

Adding a New Prevention Plan

Note: After submitting a request for a new prevention plan to the WITS, the provider needs to notify the assigned contract manager. ADAD will review and decide to approve or deny the request.

1. Click **Agency, Prevention** and **Plan** from the left menu bar.

The screenshot shows the HI-WITS Training interface. At the top left is the WITS logo and 'HI-WITS Training 23.5.0'. At the top right is 'SSRS Reports'. The left sidebar contains a menu with icons and labels: Home Page, Agency, Group List, Clinical Dashboard, Client List, and System Administration. The 'Agency' option is highlighted with a red box and a red arrow pointing to it, with the text 'Click Agency' inside the box. The main content area shows a calendar for May 9th with 'Hello, ...' next to it. Below that is an 'Announcements' section with three entries:

- 3/21/2022 9:34 am
!!! Reset Password: Please use the 'Reset Password' feature on WITS login page to reset your login ... Start: 3/21/2022
- 5/6/2022 10:39 am
!!! Locked Account: Please contact your Agency WITS Admin primarily to unlock your WITS accoun... Start: 5/6/2022
- 4/29/2024 10:47 am
!!! WITS software updates are live on the WITS Training site !!! Your current credential for the Traini... Start: 4/29/2024

HI-WITS Prevention

The screenshot shows the HI-WITS Prevention interface. On the left is a blue sidebar menu with the following items: Reports, Support Ticket, Deleted Clients, Grant Managem..., GPRA Discharge ..., GPRA Follow-up ..., GPRA Follow-up ..., Overdose Revers..., > Facility List, Staff Members, > Tx Team Groups, > Billing, > Contract Manage..., Alerts Configurati..., and > Prevention. A red arrow points from a red-bordered box containing the text "Click Prevention" to the "Prevention" menu item. To the right of the sidebar is a table with two columns. The table contains the following rows:

24-085 PALAMA SETTLEMENT	24-085 PALAMA S
Action with Aloha	Action w/ Aloha
ADAD 21-166	ADAD 21-166
ADAD Assessment	ADAD Assessmen
Administrative Agency	WITS Admin
Adult Mental Health Division	AMHD
Alcohol and Drug Abuse Division	ADAD
Alcoholic Rehabilitation Services of Hawaii, Inc	Hina Mauka
Allan Agency	Allan Agency
	Aloha House

This screenshot shows a close-up of the sidebar menu. The "Prevention" item is expanded, showing a sub-menu with the following items: > Plan, Strategy Implementation, and One Time Intervention. A red arrow points from a red-bordered box containing the text "Click Plan" to the "> Plan" sub-menu item.

2: Click **Add New Prevention Plan**.

The screenshot shows the HI-WITS Prevention interface. On the left is a blue sidebar menu with the following items: Client List, System Administration, Reports, and Support Ticket. The 'Prevention' section is expanded, showing 'Plan' and 'Plan Profile'. The main content area is titled 'Prevention Plan List' and contains a table with columns: Plan Name, Facility, Status, #, and Version. The table lists three plans: 'Min's Prev Plan1' (Submitted, #1, Version 2), 'Steve's Plan' (Draft, #2, Version 1), and 'Test Plan 1' (Draft, #3, Version 8). Above the table are buttons for '+ Add New Prevention Plan' and 'Export'. A red box highlights the '+ Add New Prevention Plan' button with a red arrow pointing to it.

Plan Name	Facility	Status	#	Version
Min's Prev Plan1	Min-Hua	Submitted	1	2
Steve's Plan	Steve Office	Draft	2	1
Test Plan 1	Yoseb	Draft	3	8

3. Fill out all required fields to create a new plan.

- a. Select **Facility**.
- b. Create **Plan Name** by using the Location, Plan and Fiscal Year format (e.g., Windward Plan FY24-25).
- c. Select **Plan Type**. In most cases, it is Regional.
- d. Add **Plan Start and End Dates**. Usually, they should be the start and the end of fiscal year.
- e. Select **Current Contract**.
- f. Click **Save**.
- g. Click **Add Outcome Indicator** to go to the next step.

