity to participate in a structured therapeutic program while being able to remain in the community. The program shall consist of twenty (20) hours per week of face-to-face activities which shall include, but are not limited to, group counseling, education, skill building, recreational therapy, and family services. One (1) hour per week of individual counseling shall be scheduled with each client.
DENS ASI	Drug Evaluation Network System Addiction Severity Index. HI-WITS assessment instrument used to assess adults.
Deny	A claim processing status in which a contractor has disallowed a claim
Detailed Drug Code	Identifies in more detail the client's drug problem
Detailed Ethnicity	The classification of a population that shares common characteristics, such as, race, religion, traditions, culture, language, and tribal or national origin. In WITS, a more granular classification of a patient, e.g., a patient with an Asian race, can have a detailed ethnicity of one or more of the following Chinese, Filipino, Japanese, Korean, Okinawan, Vietnamese, etc.
Discretionary Grant	A grant that permits the Federal Government, according to specific authorizing legislation, to exercise judgement (discretion) in selecting the applicant/recipient organization, through a competitive grant process. Types of activities commonly supported by discretionary grants include demonstration, research, training, service, and construction projects or programs. Discretionary grants are sometimes known as "project grants".
Discharge	The termination of all services or further contacts with the client in an episode of care. A discharge signals the end of the treatment regimen or admission episode with that organization.
Discharge Date	Date that the client is discharged from the episode of care. Unless program rules specify a shorter period of time, a client must be reported as discharged if he or she has not received a face-to-face treatment contact at least once in a 30-day period.
Discharge Type	Reason a client was discharged, usually the same reason as the reason for termination from the last program disenrollment. Types of discharge

D

	include (1) Completed Treatment. No Substance Use; (2) Completed Treatment. Some Substance Use; (3) Transfer to CDS Program within Agency for Continued Service; (4) Transfer to Non-CDS Program within Agency for Continued Service; (5) Referred to Outside Agency for Continued Service; (6) Program Decision to Discharge Client for Non-Compliance to Program Rules; (7) Client Left Before Completing Treatment; (8) Incarcerated; (9) Death.
Disenrollment	The process of indicating an end to services in a level of care or program. No services may be recorded after the disenrollment date.
D.O.B.	Date of birth
Drug Testing	
Due	Refers to the number of clients who do not have GPRA Follow-up interviews six (6) months after the GPRA Intake interview date.
Due Date	Refers to the period six months after the GPRA Intake interview date.
Duration	Elapsed time
Duration Type	Type of duration, e.g. hours, days, week, etc.

E

Employment Status	<p>Employment state of a client. In HI-WITS, the client’s employment status is recorded at Admission, Discharge, and Follow-up.</p> <p>For a client who is legally employed, assign the client’s Employment Status to either Full Time or Part Time. To qualify as being employed, earnings must be subject to income taxes. For example, stipends and welfare payments are not taxable, therefore, the client whose sole source of income is derived from these monies would not be considered employed.</p> <p>For clients to be considered part of the labor force, they must be either employed or have actively searched for employment within the past 30 days. Clients who are not employed and have not searched for employment in the past 30 days are not part of the labor force and should be assigned Homemaker, Retired, Disabled, Inmate of Institution, or Not in Labor Force Other.</p> <p>Students are not considered a part of the labor force and should be coded as Students ONLY, Student Employed Full Time, or Student Employed Part Time.</p> <p>Seasonal workers are coded based on the “current” status of their employment. For example, if they are currently employed full-time, they are Full Time.</p>
Encounter	In WITS, encounter is the clinical note which must be ‘signed’ by the clinician and/or clinical supervisor. Encounters when ‘Released to Billing’ become claims.
Encounters	Link to list of encounters and is located under Client List/Activity List.
Encounter List	
Enrollment	The process of assigning a client to a level of care or program such that services may be recorded.
EOB Transaction List	‘Explanation of Benefits’ (EOB)
Episode	In WITS, a case file that begins with a client Intake and may contain an episode of care. An episode is closed by entering a Date Closed date located in the Intake screen.
Episode of Care	A term used to describe and measure the various health care services and encounters rendered in connection with identified behavioral health problem. An episode of care begins with an admission and end with a

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discharge.

