PA WITS

Prevention Service Entry User Guide

Pennsylvania DDAP
Last Updated
September 2023

Applies to: WITS Version 22.3.0+

Pennsylvania DDAP
Prevention WITS

Preface

Prevention PA WITS is a web-based application specifically designed for organizations to manage their Prevention programs effectively.

Intended Audience

This user guide has been prepared for designated **Staff Administrators** in Prevention Planning Agencies (Single County Authorities) and Direct Service Providers. Topics covered include creating user accounts, assigning appropriate system roles, and troubleshooting Tier 1 level user issues.

System Requirements

PA WITS is a web-based application accessed through an Internet (web) browser using Internet connection.

Internet Browsers

PA WITS is compatible with up-to-date versions of most modern Internet browsers such as:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Apple Safari

NOTE: When resetting PA WITS account credentials, be sure to remove any prior saved Passwords from the browser settings. Failing to do so may cause the browser to substitute the older login info upon hitting **"Submit"** and the login attempt will fail.

Pop-up Blocker

Certain features in PA WITS, such as **Snapshot** and **Scheduler**, will open in a separate browser window when selected. Make sure your browser allows pop-ups from PA WITS.

Customer Resources

PA WITS Training Material Website: Contains links to user guides and other useful system information. https://www.ddap.pa.gov/Training/Pages/DataSystem_Training.aspx

PA WITS Support Structure: Details below. Overview of the PA WITS problem reporting structure that describes the proper procedures to report various types of user issues.

PA WITS Help Desk: Email: RA-DAPAWITS@pa.gov
Phone: 717 736-7459 (M-F 8:00 am–4:00 pm)

PA WITS Production Site: https://pa.witsweb.org

PA WITS Support Structure

This section describes the various levels of the support available to users, and the types of issues each level is responsible for addressing.

Tier 1 Support: PA WITS Agency/Staff Administrator at SCA or Provider

- Champion PA WITS at your organization
- Create new staff accounts, reset passwords, lock/unlock accounts, change user account permissions.
- Have a solid understanding of PA WITS screens, business rules, and processes; be able to help users with any usability issue that is covered in PA-WITS training manuals or other available user and system documentation.
- Address user issues during normal operation hours
- Ensure users review and complete the on-demand self-service training at: (https://www.ddap.pa.gov/Training/Pages/DataSystem_Training.aspx**).** **Please note:** While the steps in these videos are still accurate for PA WITS functionality wise, the appearance of the screens will be different due to the user interface update.
- Escalate system errors or complex issues to **PA WITS Service Desk** (Tier 2 Support)

Tier 2 Support: DDAP, PA WITS Service Desk

- Available Monday-Friday, 8 AM – 4:00 PM (except on State Holidays) to answer calls or emails from the SCA or Provider's **Tier 1** support designee.
- Email: RA-DAPAWITS@pa.gov
- Phone: 717-736-7459
- Work with SCA or Provider's Agency or Staff Administrator to see the issue through to resolution. If the problem cannot be resolved, DDAP will escalate the issue to Tier 3 support.

Tier 3 Support: FEi Systems

The PA WITS Service Desk will work with the vendor, Fei Systems, to address issues not resolved at the Tier 1 or 2 levels, and to address other system defects or availability issues.

Table of Contents

Part 1: Pennsylvania Prevention WITS Workflow

Direct Service Provider

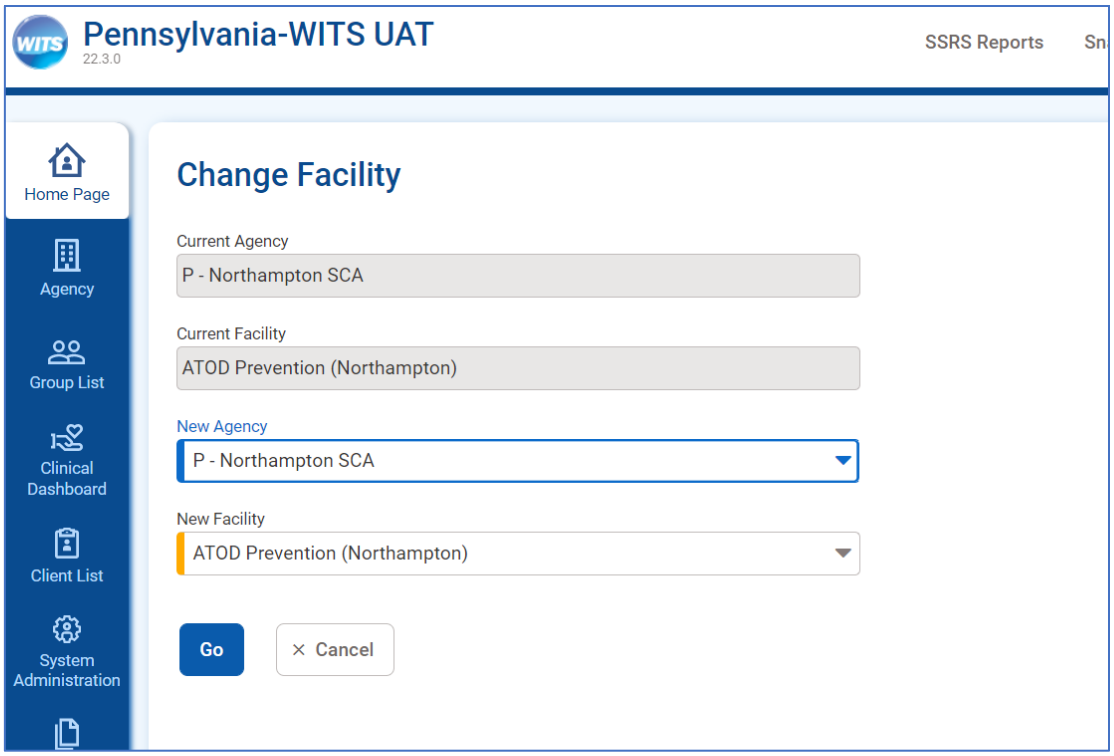
Agency Type: Direct Service Provider

Responsibilities: Enter **Strategy Implementation** from an approved, active plan

User Roles: No roles are needed.

SCA Service Entry on Behalf of Direct Service Provider

SCA staff who enter data on behalf of a provider agency are given a special agency oversight role by the Department of Drug and Alcohol Programs. If an SCA staff member needs to have this role added, contact the PA WITS Service Desk. SCA staff with this role will be prompted to select the agency under which he/she would like to enter PA WITS upon logging in.



Change Agency

1. Select the agency for which you need to enter prevention services from the **New Agency** drop-down.
2. Select the appropriate **Facility**.
3. Click **Go**. You will then be directed to the **Home Page**.

Part 2: Strategy Implementation

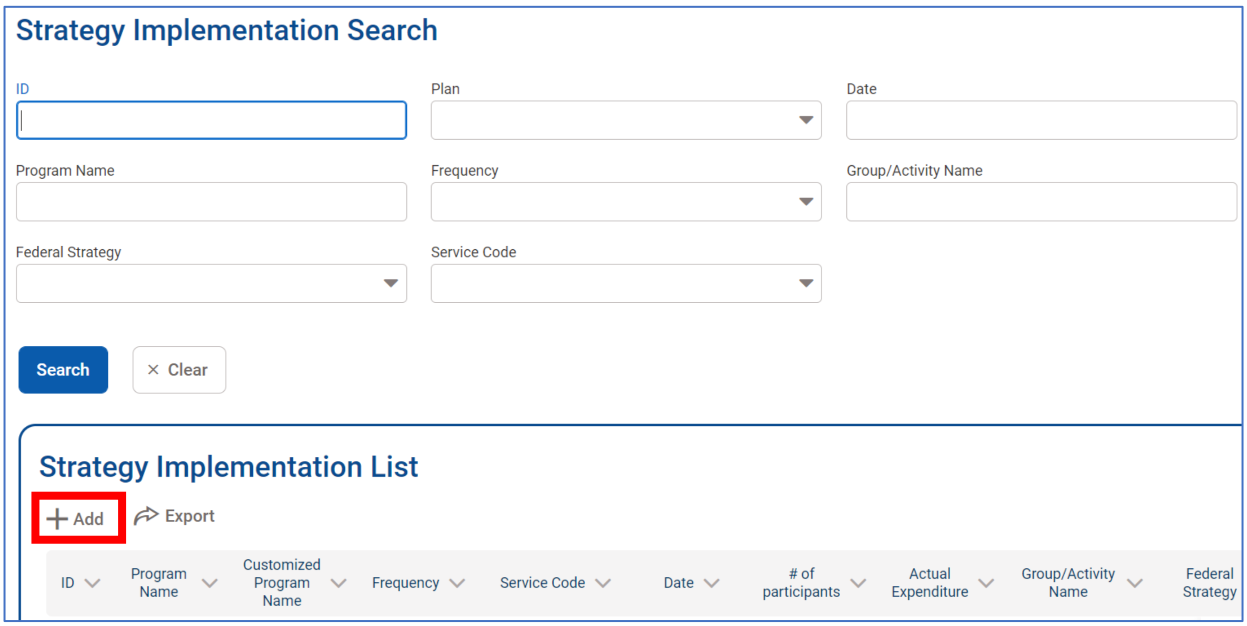
Prevention Providers (Direct Service Providers) will implement strategies (programs) from an approved, active plan.

This section includes information on entering services (one-time) and groups (session-based).

