Idaho

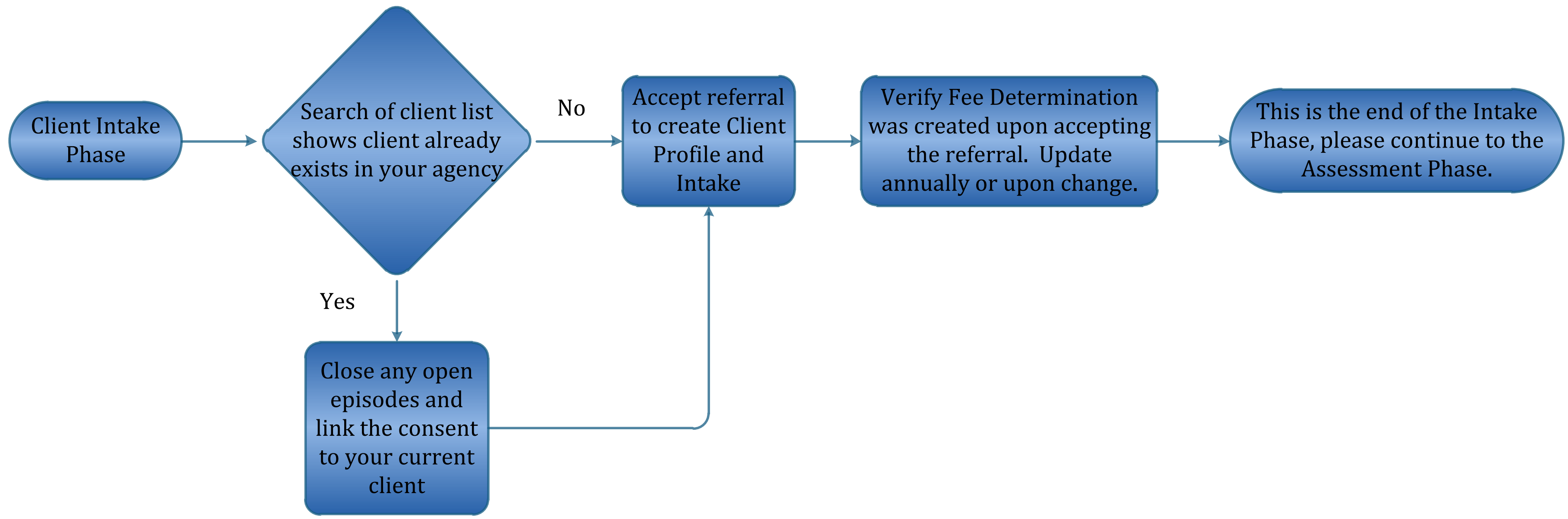
WITS

ATR4 Client Flow

	Intake	Assessment	Service	Closure
Treatment Providers	Page 3	Page 4	Page 5	Page 7
RSS Providers	Page 8	N/A	Page 9	Page 10

The WITS ATR4 Client Flow provides the basic process a provider will follow when an ATR funded client enters the Substance Use Disorder (SUD) network. Additional information is available at wits.idaho.gov. Links to the WITS eManual and WITS User Guides are provided throughout this document. If you need additional assistance, please view the Decision Trees, also located at wits.idaho.gov.