Episode List

In WITS, a list of all the patient's episodes.

Ethnicity

In general, the Census Bureau defines ethnicity or origin as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. In HI-WITS, ethnicity is used to identify clients with Hispanic or Latino national origins.

Evidence-based Practices (EBP)

Interventions for which there is consistent scientific evidence that they improve client outcomes. The highest standard for an EBP is several randomized clinical trials comparing the practice to alternative practices or to no intervention, considered together (i.e., meta-analysis), that support the superiority of the EBP to the alternatives (or no intervention).

Expected Payment Source

Identifies the primary source of payment for this case/episode of care. For ADAD School Base program, expected payment source will always be the Department of Health-ADAD.

F

Facility	A place that provides a substance abuse treatment services. In HI-WITS, a facility can be a single building, a complex of buildings, or a place within a building. Generally, a facility will do it's own intake and admission.
Facility List	In WITS, list of all agency facilities.
Facility Profile	Details of an agency's facility, e.g., name, display name, service location, facility ID, county, island, House District, Senate District, Cong(ressional) District, etc.
Faith-based Organizations	In the SAMHSA context, groups or organizations that provide human services and have a faith element integrated into their organization
Family/Couple Counseling	Counseling for alcohol and/or drug treatment with a client's family members or significant others, typically delivered as a scheduled hourly event. In some instances, the client may not be present during these sessions.
Federal Register	The official publication printed each day by the U.S. Government for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other Presidential documents
First Name	Client's First Name .
Focus Group	A small group selected from a wider population and sampled as by open discussion, for its members' opinions about or emotional response to a particular subject or area.
Follow-Up	
Follow-Up Data	<p>Programs are required to submit a Follow-Up Report six months after a client is clinically discharged from the agency for the treatment episode. Programs are required to submit follow-up data on clients admitted for treatment, regardless of whether or not the client completed treatment.</p> <p> Agencies must obtain permission from the client, in writing, to conduct the follow-up.</p> <p>Unless the client has died or left no forwarding address, a minimum of three attempts to contact the individual should be made, using at least two different methods before listing him or her as unavailable. An effort must have been made to contact the client through at least one other source.</p>
Follow-Up Status	Identifies whether the follow-up was completed or the reason why a

	follow-up could not be done.
Follow-Up Type	Identifies the time period between the client’s clinical discharge and follow-up.
Frequency of Use	Identifies the frequency of use of a substance in the last 30 days
Fund Transfer History	

G

GAF

Global Assessment of Functioning

Governance

Government Performance and Results Act (GPRA)

The GPRA of 1993 (Public Law 103-62) mandates performance-based management by Federal agencies, focusing on results or outcomes in monitoring the effectiveness of Federal programs and their progress toward achieving national goals. The law places increased emphasis on collecting, reporting, and reviewing data to hold the agency accountable for achieving results with public funds. As a condition to receiving a SAMHSA grant, grantees must collect and report data on performance measures specified by the agency. In addition, participation in evaluation studies that collect program data to answer broader questions regarding efficiency or effectiveness may be required, depending on the program.

GPRA Discharge Due

GPRA Follow-Up Due

Grant

Financial assistance (including cooperative agreements) in the form or money, or property in lieu of money, by the Federal Government to an eligible recipient

Grantee

The individual or organization entity to which a grant is awarded. The individual or organization is responsible and accountable both for the use of the funds provided and for the performance of the grant-supported project or activities. The grantee is the entire legal entity even if only a particular component is designated in the award document.

Group

In WITS, the classification of patient population for payment purposes, e.g., ADAD Adult-Oahu, ADAD Dual Diagnosis-Oahu, etc.

Group Counseling

Session facilitated by a clinician with two or more individuals and/or their families/significant others to achieve treatment objectives

Group List

In WITS, the list of group that belong the facility

Group Note

In WITS, the common clinical note used for each client serviced by the group.

