WITS Prevention Webinar Notes

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 two different web browsers (e.g. Chrome, Fire Fox, Internet Explorer, Edge, etc.) 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
- WITS Resource Website for guidance documentations and videos
  - [WITS Resource Website](#)
  - Sign In: **Forms Authentication** → Username: **adadprovider@gmail.com** → Password: **Provider12#** → Click on Sign In→ Click on Prevention Folder
- Enhancements
  - Remove function is enabled to delete a participant from a Group Roster
  - Intake Date is no longer defaulted to the current date
  - Group Session Note Type defaults to Prevention Session Note
- House Cleaning
  - Add End Date to Old FY19 Groups if all FY19 data entry is completed

III.   Technical Assistance
- Cc WITS Help Desk (witshelp@doh.hawaii.gov) and Min (min.hua@doh.hawaii.gov) when emailing contract managers about WITS problems
- Questions and Answers
  - Does the planned expenditure relate to costs incurred during the provision of the services? Or overall costs?
    - Typically, you would enter the contract amount. You must click on Add Planned Expenditure, select Funding Source Type, and enter the Amount before clicking on Save & Finish.
  - How do I enter Community (demographic) data?
    - Click on Strategy Implementation

- o How do I enter Individual (attendance) data?
  - Click on Group List
- o Will this video be recorded to show those who weren't able to attend?
  - Yes, it will be on the WITS Resource website.
- o Will clients still be active after we enter an end date to the old groups?
  - Yes, the clients will still be available to select for new groups.
- o How do you update a plan if it is on hold?
  - The Plan Status will be On Hold. Click on Update Current Version to be able to make changes to the plan and planned strategies. Remember to review the hold reasons.
- o Will we be notified that our password will expire?
  - Yes, but you need to login to WITS to see the notice. To change your password, click on name → change credentials → change password.
- o What should we do after submitting our plan?
  - Email your contract manager and copy min.hua@doh.hawaii.gov. Your contract manager will then reply to let you know if your plan has been approved or if it is placed on hold.

IV.   Closing
- Reminders
  - o **FY20 plans** are due by **August 20**
  - o **Data entry** for July 2019 due by **August 30**
  - o 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
  - o Remember to enter data for both <u>Ethnicity/Hispanic Origin</u> and <u>Race</u> fields for each client
  - o <u>Do not enter</u> End Date when adding a group
  - o Select the current Plan Name when entering implementation