

# Creating an Alert for the ATR 6 Month GPRA Follow-Up

This alert indicates the clients who are eligible for the GPRA 6 month Follow-Up. Please note that WITS will add leap year days as appropriate.

1. **Getting here:** Login, click **Agency** and click **Alerts Configuration** on the Navigation Pane (left menu).

The screenshot shows the WITS interface. The left navigation pane has 'Agency' selected. The main area displays the 'Agency List' table:

Actions	Name	Display Name	Description
	A Managed Service Contractor	A Managed Servi	
	Auth Period Testing	Auth Period Tes	
	Behavioral Health Crisis Center	BHCC	
	BPA Health	BPA Health	Agency name changed from Business Psychology Associates to BPA Health effective 10-30-15. CLH
	D Williams Agency	D Williams Agen	
	DANYA	Head Start #1	
	Department of Health & Welfare	State DHW	
	DHW Child Welfare	Child Welfare	
	DHW Contractor	DHW Contractor	DHW TEST CONTRACTOR agency for SUD
	Do not Use	Northern Idaho	
	GAIN Testing Agency	GAIN Testing Ag	
	Head Start #1	Head Start #1	
	Head Start #2	Head Start #2	
	Idaho Department of Correction	IDOC	
	Idaho Dept of Juvenile Corrections	IDJC	
	Idaho Hope Project	Idaho Hope	

2. Click **Add New Alert**.

The screenshot shows the 'Alert Configuration' page. The 'Alert Configuration List' table has an 'Add New Alert' button highlighted with a red box. The table structure is as follows:

Actions	Alert Type	Alert Name	Levels of care	Include case w/o LOC	Active	Assigned to Staff Type	Facility Excluded

3. Select the **Configuration Type of Agency** and enter the **Alert Name**.

4. Select **GPRA Followup Due** as the **Alert Type**.

5. Enter a message in **What message should appear to users?**

***NOTE: The window to complete the GPRA Followup begins 5 months after the GPRA Intake Date and ends 8 months after the GPRA Intake Date. Entering a value of 180 days as the Next Activity Date and 14 as the Days Prior to the Due Date will generate the alert 5 months and 2 weeks after the GPRA intake date.***

6. **Complete the following fields:**

- Enter 180 as the Next activity date.
- Enter 14 Days Prior to the Due Date.
- Select Which Staff Receives the message (staff member who should receive the alert).
- Select Yes or No for Should message turn red.
- Enter 74 for Alert should stop being displayed.

7. Enter the **Effective Date**.

8. Click **Finish**.

The screenshot shows the 'Agency Alert Configuration Profile' form in the Idaho-WITS Training system. The form is titled 'Agency Alert Configuration Profile' and includes a navigation menu on the left with options like 'Home Page', 'Agency Contacts', 'Agency', 'Facility List', 'Staff Members', 'Tx Team Groups', 'Client Survey', 'Drug Screening', 'Billing', 'Contract Management', 'Alerts Configuration', 'Vendor Management', 'Group List', 'Clinical Dashboard', 'Authorization Dashboard', 'Client List', 'System Administration', 'Reports', and 'Support Ticket'. The main form area contains the following fields and values:

- Configuration Type:** Agency (indicated by callout 3)
- Alert Name:** GPRA Followup Due (indicated by callout 3)
- Agency Type:** (empty field)
- Alert Type:** GPRA Followup Due (indicated by callout 4)
- Trigger Point:** GPRA Intake interview date
- Alert Category:** Client
- Alert Description:** Indicates the ATR clients where a six-month followup GPRA interview is due
- What message should appear to users?:** GPRA 6 Month Follow Up Due (indicated by callout 5)
- When is the next activity due (days after the trigger point?):** 180 (indicated by callout 6)
- How many days prior to the due date should this alert show up?:** 14 (indicated by callout 6)
- Which staff should receive the message?:** Agency Administrator (indicated by callout 6)
- Should message turn red when overdue?:** Yes (indicated by callout 6)
- Alert should stop being displayed this many days after it is generated:** 60 (indicated by callout 7)
- Effective Date:** 04/15/2016 (indicated by callout 7)
- Expiration Date:** (empty field)

At the bottom right of the form, there are three buttons: 'Cancel' (red), 'Save' (green), and 'Finish' (blue). Callout 8 points to the 'Finish' button.