Group Profile

In WITS, the information about a group which include name of the group, the type of group, the lead and co-lead staff, description of the group, etc.

Group Roster

In WITS, the name of clients in the group. Whenever a group session is created, the group roster is used to populate the session attendee.

Group Type

In WITS, the classification of a group, e.g., work group, billing group, etc.

Guardian

A person who has the legal authority and duty to care for another person because of the other's age, incapacity, or disability. In HI-WITS, a guardian is the principal associated with a collateral/co-dependent client.

H

HCPCS Code

HCPCS (Healthcare Common Procedure Coding System) includes three levels of codes:

- **Level I** consists of the [American Medical Association's Current Procedural Terminology](#) (CPT) and is numeric.
- **Level II** codes that begins with an alphabet followed by four number and primarily include non-physician services such as [ambulance](#) services and [prosthetic](#) devices, and represent items and supplies and non-physician services, e.g. [behavioral health services](#), not covered by CPT codes (Level I).
- **Level III** codes, also called local codes, were developed by state Medicaid agencies, Medicare contractors, and private insurers for use in specific programs and jurisdictions. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) instructed CMS to adopt a standard coding systems for reporting medical transactions. The use of Level III codes was discontinued on December 31, 2003, in order to adhere to consistent coding standards.

Health Insurance

Health insurance of the client (if any) at admission and discharge. The insurance may or may not cover the alcohol or drug treatment. A minor covered by his/her parents' health insurance plan is recorded as having health insurance, with the parents' health insurance plan

HI-WITS

Hawaii Web-based Infrastructure for Treatment Services, Hawaii's instance of the nationally Web-based Infrastructure for Treatment Services (WITS) network

Homepage

The main or first page of a Web site, typically with hyperlinks to the other pages

Household Income

The combined income of all household members from all sources, including wages, commissions, bonuses, Social Security and other retirement benefits, unemployment compensation, disability, interest, and dividends.

Hyperlink

The underlined text you find on a Web page which can be "clicked on" with a mouse, which in turn will take you to another Web page or a different area of the same Web page

I	
Icon	A pictorial image on a Web page used to represent a program, a command, or a link to another Web page, etc.
Indirect Cost	Cost that cannot be identified readily and specifically with a particular sponsored project, program, or activity but are necessary to the operations of the organization. For example, the costs of operating and maintaining the facilities, depreciation, and administrative salaries.
Individual Counseling	Face-to-face meeting between a clinician and an individual and/or their families/significant others to achieve treatment objectives
Initial Admission to this Program	An Admission Type that identified the start of a treatment regime.
Initial Contact	How the client first made contact for this episode of care or case
Injection Drug User	<p>A substance use patient who administers drugs via a needle.</p> <p>When you open a New Episode, the Injection Drug User field is automatically defaulted to No. If the client is an Injection Drug User, select Yes.</p>
Institutional Review Board (IRB)	An administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction.
Intake	Submenu under Client List/Activity List
Intake Date	Date when the client intake was conducted. When you open a New Episode, the Intake Date field is automatically populated with the current date. If you are entering an intake from an earlier date, edit the date at this time.
Intake Facility	The Intake Facility is defaulted to the facility that you are current in. If this is not the facility in which the client will be admitted, go to My Settings and change the facility to the correct one.
Intake Staff	The Intake Staff is defaulted to the person entering the information. If this is not the person who collected the intake information, select the appropriate Intake Staff member from the Intake Staff dropdown list.
Intensive Outpatient Program (IOP)	Provides an outpatient alcohol and/or other drug treatment services which usually operates for at least three (3) or more hours per day for three (3) or more days per week, in which the client participates in accordance with an approved Individualize Treatment Plan. Intensive

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outpatient services may include, but are not limited to: assessment, individual and group counseling, crisis intervention, occupational therapy, activity therapies, expressive therapies (art, drama, poetry, music, movement), referral and information, drug screening urinalysis, medication administration, medical services, case management services and nutrition counseling; however, the listed below must be provided. Intensive Outpatient Programs shall include, but are not limited to, the following face-to-face activities: Assessment Services; Individual and Group Counseling Services; Crisis Intervention Services; and Activity therapies and/or alcoholism and other drug addiction client education. The scheduling of a one (1) hour per client per week session of individual counseling is recommended.

