I.   *Purpose*

To ensure that the LCDAC contracted service providers enter all required data in the OUTCOME MEASURES within the WITS. It is paramount that the OUTCOME MEASURES data is fully executed in a timely manner as the collected OUTCOME MEASURES data is reported to the Substance Abuse and Mental Health Services Administration's (SAMHSA) Treatment Episode Data Set (TEDS), including the National Outcomes Measures (NOMS) data elements. The State role in submitting TEDS data to SAMHSA is important because TEDS is the ONLY national client-level database on substance abuse treatment. These data are used by federal policymakers, researchers, and many others. It provides data for comparisons and trends on the characteristics of persons admitted to substance abuse treatment. With the addition of the NOMS, TEDS will provide data outcomes in support of program performance measurement and management goals.

II.   *Procedure for the LCDAC Contracted Service Providers*

A.   All LCDAC contracted service providers are responsible for completing all required information in the WITS Outcome Measures module.

B.   All LCDAC contracted service providers are responsible for completing all the steps on the Outcome Measures screens to ensure accurate and complete information is collected.

C.   All LCDAC contracted service providers must enter the required Outcome Measures data within the identified time frames.

D.   All LCDAC contracted service providers are responsible for adhering to entering the required OUTCOME MEASURES data into WITS per the instructions found on the DDAP website.

E.   Through out the year, when the LCDAC staff contact the LCDAC contract service provider to request a screen shot(s) of an OUTCOME MEASURES screen, the LCDAC contract service provider will provide the requested screen shot(s).

III.   *Procedure for LCDAC*

A.   To ensure that the LCDAC contracted service providers are entering the OUTCOME MEASURES data into the WITS module per the DDAP instructions/timeframes, random requests for a screen shot(s) will be required throughout the fiscal year.

B.   Each month, the LCDAC CM Supervisor will choose 2-3 contracted service providers to produce a screen-shot(s) for 2-3 participants.

C.   Inability to produce the requested screen-shot(s) and/or producing an incomplete and/or late screen-shot(s) may result in the contracted service provider receiving a Monitoring Summary

Sheet detailing the "Issue" of which may require a "Action" on the contracted service provider to rectify.

    D. Repeated issues may result in a more severe disciplinary action to be issued by the LCDAC Executive Director.

For WITS data entry instructions, see the CMCS WITS data entry policies such as, yet not limited to: ***WITS Data Entry Requirements AND other LCDAC Required Client Logistics for OP; IOP; PHP***; AND ***WITS Data Entry Requirements AND other LCDAC Required Client Logistics for Withdrawal Management Services & Residential LOC Placements***

Approved By: ___*Rick Kastner*_____ ___7/1/2021_____

                 Rick Kastner LCDAC Executive Director   Date