

## WITS Prevention Webinar Agenda

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Tuesday, August 13, 2019 | 9:30 am

- I. Welcome and Purpose of Webinar
- II. Refresher/Tips/Enhancements
  - Refresher
    - Quick demonstration of setting up a plan
  - Tips for creating a new plan
    - Create new plan; do not update an old plan
    - Plan name should include the fiscal year (FY 2020 or FY 2019-2020)
    - Select the appropriate data collection method: community or individual
    - Log in on different web browsers in order to copy and paste from the old plan to the new plan or print out last year's plan to use as a guide
  - Enhancements
    - Remove function is enabled to delete a participant from a Group Roster
    - Intake Date is no longer defaulted to the current date
- III. Technical Assistance
  - Cc WITS Help Desk ([witshelp@doh.hawaii.gov](mailto:witshelp@doh.hawaii.gov)) and Min ([min.hua@doh.hawaii.gov](mailto:min.hua@doh.hawaii.gov)) when emailing contract managers about WITS problems
  - Questions and Answers
- IV. Closing
  - Reminders
    - **FY20 plans** are due by **August 20**
    - **Data entry** for July 2019 due by **August 30**
    - Avoid lockouts by logging in within 30 days of your last WITS session
      - Agency Administrators can unlock users
      - If user does not log in for 60 days or more, Yoseb (a.k.a. Jay) or Jeanie can unlock user
      - Each agency should have at least two Agency Administrators
    - Remember to enter data for both Ethnicity/Hispanic Origin and Race fields for each client
    - Do not enter End Date when adding a group
    - Select the current Plan Name when entering implementations