One-Time Frequency

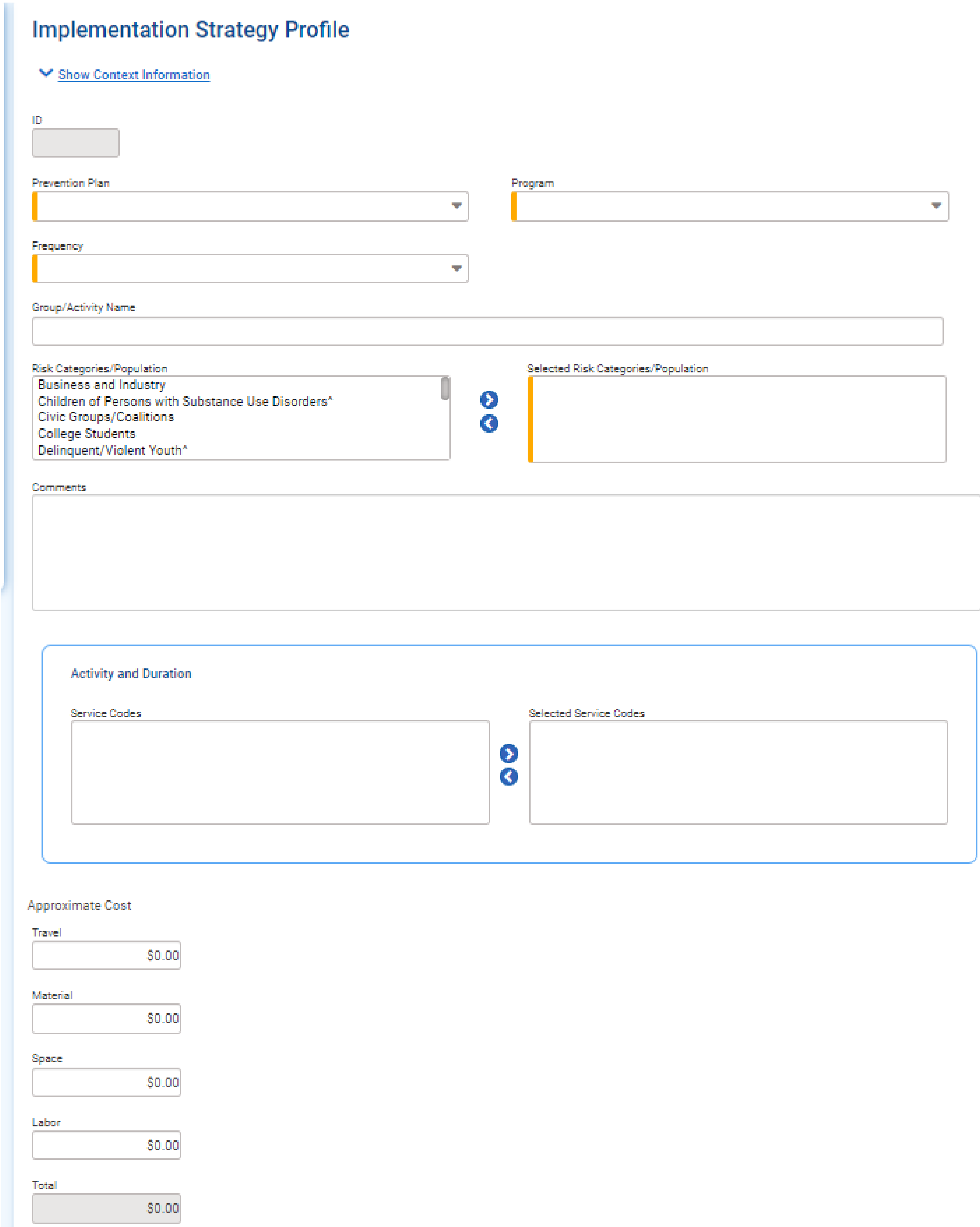
A **One-Time Frequency** is used to capture activities provided once to a given population/audience. Examples include health fairs, speaking engagements and information dissemination. To enter a one-time program implementation, follow the steps below.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.
2. On the Strategy Implementation List screen, click +Add.

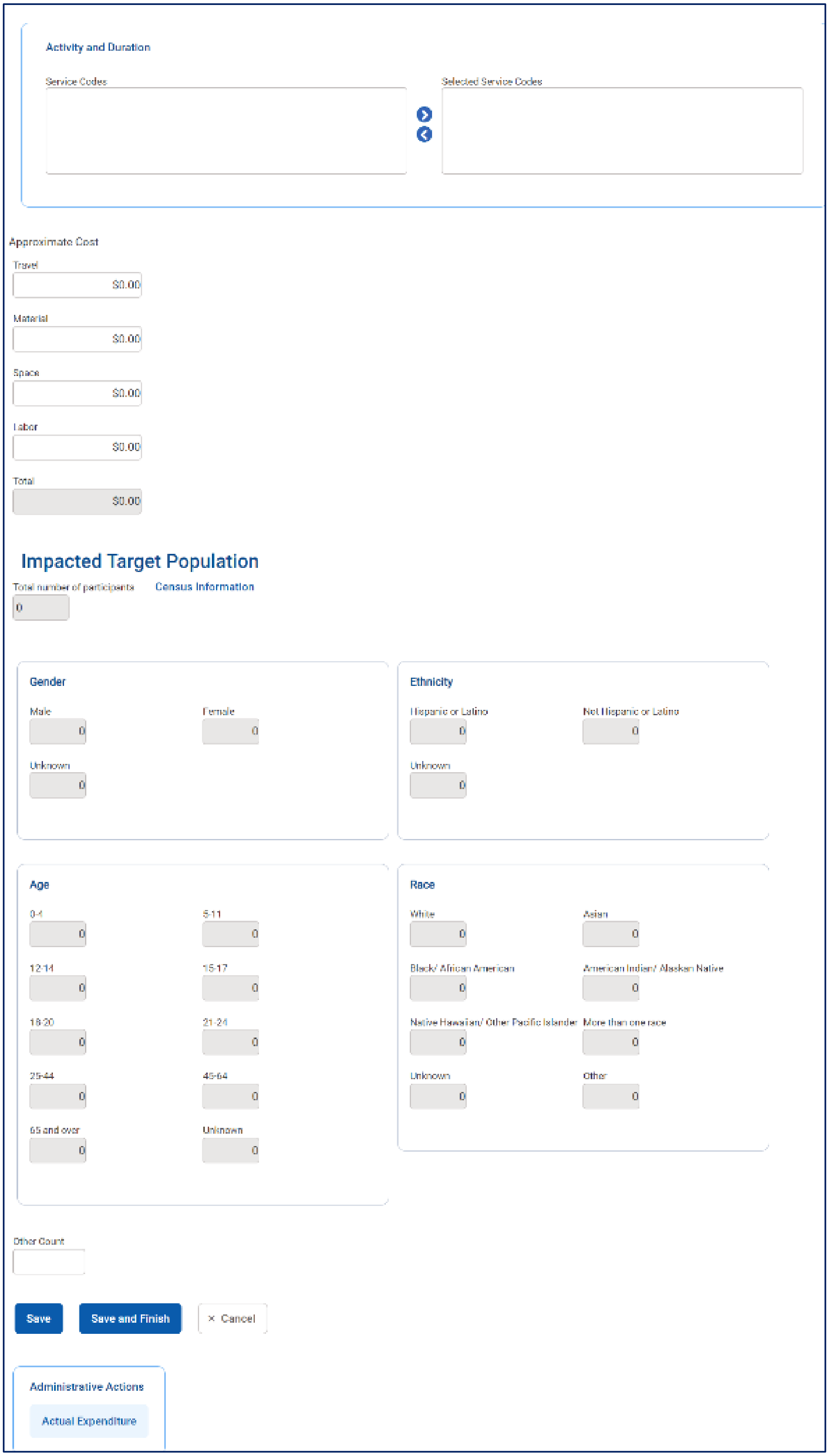


Strategy Implementation List screen.

3. This will open a new **Implementation Strategy Profile** screen.



Implementation Strategy Profile screen



Implementation Strategy Profile screen (continued)

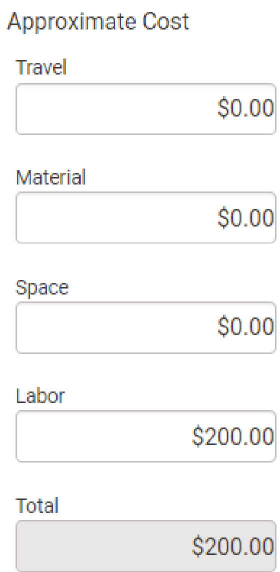
4. Complete the **Implementation Strategy Profile** fields as shown in the table below.

