Lancaster County Drug & Alcohol Commission Case Management & Clinical Services Policy & Procedure Manual	CMCS # 26A *Policy: WITS (Web Infrastructure for Treatment Services) Data Entry Requirements **AND** other LCDAC Required Client Logistics for Withdrawal Management Services & Residential LOC Placements*
Most Current Revision: 07/01/2021 *Effective Date: 07/01/2020*	*Page: 1 of 3*

I. *Purpose:*

To outline the requirements set-forth by DDAP regarding the data entry into WITS; of which will be monitored by LCDAC as part of the monitoring site visit; as well as throughout the fiscal year on an intermittent, unscheduled spot-check by the LCDAC..

II. *Procedure:*

LCDAC and the LCDAC contracted service providers are required to fully complete all components found in PA WITS for every individual receiving LCDAC funds.

A. All WITS-required information MUST be entered in its entirety within **seven (7)** days the service was delivered.

B. The following illustrates a complete record for ALL levels of care (including Withdrawal Management Services) for ALL LCDAC funded individuals:
1. Client Profile
   a. Obtain and enter known values for **all** fields
2. Intake
3. ASAM Placement Summary Sheet (Admission ,Continued Stay, and Discharge as applicable)
4. Admission
5. Program Enrollment
   a. Obtain and enter known values for **all** fields
6. Outcome Measures
   a. This information is completed at the following intervals:
      i. Initial
         1. Complete the fields on the Outcome Measures – Client Status screen.
      ii. Update
         1. Completed 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,
      iii. Final
         1. 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,
         2. **Please ensure your Outcome Measure data is collected within _one (1) day_ of program disenrollment.**
         3. A Final Outcome Measure will be completed when transferring from one facility to another, or when the client is no longer in treatment at your facility.
         4. It is possible that you may not enter an Update Outcome Measure, and would proceed directly to the Final Outcome Measure.
7. Discharge
   a. Discharge date must be recorded on the WITS intake screen
   b. The case in WITS must be closed via the "Save & Close the Case" portion of the Intake page.

C. Entities responsible for entering the initial WITS data must ***consent*** the information in WITS to LCDAC. They must also ***consent and refer*** the information in WITS to the next accepting provider as appropriate. The accepting provider must review and accept the WITS referral, which shall become a part of the client's permanent record with each subsequent provider. The accepting provider shall not enter the initial WITS data again but shall retain it as a part of the client record. This process shall be monitored by LCDAC to ensure compliance.

D. **IN ADDITION TO THE LISTED WITS ENTRIES ABOVE THE LCDAC Request for Client Services Packet* MUST be completed and emailed to the LCDAC email address: DrugAlcohol@co.lancaster.pa.us**
   a. **The packet includes the following documents:**
      i LCDAC Request for Service Placement form
      ii Fully executed valid signed consents for all appropriate entities;
      iii (As appropriate) Charitable Choice Disclosure;
      iv LCDAC Grievance & Appeal Acknowledgment Form;
      v LCDAC Client Liability Determination (as appropriate)
      vi A Client Rights document (Service provider version is acceptable)
      vii (As appropriate) LCDAC Client Redisclosure form
      viii LCDAC Admission form
      ix LCDAC Discharge form
      x SOR GPRA for individuals receiving SOR funded treatment or treatment-related
      (*See the LCDAC policy Client Forms & Instructions for the appropriate Request for Client Services packet information)

Files that are maintained electronically must contain all required components AND a hard copy MUST be made available upon request as are all files maintained in paper files

E. Treatment Episode Data (TEDS)
   a. Data required for TEDS is incorporated as part of the WITS Data
   b. The pieces of WITS that encompass DDAP's TEDS data include:
      i Intake;
      ii Client Profile;
      iii Program Enrollment*; and
      iv Outcome Measures.
      (*A Program Enrollment should be done for each level of care and Outcome Measures are to be Initial, Update, and Final).
   c. LCDAC will monitor their contracted service providers to ensure TEDS Data is entered in PA WITS within seven (7) days from the date of occurrence (admission, transfer to another level of care, discharge).
   d. LCDAC will require a corrective action plan to any contracted provider who fails to enter TEDS data into PA WITS.
   e. In addition, LCDAC will inform the County Program Oversight of any contracted provider who is functioning under a corrective action plan.

F.   For additional information on Outcome Measures as they relate to TEDS and NOMS, see the CMCS Policy: *Outcome Measures; A Module in WITS that Provides Data for TEDS and NOMS* .

Approved By: _____ 7/1/2021_____

                      Rick Kastner LCDAC Executive Director   Date