

**WITS Client Flow Outline**  
**When the client is not present at the Crisis Center**

1. If you do not have enough information to create the Client Profile, then **select the Profile for the Anonymous Adult client and create a Non-Episode Contact.**
  - a. Complete — Contact Date, Contact Reason, Contact Time, Conducted By, Location, Contact Type, Duration, Follow-Up Steps, Unsigned Note (then click Sign Note)
  - b. Complete all other non-required fields (white fields) if you have the information/the client provides the information

OR

2. Search for the client. If the client exists in WITS, **select the Profile for the client and create a Non-Episode Contact.**
  - a. Complete — Contact Date, Contact Reason, Contact Time, Conducted By, Location, Contact Type, Duration, Follow-Up Steps, Unsigned Note (then click Sign Note)
  - b. Complete all other non-required fields (white fields) if you have the information/the client provides the information