



DATE: November 15, 2013

TO: Business Psychology Associates SUD Provider Network

FROM: Business Psychology Associates (BPA) Provider Network Management

RE: WITS Authorization and Referral Processes for ATR Module Implementation (Updated to December 9<sup>th</sup>)

On October 31<sup>st</sup>, you received correspondence from BPA regarding the ATR WITS Transition and a provisional voucher timeline. This is to notify you that we are delaying the **November 18<sup>th</sup> change to December 9<sup>th</sup>**. You will see that outlined below. We hope this additional time improves the transition to the new system and appreciate your cooperation and understanding during this process.

### Effective **November 1, 2013**

From November 1<sup>st</sup> to ~~November 17<sup>th</sup>~~ December 8<sup>th</sup>, BPA and the WITS Help Desk will be working with treatment providers to train on the new functionality for authorizing services. During this time, the WITS Help Desk will enter authorizations on your agency's behalf. Any requests you send to BPA to ask for authorization to a Stand-Alone RSS provider, if approved, will be forwarded to the WITS Help Desk for entry into WITS. The provisional voucher will be approved and the RSS provider can bill against it by following the directions here: [Batching & Billing Claims](#).

This process will not impact any Recovery Support Services that you (the Treatment Provider) do within your agency. This only applies to services that are referred out of your agency.

The ATR WITS Process you will be required to enter into WITS as will be as follows:

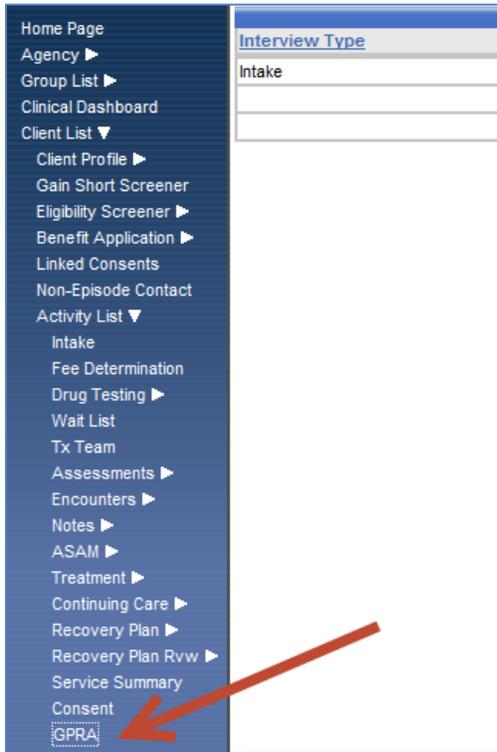
1. Accept referrals and authorizations for ATR clients by following the directions here: [Accepting referrals & authorizations](#).
2. Close Substance Abuse (aka SUD) intake (if existing) in your agency. If two intakes exist for one client in your agency, you will be given the following screen when clicking on the client's activity list. Close the SUD intake by clicking review and following the directions here: [Discharging ATR clients](#).
  - a. Encounter notes entered into WITS prior to November 1<sup>st</sup> that have not been released, batched, or billed should remain unreleased, not batched and not billed within the Substance Abuse intake.

**i** Please select a case, or click Start New Episode.

Episode List for Amaryllis, A								Start New Episode
Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE	Domains	Actions
1	Open Active	Williams Treatment	Williams, Denise	6/24/2013		Williams Treatment/Adult Outpatient : 9/4/2013 -	Substance Abuse	<a href="#">Review</a>
2	Open Active	Williams Treatment	Moyer, Casey, LMSW	7/8/2013		Williams Treatment/Adult Outpatient : 9/4/2013 -	ATR	<a href="#">Review</a>

3. Once the SUD Intake is closed, the system will automatically take you to the ATR intake (you will no longer be required to choose it from this list).
4. In the ATR intake, complete the following:

- a. GPRA Interviews that need to be conducted or are due:
  - i. If you had done GPRA Interviews on paper between 10/28/2013 and 10/31/2013, you will enter those into WITS.
  - ii. If you had previously completed a GPRA through the BPA system that GPRA will now show up in WITS.



- b. Encounter notes for dates of service 11/1/13 forward
- c. Batch and bill claims for payment

Effective **December 9, 2013** Treatment Providers will be required to enter Provisional Authorizations for any RSS provided outside of their agency. Documentation and recorded training can be found on the WITS website at [www.WITS.idaho.gov](http://www.WITS.idaho.gov) before December 9<sup>th</sup>.

Major differences between the SUD intake and ATR intake in WITS:

1. Admissions and discharges are not required for ATR intakes in WITS.
2. GPRA tracking information (e.g., follow-ups and discharges due) are under the Agency module(see below).



Effective ~~November 18<sup>th</sup>~~ December 9<sup>th</sup> the ATR WITS Process you will be required to enter:

- 3. Provisional Vouchers (aka Authorizations) are utilized in the ATR WITS module:
  - a. Provisional vouchers allow for you (the Treatment Provider) to create pending authorizations for RSS Stand-Alone agencies. For example, if your client needs to go to a different agency for transportation, you will now have the ability (for ONLY ATR clients) to consent, refer, and provisionally authorize to the RSS agency. When these authorizations are entered, they are put in a “pending” status and sent to the “DHW Contractor” (BPA) in WITS for review. BPA can then approve or deny the provisional authorization. If the authorization has been approved by BPA, the authorization is sent to the RSS provider and they can bill against it.

Note: The WITS Help Desk has entered Stand-Alone RSS vouchers on behalf of the treatment providers during the ATR transition. You can view the vouchers entered by the WITS Help Desk by going to Agency>Billing>Authorization List>Provisional Vouchers.

The screenshot shows the 'Provisional Voucher Search' interface. On the left is a navigation menu with 'Provisional Vouchers' highlighted. The main area contains search filters and a table of results.

**Provisional Voucher Search**

Provider Agency: [Dropdown] Provider Facility: [Dropdown]  
Administrative Agency: D Williams Agency Contracting Agency: [Dropdown]  
First Name: [Text] Last Name: [Text]  
Unique Client Number: [Text] Authorization#: [Text]  
Created on: [Text] Status: Provisional  
Authorization Effective Date: [Text] Payor Plan: [Dropdown]  
Authorization End Date: [Text] Created By: [Text] [Search Icon]

[Clear] [Go]

**Provisional Voucher List (Export)**

Provider Agency	Admin Agency	Service/Units
D Williams Agency	D Williams Agency	Intensive OP (Individual)/25
D Williams Agency	D Williams Agency	Intensive OP (Individual)/25
D Williams Agency	D Williams Agency	Intensive OP (Individual)/25
D Williams Agency	D Williams Agency	Intensive OP (Individual)/25
D Williams Agency	D Williams Agency	Intensive OP (Individual)/25
D Williams Agency	D Williams Agency	Intensive OP (Individual)/25
D Williams Agency	D Williams Agency	OP (Individual) Do Not Use/20
RSS Stand Alone	D Williams Agency	Case Management/1

If you have questions regarding this notification, please call the WITS Help Desk at (208) 332-7316.