Implementation Strategy Profile fields for One-Time Frequency Table

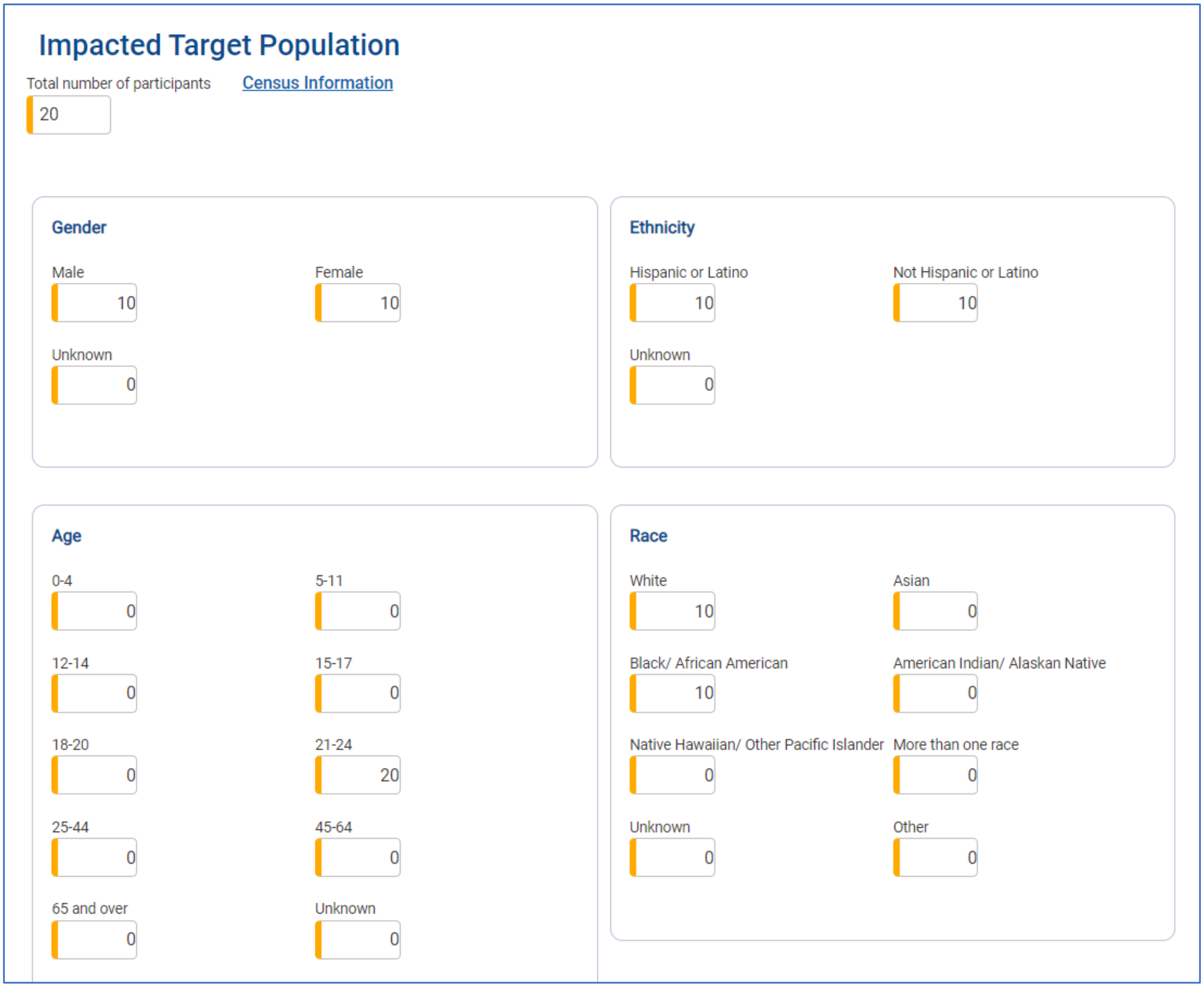
Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the program drop-down list. Be careful to select the plan for the correct county and year. **Note**: Prevention plans with a status of "Active" will be displayed in this field.
Program	Select from the drop-down list. **Note**: Some programs may appear in the dropdown more than once, the text in parentheses after the program name will identify which version of the program it is. For example, if your agency implements a program with both a Universal and Selective IOM population, the text in parentheses after the program name should indicate which version of the program has the IOM that you need.
Frequency	Select "One-Time" from the drop-down list
Date	Enter the date when the service took place. **Note**: This date must be within the start and end dates of the selected Prevention Plan.
Group/Activity Name	(Optional) Enter a name for the group to whom the service was provided or enter a name for the activity.
Service Length Units	Hours.
Service Length	Enter a number up to 2 decimal places (#.##). **Note**: The service length should be how long the service lasted. For example, a service that begins at 9 am and ends at 10:15 am, would be entered as 1.25 hours.
Geo Type	This read-only field will display the geo type selected for this program in the plan. It will appear as either County Wide or Zip Code. **Note**: Additional fields will be displayed on screen depending on which option is selected.
County	This read-only field will be displayed when the selected Geo Type is "County Wide". The county name is based on the current facility location.
Zip Code	This drop-down list will be displayed when the selected Geo Type is "Zip Code". Select a zip code from the drop-down list. **Note**: If you are providing a service that takes place outside of the county, select a zip code from within the county that attendees at the service are from.
Location Type	Select a location type from the drop-down list.
Risk Categories/Population & **Selected Risk Categories/Population**	Select the appropriate Risk Categories/Population. **Note**: More than one population can be selected.
Comments	(Optional) Type any applicable comments which could include a description of the service or any other important notes about the service.
Service Codes & **Selected Service Codes**	Select one service code. **Note**: Only certain service codes should be selected for one-time frequency. Reference the "DDAP Prevention & Intervention Categorization & Coding Guide" to find out which service codes should be entered under one-time frequency.

Field	Description
Other Count	Enter a number, if applicable. **Note**: See DDAP Prevention & Intervention Categorization & Coding Guide for instructions on other counts. For example, the other count to enter for INF02 Printed Materials Dissemination is the number of materials disseminated.

5. The **Approximate Cost** fields are optional. **Costs** for the service can be entered here.



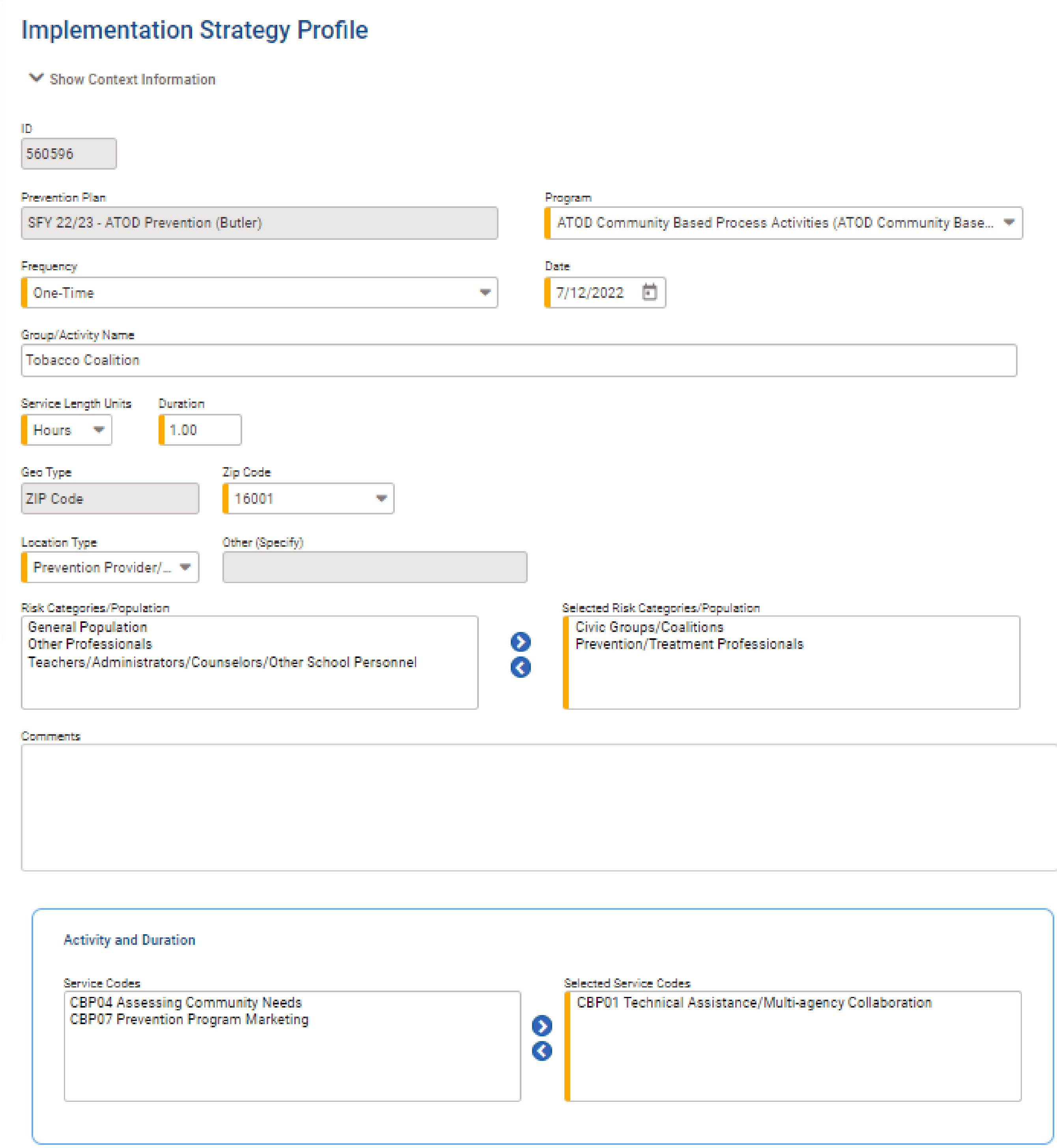
6. Complete the **Impacted Target Population** fields to collect demographic information (if applicable). This is required, except for certain service codes.
7. Enter the total number of participants in the service and then the number of participants by demographic category.
8. The Impacted Target Population section includes four (4) demographic categories: Gender, Age, Ethnicity, and Race.
9. The total numbers for each demographic category must equal the number entered in the "**Total number of participants"** field.



Impacted Target Population example.

NOTE: Some service codes do not require demographic information to be collected. When those service codes are selected, the **Impacted Target Population** fields will not be displayed. If you update the service code field, make sure to check and see if the **Impacted Target Population** fields become available, as they must be entered to save the screen.

10. On the **Implementation Strategy Profile** screen, click **Save**.



Implementation Strategy Profile

Show Context Information

ID
560596

Prevention Plan
SFY 22/23 - ATOD Prevention (Butler)

Program
ATOD Community Based Process Activities (ATOD Community Base...

