

Cloning Planned Strategies

Prevention Providers may need to update and clone Planned Strategies in WITS.

Note: Make sure to email ADAD Prevention when you re-submit the Updated Prevention Plan.

A Planned Strategy can be cloned ONLY with an Active Plan Status.

1. Select **Agency** from the Left Menu and then select **Plan**. Click on **Plan Profile**.

The screenshot shows the WITS HI-WITS Training interface. The left sidebar contains a navigation menu with categories like Home Page, Agency, Group List, Clinical Dashboard, Client List, System Administration, Reports, and Support Ticket. The 'Agency' menu is expanded, showing sub-items like Agency List, Client Management Dashboard, GPRA Discharge Due, GPRA Follow-up Due Summary, GPRA Follow-up Due Detail, Overdose Reversal Kits, Facility List, Staff Members, Tx Team Groups, Billing, Contract Management, Alerts Configuration, and Prevention. The 'Prevention' menu is further expanded to show 'Plan', 'Plan Profile', 'Plan Outline', 'Planned Strategies', 'Strategy Implementation', and 'One Time Intervention'. The 'Plan Profile' link is highlighted with a yellow box. A red box and arrow point to the 'Agency' menu item, another red box and arrow point to the 'Plan' sub-menu item, and a third red box and arrow point to the 'Plan Profile' link. The main content area shows a 'Prevention Plan Search' form and a 'Prevention Plan List' table.

Plan Name	Facility	Status	#
Min's Prev Plan1		Submitted	1
Steve's Plan		Draft	2
Test Plan 1		Draft	3
Alan CSPP		Draft	4
MFSS CSPP	Main Office	Draft	5
CSPP Waianae		Draft	6
Min New Plan 2017-2018		Draft	7

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2. Verify the Prevention Plan is in the **Active Status**. Hover over the three-dot menu and click on **Review**.

Prevention Plan List

+ Add New Prevention Plan Export

Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date	
Prevention Test - Assessment/Planning		Draft	36	3	10/1/2021	6/30/2023	11/1/2023	⋮
Prevention Test - Coalitions		Active	37	3	10/1/2024	9/30/2025	2/22/2023	⋮
Prevention Test - County		Active	38	2	10/1/2026	9/30/2027	2/22/2023	⋮
Oahu Plan FY 2023		Active	39	1	10/1/2022	9/25/2024	10/18/2022	⋮
Oahu FY2023 - 2024	Yoseb	Active	40	1	10/1/2022	9/30/2024	10/20/2024	⋮
Alcohol Logic Model 2022-2024		Draft	41	1	10/1/2022	9/30/2024	10/25/2024	⋮
Coalition Test 1		Draft	42	1	10/1/2024	9/30/2025	3/14/2023	⋮
Fake_Plan	Test Facility	Submitted	43	1				⋮
Rick Prevention Plan		Submitted	44	1				⋮
Terralisium FY24-25	New	Submitted	45	3	6/6/2024	6/30/2024	6/10/2024	⋮
HSS Enterprise FY24-25	Test Facility	Draft	46	1	10/1/2022	6/30/2023	6/10/2024	⋮

1. Verify the Status is Active

2. Hover over the three dots and click on Review

3. Click on **Update Current Version** in the Administrative Actions box.

Prevention Plan Profile

[Hide Context Information](#)

Status Date 6/10/2024	Plan Number 45	Plan Version 1	Plan Status Active
Created By Owens, Jerrica	Created Date 6/6/2024	Updated By Owens, Jerrica	Updated Date 6/10/2024

