UWITS Overview

UWITS includes modules to facilitate client enrollment, treatment, billing and more.

Contents

Client Enrollment Process

The Client Enrollment process includes specific steps to be completed in the following order. For assistance with each step, click on the heading name to view related documentation.

Step 1. Client Profile

Whether enrolling a client for the first time or for a subsequent enrollment, the first step is to verify the client's information and enter updated client information into UWITS.

Step 2. Intake

Once the client information has been entered or updated in UWITS, the next step is to add an Intake. An Intake is the beginning of an episode of care at a facility and is required before any other activities can be recorded. A client should only have one Open Active intake at a facility at any given time.

Step 3. Admission

The Admission form is short but captures important information, including whether the admission is an Initial admission or a transfer/change in service.

Step 4. Outcome Measure (OM)

The Outcome Measure describes the client's status in several measures which are important to recovery, including:

- employment
- housing
- funding source
- substances
- self-help participation
- medication-assisted treatment
- drug court involvement
- arrests
- criminogenic risk

A recent Outcome Measure (OM) is required before a client can be enrolled in a program. All OM data should be reviewed at each client visit to determine if there have been changes. If so, a new OM should be completed.

Step 5. Client Program Enrollment (CPE)

A client's Program Enrollment must match the Domain in their Outcome Measure. An Outcome Measure must have been completed recently—no more than 14 days prior to either an enrollment or disenrollment. A client's Program Enrollment must also match the Level of Care specified in their ASAM.

Additional Options

Once a client has been enrolled, additional options are available:

EA Treatment Plans

There are two types of Treatment Plans. Clients receiving Mental Health treatment require an EA Treatment Plan. Clients receiving treatment for Substance Use Disorder require an ASAM treatment plan. The SUD Treatment Plan is a part of the Encounter Note and is described in the documentation related to Encounter Notes.

Creating an EA Treatment Plan

Creation of an EA Treatment Plan allows for tracking diagnosis, assessments, and status of Problems, Goals, Objectives and Interventions.

Reviewing and EA Treatment Plan

Every so often, a client's treatment plan must be reviewed. This allows for the client's progress to be noted and for their Goals, Objectives and Interventions to be adjusted as needed.

Encounters

Substance Use Disorder (SUD) services, Mental Health (MH) services and Recovery Support Services (RSS) are billed via Encounter notes. Encounter notes are unique for each Domain.

- SUD Encounter Notes include an ASAM style treatment plan.
- MH Encounter Notes associate to the existing treatment plan information.

Just as the Client Program Enrollment (CPE) domain must match the Outcome Measure (OM) domain, the domain of the Encounter Note also must match the CPE domain.

Misc Notes

While Encounter Notes are billable and are used to document a specific service, Misc Notes are not billable and are used to document an event. There are several different note types:

- Case Management Note
- Collateral Information
- Contact Note
- Court Comments
- Crisis note
- Medication Administration
- MID
- Miscellaneous
- Note to file
- Violation

Consents and Referrals

A Client Disclosure Agreement (also called a Consent) is an agreement between one client and one entity (such as your agency). A completed and signed Consent is required before sharing information with any other entity. Clients may revoke a Consent at any time.

Referrals control which information is shared, for which client, from which agency and to which agency (or other entity). Referrals from your agency to another are called Referrals Out. Referrals from another agency to your agency are called Referrals In.

Discharge

A Discharge indicates the end of an episode of care for a specific client. Before closing a client's episode, the following preparation must be completed first:

1. Ensure that all treatment services have ceased.
2. All events in the Activity List must show as Completed.
3. Complete a Final Outcome Measure.
4. Disenroll client from all programs.
5. Complete the Discharge screen.

Appendix: In Progress Activities

Incomplete activities show as **In Progress** in the **Activity List**. Address each of the items listed then recheck the **Activity List** to ensure that it has been completed.