Frequency
One-Time

Date
7/12/2022

Group/Activity Name
Tobacco Coalition

Service Length Units
Hours

Duration
1.00

Geo Type
ZIP Code

Zip Code
16001

Location Type
Prevention Provider/...

Other (Specify)

Risk Categories/Population
General Population
Other Professionals
Teachers/Administrators/Counselors/Other School Personnel

Selected Risk Categories/Population
Civic Groups/Coalitions
Prevention/Treatment Professionals

Comments

Activity and Duration

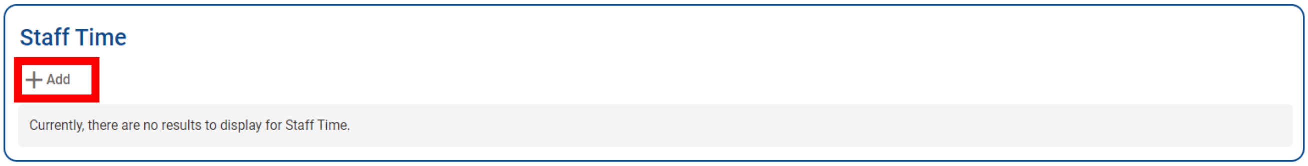
Service Codes
CBP04 Assessing Community Needs
CBP07 Prevention Program Marketing

Selected Service Codes
CBP01 Technical Assistance/Multi-agency Collaboration

Saved Implementation Strategy Profile, One-Time strategy

Add Staff Time

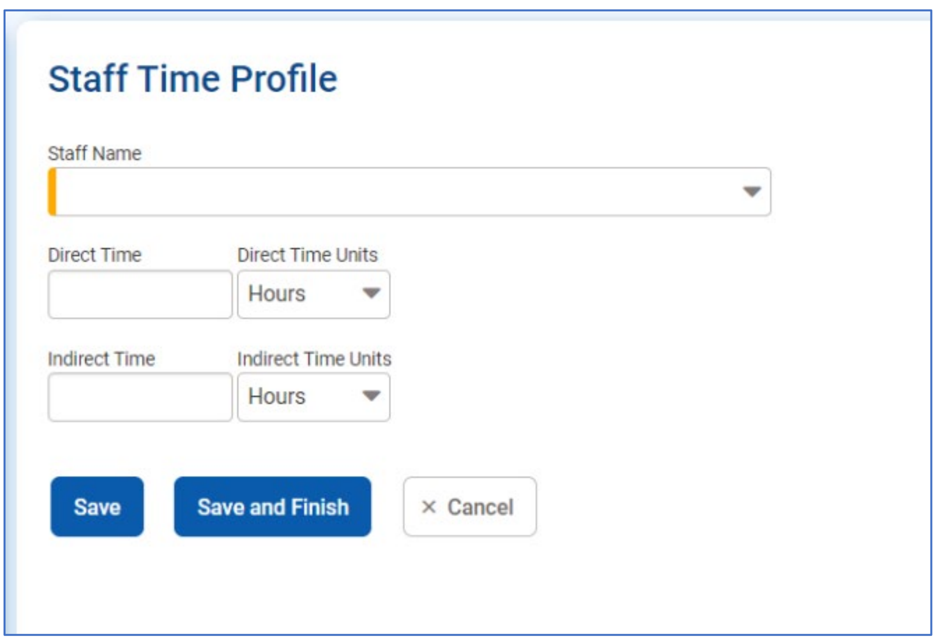
At the bottom of the **Implementation Strategy Profile** screen, there is a section for **Staff Time**. This is optional, unless required by an SCA.



1. Click **Add**.
2. Select the **Staff Name** from the dropdown menu.
3. Enter the amount of **Direct Time** and/or **Indirect Time**. Time should be entered in decimal format, with up to two decimal places. For example, if the time spent was one and a half hours, the time should be entered as 1.5.

NOTE: **Indirect Time** can be from the day of the service or time from days before or after the service. Contact your SCA for any requirements they have set on what **Indirect Time** should be entered in this field. If there is no indirect time, enter zero.

4. Click **Save**, then click **Finish**.

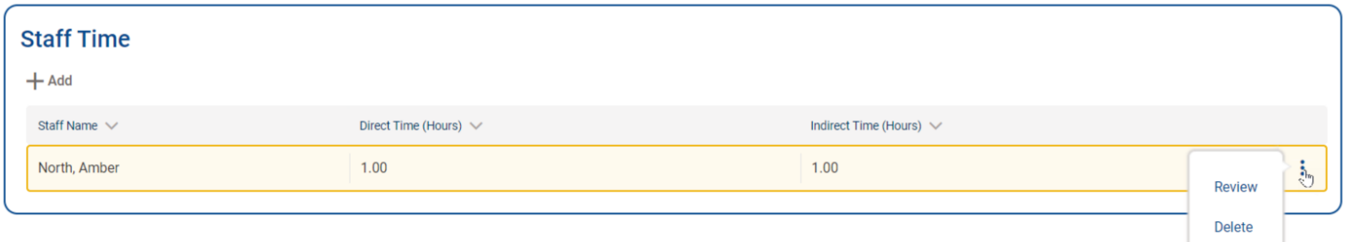


On the Implementation Strategy Profile screen, click **Save** and **Finish**.

NOTE: Staff who are active users in PA WITS will appear in this dropdown menu by default. Non-PA-WITS users that need to be included for time recording purposes are added by the Staff Administrator.

Editing and Deleting Staff Time

If a staff member's time needs to be edited or deleted, that is done through the Implementation **Strategy Profile** screen, where the time was originally added.



1. Hover over the vertical ellipsis icon to the right of the staff member whose time you would like to edit or delete.

   To delete the time, click **Delete**. The time entry will be deleted from the Staff Time list. To edit the time, click **Review**.

2. Clicking **Review** will open the **Staff Time Profile**. Make any necessary edits, then click **Save and Finish**.

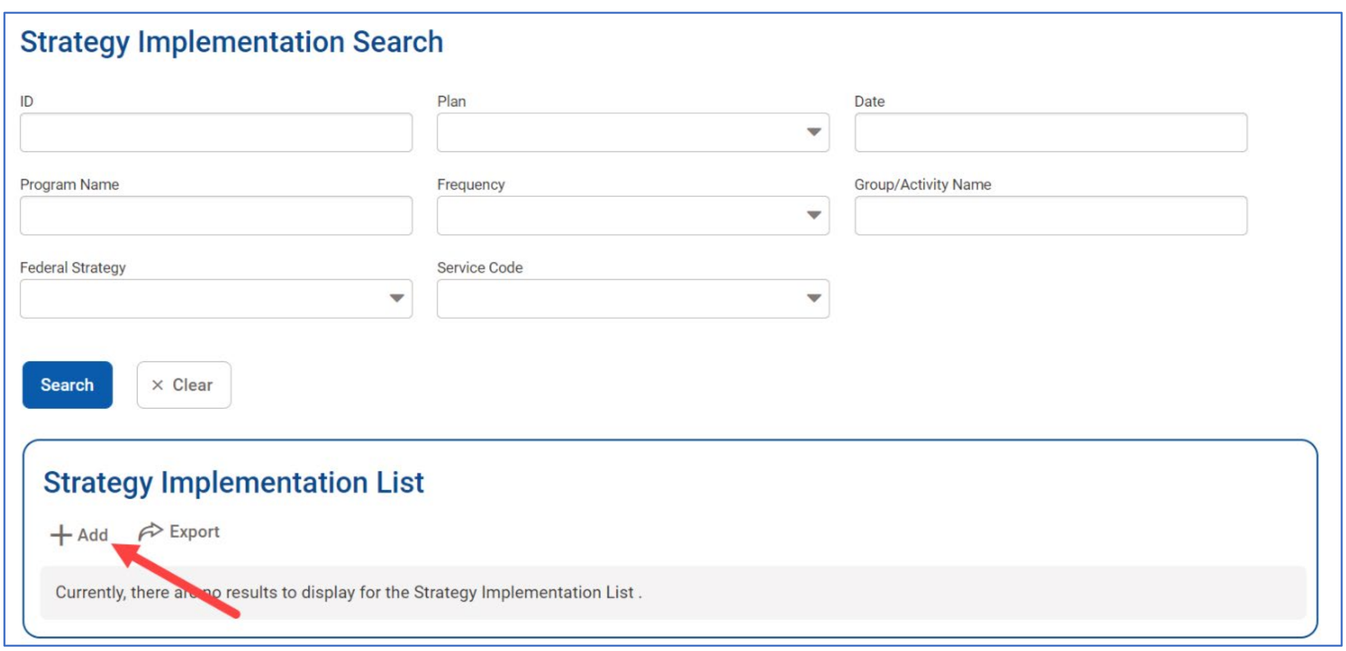
Session-Based Frequency

A session-based frequency is used to capture a series of recurring prevention services provided to the same group of participants. Examples include classroom education programs, mentoring programs, and after school programs.

Session-based services are set up like one-time services, except certain fields will be captured on the Profile Screen, and other fields will be captured during each session.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.

2. On the Strategy Implementation List screen, click **Add**.



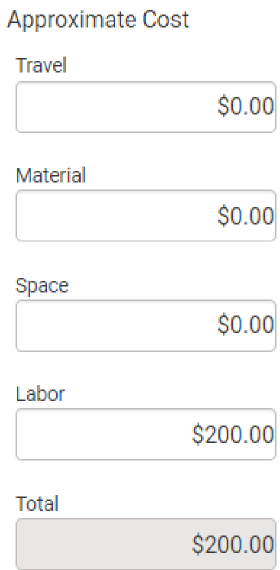
Strategy Implementation List screen, click **Add**

3. This will open a new **Implementation Strategy Profile** screen.
4. Complete the **Implementation Strategy Profile** fields as shown in the table below.