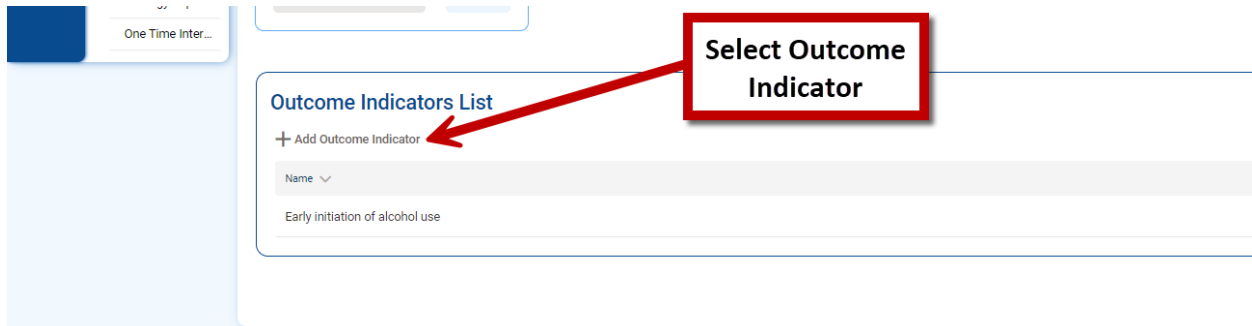
The screenshot displays a web form for creating a new plan. At the top, there are columns for 'Created By', 'Created Date', 'Updated By', and 'Updated Date'. The form fields are as follows:

- Facility:** A dropdown menu with a red box labeled '1. Select facility' and an arrow pointing to the dropdown arrow.
- Plan Name:** A text input field with a red box labeled '2. Create plan name' and an arrow pointing to the field.
- Plan Type:** A dropdown menu with 'Regional' selected and a red box labeled '3. Select Plan Type' and an arrow pointing to the dropdown arrow.
- Plan Start Date:** A date picker field with a red box labeled '4. Add plan start and end dates' and an arrow pointing to the calendar icon.
- Plan End Date:** A date picker field with a red box labeled '4. Add plan start and end dates' and an arrow pointing to the calendar icon.
- Contract:** A dropdown menu with a red box labeled '5. Select current contract' and an arrow pointing to the dropdown arrow.
- Plan Status:** A dropdown menu with 'Draft' selected.

