

**Responses to Questions Raised by Contract Orientation Attendees,  
For Substance Misuse Prevention Services:  
Policy Contracts**

**FISCAL AND BILLING**

1. **Would the billing happen after the month is completed?**  
**Response:** Yes, it's due by the 15th of the following month.
2. **For WITS, how did you come up with the total? Was that from the monthly service form?**  
**Response:** Yes, take the calculated dollar amount from that spreadsheet and input that into WITS.
3. **Will there be a notification when the WITS system is ready to input the strategic plan?**  
**Response:** Yes, we will notify you when the WITS system is ready, and there will be about a month grace period to input the strategic plan into WITS.

**RATE SCHEDULE AND SUPPORTING DOCS**

1. **When we do an event like a training where there are expenses for the training like paper supplies, do we need to show that anywhere? Any of those billing statements?**  
**Response:** ADAD is paying for the items/events in the rate schedule. All the expenses for that event are internal; ADAD just needs to see the final amount.
2. **Where do we find the rate schedule form?**  
**Response:** It's in the provider template and on the first tab of the monthly service form.

**SCOPE OF SERVICES**

1. **For the degree requirements of the CPS certification, does it need to be in a specific field? Or just from an accredited university?**  
**Response:** From an accredited university.
2. **For CPS certification, could I use previous experience to qualify? Or would it have to be something current? Is there a timeframe for applying?**  
**Response:** That depends how long ago the previous experience was, but please contact Angela Bolan (angela.bolan@doh.hawaii.gov) to discuss specific details. Applications are kept open for five years.
3. **For CPS certification, does the code of ethics course have a timeline of completion?**  
**Response:** Usually we account for one course during the application period, but if there were any changes then you may need to take the updated course.

## **LINKS**

1. **Billing Guidance Doc:** <https://health.hawaii.gov/substance-abuse/files/2020/12/WITS-Handout-Prevention-Invoicing.pdf>
2. **WITS resources:** <https://health.hawaii.gov/substance-abuse/wits/wits-resource/wits-resource-prevention/>
3. **Please send** any WITS-related questions to [witshelp@doh.hawaii.gov](mailto:witshelp@doh.hawaii.gov)
4. **Provider Templates:** <https://health.hawaii.gov/substance-abuse/prevention-treatment/prevention/prev-provider-templates/>
5. **Work Experience Verification:** <https://health.hawaii.gov/substance-abuse/home/counselor-certification/>
6. **ADAD Training Calendar Web Page:** <https://health.hawaii.gov/substance-abuse/home/training-calendar/>