Facility
New

Plan Start Date
6/6/2024

Plan End Date
6/30/2024

Plan Name
Terralisium FY24-25

Contract
Test Prevention Contract #1

Plan Type
Regional

Plan Status
Active

< Back Next > Finish

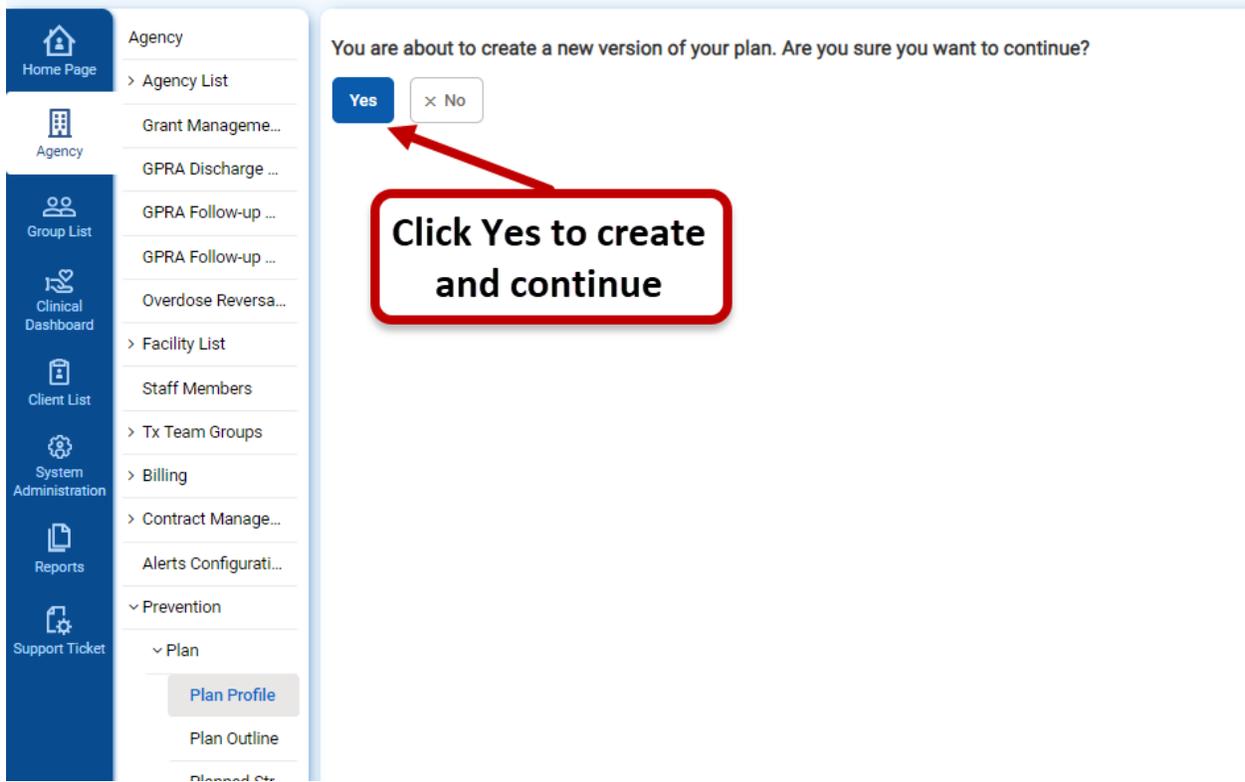
Administrative Actions

Update Current Version Submit

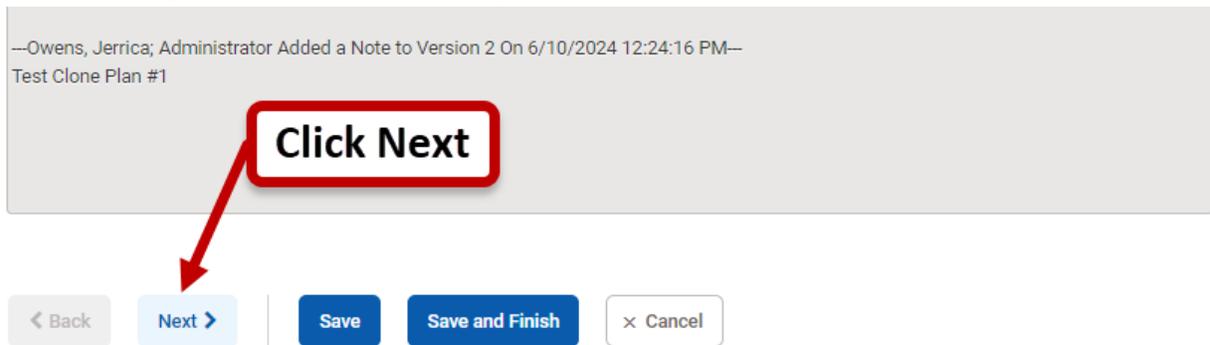
Click Update Current Version

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4. To create a new version of the plan, click **Yes** and continue.



5. Make changes to the fields as necessary. Click on **Next** to continue.



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- To review the current plan, click **Review** for any of the outline sections. To make changes to the current plan, click on **Add** or **Delete** for any of the outline sections. Refer to the Adding Prevention Plan.