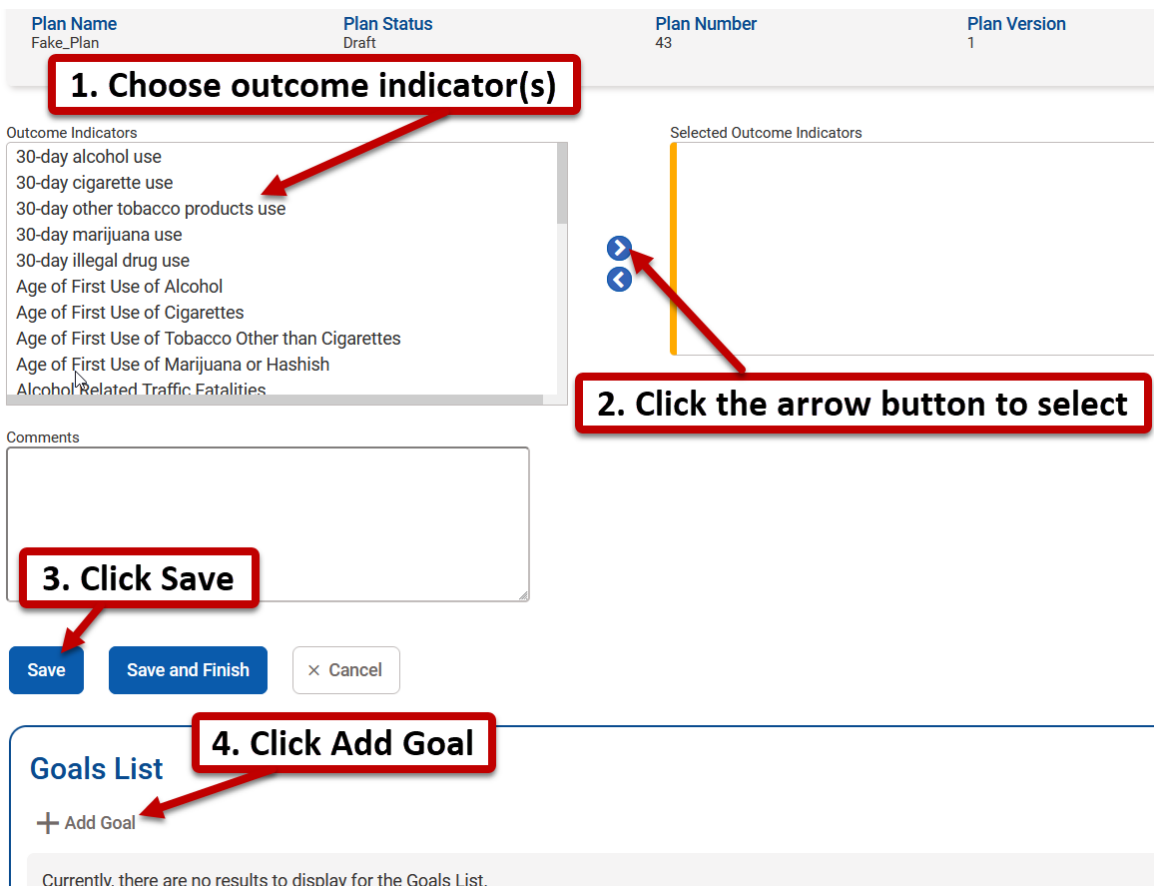
Below the form fields are navigation buttons: '< Back', 'Next >', 'Save', 'Save and Finish', and '× Cancel'. A red box labeled '6. Click Save' has an arrow pointing to the 'Save' button.

At the bottom, there is a section titled 'Outcome Indicators List' with a red box labeled '7. Click Add Outcome Indicator' and an arrow pointing to the '+ Add Outcome Indicator' link.

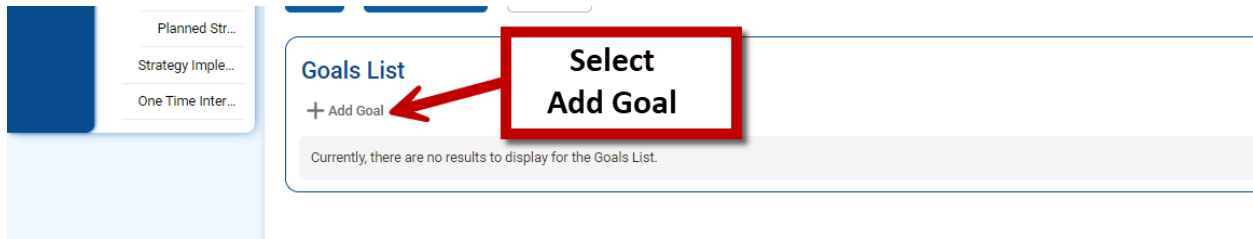
4. Add Outcome Indicator(s)



- Choose **Outcome Indicator(s)** from the left box. You can choose multiple indicators.
- Move the selected to the right box by clicking the arrow button.
- Click **Save**.
- Click **Add Goal** to go to the next step.



5. Add goal(s) by filling out all required fields.



- a. Add **Name** by choosing Specific Long Term Goal, **Target Year**, **Number**, **Direction of Change** if applicable, **Type**, and **Data Source**.
- b. Click on the **Substance(s)** and use the arrow buttons to select.
- c. Click on the **Target Population** and use the arrow button to select.
- d. Click **Save**.

