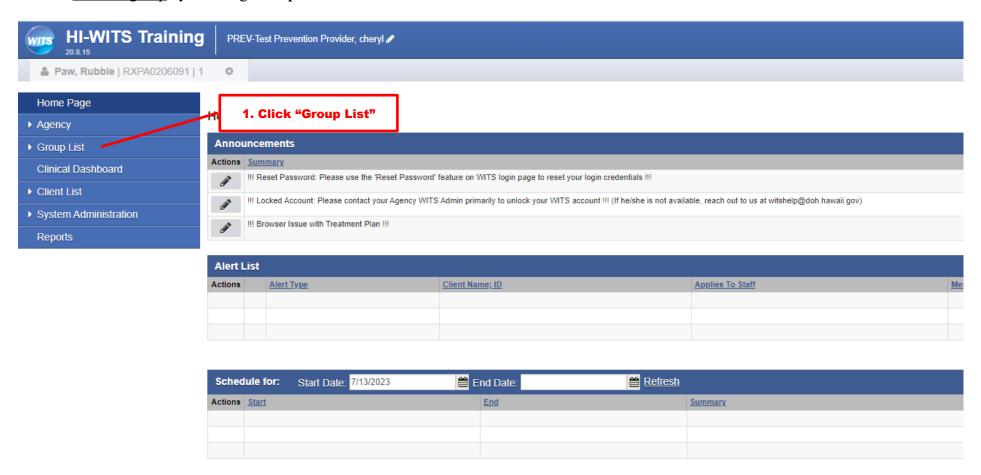
Individual Based Strategy Implementation

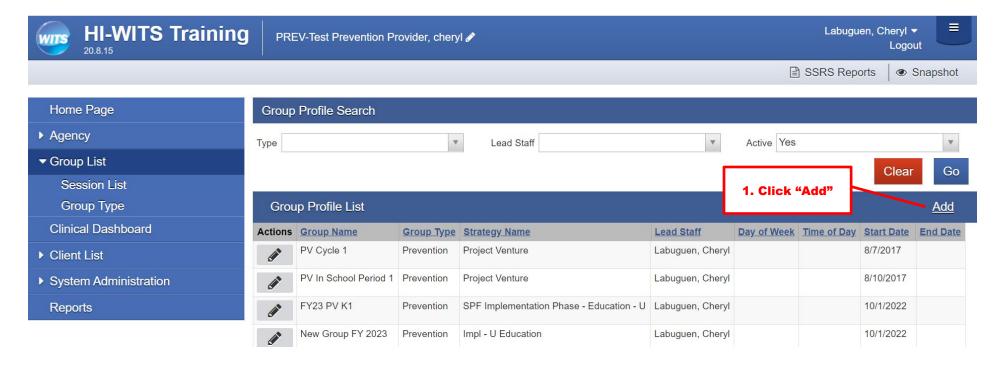
This document provides guidance on (1) creating a group, (2) adding participants to the WITS system, (3) adding participants to a group, and (4) entering data for individual-based activities.

