

Quick Start Guide (funding source change for May and June 2014)

Juvenile Drug Court and IDJC JJ SUD Program

1. Ending the ISC funding for each Juvenile Drug Court Client:

- a. The Treatment Provider will put an end date of 4/30/14 in the Client Group Enrollment (Idaho Supreme Court payor plan) that currently exists for the Juvenile Drug Court participants in your agency.

The screenshot shows the Idaho WITS Training system interface. The top navigation bar includes the WITS logo, user information (Proctor, Lynn), location (Provider Training Agency), and client information (Bumble, Bee | 20415190789002E | Case #: 1). The main content area is divided into two sections: 'Payor List' and 'Government Contract Billing Information'. The 'Payor List' section contains a table with the following data:

Priority	Plan	Group	Contract	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date	Actions
	ISC - Auth Required	ISC Residential/RSS	ISC-Provider Training	20415190789002E		10/1/2013	6/30/2014	Edit Remove

The 'Government Contract Billing Information' section shows the following details:

- Plan Type: Government Contract
- Contract: 1,22 2014,ISC-Provider Training
- Plan-Group: ISC - Auth Required-ISC Residential/RSS
- Subscriber #: 20415190789002E
- Start Date: 10/1/2013
- End Date: 4/30/14

The 'End Date' field is highlighted with a red circle. The interface also includes a 'Cancel' button and a 'Save' button.

- b. Idaho Supreme Court will end all active ISC authorizations for Juvenile Drug Court participants effective 4/30/14.
- c. The Treatment Provider will submit all Idaho Supreme Court claim items through 4/30/14 to ISC no later than 5/31/14. This includes all FFS (authorized) and FFS-E (flat rate) claim items.

2. Starting IDJC funding for each Juvenile Drug Court Client:

- a. The IDJC JJ SUD Program will create Consents, Referrals and Authorizations for Juvenile Drug Court clients to the Treatment Provider for 5/1/2014 to 6/30/2014.
- b. The Treatment Provider will **Link** the IDJC JJ SUD Program Consents to their existing Juvenile Drug Court clients in their client list.
 - i. Enter the name of your client and click Go.
 - ii. Clients in your agency will display in the Client List section of the screen. Clients with Consent from another agency will display in the Clients with Consents from Outside Agencies section of the screen. **Verify the clients are the same.** Click Link.
 - iii. Enter the search criteria for the client in your agency, Click Go.
 - iv. Click Link
 - v. Click YES to Link. The Consent is now linked.

Idaho-WITS Training

User: Proctor, Lynn
Loc: Provider Training Agency, Treatment Location 1
Client:

Printable View 15.6.0 Logout

Home Page
Agency
Group List
Clinical Dashboard
Client List
Client Profile
Gain Short Screener
Eligibility Screener
Benefit Application
Linked Consents
Non-Episode Contact
Activity List
Episode List
System Administration
My Settings
Reports

Client Search

Agency: Provider Training Agency

Facility:

First Name: Last Name:

SSN: DOB:

Idaho-WITS Training Client Id:

Unique Client Number: Provider Client ID:

Treatment Staff: Primary Care Staff:

Case Status: All Clients Intake Staff:

Other Number: Number Type:

Include Only Active Consents: Yes

Clear Go

Client List (Export) Add Client

Unique Client #	Full Name	DOB	SSN	Gender	Actions
11010187859302U	Bunny, Bugs	10/10/1987	382-94-8593	Male	Profile Activity List Linked Consents
20420190000005S	Bunny, Ester	4/20/1990	000-00-0000	Female	Profile Activity List Linked Consents

Clients with Consents from Outside Agencies

Agency	Unique Client #	Client Name	DOB	SSN	Gender	Actions
Idaho Supreme Court	20420190333305S	Bunny, Ester	4/20/1990	333-33-3333	Female	Activity List Link Remove

Idaho-WITS Training

User: Proctor, Lynn
Loc: Provider Training Agency, Treatment Location 1
Client:

Printable View 15.6.0 Logout

Home Page
Agency
Group List
Clinical Dashboard
Client List
Client Profile
Gain Short Screener
Eligibility Screener
Benefit Application
Linked Consents
Non-Episode Contact
Activity List
Episode List
System Administration
My Settings
Reports

Link to Consented Client

Full Name: Bunny, Ester DOB: 4/20/1990
Client Number: 20420190333305S SSN: 333-33-3333

Link Client Search

Agency: Provider Training Agency

Facility:

First Name: Last Name:

SSN: DOB:

Unique Client Number: Provider Client ID:

Other Number: Number Type:

Clear Cancel Go

Unique Client #	Full Name	DOB	SSN	Gender	Actions
11010187859302U	Bunny, Bugs	10/10/1987	382-94-8593	Male	Link
20420190000005S	Bunny, Ester	4/20/1990	000-00-0000	Female	Link

Idaho-WITS Training

User: Proctor, Lynn
Loc: Provider Training Agency, Treatment Location 1
Client:

Printable View 15.6.0 Logout

Home Page
Agency
Group List
Clinical Dashboard
Client List
Client Profile

Are you sure you want to link current consented client Bunny, Ester's consent to client Bunny, Ester?

Yes No

Idaho-WITS Training

User: Proctor, Lynn
Loc: Provider Training Agency, Treatment Location 1
Client: Bunny, Ester | 20420190000005S

Printable View 15.6.0 Logout

Home Page
Agency
Group List
Clinical Dashboard
Client List
Client Profile
Fee Determination
Gain Short Screener
Eligibility Screener
Benefit Application
Linked Consents
Non-Episode Contact
Activity List
Episode List
System Administration
My Settings
Reports

Linked Client Consents in Other Agencies

Consenting Agency:

Clear Cancel Go

Linked Consent List Add Link

Agency	Client Name	Unique Client #	DOB	SSN	Min Act. Date	Max Act. Date	Actions
Idaho Supreme Court	Bunny, Ester	20420190333305S	4/20/1990	333-33-3333	4/18/2014	4/18/2014	Consented Activity List Unlink

c. The Treatment Provider will find and ACCEPT the IDJC JJ SUD Program Referrals.

Referrals for Treatment Location 1 (Export)

Referral Status Codes: Placed/Accepted, Referred Terminated, Refused Treatment, Rejected by Program

Search Criteria: Referral Created/Pending

Unique Client Number: [] **Created Date:** [] **Referred Date:** []

First Name: [] **Last Name:** []

Table:

Actions	Unique Client #	Client Name	DOB	Created Date	Referring Agency/Facility	Referred To Modality	Referral Status	Ref to Facility	Referral Comments
Review	10401190412304O	Juan, Don	4/1/1990	4/21/2014	Idaho Supreme Court/Test Facility	Assessment	Referral Created/Pending	Treatment Location 1	
Review	20102190000002R	Knight, Breezey	1/2/1990	3/26/2014	Idaho Supreme Court/Test Facility	Assessment	Referral Created/Pending	Treatment Location 1	
Review	20420190333305S	Bunny, Ester	4/20/1990	4/18/2014	Idaho Supreme Court/Test Facility	Assessment	Referral Created/Pending	Treatment Location 1	
Review	20219190000018A	Week, Rainy	2/19/1990	4/3/2014	Idaho Supreme Court/Test Facility	Assessment	Referral Created/Pending	Treatment Location 1	

Client Referral for Knight, Breezey

Referred By:

- Agency: Idaho Supreme Court
- Facility: Test Facility
- Staff Member: Proctor, Lynn
- Program: []
- State Reporting Category: []
- Reason: GAIN-H Recommended based on GAIN Short Screener
- If Other: []
- Is Consent Verification Required? Yes
- Is Consent Verified? Yes
- Continue This Episode of Care? No

Referred To:

- Signed Consents: Provider Training Agency
- Agency: Provider Training Agency
- Facility: Treatment Location 1
- Staff Member: []
- Program: Adult GAIN-H Assessment (NA)
- State Reporting Category: Adult GAIN-H Assessment
- Non-System Agency: []
- Non-System Modality: []
- Non-System Specifier: []
- Appt Date: Undetermined
- Consents Granted: Consent Date: 3/26/2014
- Disclosure Domains: Admission (UD, +10), Recovery Plan (UD, +10), Recovery Plan Review (UD, +10), Client Eligibility (UD, +10), Client Information (Profile) (UD, +10)