A screenshot of a form for adding a goal. The form has several sections: 'Name' (with a callout 'a. Specific Long Term Goal' pointing to the input field), 'Target Year', 'Number', 'Data Source', 'Direction of Change' (dropdown), and 'Type' (dropdown). Below these are two selection areas: 'Substances' (with a list: 01-None, 02-Alcohol, 03-Cocaine/Crack, 04-Marijuana/Hashish/THC) and 'Target Population' (with a list: Community at Large, Young adults ages 18-20, Young adults ages 18-24, Youth ages 12-17). To the right of each list are 'Selected Substances' and 'Selected Target Population' fields with blue arrow buttons. Callout 'b. Select Substance(s) and Use arrow button to select' points to the arrow buttons. Callout 'c. Select Target Population and Use arrow button' points to the arrow button. At the bottom, there is a 'Comments' text area and three buttons: 'Save', 'Save and Finish', and 'Cancel'. Callout 'd. Click Save' points to the 'Save' button.

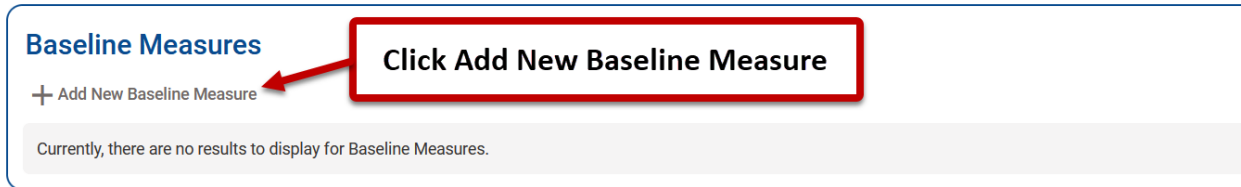
6. Add New Baseline Measure by filling out required fields.

Comments

Baseline Measures

[+ Add New Baseline Measure](#)

Currently, there are no results to display for Baseline Measures.



- a. Complete **Name** with an indicator.
- b. Add **Number** and choose **Type** and **Direction of Change** from the dropdown options.
- c. Select the **Data Source**. It is usually Hawaii Health Data Warehouse.
- d. Click on **Save and Finish**.

