

Lancaster County Drug & Alcohol Commission Case Management & Clinical Services Policy & Procedure Manual	CMCS # 26 Policy: WITS (Web Infrastructure for Treatment Services) Data Entry Requirements AND other LCDAC Required Client Logistics for OP; IOP; PHP
Most Current Revision: 05222023 Effective Date: 07/01/2020	Page: 1 of 4

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:

- A. LCDAC and the LCDAC contracted service providers are required to fully complete all components found in PA WITS for every individual receiving LCDAC funds.
- B. All WITS-required information MUST be entered in its entirety within **seven (7)** days the service was delivered.
- C. The following illustrates a complete record for ALL levels of care for ALL LCDAC funded individuals:
 - 1. Client Profile
 - a. Obtain and enter known values for **all** fields.
 - 2. Intake
 - 3. Screening Tool
 - 4. Treatment Assignment Protocol Assessment (TAPA)
 - a. Miscellaneous Notes for TB, Communicable Diseases (acceptance or rejection of the referral must be documented in WITS), AND Gambling Screening
 - b. Documentation of Interim Services, as applicable, using the miscellaneous notes
 - c. Documentation of Ancillary Services, as applicable, using the miscellaneous notes
 - 5. ASAM Placement Summary Sheet (Admission Continued Stay, and Discharge as applicable)
 - 6. Program Enrollment
 - a. **for individuals receiving ongoing case management (that is: care coordination), other than just the case management services of screening & assessment.**
 - b. Obtain and enter known values for **all** fields.
 - 7. Case Management Service Plan (a.k.a. Recovery Plan) if care coordination services are accepted.
 - 8. Outcome Measures*
 - a. This information is completed at the following intervals:
 - i. Initial Data
 - 1. Complete the fields on the Outcome Measures – Client Status screen.

- ii. Update Data
 - 1. when a client is transferring from one level of care to another within the same facility.
 - iii. Final Data
 - 1. when transferring from one facility to another, or when the client is no longer in treatment at your facility.
 - 2. Please ensure your Outcome Measure data is collected within one (1) day of program disenrollment.
 - 3. It is possible that you may not enter an Update Outcome Measure and would proceed directly to the Final Outcome Measure.
9. Discharge
- a. Discharge date must be recorded on the WITS intake screen.
 - b. An encounter note to explain the reason an individual is discharged from case management services.
 - c. The case in WITS must be closed via the “Save & Close the Case” portion of the Intake page.
10. Admit Case Management Note AND Discharge Case Management Note*
- a. Must have an encounter note.
 - b. Notes must adequately describe the nature and extent of each contact to include the following:
 - i. **Data (D)**: Information gathered about the individual.
 - ii. **Assessment (A)**: Analysis of the information to identify the individual’s treatment and treatment-related needs.
 - iii. **Plan (P)**: Action to be taken to meet the individual’s treatment and treatment-related needs; and
 - iv. Case manager’s signature **with** date.
- (*All other Encounter notes written during the course of the provided service do not need to be entered into PA WITS if those notes are being maintained in another type of file; of which can be provided upon request)

D. Entities responsible for entering the initial WITS data must **ALWAYS consent** the information in WITS to LCDAC. If the individual is being referred to another provider, the information entered into WITS must also be **consented** and **referred** to the next accepting provider to which the individual is being referred. 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.

E. IN ADDITION TO THE LISTED WITS ENTRIES ABOVE, THE FOLLOWING DDAP DOCUMENTS ARE REQUIRED

- a. All Encounter notes written during the course of the provided case management service episode.
- b. Case Management Service Plan (a.k.a. Recovery Plan) if care coordination services are accepted.

- i The updated Case Management Service Plans for the duration of the Case Management episode.

F. IN ADDITION TO THE LISTED WITS ENTRIES & LISTED ADDITIONAL DOCUMENTS, THE FOLLOWING LCDAC DOCUMENTS ARE REQUIRED

- a. These ADDITIONAL documents MUST be reviewed; signed by the individual; AND RETAINED in the client record:
 - i Fully executed valid signed consents for all appropriate entities.
 - ii (As appropriate) Charitable Choice Disclosure.
 - iii LCDAC Grievance & Appeal Acknowledgment Form.
 - iv LCDAC Client Liability Determination (as appropriate)
 - v A Client Rights document (Service provider version is acceptable)
 - vi (As appropriate) LCDAC Client Redisclosure form

- b. These documents are to be completed by the provider and emailed to the CM Supervisor: DrugAlcohol@co.lancaster.pa.us
 - i LCDAC Admission form
 - ii LCDAC Discharge form
 - iii **SOR GPRA for individuals who report having consumed opioids and/or stimulants during their substance use history**; Copies of the completed GPRA MUST be sent to the LCDAC CM Unit.
The LCDAC CM Unit will execute the required data entry of the GPRA.

- c. For those individuals who meet a higher level of care criteria, the appropriate Request for Client Services packet*, in its entirety, is to be completed & emailed to the CM Supervisor: DrugAlcohol@co.lancaster.pa.us
(*See 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; **of which includes ALL Case Management Encounter notes for each service provided; Case Management Service Plan (a.k.a. Recovery Plan); Case Management Service Plan (a.k.a. Recovery Plan) Updates **

G. 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 for 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.

H. 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:



Rick Kastner LCDAC Executive Director

05222023

Date