ATR4 Client Intake Phase

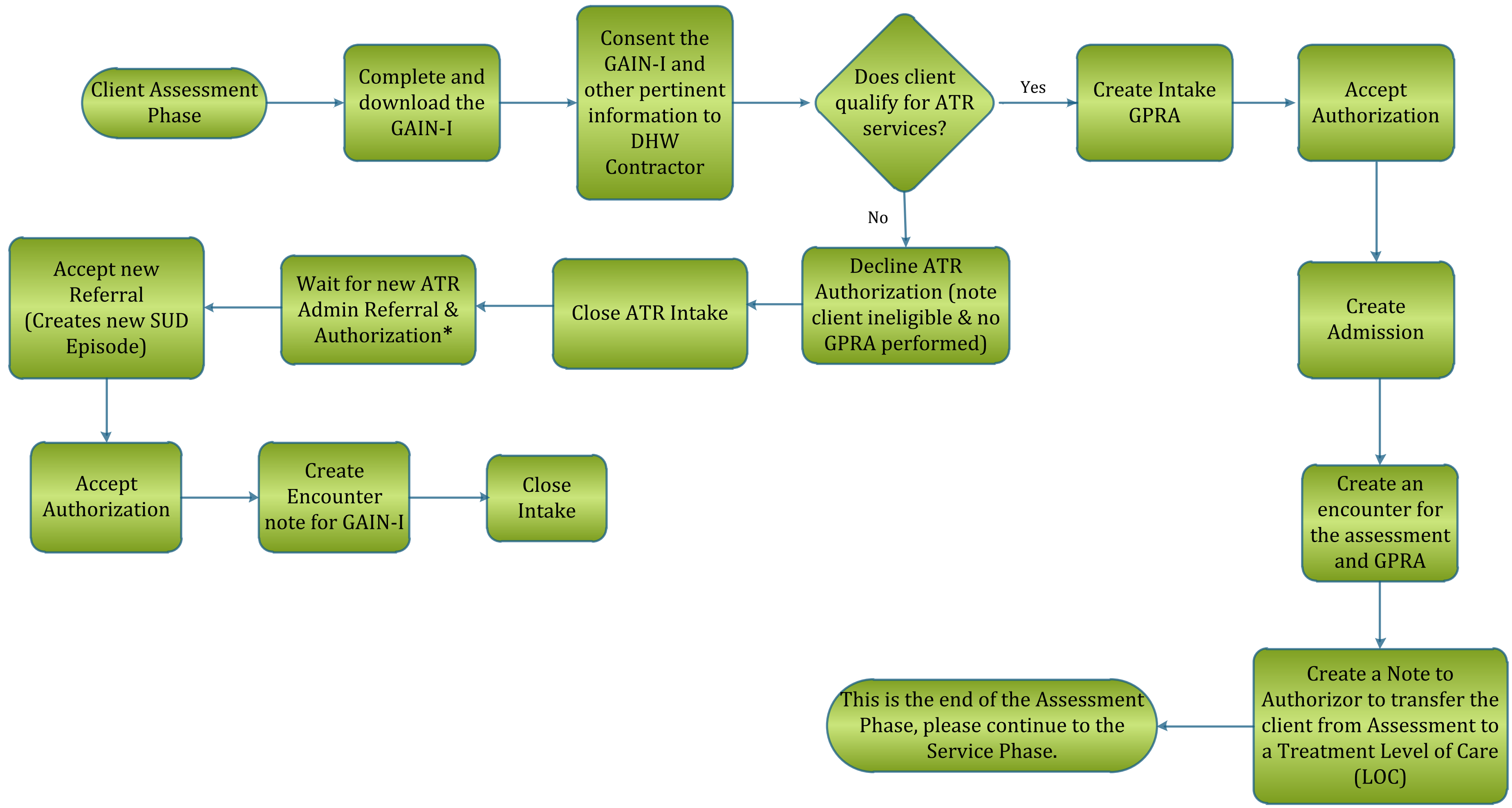


Description:

1. A prospective client is screened by BPA for services. The client is eligible for services and referred to the provider of their choice. The provider can contact the client by viewing the contact information that was consented to them in WITS.
2. When the client comes to the first appointment, the provider searches WITS to see if the client has a profile in their agency. If there is a profile from a previous episode, link the clients consent from an outside agency to the client in the provider agency. Close any open episodes, then accept the referral. If the client is not in WITS, the provider will only need to accept the referral.
3. Accepting the referral will create a Client Profile and Intake.
4. Verify the Fee Determination was also created when the referral was accepted. This needs to be updated annually or upon change.

IDAHO DEPARTMENT OF HEALTH & WELFARE

ATR Client Assessment Phase



Description:

Client is Eligible for Services:

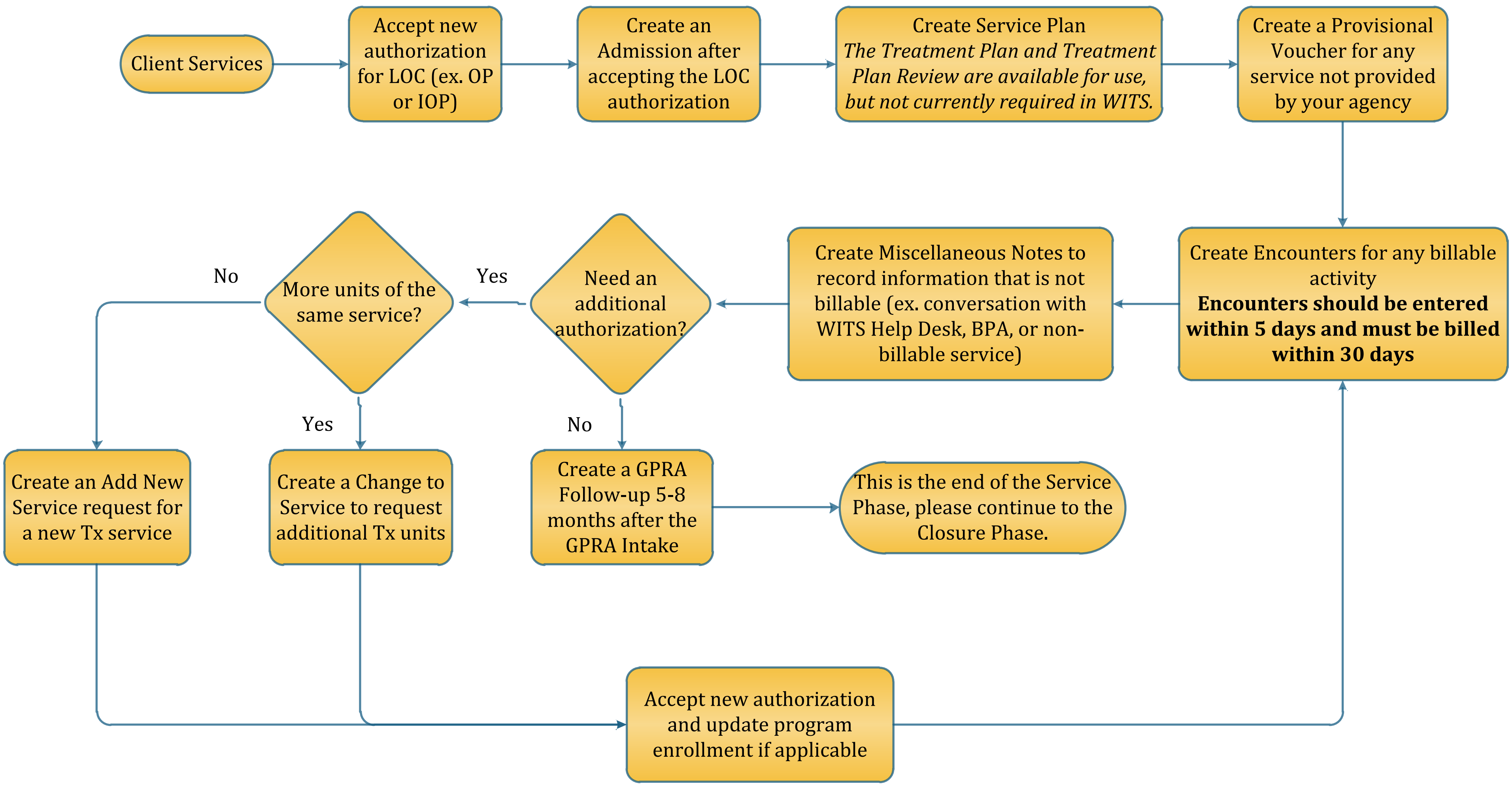
1. Conduct the GAIN-I Assessment and download the GAIN-I Summary (GRRS) into WITS.
2. Create a <u>Consent</u> to DHW Contractor for the GAIN-I Summary and other pertinent information.
3. If the client meets the clinical eligibility requirements for ATR 4, create the GPRA intake. If the client does not meet the clinical eligibility requirements. contact BPA to request a new authorization from a different funding source.

4. Review and accept the authorization.
5. Create the Admission.
6. Create encounter(s) (Billable notes) for the assessment and GPRA.
7. Create a note to Authorizor to request the client be transferred to a Treatment Level of Care (LOC) or to notify DHW Contractor the client is leaving your agency.

Client is Ineligible for Services:

1. Conduct the GAIN-I Assessment and download the GAIN-I Summary (GRRS) into WITS.
2. Create a Consent to DHW Contractor for the GAIN-I Summary and other pertinent information.
3. If the client does not meet clinical eligibility requirements for ATR 4, decline the ATR Authorization. In the notes field when declining authorization, include a note that the client is ineligible and the GPRA has not been performed.
4. Close ATR Intake.
5. Wait for new "ATR Admin" Referral and Authorization. *If you have not received a new authorization within 48 hours, please contact BPA.
6. Accept new Referral. This will create a new SUD episode.
7. Accept "ATR Admin" Authorization.
8. Create encounter note for the GAIN-I assessment.
9. Close SUD intake.