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

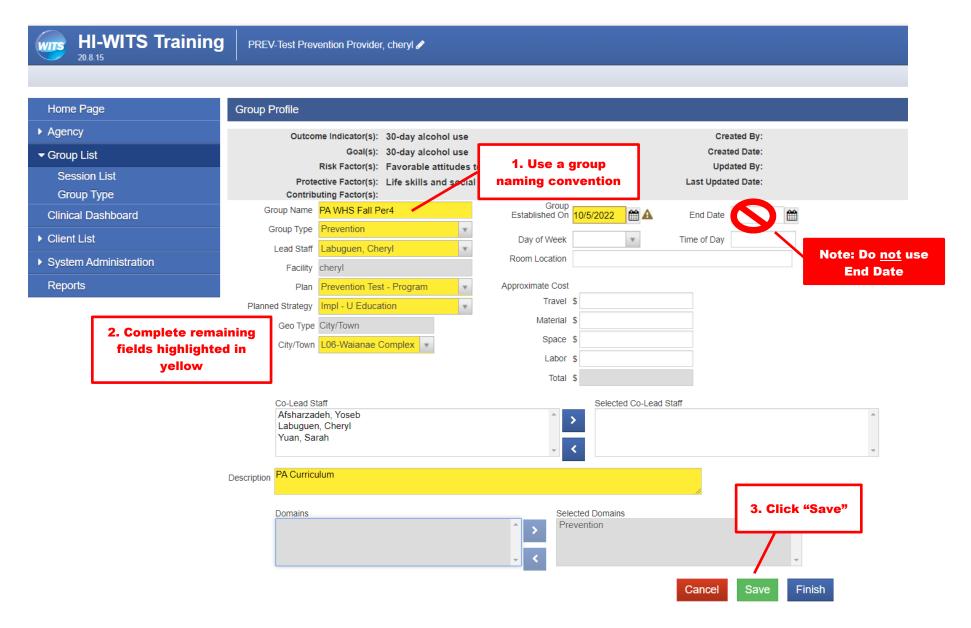
1. Create a group by selecting Group List from the left menu.



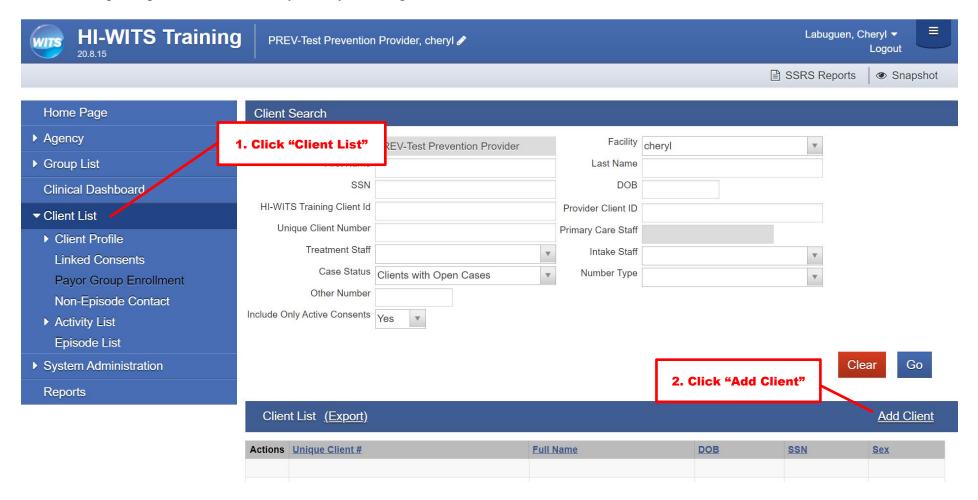
2. Click **Add** to create a new group.



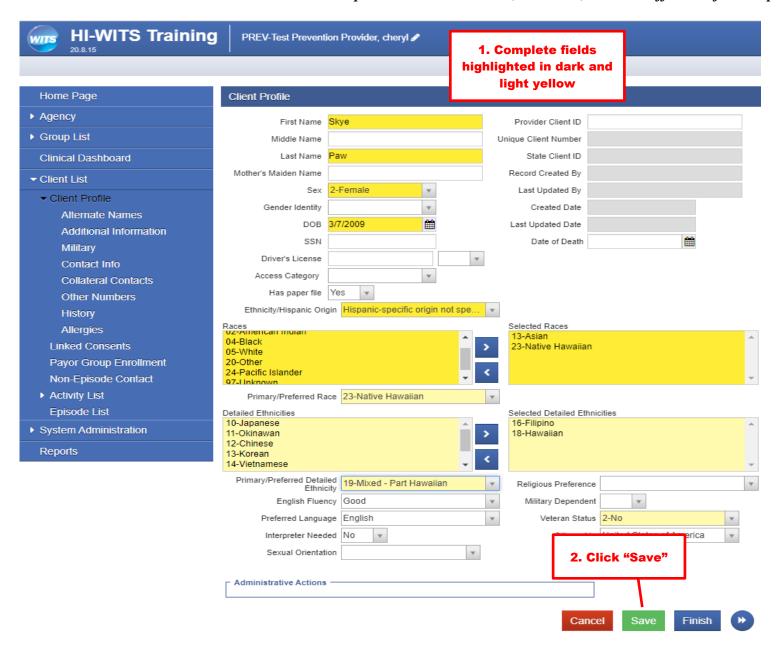
3. Fill out Group Profile required fields (highlighted in yellow).