Baseline Measure Profile

1. Indicator

Name

Description

2. Add Direction of Change

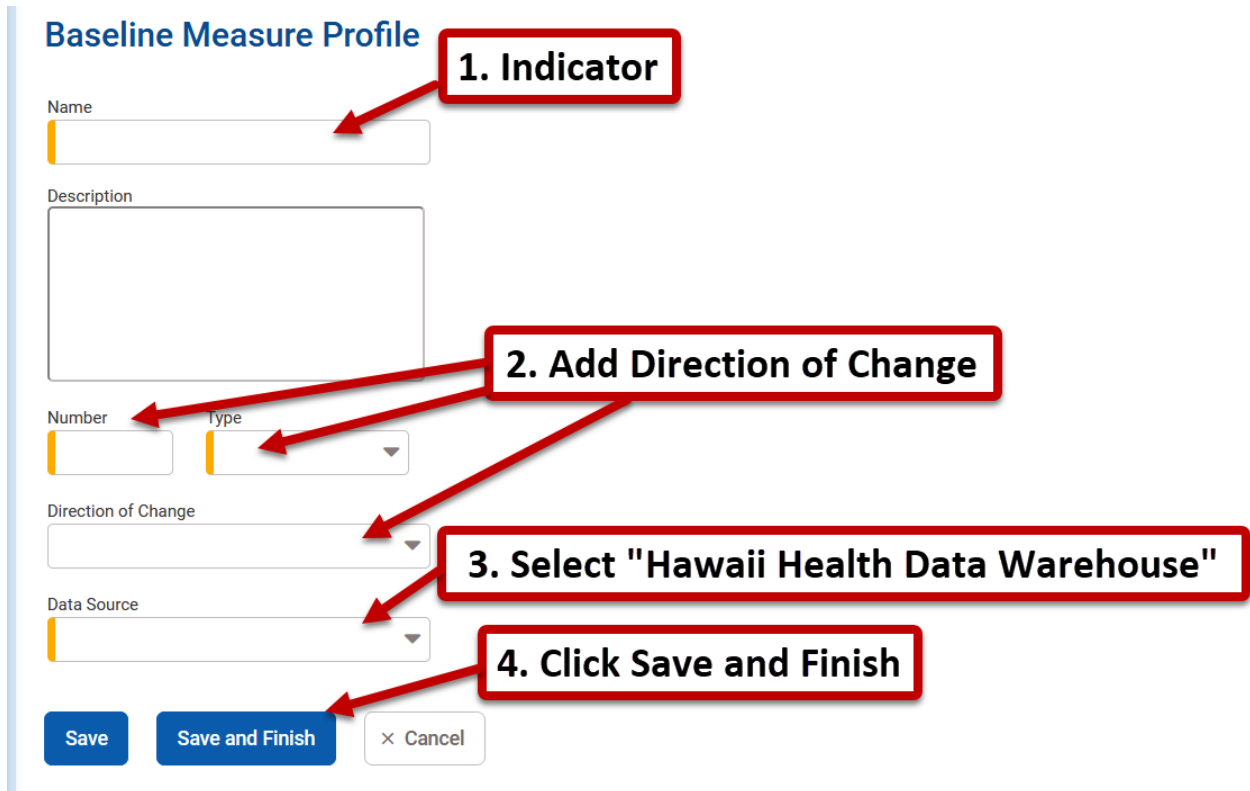
Number Type

Direction of Change

3. Select "Hawaii Health Data Warehouse"

Data Source

4. Click Save and Finish



7. Add Objective(s)

Baseline Measures

+ Add New Baseline Measure

Name	Data Source	Number
30-days Alcohol use	Hawaii Health Data Warehouse	10.00

Objectives List

+ Add Objective

Currently, there are no results to display for the Objectives List.

- a. Complete all required fields. Provide **Name** by adding Short Term Objective as referred in the Logic Model.
- b. Click **Risk Factors** and use the arrow button to select.
- c. Click **Save and Finish**.

1. Short Term Objective (Refer to Logic Model)

Name

Objective Type
Risk Factor

Risk Factors

- Early initiation of substance use
- Early and persistent antisocial behavior
- Favorable attitudes toward substance use
- Constitutional factors
- Family history of substance use
- Family management problems
- Family conflict
- Favorable parental attitudes and involvement in substance use
- Transition and mobility
- Low neighborhood attachment and community disorganization