ATR4 Client Services Phase

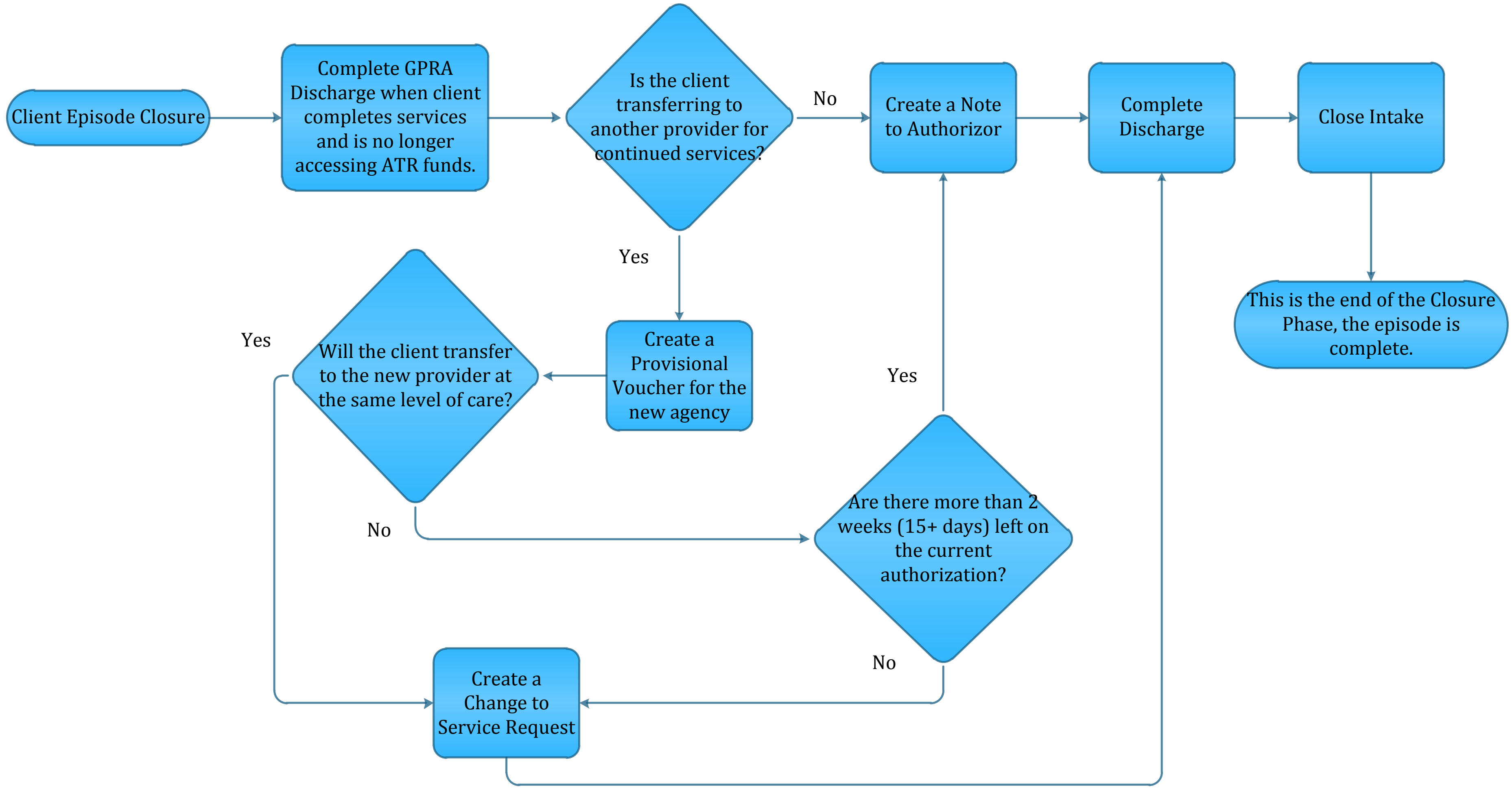


Description:

1. Accept the authorization and create the Admission.
2. Create a Service Plan. The Treatment Plan and Treatment Plan Review are available for use, but are not currently required in WITS.
3. Create a Provisional Voucher for any services to be conducted outside of your agency. The client record must have a Consent and Referral to the outside provider prior to creating a Provisional Voucher.

4. Create encounters for billable services. Providers can check the authorization to see which services are billable. It is recommended encounters are entered within 5 days, but if they are not billed within 30 days, the claims will be denied.
5. Create Miscellaneous Notes to record information in WITS that is non-billable. This may be used to track things such as conversations with BPA or the WITS Help Desk as well as record any non-billable service.
6. When the client requires updates, changes, or additional treatment services, providers will need to create an Authorization Change Request(ACR). Depending on the need, providers will create an ACR type of Add New Service request or Change to Service request. Providers will need to check the authorization to see if the request was approved or denied with a request for additional information. Once the authorization is approved, providers will accept the authorization and continue to bill for services.
7. Create the GPRA Follow-up within 5-8 months of the GPRA Intake.

