

<p style="text-align: center;">York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</p>	<p><i>Number: C-15</i></p> <p><i>Policy: Pennsylvania Web Infrastructure Treatment System (WITS) Case Management Requirements</i></p>
<p><i>Most Current Revision: 1/10/22</i> <i>Effective Date: 1/10/22</i></p>	<p style="text-align: right;"><i>Page: 1 of 2</i></p>

I. Purpose:

To establish guidelines for entering data into PA WITS. Please reference DDAP’s Manuals, WITS Treatment End User Clinical Guide, and WITS Treatment Videos. The corresponding videos are listed below and can all be found on DDAP’s website.

II. Policy:

The Single County Authority (SCA) and its contracted providers are required to complete the following components in PA WITS for every individual receiving SCA funded treatment and case management services:

1. Client Profile – **DDAP Video 2**
2. Intake (Must enter close date at bottom once case is closed in WITS) – **DDAP Video 3**
3. Screening Tool (Must be entered into WITS regardless if the individual enrolled in treatment or not) - **DDAP Video 4**
4. Level of Care Assessment (LOCA) (must use the Treatment Assessment Protocol (TAP) in WITS) – **DDAP Video 7 & 8**
5. ASAM Summary and Risk Rating (Admission, Continued Stay, and Discharge as applicable; ASAMS must be signed by person conducting ASAM or add name in comments if entered on behalf of another person) – **DDAP Video 9**
6. Admission (if the person is admitted to Treatment - use the treatment level of care; if admitted to Case Management Services, use Case Management) – **DDAP Video 11**
7. Recovery Plan (Must be completed at n admission and updated every 60days to determine needs or changes in needs) – **DDAP Video 19**
8. Documentation of Communicable Diseases Screens (Must utilize WITS Miscellaneous Notes for Tuberculosis, Gambling, HEP C & HIV Screening; 4 Miscellaneous Notes total) - **DDAP Video 20**
9. Program Enrollment (Must be entered if the person is admitted to Treatment and/or Case Management Services) - **DDAP Video 12, 13, 14,**
10. Case Management Encounter Notes (Must utilize WITS Encounter Notes and must include notes regarding admission, which explains the referral source and reason for SCA funding; and notes regarding discharge, which explain the reason an individual is discharged from case management service) – **DDAP Video 21**

Notes must adequately describe the nature and extent of each contact to include the following:

- (a) Information gathered about the individual;
- (b) Analysis of the information to identify the individual’s treatment and treatment-related needs;
- (c) Action to be taken to meet the individual’s treatment and treatment-related needs; and
- (d) Case manager’s signature or initials and date.

11. Outcome Measures (Must be completed in WITS; use the PA WITS End User Guide and Videos from DDAP’s website) – **DDAP Video 12, 13, &14**

- a. The Outcome Measures module is used to collect data that is reported to Substance Abuse and Mental Health Services Administration (SAMHSA).
 - b. Note: When the client is ready to be disenrolled from a treatment program, or if the client needs to be moved to a different level of care, an Update or Final Outcome Measure will be required. Please ensure your Outcome Measure data is collected within one (1) day of program disenrollment.
12. Discharge (Must be entered if the person was admitted to Treatment or Case Management Services; Close date must be recorded on the WITS intake screen) - **DDAP Video 17**
13. A Government Performance Results Act (GPRA) Tool for individuals receiving State Opioid Response (SOR) funded treatment or treatment-related services; a follow-up and discharge GPRA must accompany an intake GPRA. Please reference SCA GPRA I and II Policies for more details.

Items 1-13 as listed above must be entered into PA WITS as soon as possible as appropriate.

Timeframes for entry of the SOR GPRA are outlined in the most updated version of the SOR GPRA Frequently Asked Questions (FAQ) found on the Department of Drug and Alcohol Program's (DDAP) website.

In addition to the documentation required in PA WITS, the Single County Authority (SCA) and its contracted providers must include the following information as part of an individual's file:

- 1) Signed consent to release information forms
- 2) Acknowledgement of receipt of Grievance and Appeal Policy
- 3) Liability forms

Files that are maintained electronically in a system other than PA WITS must contain all required components, and a hard copy must be available upon request. All information maintained in paper file format, including signed consent to release information forms, and liability forms, must also be made available upon request.

Approved by:



YADAC Administrator

1/10/2022

Date