

Individual Based Strategy Implementation

This document provides guidance on (1) creating a group, (2) adding participants to the WITS system, (3) adding participants to a group, and (4) entering data for individual-based activities.

Note: Please make sure you are in the right Implementation Facility.

1. Create a group by selecting **Group List** from the left menu.

The screenshot shows the HI-WITS Training interface. The top header bar is blue and contains the WITS logo, the text 'HI-WITS Training 20.8.15', and the user's name 'PREV-Test Prevention Provider, cheryl'. Below the header, a light blue bar shows the user's profile 'Paw, Rubble | RXPA0206091 | 1'. On the left, a dark blue sidebar menu lists various options: Home Page, Agency, Group List, Clinical Dashboard, Client List, System Administration, and Reports. The 'Group List' option is highlighted with a red box and a red arrow pointing to it. The main content area is divided into several sections: 'Announcements' with a list of alerts, 'Alert List' with a table of alerts, and 'Schedule for:' with a date range selector and a 'Refresh' button. The 'Schedule for:' section also includes a table with columns for 'Start', 'End', and 'Summary'.

HI-WITS Training 20.8.15 | PREV-Test Prevention Provider, cheryl

Paw, Rubble | RXPA0206091 | 1

1. Click "Group List"

Announcements

Actions [Summary](#)

!!! Reset Password: Please use the 'Reset Password' feature on WITS login page to reset your login credentials !!!

!!! Locked Account: Please contact your Agency WITS Admin primarily to unlock your WITS account !!! (If he/she is not available, reach out to us at witshelp@doh.hawaii.gov)

!!! Browser Issue with Treatment Plan !!!


Alert List


Actions	Alert Type	Client Name; ID	Applies To Staff	Me



Schedule for: Start Date: 7/13/2023 End Date: Refresh



Actions	Start	End	Summary

- Click **Add** to create a new group.

**HI-WITS Training**
20.8.15

PREV-Test Prevention Provider, cheryl 

Labuguen, Cheryl 
Logout 

 SSRS Reports |  Snapshot

Home Page

► Agency

▼ Group List

Session List

Group Type




Clinical Dashboard

► Client List

► System Administration

Reports

Group Profile Search

Type  Lead Staff  Active Yes 





Clear

Go

Group Profile List

1. Click "Add"

Add

Actions	Group Name	Group Type	Strategy Name	Lead Staff	Day of Week	Time of Day	Start Date	End Date
	PV Cycle 1	Prevention	Project Venture	Labuguen, Cheryl			8/7/2017	
	PV In School Period 1	Prevention	Project Venture	Labuguen, Cheryl			8/10/2017	
	FY23 PV K1	Prevention	SPF Implementation Phase - Education - U	Labuguen, Cheryl			10/1/2022	
	New Group FY 2023	Prevention	Impl - U Education	Labuguen, Cheryl			10/1/2022	

3. Fill out **Group Profile** required fields (highlighted in yellow).

HI-WITS Training 20.8.15 PREV-Test Prevention Provider, cheryl

Group Profile

Outcome Indicator(s): 30-day alcohol use
Goal(s): 30-day alcohol use
Risk Factor(s): Favorable attitudes t
Protective Factor(s): Life skills and social
Contributing Factor(s):

Group Name: PA WHS Fall Per4
Group Type: Prevention
Lead Staff: Labuguen, Cheryl
Facility: cheryl
Plan: Prevention Test - Program
Planned Strategy: Impl - U Education
Geo Type: City/Town
City/Town: L06-Waianae Complex

Group Established On: 10/5/2022
Day of Week:
Room Location:
Time of Day:
End Date:
Approximate Cost:
Travel \$
Material \$
Space \$
Labor \$
Total \$

Co-Lead Staff: Afsharzadeh, Yoseb
Labuguen, Cheryl
Yuan, Sarah
Selected Co-Lead Staff:

