

<p style="text-align: center;"><b>York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</b></p>	<p><i>Number: P-1</i></p> <p><i>Policy: WITS Data Entry</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:**

This policy is to establish guidelines regarding adherence related to required service entry into WITS.

**II. Policy:**

The SCA must plan, monitor, evaluate and analyze prevention service delivery using WITS. All contracted prevention providers and YADAC staff are required to adhere to the most current DDAP requirements regarding WITS data entry.

Data associated with all prevention services, including but not limited to Student Assistance Program services as funded by the SCA, which are included in the provider approved implementation plan, or are provided directly by the SCA must be entered into WITS according to DDAP entry requirements and timelines to ensure data integrity.

Requirements and timelines:

1. The SCA must notify DDAP of any new prevention provider organizations that need added to WITS.
2. Implementation plan initial entry must be entered into WITS by June 1<sup>st</sup> for all services which the SCA plans to fund for the fiscal year.
3. Service entry must utilize codes outlined in the Prevention and Intervention Categorization and Coding Guide.
4. Entry into WITS must include the service location of programs delivered to include, but not be limited to school, government building, church, college, etc., unless the address is confidential.
5. At least 70% of prevention service data must be entered into WITS within two (2) weeks of the date the service was delivered.
6. The data entered monthly must be monitored for accuracy and analyzed for progression toward outcomes by the 30<sup>th</sup> of the following month. Data that is found to be entered incorrectly must be corrected within 7 calendar days.
7. All previous fiscal year service data must be entered into WITS by July 31<sup>st</sup>.
8. All previous year services appearing in the "Prevention Services Data Entry Errors" report in WITS must be corrected, which includes both deletion and reentry, when necessary by August 15<sup>th</sup>. Exceptions may apply in instances where DDAP has allowed for entry of service under session-based, which only has one session or other exceptions as determined by DDAP.

Services shall not be considered as complete until they are entered into the WITs system and shall not be reimbursed by the SCA until data is completely and accurately entered.

**III. Notices:**

A notice will be sent to the contracted prevention provider when data has not been entered correctly into WITS or has not been entered into WITS in a timely manner. This notice will serve as a reminder of requirements regarding data entry in WITS, and to alert the provider that WITS data entry was not entered correctly or within the DDAP specified two (2) week timeframe. If data is found to be entered incorrectly or late a second time, a second (2<sup>nd</sup>) notice will be sent to the Contracted Prevention Provider to again remind the provider of the requirements regarding data entry in WITS and to alert the provider that WITS data entry was not entered correctly and/or within the DDAP specified two (2) week timeframe.

The contracted provider's failure to comply with the aforementioned requirements may result in:

- a. Delay of funding; and/or
- b. Denial of funding payment

Approved By:

Audrey Gladfelter  
YADAC Administrator

6/1/20  
Date