

<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: WITS Case Management Requirements</i></p>
<p><i>Most Current Revision : 6/1/20</i> <i>Effective Date: 7/1/20</i></p>	<p style="text-align: right;"><i>Page: 1 of 2</i></p>

I. Purpose:

To establish guidelines for entering data into WITS.

II. Policy:

The SCA and its contracted providers are required to complete the following components in PA WITS for every individual receiving case management services:

1. Client Profile
2. Intake
3. Screening Tool
4. LOC assessment using the Treatment Assessment Protocol (TAP) in WITS
5. Recovery Plan
6. Program Enrollment (*for individuals receiving ongoing case management, other than screening & assessment, and also for State Opioid Response (SOR)-funded case management*)
7. An encounter note to explain the reason an individual is discharged from case management services; (*The case in WITS must be closed via the "Save & Close the Case" portion of the Intake page.*)
8. Documentation of interim services using miscellaneous notes, if applicable
9. SOR GPRA for individuals with an OUD, receiving SOR funded treatment or treatment-related services
10. Case Management Notes, including admission and discharge notes, to be completed utilizing the encounter notes. 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.

Items 1-7 as listed above must be entered into PA WITS within 7 days of the date the service was delivered.

Timeframes for entry of the SOR GPRA are outlined in the SOR GPRA FAQ found on DDAP's website at:

<https://www.ddap.pa.gov/Documents/GPRA/GPRA%20FAQ.pdf>.

In addition to the documentation required in PA WITS, the 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:

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6/1/20

Date