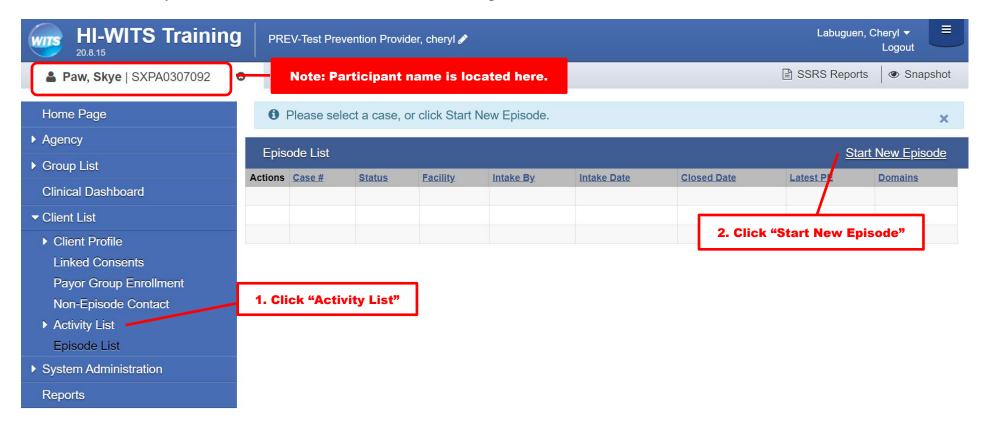
4. Add participants into the WITS system by selecting Client List from the left menu. Then click Add Client.



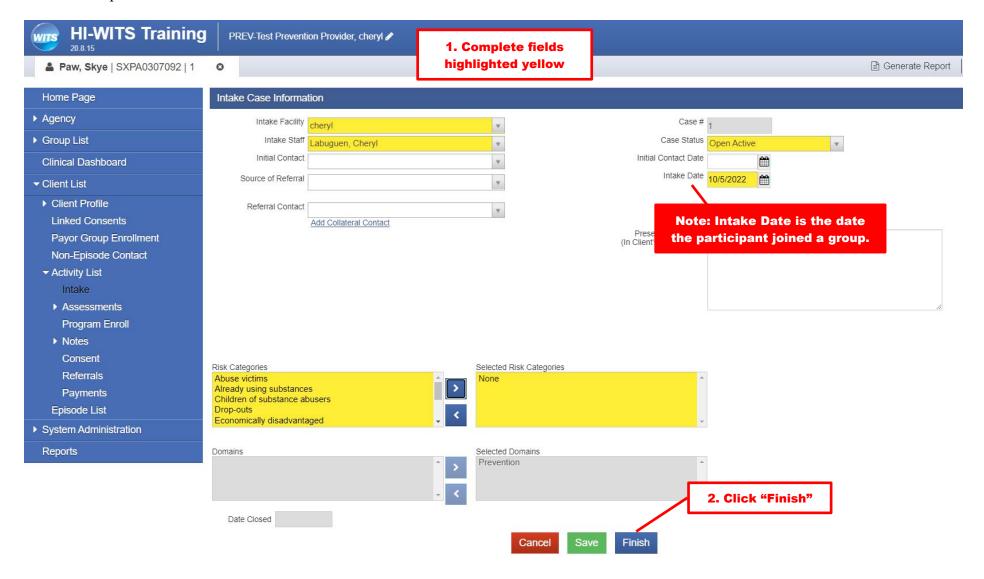
5. Add Client Profile information and Save. Note: Steps 5-8 are IMPORTANT, otherwise, it will be difficult to find the participant.