Prevention Plan

Plan Outline

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

1. To view the current plan, click on Review.

Prevention Plan (Review | Add Outcome Indicator)

Prevention Plan: Terralسيوم FY24-25
Start Date: 6/6/2024

Version #: 3
End Date: 6/30/2024

2. To make a change, click on an action.

Outcome Indicator (Review | Delete | Add Goal)

Outcome Indicator(s): Early initiation of alcohol use

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Goal 1 (Review | Delete | Add Objective)

Goal: Space Exploration
Direction of Change: Increase

Substance(s): None
Target Populations(s): Youth ages 12-17, Youth ages 9-17

Objective 1.1 (Review | Delete | Add Contributing Factor)

Objective Name: To have a positive outlook
Objective Type: Risk Factor

Factor(s): Family management problems

Note: A verification screen will appear when deleting a section from the Plan Outline. Choose the appropriate response.

Are you sure you want to delete this Outcome Indicator and any Goals, Objectives, and Contributing Factors related to it? These cannot be recovered once deleted.

[Yes](#) [× No](#)

Click Yes or No

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7. Find the Planned Strategy from the list. Hover over the three-dot menu and click on **Clone**.

Planned Strategies List

Name	Description	Program Provider	Status	Objectives	Goals
Other Direct Service Program	Other Direct Service Program	PREV-Test Prevention Provider	Active	To have a positive outlook	Space Exploration

Buttons: Back, Next, Finish

Menu options: Review, Clone, Delete, ReActivate

8. Update the fields as necessary. Fill in the **blank required** fields.

Planned Strategy

Plan Name: Terralسيوم FY24-25 | Plan Status: Draft

2. Fill in the blank required fields

1. Make changes as appropriate.

Fields to be updated:

- Service Population
- Projected # of Participants
- Duration

9. Click on **Save and Finish**.

Associated Objectives

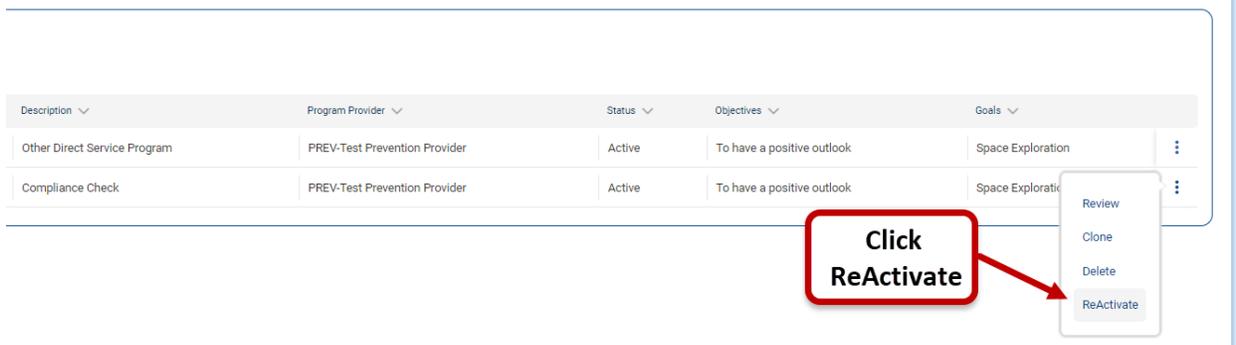
Buttons: Save, Save and Finish, Cancel

Objective: To have a positive outlook

Factors: Risk Factor, Family management problems

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10. Find the updated plan. Hover over the three-dot menu and click on **ReActivate**.



The screenshot shows a table with columns: Description, Program Provider, Status, Objectives, and Goals. Two rows are visible: 'Other Direct Service Program' and 'Compliance Check', both with 'PREV-Test Prevention Provider' as the provider and 'Active' status. A three-dot menu is open for the first row, with 'ReActivate' highlighted. A red box labeled 'Click ReActivate' points to this option.