Intervention

A strategy or approach that is intended to prevent an outcome or to alter the course of an existing condition (e.g., providing lithium for bipolar disorder, strengthening social support in a community)

Invoice

Document used to request payment from a payer

Invoicing

In WITS, a billing function that allow a user to enter dollars amounts to their invoice line items, and when completed, to sign and submit the invoice electronically to the government contractor (payer).

Invoice Line Item

In WITS, the individual billing cost items established by the provider of service through their budget.

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K

L

Last Face-to-Face Contact	The last date that a counselor had face-to-face contact with the client. If the encounters are recorded for the client, the Last Fact-to-Face Contact will be pre-populated with the date of the last encounter.
Last Name	Client's Last Name .
Lead Staff	
Level of Care	A Level of Care is distinguished by treatment programs or activities, required staffing patterns, settings, the intensity of treatment focus, etc. Each Level of care has specific treatment program descriptions and structured or planned activities delineated for client care.
Linked Consents	
Living Arrangements	The living status of the client. In HI-WITS, the client's Living Arrangement is recorded at Admission, Enrollment, Disenrollment, Discharge, and at Follow-up.
Location	

M

Marital Status	Identify the marital status of the client at the time of discharge. Complete both blocks using a leading zero when necessary.
Master Patient Index	
Medication	Submenu under Client List/Activity List/Treatment
Mission Statement	A written statement that defines the business of the organization, states the basic goals and guiding philosophies, and establishes a context within which strategies and formulated and can be used to initiate, evaluate, and refine activities.
Modality	For substance abuse treatment programs, the different levels of treatment, e.g., residential, day, intensive outpatient (IOP), and outpatient.
Military Dependent	A spouse, unmarried child, and a parent of a military member; and an unmarried person who is placed in the legal custody of the military member by court order. See P.L. 103-160 and P.L. 103-337
My Settings	A WITS Main Menu classification of function that allows a user to change facility, changed password and PIN; and change security question.

N

National Outcome Measures (NOMs)	Performance-based, outcomes-driven measurements system for prevention and treatment of substance use and/or mental disorders. All states are required to report the 10 NOMs domains.
Neighborhood	The location in which the client most frequently does substance abuse. For Adolescents in a school base program, indicate the closest public high school district.
New	Refers to the number of ATR clients who have a GPRA Intake interview with no GPRA Follow-up interviews prior to the GPRA Follow-up due date.
NOMS Extraction	
Non-Compliant	Refers to the number of GPRA Follow-up interviews entered into WITS VMS outside of the compliance window and GPRA Follow-up interviews that are entered, but were not conducted (with no interview date) and do <u>not</u> have a GPRA Follow-up status of 'Completed Interview within specified window'.
Non-Staff Physicians	
Notes	Link to all the client's encounters and miscellaneous note
Number of Arrests in Last 30 Days or Since Admission, Whichever is Less	Enter the number of arrests in the last 30 days prior to discharge. For clients whose treatment lasted less than 30 days, enter the number of arrests from the date of admission. For data purposes, any formal arrest is to be counted regardless of whether the client is incarcerated or convicted and regardless of the status of the arrest proceedings at the time of discharge.
Number of Compliant GPRA Follow-Ups	In Federal discretionary grants, the number of GPRA Follow-Ups completed within the GPRA compliant window
Number of GPRA Follow-Ups Due	In Federal discretionary grants, the number of GPRA Intakes with no GPRA Follow-Ups 6 months after the GPRA Intake interview date
Number of Missed GPRA Follow-Ups	In Federal discretionary grants, the number of GPRA Intakes with no GPRA Follow-Ups 8+ months after the GPRA Intake interview date
Number of Non-Compliant GPRA Follow-Ups	In Federal discretionary grants, the number of GPRA Follow-Ups entered 8+ months after the GPRA Intake interview date or with no Follow-Up interview date or without a status of 'Completed interview within specified window'
Number of Upcoming GPRA	In Federal discretionary grants, the number of GPRA Intakes with no GPRA Follow-Ups 5 months, but less than 6 months, after the GPRA

Follow-Ups

Intake interview date

O

Operating Hours

The hours of operations for a WITS facility that can be specified in the WITS Facility Lists/Operating Hours screen. This is for information only.