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



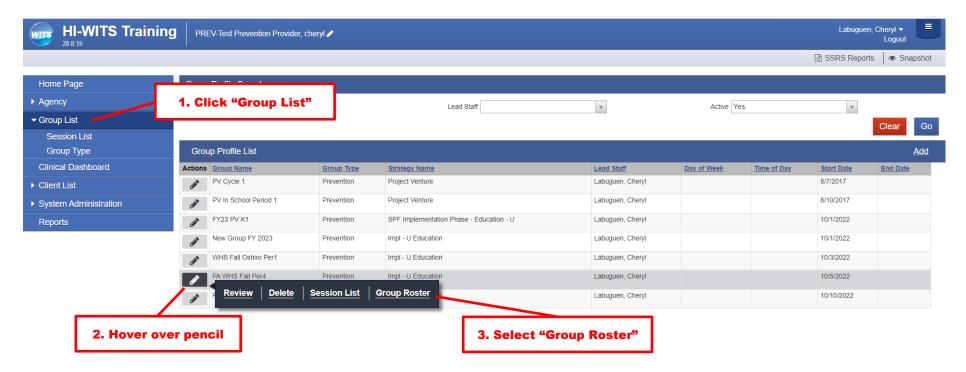
7. Complete Intake Case Information.



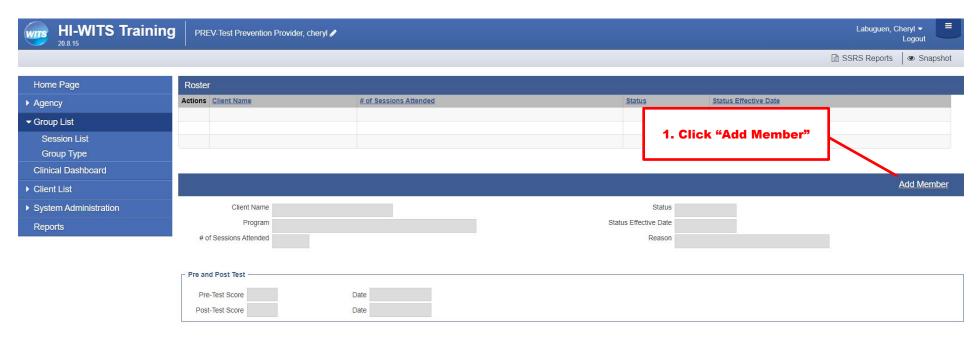
8. This screen will automatically appear after clicking on Finish in the previous step. Check **Client Activity List** to confirm there are three items listed with **Completed Status**.



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**.



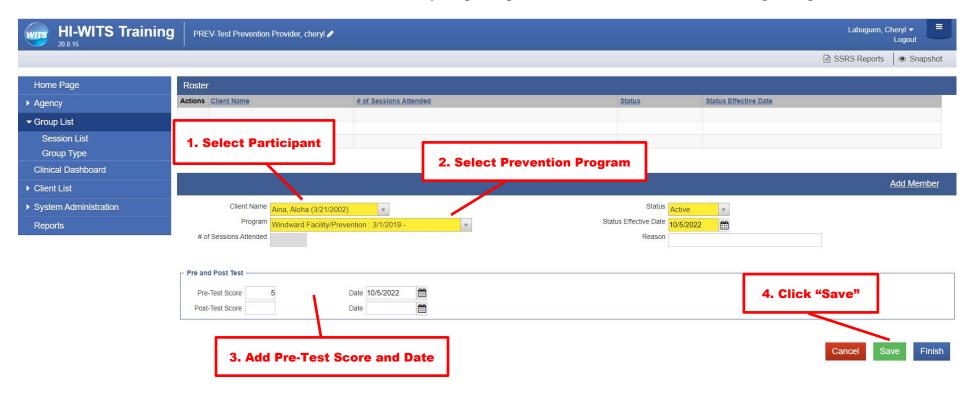
10. Add participants by clicking Add Member.