Description: PA Curriculum

Domains:
Selected Domains: Prevention

1. Use a group naming convention


2. Complete remaining fields highlighted in yellow


Note: Do not use End Date


3. Click "Save"

Cancel Save Finish

4. Add participants into the WITS system by selecting **Client List** from the left menu. Then click **Add Client**.

 **HI-WITS Training**
20.8.15

PREV-Test Prevention Provider, cheryl 

Labuguen, Cheryl 
Logout

SSRS Reports | Snapshot

Home Page

▶ Agency

▶ Group List

Clinical Dashboard

▼ Client List

▶ Client Profile

▶ Linked Consents

▶ Payor Group Enrollment

▶ Non-Episode Contact

▶ Activity List

▶ Episode List

▶ System Administration

Reports

Client Search

PREV-Test Prevention Provider

Facility

Last Name

DOB

SSN

HI-WITS Training Client Id

Provider Client ID

Unique Client Number

Primary Care Staff

Treatment Staff

Intake Staff

Case Status

Number Type

Other Number

Include Only Active Consents

Clear

Go

Client List [\(Export\)](#)

[Add Client](#)

Actions	Unique Client #	Full Name	DOB	SSN	Sex

5. Add Client Profile information and Save. *Note: Steps 5-8 are IMPORTANT, otherwise, it will be difficult to find the participant.*

WITS HI-WITS Training 20.8.15 | PREV-Test Prevention Provider, cheryl

1. Complete fields highlighted in dark and light yellow

Client Profile

First Name: Skye
Middle Name:
Last Name: Paw
Mother's Maiden Name:
Sex: 2-Female
Gender Identity:
DOB: 3/7/2009
SSN:
Driver's License:
Access Category:
Has paper file: Yes
Ethnicity/Hispanic Origin: Hispanic-specific origin not spe...
Races: 02-American Indian, 04-Black, 05-White, 20-Other, 24-Pacific Islander, 97-Unknown
Selected Races: 13-Asian, 23-Native Hawaiian
Primary/Preferred Race: 23-Native Hawaiian
Detailed Ethnicities: 10-Japanese, 11-Okinawan, 12-Chinese, 13-Korean, 14-Vietnamese
Selected Detailed Ethnicities: 16-Filipino, 18-Hawaiian
Primary/Preferred Detailed Ethnicity: 19-Mixed - Part Hawaiian
English Fluency: Good
Preferred Language: English
Interpreter Needed: No
Sexual Orientation:
Religious Preference:
Military Dependent:
Veteran Status: 2-No
Country of Birth: United States of America

2. Click "Save"

Administrative Actions

Cancel Save Finish

6. Select **Activity List** from the left menu. Then, click **Start New Episode**.

The screenshot shows the HI-WITS Training interface. The top header includes the WITS logo, version 20.8.15, and the user name 'PREV-Test Prevention Provider, cheryl'. The right side of the header shows the user name 'Labuguen, Cheryl' and a 'Logout' button. Below the header, there is a navigation bar with a user profile 'Paw, Skye | SXPA0307092' and links for 'SSRS Reports' and 'Snapshot'. A red box highlights the user profile, with a note: 'Note: Participant name is located here.' The left navigation menu is expanded, showing options like 'Home Page', 'Agency', 'Group List', 'Clinical Dashboard', 'Client List', 'System Administration', and 'Reports'. Under 'Client List', there are sub-items: 'Client Profile', 'Linked Consents', 'Payor Group Enrollment', 'Non-Episode Contact', 'Activity List', and 'Episode List'. A red box highlights 'Activity List', with a callout: '1. Click "Activity List"'. The main content area shows a message: 'Please select a case, or click Start New Episode.' Below this is a table titled 'Episode List' with columns: 'Actions', 'Case #', 'Status', 'Facility', 'Intake By', 'Intake Date', 'Closed Date', 'Latest PE', and 'Domains'. A red box highlights the 'Start New Episode' link in the top right corner of the table, with a callout: '2. Click "Start New Episode"'. The table itself is empty.