Table 1-2: Implementation Strategy Profile fields for Session-Based Frequency

Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the program drop-down list. Be careful to select the plan for the correct county and year. **Note**: Prevention plans with a status of "Active" will be displayed in this field.
Program	Select from the drop-down list. **Note**: Some programs may appear in the dropdown more than once, the text in parentheses after the program name will identify which version of the program it is. For example, if your agency implements a program with both a Universal and Selective IOM population, the text in parentheses after the program name should indicate which version of the program has the IOM that you need.
Frequency	Select **"Session-Based"** from the drop-down list.
Date Range	In Start Date field enter the date for the first session of the group. An end date for the group can also be entered. The end date is optional. **Note**: This date range must be within the start and end dates of the selected Prevention Plan.
Group/Activity Name	Enter a name for the group to whom the program was provided.
Location Type	Select the location type from the drop-down list.
Geo Type	This read-only field will display the geo type selected for this program in the plan. It will appear as either County Wide or Zip Code. **Note**: Additional fields will be displayed on screen depending on which option is selected.
County	This read-only field will be displayed when the selected Geo Type is "County Wide". The county name is based on the current facility location.
Zip Code	This drop-down list will be displayed when the selected Geo Type is "Zip Code". Select a zip code from the drop-down list.
Risk Categories/Population & **Selected Risk Categories/Population**	Select the appropriate Risk Categories/Population. **Note**: More than one population can be selected.
Comments	(Optional) Type any applicable comments which could include a description of or other important notes about the group.
Service Codes & **Selected Service Codes**	Select one service code. **Note**: Only certain service codes should be selected for session-based frequency. Reference the "DDAP Prevention & Intervention Categorization & Coding Guide" to find out which service codes should be entered under session-based frequency.

5. The **Approximate Cost** fields are optional. Costs for the service can be entered here. Click **Save**.

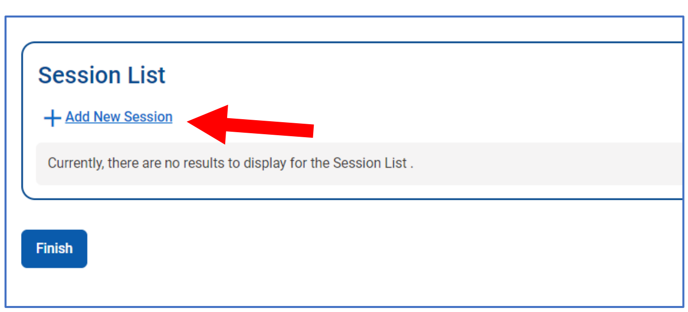


NOTE: Please note you have not completed the entry of a session-based service until you have added a session to the session profile. See steps for adding sessions below.

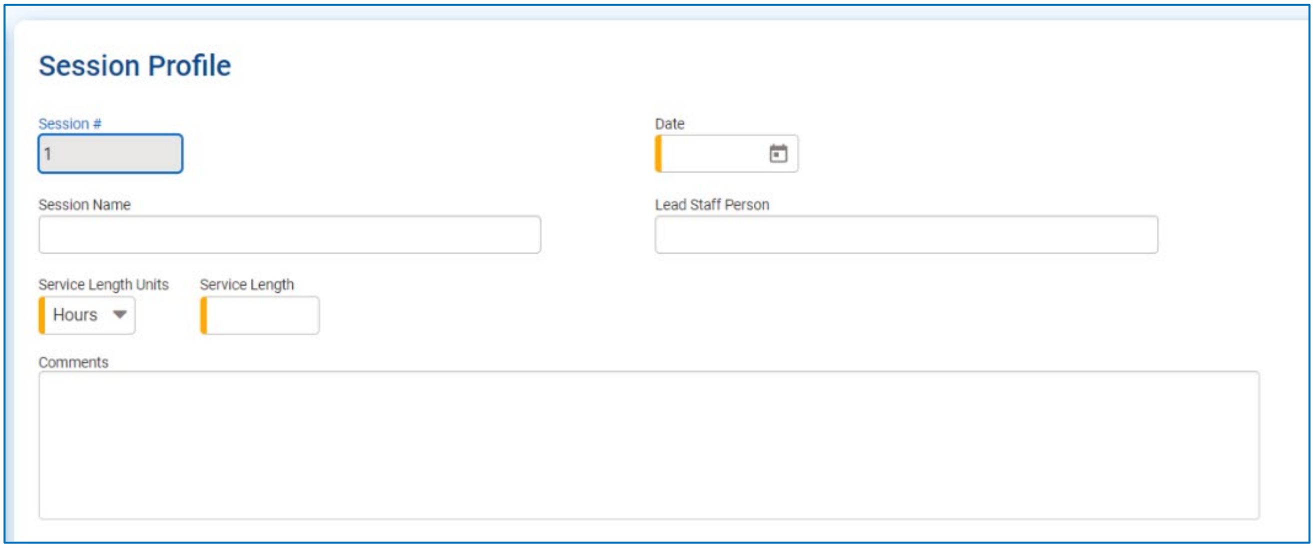
Add Sessions

1. On the **Implementation Strategy Profile** screen, in the Administrative Actions box, click **Sessions**.

2. On the **Session List** screen, click **Add New Session**. This will open the **Session Profile** screen.



Session Profile



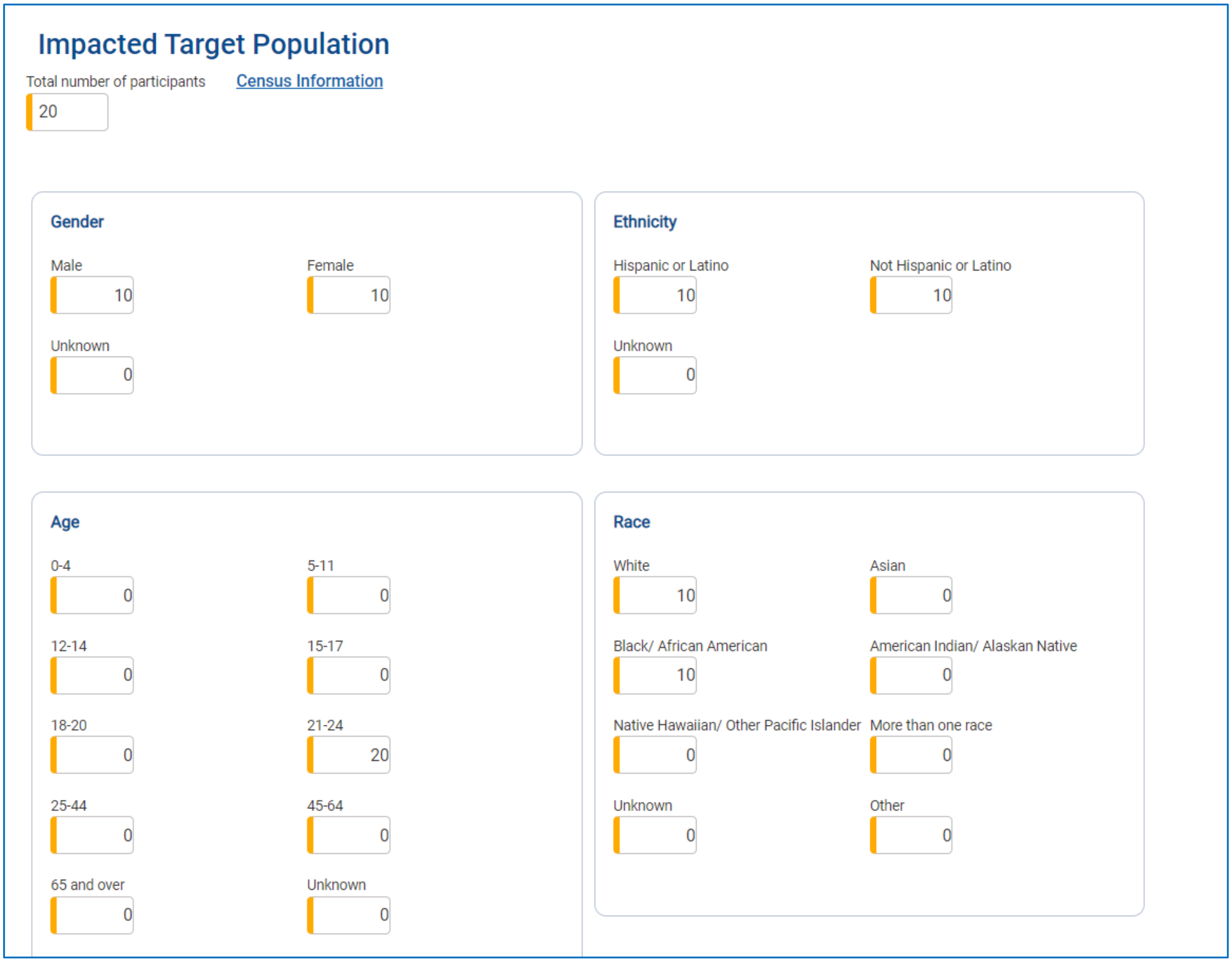
Session Profile

3. On the **Session Profile** screen, complete the fields as shown in the table below.

Session Profile fields Table

Field	Description
Session #	Read-only field. **Note**: Sessions are numbered based on the order they are entered not the date of the session.
Session Name	(Optional) This field is used to differentiate between each session. For example, this could be the name and number of a lesson.
Lead Staff Person	(Optional) Type the name of the individual who led this session. **Note**: If multiple staff led the session, then list each name separated by a semi-colon.
Date	Enter date of the session. If a session already exists for the date entered, when clicking Save a confirmation message will appear, asking if the user wants to continue. If the user selects "Yes", the record will save, and the user will continue entering data. If the user selects "No", the record will not save, and the user will be returned to the Session Profile screen to amend the date or cancel the session entry.
Service Length Units	Hours.
Service Length	Enter a number up to 2 decimal places (#.##). **Note**: The service length should be how long the service/session lasted. For example, a session that begins a 10 am and ends at 10:45 am, would be entered as .75 hours.
Comments	(Optional) Type any applicable comments which could include a description of the session or any other important notes about the session.