Selected Risk Factors

2. Select Risk Factor(s) and Use Mover arrow to select

Comments

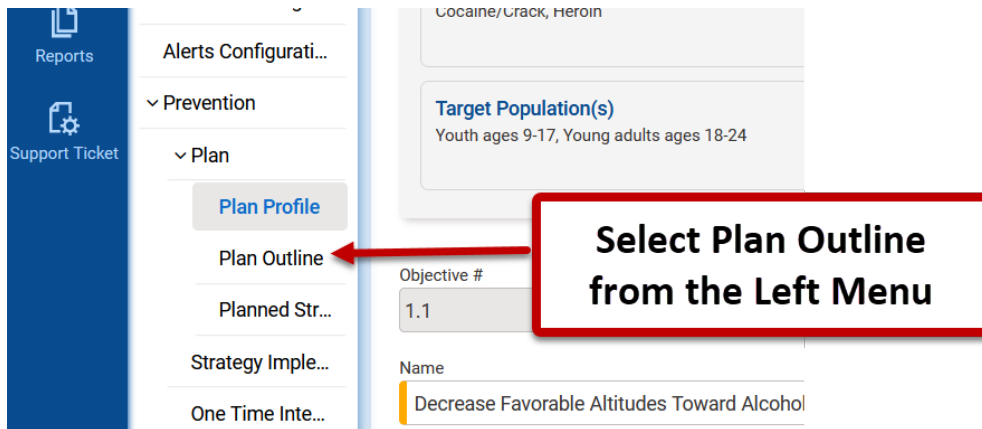
3. Click Save and Finish

Save Save and Finish Cancel

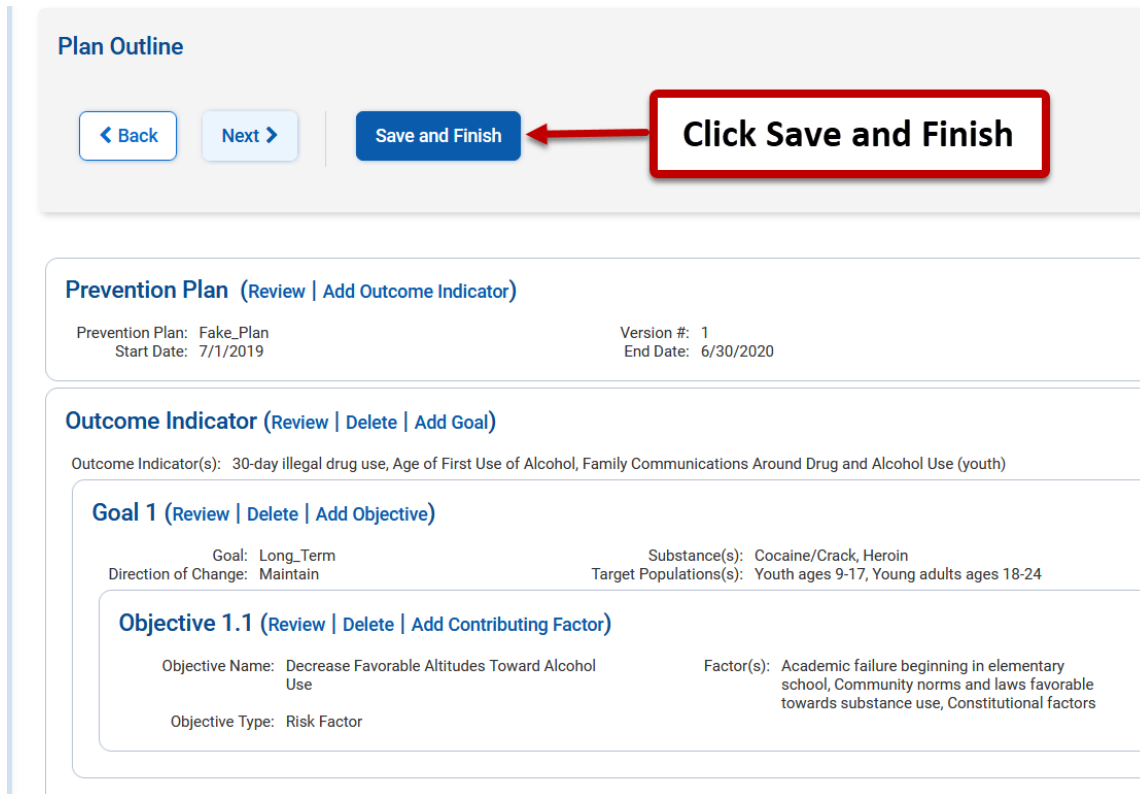
Contributing Factors List

+ Add Contributing Factor

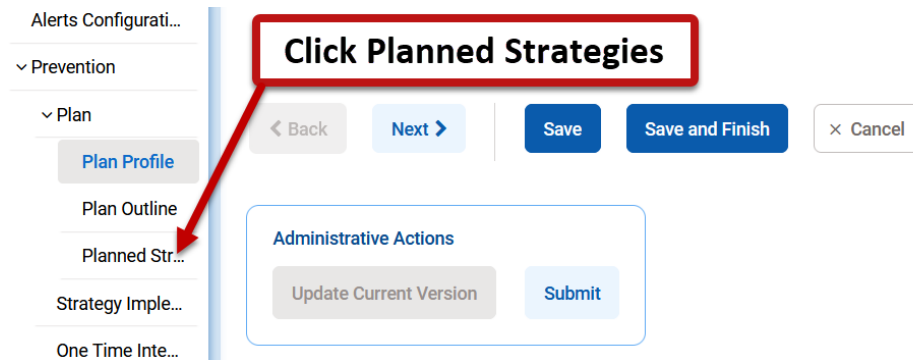
8. Select **Plan Outline** from the left menu panel.



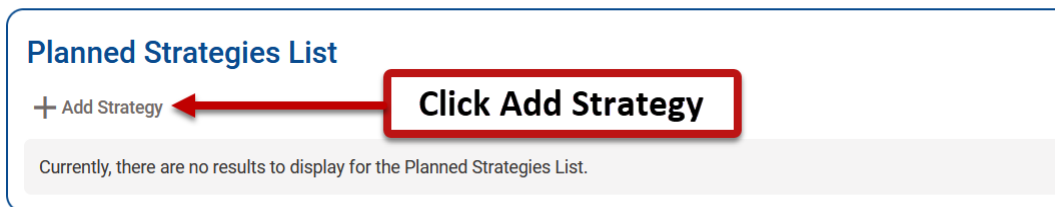
9. Review Plan Outline and Click **Save and Finish**.



9. Under **Prevention**, select **Plan** and click **Planned Strategies** from the left menu panel.



a. Click **Add Strategy**.



Note: If **No current prevention plan is set** is shown on the top, find the plan by entering the plan name in the space provided. Hover over the three-dot menu and click **Review**.

i No current prevention plan is set.

Prevention Plan Search

Show Latest Version Only
 Yes No

Date Range From To

Plan Name

Plan Status

Prevention Plan List

Coalition Test 1	Sande	Draft	42	1	10/1/2024	9/20/2025	3/14/2023	⋮
Fake_Plan	Test Facility	Draft	43	1	7/1/2019	6/30/2020	5/1/2020	⋮ Review

1. Find the plan (arrow pointing to Fake_Plan)

2. Hover over three-dot menu and click "Review" (arrow pointing to Review button)