HI-WITS Training 20.8.15

PREV-Test Prevention Provider, cheryl

Labuguen, Cheryl Logout

Paw, Skye | SXPA0307092

SSRS Reports Snapshot

Please select a case, or click Start New Episode.

Episode List


[Start New Episode](#)


Actions	Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE	Domains


1. Click "Activity List"


2. Click "Start New Episode"

7. Complete Intake Case Information.

 **HI-WITS Training**
20.8.15

PREV-Test Prevention Provider, cheryl 

Paw, Skye | SXPA0307092 | 1 

 Generate Report

Home Page

► Agency

► Group List

Clinical Dashboard

▼ Client List

- Client Profile
- Linked Consents
- Payor Group Enrollment
- Non-Episode Contact

▼ Activity List

- Intake
- Assessments
- Program Enroll
- Notes
- Consent
- Referrals
- Payments
- Episode List

► System Administration

Reports

Intake Case Information

Intake Facility

cheryl

Intake Staff

Labuguen, Cheryl

Initial Contact

Source of Referral

Referral Contact

Add Collateral Contact

Case #

1

Case Status

Open Active

Initial Contact Date

Intake Date

10/5/2022

Note: Intake Date is the date the participant joined a group.

Risk Categories

Abuse victims
Already using substances
Children of substance abusers
Drop-outs
Economically disadvantaged

Selected Risk Categories

None

Domains

Selected Domains

Prevention

Date Closed

Cancel

Save

Finish

8. This screen will automatically appear after clicking on Finish in the previous step. Check **Client Activity List** to confirm there are three items listed with **Completed Status**.

HI-WITS Training 20.8.15 PREV-Test Prevention Provider, cheryl Labuguen, Cheryl L

Paw, Skye | SXPA0307092 | 1 SSRS Reports

Home Page

- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Payor Group Enrollment
 - Non-Episode Contact
 - Activity List
 - Intake

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	10/5/2022	7/13/2023	Completed
	Intake Transaction	10/5/2022	7/13/2023	Completed
	Client Program Enrollment (Prevention)	10/5/2022	7/13/2023	Completed

1. Confirm these three items are listed

2. Confirm Status is "Completed" for each item

9. Add participants to a group by selecting **Group List** from the left menu. Then, hover over the pencil for the applicable group and click on **Group Roster**.

HI-WITS Training 20.8.15 | PREV-Test Prevention Provider, cheryl | Labuguen, Cheryl | Logout | SSRS Reports | Snapshot

Home Page | Agency | **Group List** | Session List | Group Type | Clinical Dashboard | Client List | System Administration | Reports

Lead Staff: [] Active: Yes [] [Clear] [Go]

Group Profile List [Add]

Actions	Group Name	Group Type	Strategy Name	Lead Staff	Day of Week	Time of Day	Start Date	End Date
[Pencil]	PV Cycle 1	Prevention	Project Venture	Labuguen, Cheryl			8/7/2017	
[Pencil]	PV In School Period 1	Prevention	Project Venture	Labuguen, Cheryl			8/10/2017	
[Pencil]	FY23 PV K1	Prevention	SPF Implementation Phase - Education - U	Labuguen, Cheryl			10/1/2022	
[Pencil]	New Group FY 2023	Prevention	Impl - U Education	Labuguen, Cheryl			10/1/2022	
[Pencil]	WHS Fall Oshiro Per1	Prevention	Impl - U Education	Labuguen, Cheryl			10/3/2022	
[Pencil]	PA WHS Fall Per4	Prevention	Impl - U Education	Labuguen, Cheryl			10/5/2022	
[Pencil]				Labuguen, Cheryl			10/10/2022	