4. Complete the **Impacted Target Population** fields to collect demographic information (if applicable). Enter the total number of participants in the session and then the number of participants by demographic category. The **Impacted Target Population** section includes four (4) demographic categories (Gender, Age, Ethnicity, and Race). The total numbers for each demographic category must equal the number entered in the "**Total number of participants"** field.



Session Profile screen filled in.

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

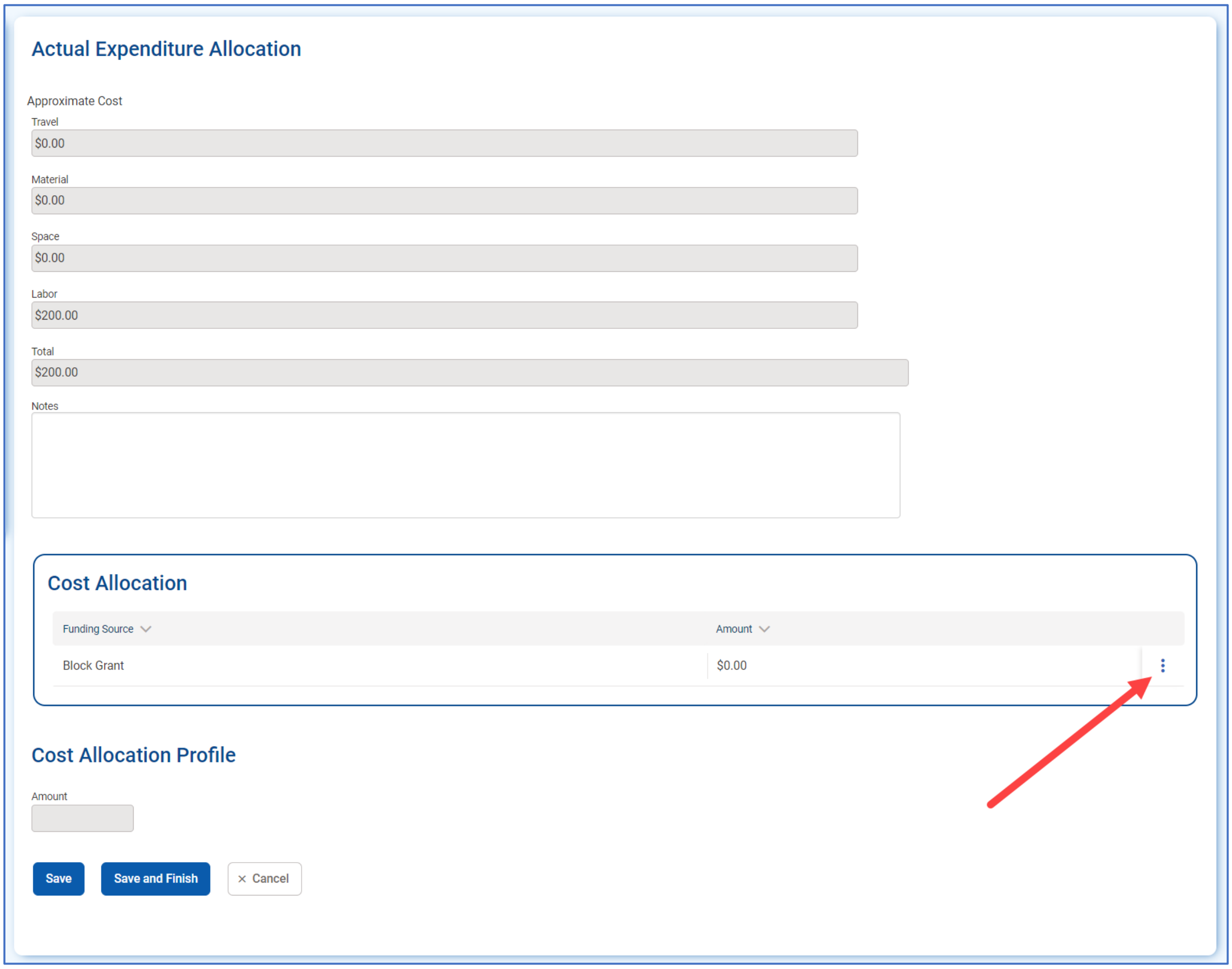
NOTE: If a session already exists for the date entered, when clicking **Save** a confirmation message will appear, asking if the user wants to continue. If the user selects “Yes”, the record will save, and the user will continue entering data. If the user selects “No”, the record will not save, and the user will be returned to the **Session Profile** screen to amend the date or cancel the session entry.

6. To add additional sessions to the group, click **Add New Session**. On the **Session Profile** screen, some of the information entered for the prior session will copy over. Edit any information that copies over, as needed, and complete fields that do not copy over. Click **Save and Finish**.

Actual Expenditures (Optional)

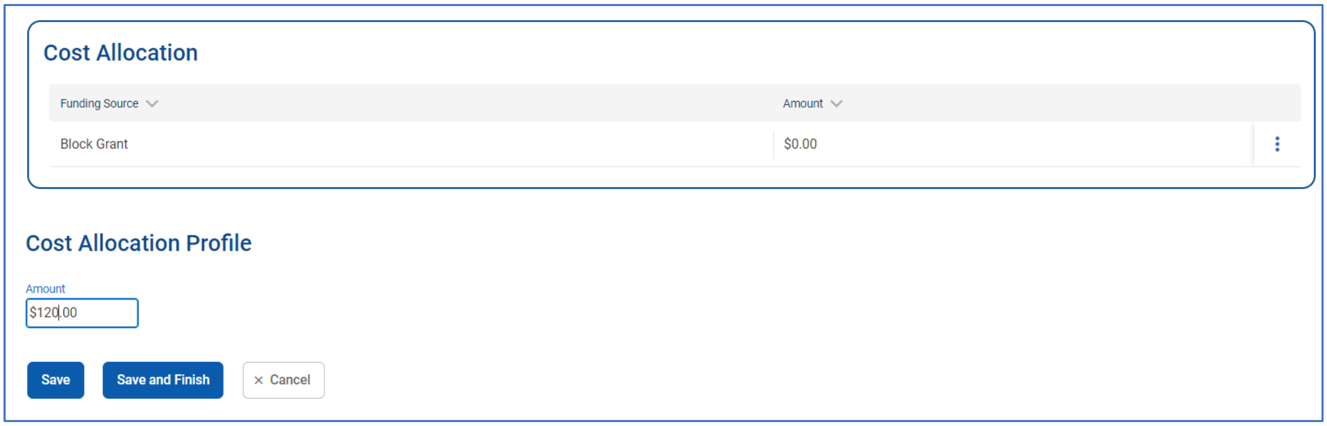
Expenditures for the service (one-time) or group (session-based) can be entered. This is optional.

1. On the Implementation Strategy Profile screen, in the Administrative Actions box, click Actual Expenditures.
2. In the **Cost Allocation** section, locate the funding source to update.
3. Hover over the vertical ellipsis icon and click **Edit**.



Actual Expenditure Allocation screen

4. The dollar amount field will become editable. Type the actual amount spent for the funding source, then click **Save and Finish**.



NOTE: If the total amount entered under **Cost Allocation** section does not equal the **Approximate Cost Total** amount entered, the warning below will appear. The message simply alerts you to the discrepancy but does not prevent you from saving.

⚠ The sum of the Cost Allocations of the Actual Expenditure Allocation does not match the Approximate Cost Total amount.

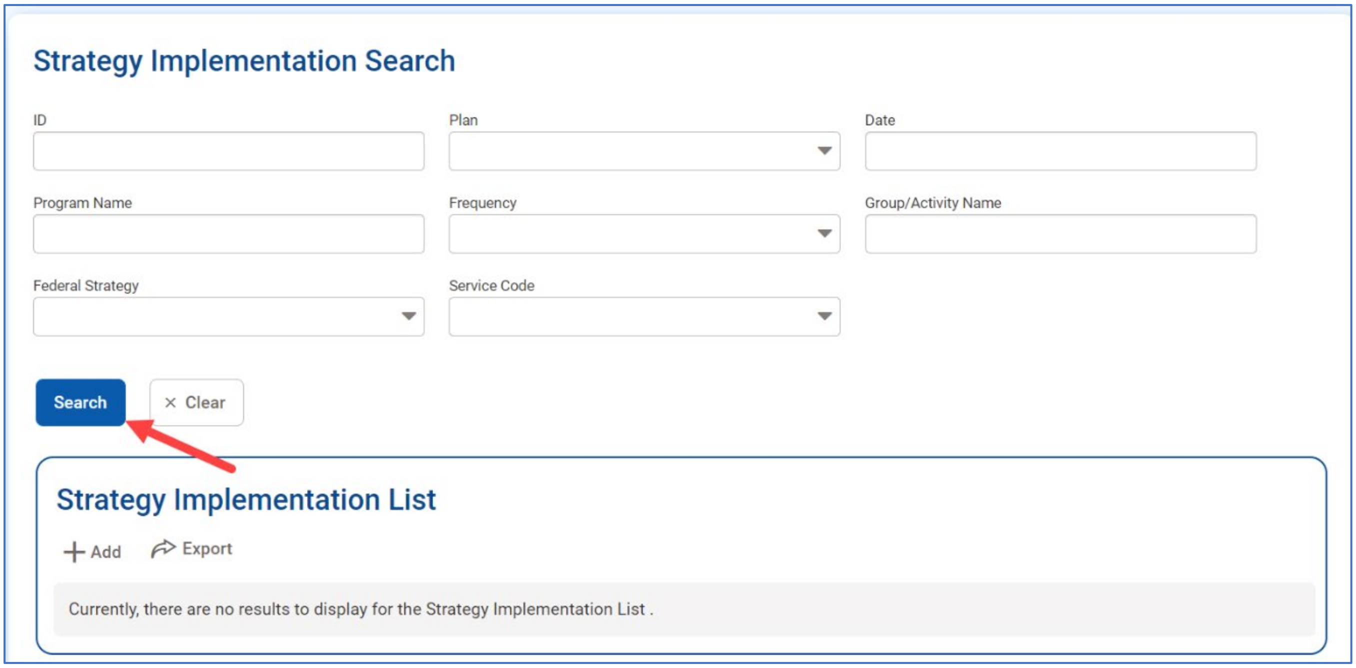
Search for and Edit Entered Services

You can search for services that have been entered to review, edit or delete.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.
2. Under **Strategy Implementation Search** complete any of the search fields.