- b. Enter all required information for your Planned Strategy: **Strategy, Description, Socio-ecological Domain, Service Population, Evidence Based Type, IOM Category, Data Collection Method, Geo Type, Program Provider, Projected # of Participants, Projected Start and End Dates, Session Frequency and Unit (e.g., per Year), and Duration with Unit (e.g., per Year).**

Planned Strategy

▼ Show Context Information

Strategy # 1

Program Provider PREV-Test Prevention Provider

Projected # of Participants 100

Projected Start Date 7/1/2019

Projected End Date 6/30/2020

Session Frequency 12 Per Year

Duration 4 Year

Total Number of Sessions

1. Fill out Required Fields

2. Select City/Town for Geo Type

3. Total Sessions per Cycle

4. Number of Cycles per Year

Strategy: Life Skills Training

Description: Life Skills Training

Socio-ecological Domain: Individual

Service Population: Middle/Junior High School Students

Evidence Based Type: Evidence based: Inclusion in a Federal List or Registry of evidenc...

IOM Category: Universal Direct

Data Collection Method: Individual

Geo Type: City/Town

c. Enter **Selected City/Town**, **Selected CSAP Categories (only one category)** and **Selected Risk Categories**.

The screenshot shows three selection panels on the left and three corresponding 'Selected' panels on the right. Red callout boxes with arrows provide instructions for each selection step.

