

## Internal WITS Prevention Webinar Agenda

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Wednesday, April 10, 2019 | 9:00-11:00 am

- I. Welcome
- II. Overview of the Agenda
- III. Data Entry Issues
  - Duplicate Client ID
  - Missing Ethnicity/Hispanic Origin
  - Individual Based Strategy Implementations (Groups & Sessions)
    - When adding a new Group, Do not enter End Date.
    - When adding a new client, hit Save, then immediately on the left blue menu, click on the **Activity List** to start a New Episode. When this step is missed, you wouldn't be able to see the Client Name appearing in the drop-down box when adding the member to Group Roster.
    - When accidentally enrolled a client into a wrong Group, currently cannot Remove him/her from the Group Roster. – Suggested solution: Do not Mark him/her Present at any sessions.
    - When adding sessions, Maximum Hours of Duration is 8. If more than 8 hours, breaking into 2 sessions.
  - Community Based Strategy Implementation (3 Types):
    - One-Time
      - Example: a health fair, media campaign, or distribution of material.
    - Recurring
      - Example: building community readiness to address underage drinking, recurring coalition meetings
    - Session Based (not suggested)
      - Example: curriculum-based prevention programs
  - Examples of how to record **Impacted Target Population**, Total number of participants: – the total count can be estimated
    - Brochure dissemination - number of people receiving the brochure
    - Radio/TV talk show expert - number of people listening to or viewing the show
    - Health fair - number of people attending the fair
    - School assembly - number of people attending the assembly
    - Public service announcement (PSA) - number of people listening to or viewing the PSA

- Coalition building - number of people in the coalition
- Developing community policies (e.g., restrictions on advertising) - number of people in the community
- Planning, managing, and coordinating efforts to effect positive community change - number of people involved in the planning effort
- Media campaign - number of people living in the “community” impacted by the media campaign
- Other environmental strategies, including media advocacy, keg registration, ID card enforcement, warning labels, server trainings - (number of people impacted by the strategy)
- **Avoiding Lockouts**
  - Agency Lockout –
    - Occurs when user does not log in for at least 30 days
    - Agency Administrator can unlock the user
  - System Lockout
    - Occurs when user does not log in for at least 60 days
    - Only Yoseb (Jay) can unlock the user
  - It is recommended to have more than one Agency Administrator

#### IV. SSRS Reports

- If you do not see “SSRS Reports” name in the top right corner, email a request to Yoseb and include your WITS username

#### V. Technical Assistance

- Cc **WITS Help Desk** ([witshelp@doh.hawaii.gov](mailto:witshelp@doh.hawaii.gov)) when emailing contract managers about WITS problems
- Contact Yoseb for scheduling remote/onsite training sessions
- WITS Resource Website:
  - Go to <http://health.hawaii.gov/substance-abuse/wits/>
  - Click “Resource” button
  - On Sign In page, select “Forms Authentication”
  - User Name: [adaprovider@gmail.com](mailto:adaprovider@gmail.com)
  - Password: Provider12#

#### VI. Questions and Answers

#### VII. Closing

- Reminders
  - WITS data entry for the period (from July 2018 – March 2019) are due on April 15<sup>th</sup>. If more time is needed, contact your contract manager