

Expended Services Report

Displays the total time per service by client over a specified timeframe for Encounter Notes that have been Released to Billing (claim items). The claim items may have a status of Released, Awaiting Review, Hold, or Batched.

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Reports** and select **Expended Services**.

The screenshot shows the Idaho WITS Training system interface. The top navigation bar includes the WITS logo, user information (User: Trainee44, Treatment; Loc: Provider Training Agency, Treatment Location 1; Client:), a Printable View icon, and a Logout button. The left navigation pane lists various system functions, with 'Reports' selected. The main content area displays a 'Report Catalog' with a search bar and a list of reports categorized by function. A red arrow with a white circle containing the number '1' points to the 'Expended Services' link in the Billing section.

| Report Title | Access |
|--|---------------|
| Admissions: Client Demographics | Access |
| Agency Client Movement | |
| Client Demographic by Substance | |
| Program Client Movement | |
| Referrals in by Agency | |
| Referrals out by Agency | |
| Waitlist by Agency, Facility & Program | |
| Program Enrollment Counts | QA/QC |
| Client List by Program | |
| Agency/Facility Client Terminations | |
| Pending Cases | |
| Programs-Staffing Allocations | Security |
| Unfinished Client Activities | |
| Staff Permissions Summary | Miscellaneous |
| Admission Data | |
| Billable Services | |
| Client Profile Data | |
| Combined Note Data | |
| WITS Data Dictionary | |
| Discharge Data | |
| Encounter Data | |
| GPRA Assessment Data | |
| Adjudication Results | |
| Aging and Trial Balance | |
| Authorized Services | |
| Billing Transaction Data | |
| Claims Reconciliation | |
| Contract Summary | |
| Expended Services | |

2. Select the **report criteria**.

3. Select **On Screen**.

4. The report will display in a separate PDF window.

Expend Services
Agency: Provider Training Agency

Choose Facility(s)

Available Facilities: Treatment Location 1, Treatment Location 2
Selected Facilities:

Choose Service(s)

Services: (CC) Consultation/Collateral, (CI) Crisis Intervention, (CR) Community Reintegration, (CS) Community Crisis Support
Selected Services:

Date Range: From 6/3/2014 To 6/10/2014

On Screen Cancel

Idaho-WITS Training - Microsoft Internet Explorer provided by Department of Health and Welfare
https://idaho-training.witsweb.org/System.aspx

File Edit View Favorites Tools Help

Idaho-WITS Training

Agency: Provider Training Agency
Facilities: ALL
Services: ALL
Date Range: 1/1/2014 - 6/10/2014

Provider Training Agency, Treatment Location 1

| Client name | Service | Service Date | Duration | Duration type |
|-----------------|----------------------------------|--------------|-------------|--------------------|
| A, Client | Drug/Alcohol Testing | 03/01/2014 | 15 minutes | 15 Min |
| SUBTOTAL | | | | 15 minutes |
| Ackerson, Susan | GPRA Discharge Interview | 02/05/2014 | 20 minutes | 20 Min |
| SUBTOTAL | | | | 20 minutes |
| Again, T-rax | OP and IOP (Group) | 01/30/2014 | 150 minutes | 150 Min |
| SUBTOTAL | | | | 2 hours 30 minutes |
| Allen, Bill | Alcohol or Drug Assessment | 02/06/2014 | 90 minutes | 90 Min |
| SUBTOTAL | | | | 1 hours 30 minutes |
| Allen, Bill | GPRA Follow-up Interview | 04/18/2014 | | |
| SUBTOTAL | | | | |
| Allen, Fred | OP and IOP ATR (Group) | 02/06/2014 | 90 minutes | 90 Min |
| SUBTOTAL | | | | 1 hours 30 minutes |
| Banana, A | Alcohol or Drug Assessment | 01/20/2014 | 15 minutes | 15 Min |
| SUBTOTAL | | | | 15 minutes |
| Bean, Jack | GPRA Intake Interview | 01/01/2014 | 30 minutes | 30 Min |
| SUBTOTAL | | | | 30 minutes |
| Calibur, X | Intensive Outpatient (Education) | 02/12/2014 | 30 minutes | 30 Min |
| SUBTOTAL | | | | 30 minutes |
| Calibur, X | GPRA Follow-up Interview | 02/12/2014 | | |
| SUBTOTAL | | | | |

Expended Services Definitions

| Field | Definition |
|---------------|---|
| Agency | The name of your Provider Agency. |
| Facilities | The name of the selected Facilities on the Expended Services Report screen. |
| Services | The name of the selected Services on the Expended Services Report screen. |
| Date Range | The Date Range selected on the Expended Services Report Screen. |
| Client Name | Name of the Individual client. |
| Services | Name of the Service selected on the Encounter Note. |
| Service Date | Date the service was provided (Encounter Start Date). |
| Duration | Total time calculated for the Encounter note. |
| Duration Type | Type of Duration: minutes or Unit based (0 Min). |
| Subtotal | Total time for each service by client. |
| Run Date | Date the Expended Services Report was generated. |
| Run By | Name of the staff member who generated the Expended Services Report. |