Review | Delete | Session List | **Group Roster**


1. Click "Group List"


2. Hover over pencil

3. Select "Group Roster"

10. Add participants by clicking **Add Member**.

 **HI-WITS Training**
20.8.15

PREV-Test Prevention Provider, cheryl 

Labuguen, Cheryl 
Logout

SSRS Reports | Snapshot

Home Page

► Agency

▼ Group List

Session List

Group Type

Clinical Dashboard

► Client List

► System Administration

Reports

Roster

Actions	Client Name	# of Sessions Attended	Status	Status Effective Date

1. Click "Add Member"

Add Member

Client Name

Program

of Sessions Attended

Status

Status Effective Date

Reason

Pre and Post Test

Pre-Test Score

Date

Post-Test Score

Date

Finish

11. Add participants to the Roster.

Note: The Pre-Test Score and Date need to be entered by the participant's third session to continue marking them present.

WITS

HI-WITS Training

20.8.15

PREV-Test Prevention Provider, cheryl

Labuguen, Cheryl
Logout

SSRS Reports

Snapshot

Home Page

Agency

Group List

Session List

Group Type

Clinical Dashboard

Client List

System Administration

Reports

Roster

Actions	Client Name	# of Sessions Attended	Status	Status Effective Date

Add Member

Client Name

Aina, Aloha (3/21/2002)

Program

Windward Facility/Prevention : 3/1/2019 -

of Sessions Attended

Status

Active

Status Effective Date

10/5/2022

Reason

Pre and Post Test

Pre-Test Score

5

Date

10/5/2022

Post-Test Score

Date

4. Click "Save"

Cancel

Save

Finish

1. Select Participant

2. Select Prevention Program

3. Add Pre-Test Score and Date

12. Repeat Step 11 for each participant in the group. Click **Finish** after all participants have been added.

The screenshot shows the HI-WITS Training interface. The top header includes the WITS logo, version 20.8.15, the user name 'PREV-Test Prevention Provider, cheryl', and a 'Logout' button. A sidebar on the left contains navigation links: Home Page, Agency, Group List, Session List, Group Type, Clinical Dashboard, Client List, System Administration, and Reports. The main content area is titled 'Roster' and contains a table with the following data:

Actions	Client Name	# of Sessions Attended	Status	Status Effective Date
	Aina, Aloha		0 Active	10/5/2022
	Jackson, Micheal		0 Active	10/5/2022
	Mouse, Minnie		0 Active	10/3/2022
	Paw, Rubble		0 Active	10/14/2022
	Poppins, Mary		0 Active	10/5/2022

Below the table are 'Review' and 'Remove' buttons. To the right of the table is an 'Add Member' link. Below the table is a form for adding a new member with fields for Client Name, Program, # of Sessions Attended, Status, Status Effective Date, and Reason. A red callout box points to the 'Review' button with the text: 'Note: A list of participants will appear in the Roster.' Below the form is a 'Pre and Post Test' section with fields for Pre-Test Score, Post-Test Score, and Date. A red callout box points to the 'Finish' button with the text: '1. Click "Finish"'. The 'Finish' button is located at the bottom right of the interface.

13. Enter data by selecting **Group List** from the left menu and hover over the pencil for the applicable group. Click on **Session List**.

HI-WITS Training 20.8.15 | PREV-Test Prevention Provider, cheryl | Labuguen, Cheryl | Logout

SSRS Reports | Snapshot

Home Page
 ▶ Agency
 ▼ **Group List**
 Session List
 Group Type
 Clinical Dashboard
 ▶ Client List
 ▶ System Administration
 Reports

Group Profile List

Actions	Group Name	Group Type	Strategy Name	Lead Staff	Day of Week	Time of Day	Start Date	End Date
	PV Cycle 1	Prevention	Project Venture	Labuguen, Cheryl			8/7/2017	
	PV In School Period 1	Prevention	Project Venture	Labuguen, Cheryl			8/10/2017	
	FY23 PV K1	Prevention	SPF Implementation	Labuguen, Cheryl			10/1/2022	
	New Group FY 2023	Prevention	Impl - U Education	Labuguen, Cheryl			10/1/2022	
	WHS Fall Oshiro Per1	Prevention	Impl - U Education	Labuguen, Cheryl			10/3/2022	
	PA WHS Fall Per4	Prevention	Impl - U Education	Labuguen, Cheryl			10/5/2022	
				Labuguen, Cheryl			10/10/2022	

