

# IWUG Online Meeting Minutes

March 3, 2016

## Topics discussed:

### Announcements

None at this time.

### WITS Production Updates

None at this time.

### Documentation Update - Entering New Staff Profiles

Carissa directed everyone to a new document titled "Entering New Staff Profiles for SUD Network," which is a step-by-step guide located on the website [www.wits.idaho.gov](http://www.wits.idaho.gov) under the AWA tab. It provides instructions how to add all of the requirements to be completed when adding staff member accounts in your agency. The "permissions cheat sheet" is a reference guide that's included to aid in assigning permissions for your staff based on the needs of their position. This document only applies to the SUD provider network at this time.

### WITS Development

#### **Testing and Release Schedule**

The upcoming WITS release, 18.5.1, is scheduled to go into the testing environment this Thursday. It's projected to be released to Production mid-month. Unless any critical issues are found in this release, the following work items will be pushed to Production in this timeframe:

#### Work Item 28473: Turn off the authorization change request type "Add New Service"

The ACR type of "Add New Service" will be removed from all authorization change request menus. The current process will remain the same for the Note to Authorizer type. When requesting changes to treatment levels of care, "Change to Service" will now be the only type available to select.

#### Work Item 28473: Turn off "Add ASAM Concurrent Review" for "Note to Authorizer" type ACR

When a "Note to Authorizer" type ACR is selected, the "Add ASAM Concurrent Review" option will no longer appear in the Actions box. Since an ASAM Concurrent Review is not required with a "Note to Authorizer" type ACR, removing that option should help reduce confusion.

#### Work Item 28391: GPRA Follow Up Due now includes IYTP grant results

The error that didn't allow viewing IYTP Follow Up Due GPRAs on the Follow Up Due search screen has been fixed. Follow Ups that are due for both the three- and six-month IYTP GPRAs will now populate when searched for.

#### Work Item 23034: Add "Export" function to Authorization Dashboard screen

The functionality to export the Authorization Dashboard to Excel is now active and is located along the main blue bar of the Authorization Dashboard.

#### Work Item 28319: GRRS Report will display staff and client names in FN/LN order

When running and reviewing the GRRS, the staff and client names will no longer be displayed in Last Name, First Name order. They will be displayed in First Name/Last Name order.

#### WITS Error Workarounds

Two bugs that currently exist in Production can be found in the HELP dropdown and the Vital Signs List. If HELP is selected from the WITS web interface, the user will be returned to the login page instead of to [www.wits.idaho.gov](http://www.wits.idaho.gov). Until the upcoming release, please continue to access [www.wits.idaho.gov](http://www.wits.idaho.gov) through a separate browser window. On the Vital Signs List, exporting the results will return a "yellow page error," which will be fixed in the upcoming 18.5.1 release. Please refrain from exporting your Vital Signs Lists at this time.

#### Training Session Topic Suggestions

A supplemental open training session is a new IWUG feature that will be provided on the third Thursday of every month. It will be accessible for viewing and participation from the training calendar on the website [www.wits.idaho.gov](http://www.wits.idaho.gov). On the monthly IWUG call, the facilitator will request suggestions about system processes that providers' staff members frequently require clarification about or assistance with. The WITS Help Desk will use those suggestions to create an open forum Q&A training session. Carissa requested suggestions for training items to cover at the March 17 session but none were offered at this time. Any suggestions that arise before then should be sent to the WITS Help Desk e-mail at [dbhwitshd@dhw.idaho.gov](mailto:dbhwitshd@dhw.idaho.gov).

#### **PARTNER AGENCY UPDATES**

##### **BPA Health:**

*Sharon Burke*

##### **Follow-Up Survey Authorizations**

BPA is monitoring when it's been 30 days post-discharge and creating authorizations for the Follow Up Survey. Sharon asked if anyone has received one of those and contacted a client. Jack at Therapy in Motion replied that they've sent one out but have received no response. Information is available at [www.wits.idaho.gov](http://www.wits.idaho.gov). Providers should have a Consent on file and try to contact clients by phone, e-mail, etc.

##### **Spring Meet and Greet**

The annual Spring Meet & Greet is coming up. New IDAPA rules will become effective July 1 and the changes will be added to the manuals.

### **Open Intakes/Discharges Notification**

Sharon reminded everyone about the discharge process. She requested that providers try not to leave cases open longer than 30 days of inactivity or after a client leaves treatment.

### **Outcomes**

Rosie discussed outcomes and said they are now considering expanding outcomes to other populations.

Carissa reminded everyone that a Follow Up guidance is available on our website.

### **Department of Health & Welfare:**

*Dan Greenleaf*

### **Level of Care/Discharge Data**

On the Discharge data, Dan advised that the question "Is methadone planned?" should always be answered as NO, even if the client is receiving some methadone.

*Rosie Andueza*

Rosie advised that all submitted data needs to be correct. She said SAMSHA asks questions about the data and it can affect whether we receive block grants or not.

### **Idaho Department of Correction:**

*Lorenzo Washington*

No updates at this time.

### **Idaho Department of Juvenile Corrections:**

*Joni Ward was unable to attend today so Carissa relayed the following information for her:*

IDJC does not utilize authorization change requests. Requests should be made through the client's P.O. When upcoming WITS changes go into effect, authorization change requests will not be an available option, which should prevent confusion. IDJC does not need GAIN assessments consented to them. IDJC is the direct contact for any billing and payment questions about their clients' services.

### **WITS Help Desk:**

*Michelle Buskey*

### **Treatment Plan Re-Design**

Michelle reported that we currently have a work group that is working on re-designing the treatment plan.

## **PROVIDER UPDATES**

### **New Provider Spotlight**

#### *Extra Mile Transportation*

March, who is a co-owner of new network provider Extra Mile Transportation, reported that they've been in business for a year and a half. They have provided wheelchair transportation for 3 years. They also escort their clients to and from their destinations. Extra Mile Transportation serves clients in the Boise/Meridian/Eagle area. They have 3 wheelchair-accessible vans and 3 ambulatory vehicles for transporting clients.

### **Workgroup Updates**

Michelle reported that we currently have a work group working on re-designing the treatment plan.

### **Upcoming Provider Work Groups**

Michelle requested that anyone interested in participating in future work groups send an e-mail to the WITS Help Desk and a staff member will contact you.

### **Q&A**

None at this time.