WITS Prevention Refresher
Questions and Answers
July 20, 2023

1. **Is there a limit of how much information a client profile can have to merge duplicate files?**
   Response: Yes, there is a certain amount of information that can be merged, but records like billings are not allowed to be merged. It is best to catch duplicate client profiles early.

2. **Is there a manual for WITS distributed to each agency?**
   Response: The [ADAD website](#) has instructions that can be downloaded and printed for your own convenience. PFS Providers can visit the PFS project resource page [here](#).

3. **Are we able to see the SSRS reports?**
   Response: If you need access to the SSRS reports, you will need to request it from the WITS help desk by contacting witshelp@doh.hawaii.gov.

4. **I cannot add twin clients because WITS warns they are too similar, what do I do?**
   Response: This is a known issue with WITS. Put a number (e.g., 1 or 2) in the middle name field to differentiate between the two client records.

5. **For training attended, does each staff enter data in WITS or do we put one entry and note how many staff attended in the demographic?**
   Response: Yes, one entry for your agency and enter the number of staff attended.

6. **Are multi-day conferences entered as one entry? (For PFS only)**
   Response: Each day of a multi-day training/conference (attended/facilitated) is entered as a one-time event. If it is a 3-day event, you will have 3 one-time event entries. It is important to complete the description field as instructed and enter the appropriate training topic(s) in the comment box (reference the WITS Code Table FY 22-23-Guidance Document #2).

7. **If we are implementing classes, like at an elementary school, do we need an EO1 after every session or is just one enough? (For PFS only)**
   Response: Just one E01 form is required per each new program participant.

8. **If we do capacity building with elected officials, are we having them fill out an EO1 form? (For PFS only)**
   Response: Anything that is not expected to affect the knowledge, attitudes, perceptions, or behaviors of the target population does not need an EO1 form. Report the number of attendees in the impacted target population fields.

9. **How do we submit the NOMs Report? (For direct services only)**
   Response: The NOMs Report should be submitted as a part of your Year-End Report.