Outcomes**Outpatient Program (OP)**

Provides non-residential comprehensive specialized services on a scheduled basis for individuals with substance abuse problems. Professionally directed evaluation, treatment, case management, and recovery services are provided to clients with less problematic substance abuse related behavior than would be found in a residential or day treatment program. Outpatient program consist of:

- Individual counseling
- Group counseling
- Family/Couple counseling,
- Skill building
- Case management

An outpatient program regularly provides between one (1) and eight (8) hours per client per week of face-to-face treatment and one (1) hour of scheduled individual counseling per client per month. The scheduling of one (1) hour per client per week of individual counseling is recommended when clinically indicated.

P

Password	A combination of a minimum of six (6) alphabetic and numeric characters that are chosen by the user to give them access to HI-WITS. In HI-WITS, an initial password is assigned by the system and must be changed when the user first logs on. To logon to HI-WITS, a user must have both a password and a Personal Identification Number or PIN. A user's password cannot be the same as their PIN.
Payment List	For a provider, the list of all payments received from all contractors and used to assign a check (number) to a claim
Payor Group Enrollment	The assignment of a reimbursement source to a client
Payor Plan List	A list of all payor plans available to a contractor
Peer-review	A form of independent review that uses reviewers who are the professional equivalent of the applicant's project director or principal investigator.
Pend	A claim processing status in which a claim is put on hold to prevent payment during the adjudication process
Pending	A claim processing status in which the system has determined that a claim is not payable when it was adjudicated.
Personal Identification Number (PIN)	A combination of a minimum of six (6) alphabetic and numeric characters that are chosen by the user to give them access to HI-WITS. In HI-WITS, an initial PIN is assigned by the system and must be changed when the user first logs on. To logon to HI-WITS, a user must have both a PIN and password. A user's PIN cannot be the same as their password.
Population	The age group classification (Adult, Adolescent, or Child) and, optionally, one or more of other client categories, such as Native Hawaiian, Woman with Child, Father with Child, Pregnant Woman, etc.
Presenting Problem (In Client's Own Words)	In the Presenting Problem (In Client's Own Words) field type in exactly what the client claims the problem is, or the reason for intake. Note, this is NOT the problem from the clinician's perspective, this is the problem from the client's perspective.
	 This field is NOT on the CDS form. It is unique to HI-WITS.
Primary Income Source	Identifies the principal source of financial support of the client. For children and students, the primary source of income will be

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	Parents/Relatives.
Procedure Code	Numbers or alphanumeric codes used to identify specific health interventions taken by medical professionals
Profile	The Profile displays basic client information such as First Name, Last Name, Biological Gender, and Date of Birth. Click on Profile to be sure that it is in fact the same client. If it is the same client then you do not need to add the client to the system. Only one client profile exists per agency in the system.
Program	A general classification of services provided within a facility to identify stages of treatment for a client. Synonymous to modality for substance abuse treatment program type. All clients who receive services must be enrolled in a program.
Program Disenroll or Program Disenrollment	In WITS, the action to end a program
Program Enroll or Program Enrollment	In WITS, the action to initiate the start of a program
Program Type	A category of a program. Examples of program type are substance abuse treatment, prevention, housing, etc.
Project Director	The individual designated by the recipient to direct the project or program being supported by the grant. The Project Director is responsible and accountable to officials of the recipient organization for the proper conduct of the project. The organization is, in turn, responsible and accountable to HHS for the performance and financial aspects of the grant-supported activity.
Project Officer	The individual designated by the Federal official responsible for the programmatic, scientific, and/or technical aspects of the HHS program(s). This individual is sometimes referred to as the Government Project Officer.
Promising Practices	Interventions based on clinical opinions or consensus opinion, for which there is a lack of research evidence. Many activities conducted in the treatment and service arena have not received research attention (e.g., discharge planning), yet providers are generally in agreement about what constitutes “desirable” practices.
Psychiatric Problem in Addition to Alcohol/Drug	Indicate whether the client has been diagnosed with a psychiatric problem in addition to the alcohol or drug problem at time of discharge

P

Problem

by a licensed practitioner.