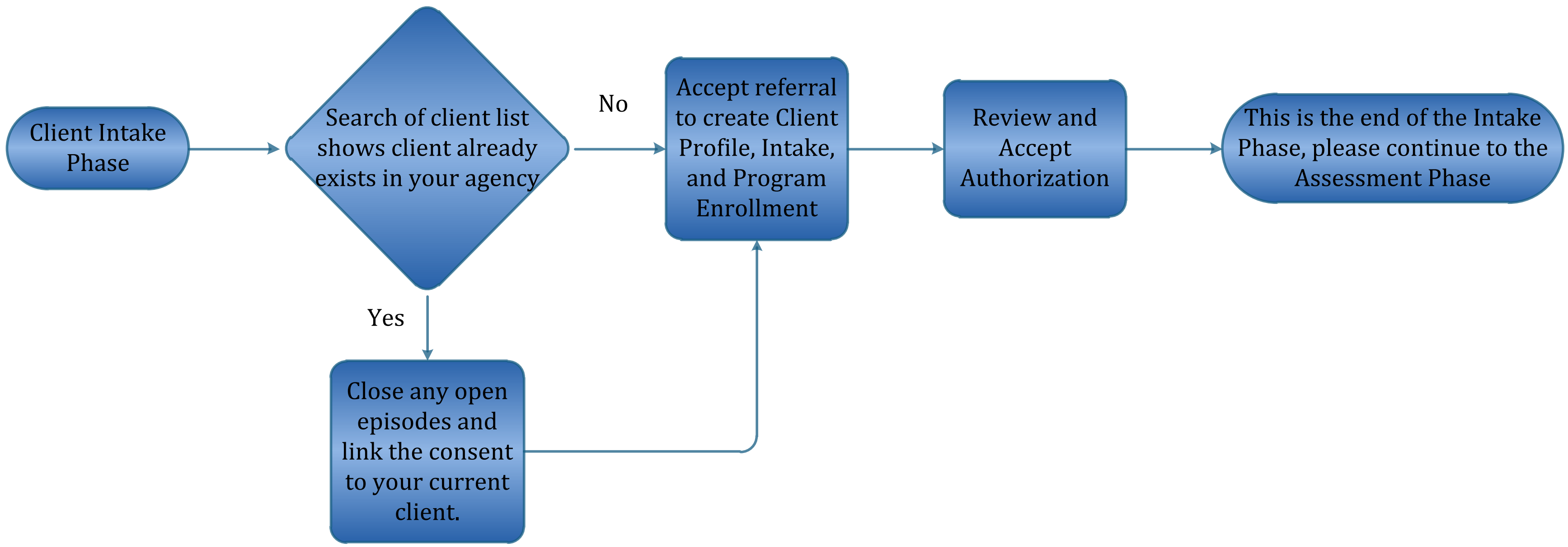
ATR4 Episode Closure Phase



Description:

1. Create the GPRA Discharge.
2. Create an Authorization Change Request(ACR) to notify DHW Contractor the client is no longer receiving services at your agency. Depending on the clients LOC, destination, and time left on the authorization, the provider will need to create an ACR type of Note to Authorizor or Change to Service. If the client is transferring to another provider, create a Provisional Voucher to transfer the treatment services to that provider.
3. Complete the Discharge and close the Intake.