- Available City/Town:** H02-Kaiser Complex, C01-Aiea Complex, C02-Moanaloa Complex, C03-Radford Complex, C04-Leilehua Complex.
- Selected City/Town:** H01-Farrington Complex, H03-Kalani Complex, W04-Kalaheo Complex.
- CSAP Categories:** Alternatives, Community-Based Process, Environmental, Information Dissemination, Problem Identification and Referral.
- Selected CSAP Categories:** Education.
- Risk Categories:** Abuse victims, Already using substances, Children of substance abusers, Drop-outs, Economically disadvantaged.
- Selected Risk Categories:** None.

1. Select All City/Town (Complex) that apply.

2. Select only one CSAP Category.

3. Select All Risk Categories that apply.

Measures and Sources List

+ Add New Measures and Sources

Currently, there are no results to display for the Measures and Sources List.

Use the arrow button to select by moving the choice(s) from the left side to the right side

Associated Objectives

+ Add Objectives

10. Click **Add Objectives** to link Associated Objectives to Plan.

Measures and Sources List

+ Add New Measures and Sources

Currently, there are no results to display for the Measures and Sources List.

Associated Objectives

+ Add Objectives

Click Add Objectives

Currently, there are no results to display for Associated Objectives.

Save Save and Finish × Cancel

Administrative Actions

Planned Expenditure

- a. Select **Objectives**.
- b. Click **Save and Finish**.

Select Objectives

1. Select Objectives

<input checked="" type="checkbox"/>	Name	Type	Factors
<input checked="" type="checkbox"/>	Decrease Favorable Attitudes Toward Alcohol Use	Risk Factor	Academic failure beginning in elementary school, Community substance use, Constitutional factors

2. Click Save and Finish

Save and Finish × Cancel

11. Click **Planned Expenditure**.

+ Add Objectives

Name	Type	Factors
Decrease Favorable Attitudes Toward Alcohol Use	Risk Factor	Academic failure beginning in elementary school, Community norm substance use, Constitutional factors

Save **Save and Finish** × Cancel

Administrative Actions

- Planned Expenditure

Click Planned Expenditure

a. Click **Add Planned Expenditure**.

Planned Expenditure List

+ Add Planned Expenditure

Currently, there are no results to display for the Planned Expenditure List.

Click Add Planned Expenditure

Total

\$0.00

Planned Expenditure Profile

Funding Source Type

- b. Complete the required information: **Funding Source Type** and **Amount**.
- c. Click on **Save and Finish (3)**.

Planned Expenditure List

+ Add Planned Expenditure

Currently, there are no results to display for the Planned Expenditure List.

Total: \$0.00

Planned Expenditure Profile

Funding Source Type: Block Grant

Amount: 10000

In Kind Approx. Value: [Empty]

Buttons: Save, Save and Finish, Cancel

Annotations:

- 1. Funding Source (points to the Funding Source Type dropdown)
- 2. Dollar Amount (points to the Amount input field)
- 3. Click Save and Finish (points to the Save and Finish button)

12. Click **Plan Profile** from the left menu panel.

Planned Expenditure Profile

Funding Source Type: [Empty]

Amount: [Empty]

In Kind Approx. Value: [Empty]

Buttons: Finish

Left Menu Panel:

- System Administration
- Reports
- Support Ticket
- Prevention
 - Plan
 - Plan Profile
 - Plan Outline
 - Planned St...
 - Strategy Imple...

Annotation: Click Plan Profile (points to the Plan Profile menu item)

13. Review Plan Profile and click **Submit**.

Prevention Plan Profile

▼ Show Context Information

Facility Test Facility	Plan Start Date 7/1/2019	Plan End Date 6/30/2020
Plan Name Fake_Plan	Contract Test Prevention Contract #1	
Plan Type Regional	Plan Status Draft	

[← Back](#) | [Next >](#) | [Save](#) | [Save and Finish](#) | [× Cancel](#)

Administrative Actions

[Update Current Version](#) | [Submit](#)

Click Submit

14. Notify your Contract Manager at ADAD via email once you have submitted.

If you have any questions, please contact the WITS Help Desk via phone or email (DOH.ADAD.WITSHelp@doh.hawaii.gov).