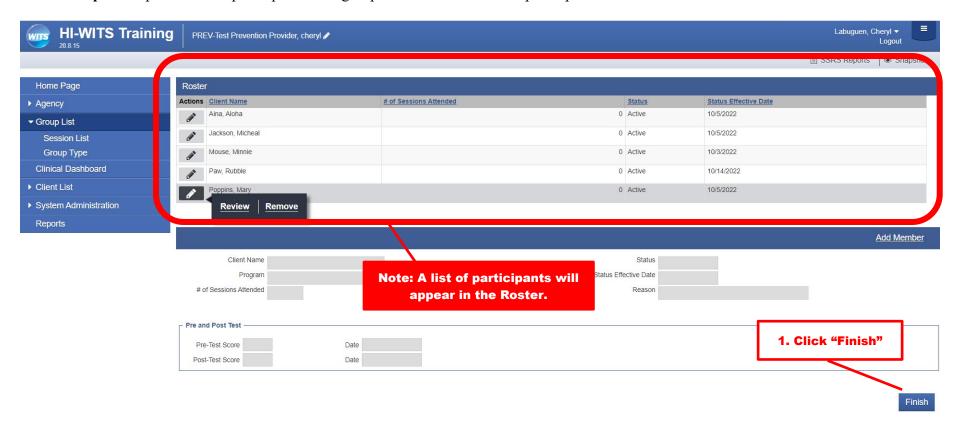
Finish

11. Add participants to the Roster.

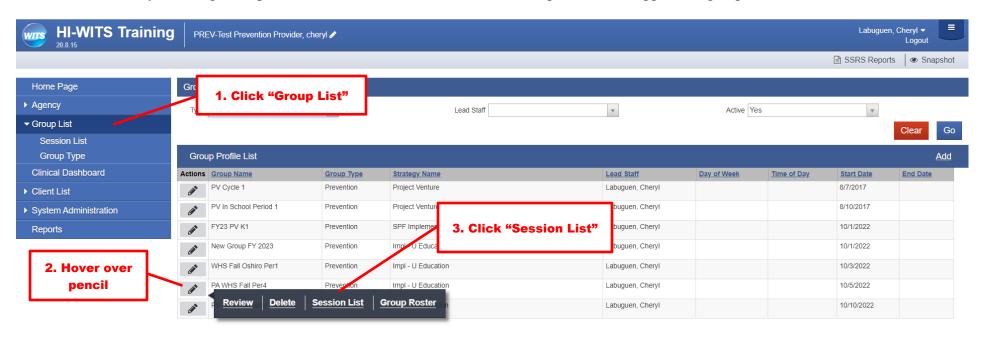
Note: The Pre-Test Score and Date need to be entered by the participant's third session to continue marking them present.



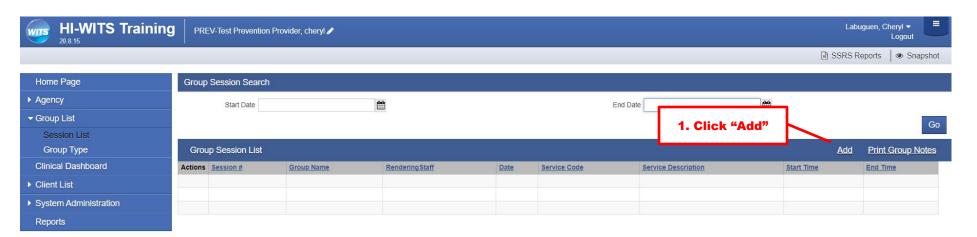
12. Repeat Step 11 for each participant in the group. Click Finish after all participants have been added.