Q

Qualified Service Organization

([45 C.F.R. Part 2](#)) A person or organization that provides services to a program, such as data processing, bill collecting, dosage preparation, laboratory analyses, or legal, medical, accounting, or other professional services, or services to prevent or treat child abuse or neglect, including training on nutrition and child care and individual and group therapy. The person or organization has entered into a written agreement with a program providing drug or alcohol referral, diagnosis or treatment under which the person or organization acknowledges that in receiving, storing, processing or otherwise dealing with any records concerning enrolled persons, it is fully bound by these regulations and, if necessary, will resist in judicial proceedings any efforts to obtain access to records of enrolled persons except as permitted by these regulations.

Qualified Service Organization Agreement (QSOA)

A Qualified Service Organization Agreement (QSOA) is an agreement between a Part 2 program and a Qualified Service Organization (QSO) that permits the exchange of patient identifying information without consent.

The QSO must provide services to the program and enter into a written agreement with the program agreeing to:

- Comply with the Part 2 regulations
- Resist any judicial efforts to obtain access to patient records

Patient Consent Not Required

Patient consent for sharing is not required with a QSOA. The information exchanged must be limited to the information needed to provide services listed in the agreement.

Redisclosure

The federal Substance Abuse and Mental Health Services Administration (SAMHSA) advises that QSOAs are two-way agreements between a Part 2 program and a QSO, which do not permit a QSO to redisclose information to a third party, unless certain requirements are met.

Additionally, because a QSOA is a two-way agreement, the prohibition against re-disclosure would also prohibit the exchange of information between two QSOs, even if they both have a valid QSOA with the same Part 2 program.

R

Race

A group or people considered distinct based on physical characteristics. For federal reporting purposes, currently 5 categories are utilized: White, Black, Asian/Pacific Islander, Native American and Hispanic. “Hispanic” is actually considered to be an ethnicity and not a race.

Rates**Re-Admission to this Program**

An Admission Type that identifies that a client is being re-admitted to a new episode of care after being discharged. A re-admission occurs only under the following conditions (1) the clients was discharged from a residential program and returns within three (3) days after discharge for additional services; or (2) the client was discharged from a non-residential program and returns within thirty (30) days after discharge for additional services. If the client returns for additional services and does not meet the criteria for Re-Admission, then the client’s Admission Type will be Initial Admission to this Program.

Recovery Plan**Recovery Support Services**

Non-clinical services that often operate to initiate or support recovery in conjunction with the work of formal treatment or other existing mutual aid groups.

Referral**Referral Contact**

The individual who made the referral

Referral Status

Accept, reject, or void

Reject

A claim batch status in which a contractor has returned a claim batch to an agency.

Relationships**Religious Preference****Removed Consents**

R

Residential Program	Provides 24-hour per day non-medical, no-acute care in a residential treatment facility that provides support, typically for more than thirty (30) days for persons with alcohol and other drug problems and/or addiction. It includes a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven (7) days a week. The program shall consist of twenty-four (24) hours per week of face-to-face activities which shall included, but are not limited to, group counseling, education, skill building, recreational therapy, and family services. One (1) hour per week of individual counseling shall be scheduled with each client.
Revenue Code	Unique 4-digit number used to describe and set rates charged for hospital (inpatient) services provided to a patient.
Revoke	In WITS, the action to rescind a consent
Risk Assessment	The determination of quantitative or qualitative value of risk related to a concrete situation and a recognized threat or hazard
Route of Administration	Identifies the way a substance is introduced into client's body