Review | Delete | **Session List** | Group Roster

14. Then, click **Add**.

HI-WITS Training 20.8.15 | PREV-Test Prevention Provider, cheryl | Labuguen, Cheryl | Logout

SSRS Reports | Snapshot

Home Page
 ▶ Agency
 ▼ **Group List**
 Session List
 Group Type
 Clinical Dashboard
 ▶ Client List
 ▶ System Administration
 Reports

Group Session Search

Start Date End Date

Go

Group Session List

Actions	Session #	Group Name	Rendering Staff	Date	Service Code	Service Description	Start Time	End Time

Add | Print Group Notes

15. Complete Group Session Notes.

HI-WITS Training 20.8.15 PREV-Test Prevention Provider, cheryl

1. Select "Prevention Session Note" Type

2. Select "Group Counseling-Education Group"

3. Add "Duration" and "Duration Type"

4. Complete remaining fields highlighted in yellow

5. Add "Duration" and "Duration Type"

6. Click "Save"

Note: Select Activity and use the mover box

Home Page
▶ Agency
▼ Group List
Session List
Group Type
Clinical Dashboard
▶ Client List
▶ System Administration
Reports

Group Session Notes

Group Name: PA WHS Fall Per4

Note Type: Prevention Session Note

Service: Group Counseling - Educational Group (H0025)

Location: School

Start Date: 10/5/2022

Start Time: 2:30 PM

End Time: 3:30 PM

Duration: 60

Duration Type: Min

Billable: No

Indirect Duration:

Indirect Description:

Lead Staff: Labuguen, Cheryl

Co-Lead Staff: Afsharzadeh, Yoseb
Labuguen, Cheryl
Yuan, Sarah

Selected Co-Lead Staff:

Activity and Duration

Duration: 60

Duration Type: Min

*Duration and Duration Type are required for the CSAP Activity.

Activity: Education programs for adult groups
Indirect Hours (Education)
Ongoing classroom and/or small group sessions
Parenting and family management
Peer leader/helper programs

Selected Activity: Education programs for youth groups (60 Min)

Note:

Cancel Save Finish

16. Mark **Attendees** by scrolling down and selecting participants (clients).

Lead Staff: Labuguen, Cheryl

of Service Units /Sessions: 1

Co-Lead Staff: Afsharzadeh, Yoseb; Labuguen, Cheryl; Yuan, Sarah

Selected Co-Lead Staff:

Activity and Duration

Duration: 60, Duration Type: Min, *Duration and Duration Type are required for the CSAP Activity.

Activity: Education programs for adult groups; Indirect Hours (Education); Ongoing classroom and/or small group sessions; Parenting and family management; Peer leader/helper programs

Selected Activity: Education programs for youth groups (60 Min)

Note: Scroll down to see this section

Administrative Actions: [Print Sign-In Sheet](#)

Attendees

Actions	Misc. Notes	Client Name	# Attnd	Status	Individual Session Note Summary
Create	<input type="checkbox"/>	Aina, Aloha	1	Present	
Create	<input type="checkbox"/>	Jackson, Micheal	1	Present	
Create	<input type="checkbox"/>	Mouse, Minnie	1	Present	
Create	<input type="checkbox"/>	Paw, Rubble	0		
Create	<input type="checkbox"/>	Poppins, Man		Present	

1a. Click box to select all OR 1b. Click in individual box to select client(s)

2. Select "Mark as Present"

3. Click "Perform Action"

4. Review Status for accuracy

5. Click "Finish"

If you have any questions, please email DOH.ADAD.WITSHelp@doh.hawaii.gov.