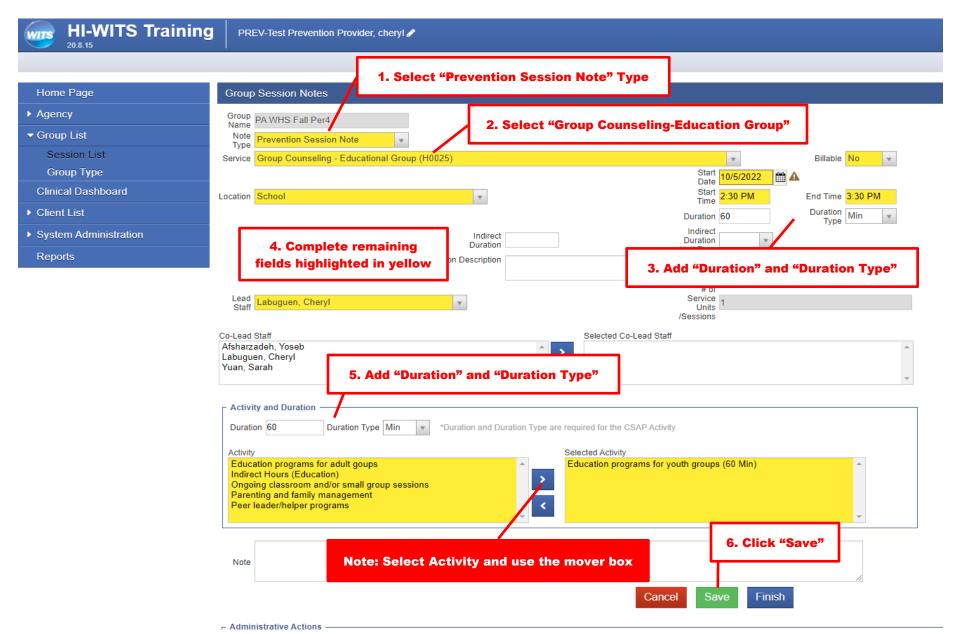
13. Enter data by selecting Group List from the left menu and hover over the pencil for the applicable group. Click on Session List.



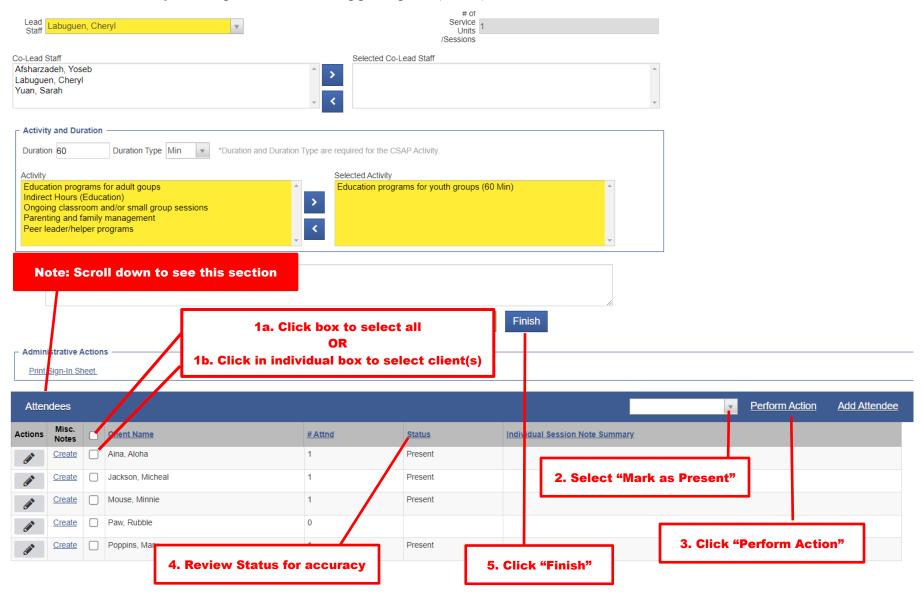
14. Then, click Add.



15. Complete Group Session Notes.



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



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