

Ending a Program Enrollment—No Treatment Level of Care

When a client moves to a different stage of the treatment process, such as from a GAIN-I Assessment to Outpatient, the program enrollment should be updated to reflect that change.

The program enrollments in WITS without a treatment level of care are: GAIN-I Assessment, Pretreatment, and Recovery Support Services.

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select **Activity List**.
2. Select **Program Enrollment** on the Navigation Pane.
3. Select **Review** on the GAIN-I Assessment program enrollment.

Client Search

Unique Client #	Full Name	DOB	SSN	Gender	Actions
21216181000018A	Brite, Rainbow	12/16/1981	000-00-0000	Female	Profile Activity List Delete Record Linked Consents

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/22/2014	4/22/2014	Completed	Review
Intake Transaction	4/22/2014	4/22/2014	Completed	Review
Admission	4/22/2014	4/22/2014	Completed	Review
Client Program Enrollment (Adolescent GAIN-I Assessment)	4/22/2014	4/22/2014	Completed	Review
Client Program Enrollment (Adolescent Intensive Outpatient)	4/22/2014	4/22/2014	Completed	Review
Discharge	4/22/2014	4/22/2014	Completed	Review

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes	Actions
Adolescent GAIN-I Assessment	4/22/2014	4/22/2014	Williams Treatment		Review Delete
Adolescent Intensive Outpatient	4/22/2014		Williams Treatment		Review Delete

4. Enter the **End Date** and select a **Termination Reason** from the drop down menu.

5. Select **Finish**.

The screenshot shows the 'Program Enrollment Profile' form in the Idaho WITS Training system. The form is titled 'Program Enrollment Profile' and includes the following fields and options:

- Facility: Williams Treatment
- Days on Wait List: 0
- Start Date: 4/22/2014
- End Date: 4/22/2014
- Program Name: Adolescent GAIN Assessment
- Program Staff: Basin, Crystal
- BPA Authorization #: [Empty]
- Termination Reason: Admin termination
- Notes: [Empty text area]

Red arrows and numbers indicate the steps: arrow 4 points to the End Date field, and arrow 5 points to the Finish button. The form also includes 'Cancel', 'Save', and 'Finish' buttons at the bottom right.