

Creating a Private/Self Pay Program Enrollment

This guidance is to set up the Program Enrollment, which is a required field on the Encounter Note.

1. **Getting here:** Login, select the Facility, select Client List on the Navigation Pane (left menu), and search for your client. Select Activity List.
2. Select Program Enroll on the Navigation Pane.
3. Select Add Enrollment.

17.7.2 Idaho-WITS Training

User: Trainee8, Treatment | Location: Provider Training Agency, Treatment Location 1 | Snapshot

Client: 19-2524, A | 30613158000014 | 1 Clear Client

The filter you created has been applied to the client list.

Clients whose names are in RED are clients who currently have active alert notes.

Client Search

Agency: Provider Training Agency Facility: [Dropdown]

First Name: [Text] Last Name: [Text]

SSN: [Text] DOB: [Text]

Idaho-WITS Training Client Id: [Text] Provider Client ID: [Text]

Unique Client Number: [Text] Primary Care Staff: [Text]

Treatment Staff: [Dropdown] Intake Staff: [Dropdown]

Case Status: All Clients Other Number: [Text] Number Type: [Dropdown]

Include Only Active Consents: Yes [Dropdown]

Clear Go

Client List (Export) Add Client

Actions	Unique Client #	Full Name	DOB	SSN	Gender
[Edit]	30613158000014	19-2524, A	6/13/1958	000-00-0000	Not Known
[Edit]	2042018500001P	2013, April	4/20/1988	000-00-0000	Female
[Edit]	20101186000014	Amarylis, A	1/2/1986	000-00-0000	Female
[Edit]	20101186000014	Amarylis, A	1/1/1986	000-00-0000	Female
[Edit]	20101186000014	Anderson, Abigail	4/14/1980	000-00-0000	Female

17.7.2 Idaho-WITS Training

User: Trainee8, Treatment | Location: Provider Training Agency, Treatment Location 1 | Snapshot

Client: Medicaid, A | 20318175000014 | 1 Clear Client

Program Enrollment Add Enrollment

Actions	Program Name	Start Date	End Date	Facility	Notes
[Edit]	Adult GAIN-4 Assessment	3/18/2014		Treatment Location 1	

Finish

4. Select the Program Name of **Adolescent Private Pay/Self Pay** or **Adult Private Pay/Self Pay**. Enter the **Days on Wait List**.

5. Click **Save** and **Finish**.

NOTE: The Start Date must include the first date of service.

The screenshot displays the 'Program Enrollment Profile' form in the Idaho-WITS Training system. The form is titled 'Program Enrollment Profile' and is located under the 'Client List' menu. The form includes the following fields and controls:

- Facility: Treatment Location 1
- Program Name: Adolescent Private Pay/Self Pay (highlighted with a red arrow and number 4)
- Program Start: Trained, Treatment
- Days on Wait List: 0 (highlighted with a red arrow and number 4)
- Start Date: 1/13/2014
- End Date: (empty)
- BPA Authorization #: (empty)
- Termination Reason: (empty)
- Notes: (empty text area)

At the bottom of the form, there are three buttons: 'Cancel' (red), 'Save' (green), and 'Finish' (blue). Red arrows and numbers 4 and 5 highlight the 'Program Name' and 'Days on Wait List' fields, and the 'Save' and 'Finish' buttons respectively.