NOTE: When entering search criteria into the **Program Name** and **Group/Activity Name** fields, you must type the name exactly as it was entered for the service. To make searching easier for these fields, use the "wild card" search feature by putting an asterisk before and after the word or phrase. i.e. entering *Information* will give you all programs with the word "information" contained in the name.

3. Click **Search**. All services meeting the search criteria you entered will appear in the **Strategy Implementation List**.
4. Sort the search results in the **Strategy Implementation List** by clicking on the column headings.
5. Click **Clear** to remove all search criteria entered and begin another search.

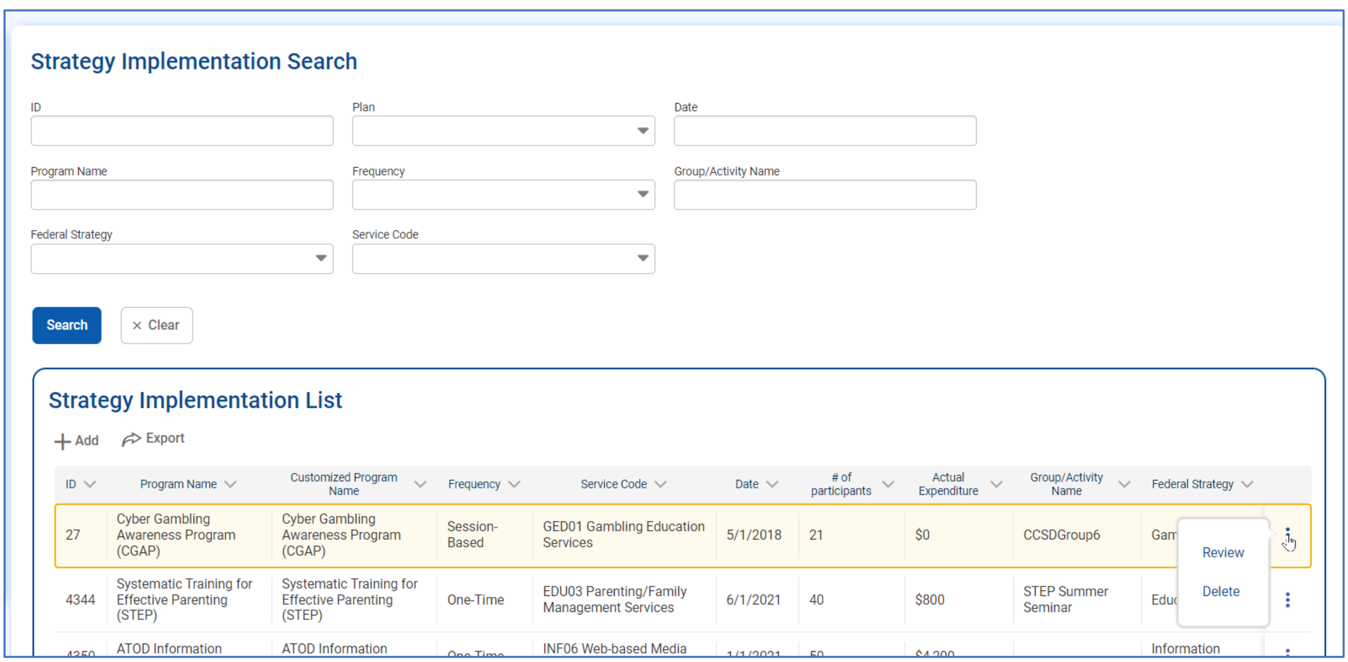


Strategy Implementation Search

Edit Services

After searching for and populating the **Strategy Implementation List**, you can select one-time services and session-based groups to review, edit or delete.

1. Locate the service in the **Strategy Implementation List** you want to review/edit/delete, hover over the vertical ellipsis icon and click **Review** to edit or **Delete**.



Strategy Implementation Search

2. If you click **Review**, you are taken to the **Implementation Strategy Profile**. Make any needed edits, click **Save and Finish**.

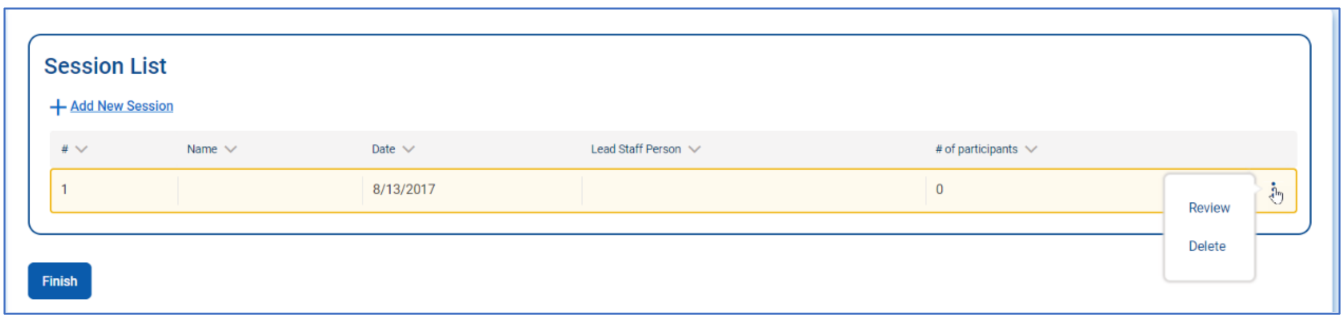
NOTE: For a session-based group, if the **Implemented Strategy Profile** is edited to change the program name, the **Impacted Target Population** that appears on the **Implemented Strategy Profile** will be blank until a session for the group is added, deleted, or edited.

3. If you click **Delete**, you will get a message saying, *"Are you sure that you want to delete?"* Click yes if sure, click no if unsure. When you click **Yes**, the one-time service or session-based group will be deleted.

NOTE: For session-based services, only one row will show in the **Strategy Implementation List** for each group, regardless of how many sessions were added for each group. If you click delete for a session-based group in the **Strategy Implementation List**, it will delete **all** sessions for that group.

Edit or Add New Individual Sessions for Session-Based Group

1. To edit or add new individual sessions within a session-based group, locate the group in the **Strategy Implementation List**, hover over the vertical ellipsis icon and click **Review**.
2. On the **Implementation Strategy Profile** screen, in the Administrative Actions box, click **Sessions**.
3. To add a new session, click **Add New Session**.
4. To edit a session, locate the session in the **Sessions List** you want to review/edit/delete, hover over the vertical ellipsis icon and click **Review** to edit or **Delete**.



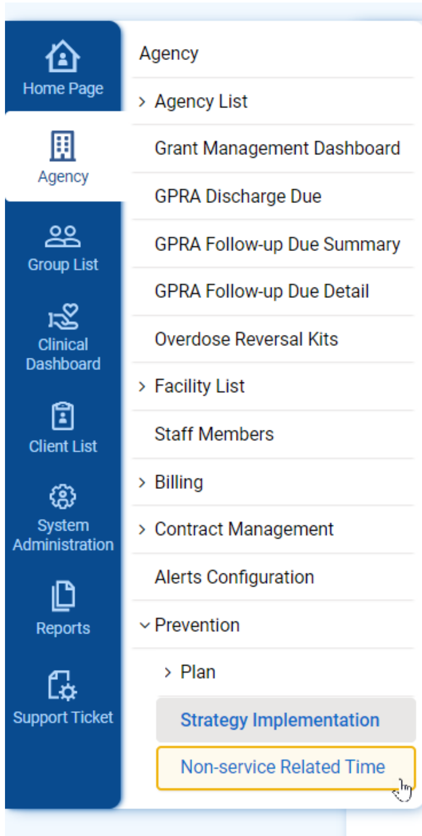
Strategy Implementation Search

5. If you click **Review**, you are taken to the Session Profile. Make any needed edits, click **Save and Finish**.
6. If you click **Delete**, you will get a message saying, "*Are you sure that you want to delete?*" Click yes if sure, click no if unsure. When you click **Yes**, the session will be deleted.