S

SAIS Batch	
SAIS Batch Errors	
SAMHSA NOMs website	http://www.nationaloutcomemeasures.samhsa.gov
SAMSHA website	http://www.samhsa.gov
SBIRT	Screening, brief intervention, and refer to treatment
Screening	Link to list of screening instrument under Client List/Activity List. Screening instruments include BH/BI and CAGE-AID.
Service	
Services	
Service Summary	
Session List	
Single-State Agencies (SSAs)	Each State has a Director of Substance Abuse Services and a Director of Mental Health Services. These Directors (two for each State) are identified, by the State, on SAMHSA's lists of SSAs.
Skill Building	Activities to develop a range of skills to help maximize client community integration and independent living. Services may be provided in individual or group settings. They need not be scheduled events, but may be applied in the context of other normal activities, such as education or employment
Smoker Status	
Source of Referral	
Special Services	
SSRS Reports	Link under Reports in Main Menu to provider's ad hoc reports
Staff Assignment	
Staff Language	
Staff List	
Staff Plan usage	
Staff Profile	
Staff Qualification	

S

Stakeholder	A person or organization that has an interest in the success or failure of project activities. The grant maker is always a stakeholder as well as the project partners, and the target population and their families.
Substance Abuse and Mental Health Services Administration (SAMHSA)	An agency of the Federal Government that funds and administers a portfolio of grant programs and contracts that support state and community efforts to expand and enhance prevention and early intervention programs for substance abuse and mental illness disorders.
Support Ticket	
Sustainability	Refers to continued existence or ability to maintain a project after Government funds expire.
System Administration	
System Administrator	In WITS, the individuals are responsible for managing the WITS infrastructure whose functions include, but not limited to, adding new WITS agencies, maintain WITS system code tables, etc.
System Info	
System Usage	

T

Technical Assistance (TA)**TEDS**

Treatment Episode Data Set – Substance abuse treatment enrollment and disenrollment data as collected by agencies and reported monthly to SAMHSA/CSAT. TEDS data are used as the input to National Outcome Measures System (NOMS)

Terms and Conditions

The legal requirements imposed on an award/contract by the awarding/contracting agency, whether by statute, by regulation, or with the award/contract document.

Therapeutic Living Program (TLP)

Provides structured residential living to individuals who are without appropriate living alternatives and who are currently receiving, are in transition to, or who have been clinically discharged within six (6) month from a substance abuse Day, Intensive Outpatient, or Outpatient treatment service. Priority shall be given to client in ADAD-funded treatment slots. ADAD will not pay for Day Treatment and Therapeutic Living programs at the same time for the same client. The focus of this program is to provide the necessary support and encouragement so that the client can complete treatment outside of the program, adjust to a chemically abstinent lifestyle, and manage activities of daily living so that they can move towards independent housing and life management. A Therapeutic Living program provides fifteen (15) hours per week of face-to-face therapeutic activities. Activities can include, but are not limited to, needs assessment, service planning, individual and group skill building, referral and linkage, case management, client support and advocacy, monitoring and follow-up.

Transferred from Another Program

An Admission Type that identifies the movement from one episode of care to another episode of care in a different facility.

Treatment

Submenu under Activity List under Client List. Submenu includes Tx (Treatment) Plan, Tx (Treatment) Team, and Medication

Treatment Plan

U

Upcoming

Refers to the number of ATR clients with no GPRA follow-up interviews during the 5 through 6 month period after the GPRA Intake interview.

V

Veteran Return from Deployment On

In WITS on the Intake screen, the date that the veteran returned from deployment. Use primarily by ATR3.

Veteran Status

Answer Yes if a person served in the Armed Forces of the United States and was honorably discharged or was released under honorable circumstances. Armed Forces is defined as the Army, Navy, Air Force, Marine Corps, and Coast Guard, and the National Guard when in the service of the United States pursuant to a call to active duty as provided by law on a full-time basis, which does not mean active duty for training purposes.

Voucher

In WITS, an authorization to render service. Use primarily by ATR.

W

Wait List

WITS

Web Infrastructure for Treatment Service

X

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Y

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Z

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