

WITS Prevention Refresher Agenda

Thursday, July 20, 2023 | 9:00 am

- I. Welcome and Overview
- II. Minimize Duplicate Client Profiles
 - Search existing clients
 - Add an existing client to a group
 - Enter a new client
 - Add a new client to a group
 - Duplicate client profiles
- III. Data Stewardship
 - Identify an agency Data Steward
 - Email the Data Steward's name and email address to cheryl.labuquen@doh.hawaii.gov by July 31, 2023
 - Purpose: conduct quality control of WITS data
 - Meeting: August 24, 2023, 9:00-11:00 am
- IV. Common Issues
 - Trainings (attended & facilitated) – completing all required fields (PFS)
 - Recurring vs. one-time activities
 - CSAP activities (Guidance Document 1)
 - Impacted target population for implementation activities (E01)
 - 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, contact the WITS Help Desk
- V. Questions and Answers
- VI. Resources
 - [Guidance documents and videos](#)
 - Individual Based Strategy Implementation (Revised 7/13/2023)
 - County District Complex Area School Complex (Revised 7/21/2023)
 - [PFS-funded project resources](#)
 - WITS Examples for counties, coalitions, and providers (Revised 7/19/2023)
 - System questions, email WITS Help Desk (witshelp@doh.hawaii.gov)
 - Program questions, email your Contract Manager
 - PFS: Include Sande Flores (sknitta@hawaii.edu)
- VII. Announcements/Reminders
 - WITS Team

- Agency WITS Administrator Contacts
- NOMs Report