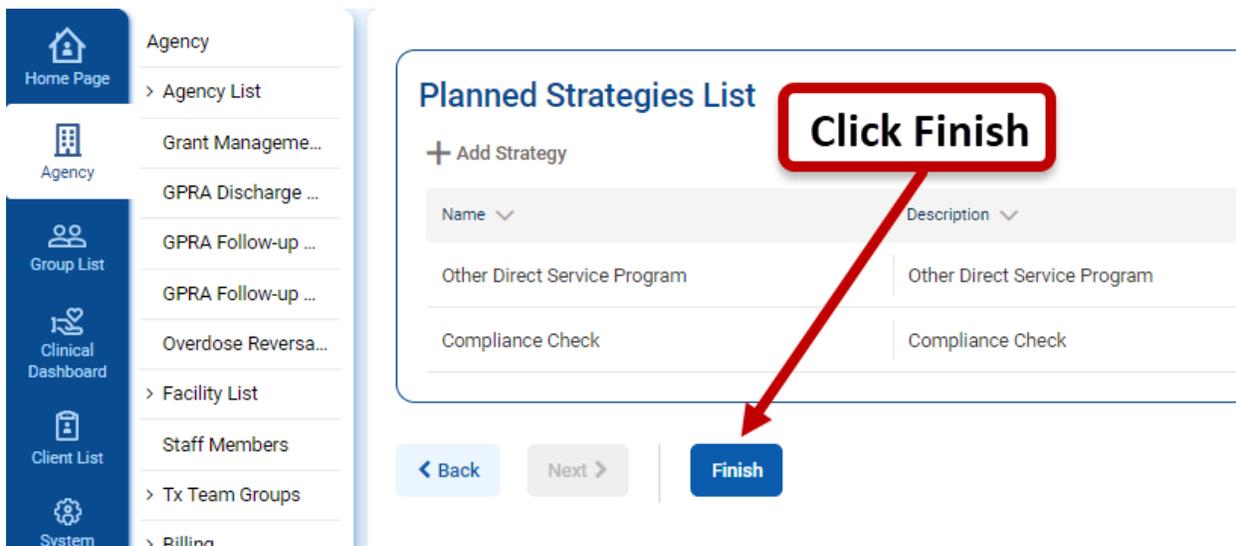
Description	Program Provider	Status	Objectives	Goals	
Other Direct Service Program	PREV-Test Prevention Provider	Active	To have a positive outlook	Space Exploration	⋮
Compliance Check	PREV-Test Prevention Provider	Active	To have a positive outlook	Space Explorati	⋮

11. Click on **Yes** or **No** to verify Reactivation for the Planned Strategy.



The screenshot shows a confirmation dialog box with the text 'Are you sure you wish to ReActivate this Planned Strategy?'. Below the text are two buttons: 'Yes' and 'No'. A red box labeled 'Click the appropriate response' points to the 'Yes' button.

12. Click on **Finish**.



The screenshot shows a 'Planned Strategies List' page. The list contains two entries: 'Other Direct Service Program' and 'Compliance Check'. A red box labeled 'Click Finish' points to the 'Finish' button at the bottom of the page.

Name	Description
Other Direct Service Program	Other Direct Service Program
Compliance Check	Compliance Check

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13. Complete the **Summary of Plan Changes**, if needed, then click **Add Note**. The Summary of **Plan Changes History** will be updated with the new change.

The screenshot shows the 'Prevention Plan Profile' form. At the top, there is a 'Hide Context Information' link. Below it, a table displays key information: Status Date (6/10/2024), Plan Number (45), Plan Version (2), and Plan Status (Draft). Another row shows Created By (Owens, Jerrica), Created Date (6/10/2024), Updated By (Owens, Jerrica), and Updated Date (6/10/2024). The form includes several input fields: Facility (New), Plan Name (Terralisium FY24-25), Plan Type (Regional), Plan Start Date (6/6/2024), Plan End Date (6/30/2024), Contract (Test Prevention Contract #1), and Plan Status (Draft). A large text area for 'Summary of Plan Changes' contains 'Test Clone Plan #2'. A red box with the text '1. Add Plan Changes, if needed' has an arrow pointing to this text area. Below the text area is an 'Add Note' button. A red box with the text '2. Click Add Note' has an arrow pointing to the button. Below the button is a 'Summary of Plan Changes History' section showing a log entry: '--Owens, Jerrica; Administrator Added a Note to Version 2 On 6/10/2024 12:24:16 PM-- Test Clone Plan #1'. A red box with the text '3. The update will appear here' has an arrow pointing to this history section.

14. Click on **Save and Finish**.

15. Click on **Submit**.

The screenshot shows the bottom section of the form. At the top, a red box with the text '1. Click Save' has an arrow pointing to the 'Save' button in a navigation bar. The navigation bar also includes 'Back', 'Next', 'Save and Finish', and 'Cancel' buttons. Below the navigation bar is an 'Administrative Actions' section with two buttons: 'Update Current Version' and 'Submit'. A red box with the text '2. Click on Submit' has an arrow pointing to the 'Submit' button.

Outcome Indicators List

If you have any questions, please call the WITS Staff or email DOH.ADAD.WITSHelp@doh.hawaii.gov.