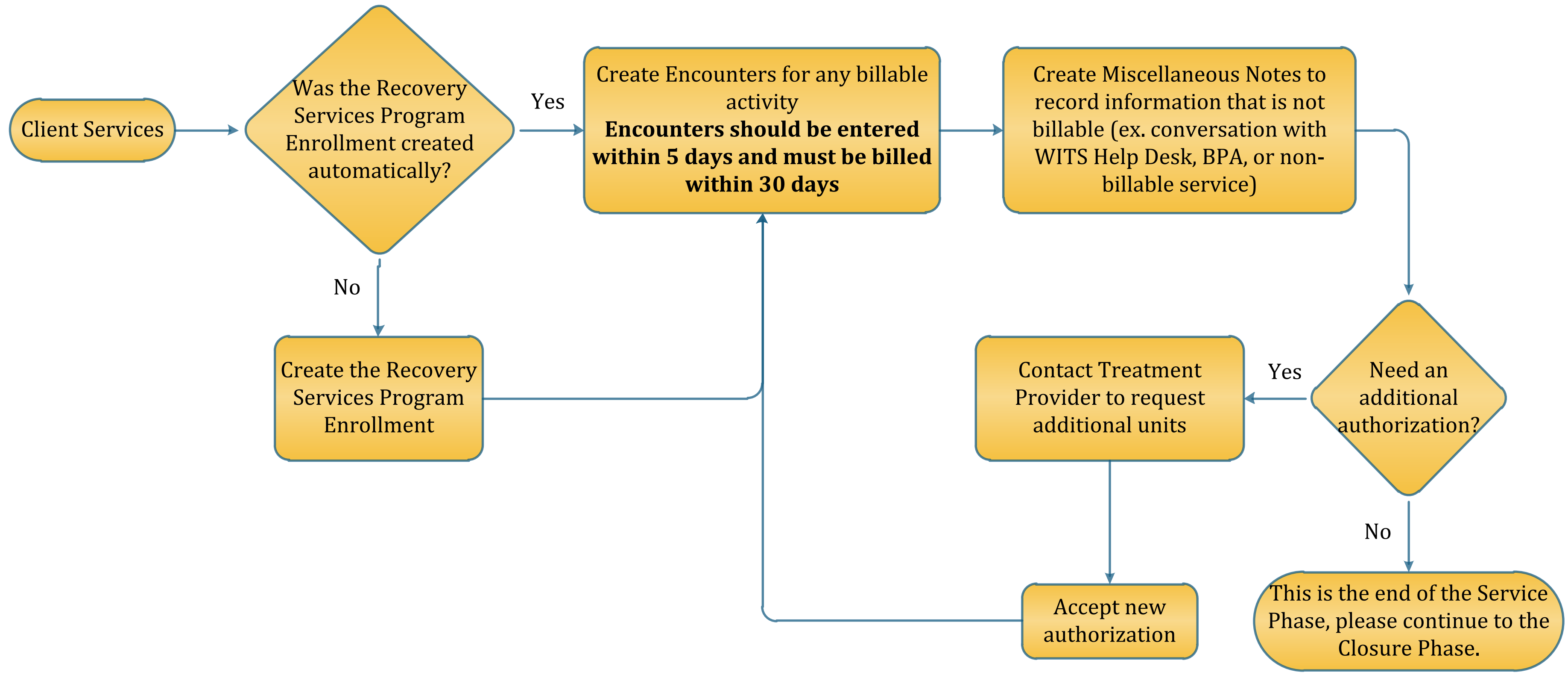
ATR4 Client Intake Phase



Description:

1. A prospective client is referred by the Treatment provider. The RSS provider can contact the client by viewing the contact information that was consented to them in WITS.
2. When the client comes to the first appointment, the RSS provider searches WITS to see if the client has a profile in their agency. If there is a profile from a previous episode, link the clients consent from an outside agency to the client in the provider agency. Close any open episodes, then accept the referral. If the client is not in WITS, the provider will only need to accept the referral.
3. Accepting the referral will create a Client Profile, Intake, and Program Enrollment. Once this is created, the provider can review and accept the authorization.

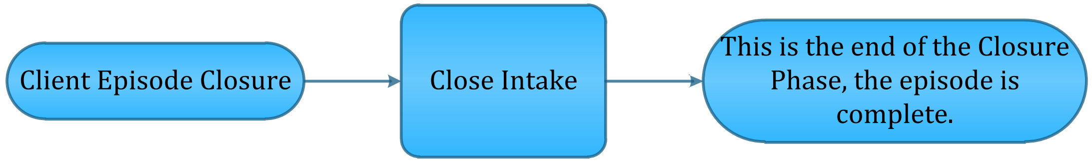
ATR4 Client Services Phase



Description:

1. [Create encounters](#) for billable services. Providers can check the authorization to see which services are billable. It is recommended encounters are entered within 5 days, but if they are not [billed](#) within 30 days, the claims will be denied.
2. [Create Miscellaneous Notes](#) to record information in WITS that is non-billable. This may be used to track things such as conversations with BPA or the WITS Help Desk as well as record any non-billable service.
3. When the client requires updates, changes, or additional services, the RSS provider will need to request the change directly from the Treatment provider. The RSS provider will accept the authorization and continue to bill for services.

ATR4 Episode Closure Phase



Description:

1. The provider must close the Intake.