Comments: []

Referral Status: Placed/Accepted

Referral Date: 3/26/2014

Projected End Date: []

Created Date: 3/26/2014 11:20 AM

Buttons: Cancel, Finish

d. The Treatment Provider will ACCEPT the Authorization from the IDJC JJ SUD Program (accepting the Authorization will automatically create a Client Group Enrollment for IDJC in the Client Profile).

Client Profile for Knight, Breezey

Client Profile:

- First Name: Breezey
- Middle Name: []
- Last Name: Knight
- Gender: Female
- DOB: 1/2/1990
- SSN: 000-00-0000
- Driver's License: []
- Access Category: []
- Has paper file: Yes

Administrative Actions: Cancel, Save, Finish

Alternate Names:

Last Name	First Name	Middle Name	Client Alias Type	Actions

Addresses:

Address Type	Address	Confidential	Created	Updated	Actions
Client Home	456 Windy Street Borise, ID 83716	No	4/24/2014	4/24/2014	Review Delete

Idaho-WITS Training

User: Proctor, Lynn
 Loc: Provider Training Agency, Treatment Location 1
 Client: Knight, Breezey | 2010219000002R

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15.5.0

Logout

Home Page
 Agency
 Group List
 Clinical Dashboard
 Client List
 Client Profile
 Alternate Names

Authorization List [Add New Authorization Record](#)

Auth #	Payor	Status	Effective Date	End Date	Authorized	Encumbered	Expended	Available	Last Activity Date	Actions
1821		Pending	3/26/2014	5/26/2014	\$1,764.00	\$0.00	\$0.00	\$1,764.00	3/26/2014	Profile

Idaho-WITS Training

User: Proctor, Lynn
 Loc: Provider Training Agency, Treatment Location 1
 Client: Knight, Breezey | 2010219000002R

Printable View

15.5.0

Logout

Home Page
 Agency
 Group List
 Clinical Dashboard
 Client List
 Client Profile
 Alternate Names
 Additional Information
 Military Information
 Contact Info
 Collateral/Cust. Contacts
 Other Numbers
 History
 Client Group Enrollment
 Authorization
 Employment
 Allergies
 Gain Short Screener
 Eligibility Screener
 Benefit Application
 Linked Consents
 Non-Episode Contact
 Activity List
 Episode List
 System Administration
 My Settings
 Reports

Authorization for Knight, Breezey

The voucher can not be edited since Edit Local Voucher Key Activity is not selected for the contract plan.

Group Enrollment: _____ Status: Pending
 Plan: ISC - Auth Required Contract: 1.22.2014 - ISC-Provider Training / 10/1/2013 - 6/30/2014 - ISC - Auth Required-ISC
 Authorization #: 1821 Date Approved: 3/26/2014
 Administering Agency: Idaho Supreme Court Updated Date: 3/26/2014 11:21 AM
 Effective Date: 3/26/2014 Updated By: Proctor, Lynn
 End Date: 5/26/2014

Comments

Authorized Services List

Service	Authorized Units	Authorization Amt	Encumbered	Expended	Available Units
Adult Residential	10	\$1,764.00	\$0.00	\$0.00	10.00

Actions: [Accept](#) [Decline](#)

Total Authorized: \$1,764.00
 Total Encumbered: \$0.00
 Total Expended: \$0.00
 Total Available: \$1,764.00

[Finish](#)

e. The Treatment Provider will bill IDJC for services through the associated authorizations from 5/1/2014 to 6/30/2014.

3. Dates of services after this date will be contingent upon funding provided by ISC.

If you have questions about this process, please contact:

IDJC JJ SUDS Program:

Joni Ward joni.ward@idjc.idaho.gov or (208) 577-5450 **OR** Liza Clinger Liza.Clinger@idjc.idaho.gov or (208) 577-5449

ISC Behavioral Health/ SUDS Program:

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