

Establishing a Supervisor Loop on Encounters for Medicaid Services

Designate Clinical Supervisors in WITS

1. Getting here: Login, select **Agency, Staff List**, and click **Go** on the Agency Staff Search.

2. Click **Go** on the Agency Staff Search.

3. Locate the Clinical Supervisor and click  and **Review** in the Actions column.

Reset Logon	Actions	Last Name	First Name	Agency	Email	Has System Access	# Days Since Last Login
		Trainee40	Treatment	Provider Training Agency	willingr@dhw.idaho.gov	Yes	602
		Trainee41	Treatment	Provider Training Agency	willingr@dhw.idaho.gov	Yes	602
		Trainee44	Treatment	Provider Training Agency	buskeym@dhw.idaho.gov	Yes	61
		Trainee0	Treatment	Provider Training Agency	linderc@dhw.idaho.gov	Yes	141
		Walker Center	AWA	Provider Training Agency	debby@thewalkercenter.org	Yes	692
		Walker Center	Clinical	Provider Training Agency	debby@thewalkercenter.org	Yes	728
		Walker Center	Non-Clinical	Provider Training Agency	debby@thewalkercenter.org	Yes	728
		Ward	Joni	Provider Training Agency	Joni.Ward@idjc.idaho.gov	Yes	665
		Wamko& Woolf	AWA2	Provider Training Agency	brandi.weservices@gmail.com	Yes	
		Wamko& Woolf	AWA1	Provider Training Agency	brandi.weservices@gmail.com	Yes	
		Williams	Bryce	Provider Training Agency	brina.jensen@bpahealth.com	Yes	342
		Williams	Dennis	Provider Training Agency	williamsd@dhw.idaho.gov	Yes	42
		Robert	Robert	Provider Training Agency	willingr@dhw.idaho.gov	Yes	1
		Wilmoth	Boyd	Provider Training Agency	WilmotB@dhw.idaho.gov	Yes	575

4. Select the Staff Type of **Clinical Supervisor**.

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

NOTE: If utilizing WITS to track and upload claims for Medicaid clients, the Clinical Supervisor must have a National Provider ID number entered on the Staff Profile.

Staff Profile

First Name **Dennis** Middle Last **Williams**
Prof. Credentials Gender **Male** DOB

Taxonomy

Category
Sub-Category
Specialty

Email **williamsd@dhw.idaho.gov** Staff Type **Clinical Supervisor**
Social Security Clinical Supervisor **BPA, Regional Coordinator**
National Provider ID **1456545789** Manager Name **Supervisor, Clinical**
Title Employment Type
Start Date **1/1/2015** End Date Comments
Dev Plan Date Perf Rev
Last TB Test Date

Policies & Procedures Manual Reviewed? **Unknown** Background Check Outcomes Acceptable? **Unknown**
Required Background Checks Completed? **Unknown** Last Performance Appraisal Process Participation? **Unknown**

willy 3/24/2015 1:53 PM **Cancel** **Save** **Finish**

Staff Employment History

Start Date	End Date	Prof. Credentials	Updated Date	Updated By
1/1/2015			1/8/2015	Williams, Denise

Assign a Clinical Supervisor to All Clinical Staff in WITS

1. **Getting here:** Login, select **Agency, Staff List**, and click **Go** on the Agency Staff Search.
2. Click **Go** on the Agency Staff Search.

User: Buskey, Michelle | Location: Provider Training Agency, Treatment Location 1

Home Page | Agency Contacts | **Agency** | Agency List | GPRA Discharge Due | GPRA Follow-up Due | Facility List | **Staff List** | Staff Profile | Contact Info | Staff Assignment | Staff Language | Staff Qualifications | Account Information | Other Identifiers | Staff System Usage | Staff-Plan Profile

Agency Staff Search

Agency: Provider Training Agency | User ID: | Staff Active Indicator: Active | Last Name: | Clear | **Go**

Agency Staff List | Add New Agency Staff Record

Reset Logon	Actions	Last Name	First Name	Agency	Email	Has System Access	# Days Since Last Login

3. Locate the Clinical Staff without a National Provider ID number and click  and **Review** in the Actions column.

Home Page | Agency Contacts | Agency | Agency List | GPRA Discharge Due | GPRA Follow-up Due | Facility List | Staff List | Staff Profile | Contact Info | Staff Assignment | Staff Language | Staff Qualifications | Account Information | Other Identifiers | Staff System Usage | Staff-Plan Profile | TX Team Groups | System Usage | Drug Screening | Billing | Contract Management | Alerts Configuration | Vendor Management | Group List | Clinical Dashboard | Authorization Dashboard

Agency Staff Search

Agency: Provider Training Agency | User ID: | Staff Active Indicator: Active | Last Name: | Clear | **Go**

Agency Staff List | Add New Agency Staff Record

Reset Logon	Actions	Last Name	First Name	Agency	Email	Has System Access	# Days Since Last Login
		Trainee40	Treatment	Provider Training Agency	willingr@dhw.idaho.gov	Yes	602
		Trainee41	Treatment	Provider Training Agency	willingr@dhw.idaho.gov	Yes	602
		Trainee44	Treatment	Provider Training Agency	buskeym@dhw.idaho.gov	Yes	61
		Trainee8	Treatment	Provider Training Agency	linderc@dhw.idaho.gov	Yes	141
		Walker Center	AWA	Provider Training Agency	debby@thewalkercenter.org	Yes	692
		Walker Center	Clinical	Provider Training Agency	debby@thewalkercenter.org	Yes	728
		Walker Center	Non-Clinical	Provider Training Agency	debby@thewalkercenter.org	Yes	728
		Ward	Joni	Provider Training Agency	Joni.Ward@idpc.idaho.gov	Yes	665
		Wanke& Woolf	AWA2	Provider Training Agency	brandi.wservices@gmail.com	Yes	
		Wanke& Woolf	AWA1	Provider Training Agency	brandi.wservices@gmail.com	Yes	
		Williams	Bryce	Provider Training Agency	briana.jensen@bpahealth.com	Yes	342
		Williams	Dennis	Provider Training Agency	williamsd@dhw.idaho.gov	Yes	42
		Robert		Provider Training Agency	willingr@dhw.idaho.gov	Yes	1
		Wilmoth	Boyd	Provider Training Agency	WilmothB@dhw.idaho.gov	Yes	575

4. Select the Staff Type of Paraprofessional.

NOTE: The Clinical Supervisor field becomes a required field when the Staff Type of Paraprofessional is selected.

5. Select the Name of the appropriate Clinical Supervisor.

6. Click Save and Finish.

Staff Profile

First Name Denise Middle Last Williams
Prof. Credentials Gender Female DOB

Taxonomy

Category **4**
Sub-Category
Specialty

Email dbhwitshd@dhw.idaho.gov Staff Type Paraprofessional
Social Security Clinical Supervisor Hawkins, Cheryl
National Provider ID Manager Name Buskey, Michelle
Title Employment Type
Start Date 1/14/2011 End Date Comments
Dev Plan Date Perf Rev
Last TB Test Date

Policies & Procedures Manual Reviewed? Unknown Background Check Outcomes Acceptable? Unknown
Required Background Checks Completed? Unknown Last Performance Appraisal Process Participated? Unknown