Part 3: Non-Service Related Staff Time

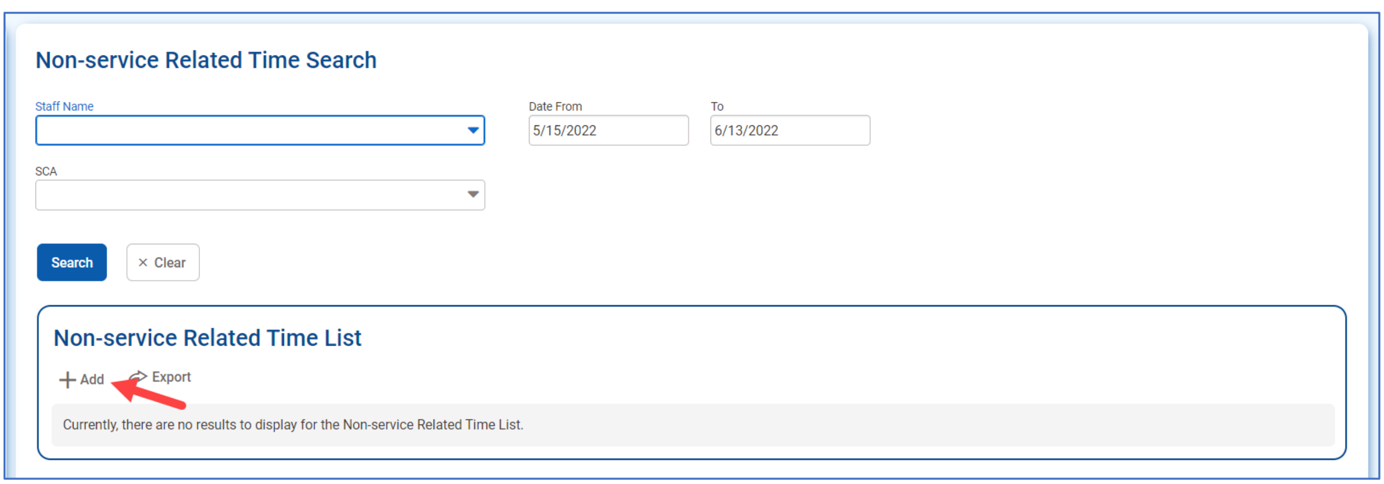
PA WITS also provides a way to track a staff member's non-service related time. The hours recorded here will not be tied to any Prevention Plan.

In the left navigation menu, under the Prevention heading, users will find the **Non-Service Related Time** module.



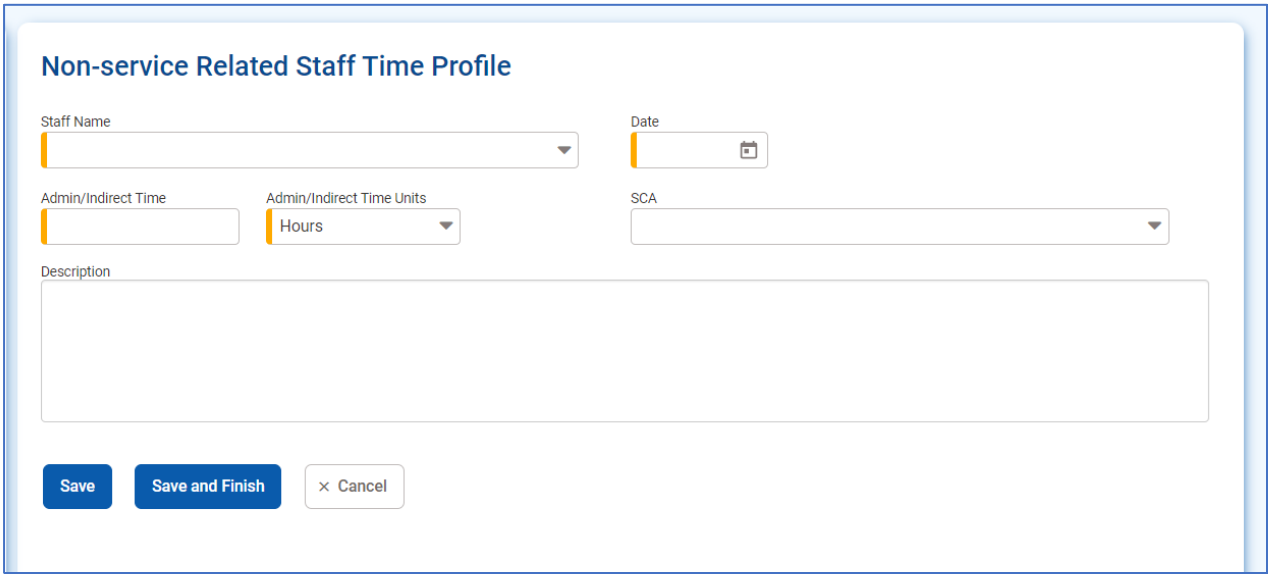
To enter **Non-Service Related** staff time:

1. Click **+Add**.



2. Select the **Staff Name** from the drop-down menu.
3. Enter the **Date** on which the time was accrued.

4. Enter the amount of **Admin/Indirect Time**. Time should be entered in decimal format, with up to two decimal places. For example, if the time spent was one and a half hours, the time should be entered as 1.5.
5. If your agency contracts with more than one SCA, select the SCA that the time accrued is affiliated with using the SCA drop-down menu.
6. Enter a description of what the time was used for. This is optional.

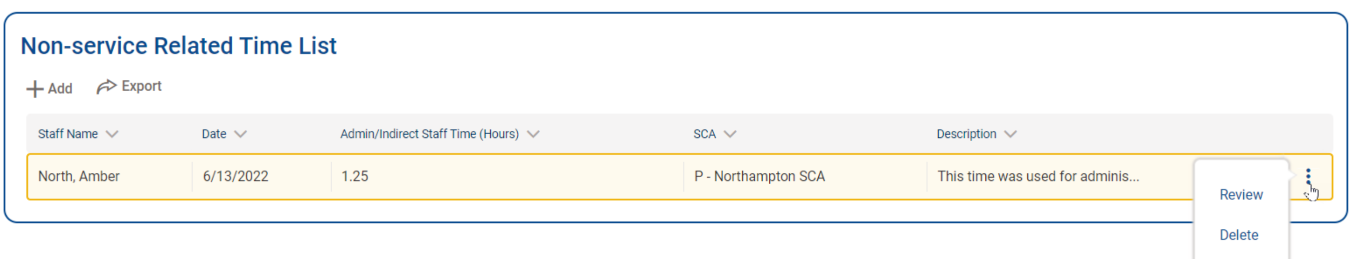


7. Click **Save** and **Finish**.

NOTE: Staff who have been added to the agency in PA WITS will appear in the drop-down menu. If there are staff who do not need access to PA WITS, but their time needs to be recorded, Staff Administrators can add those staff in PA WITS, but will not complete the user account information.

Editing and Deleting Non-Service Related Staff Time

If a staff member's **Non-Service Related Time** needs to be edited or deleted, that is done through the **Non-service Related Time** module, where the time was originally added.



1. Search for the staff members time by selecting the **Staff Name** from the drop-down menu.
2. Additional search criteria, the SCA and a date range, can also be included to narrow search results.
3. Click **Search**. All staff time records meeting the search criteria entered will appear in the **Non-Service Related Time List**.

4. After the staff member time record is located, hover over the vertical ellipsis icon to the right of the staff member whose time you would like to edit or delete.

   To delete the time, click **Delete**. The time entry will be deleted from the **Staff Time** list. To edit the time, click **Review**.

5. Clicking **Review** will open the **Staff Time Profile**. Make any necessary edits, the click **Save and Finish**.

Part 4: Reports

The SSRS reporting tool provides SCA and provider staff with access to reports displaying the prevention services that have been entered.

NOTE: Only staff who have been assigned an SSRS role will see the **SSRS Reports** link. SCA staff who need access to PA WITS Reports should contact their SCA Agency Administrator who can then assign those staff the SSRS Agency Reader or SSRS Agency User role.

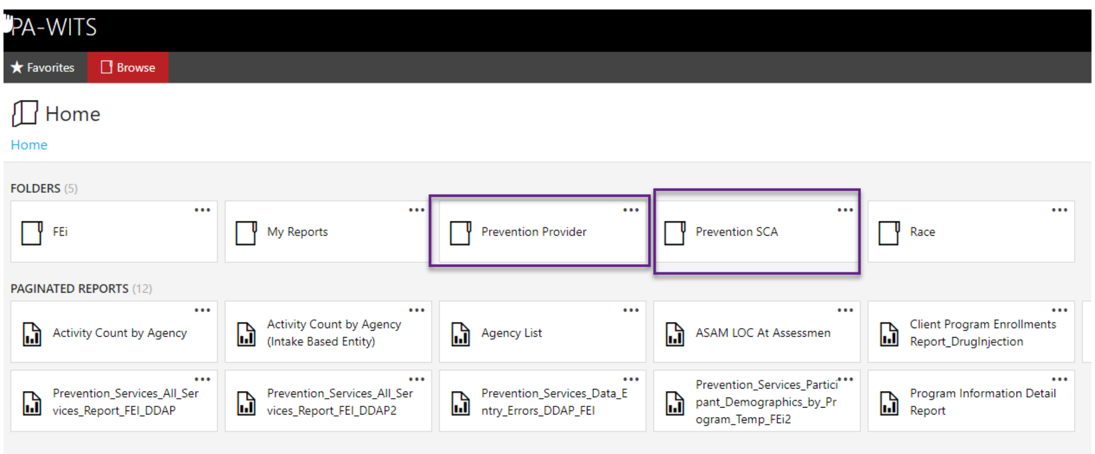
Provider staff who need PA WITS Reports should contact their Agency Administrator for WITS who can authorize the user's access by contacting the PA WITS Service Desk for the assignment of the SSRS Role.

Locate Reports

1. Click on **SSRS Reports** link located in the top WITS Banner on the screen. This will open the **Reporting Services Web Portal**.

View/Run Reports

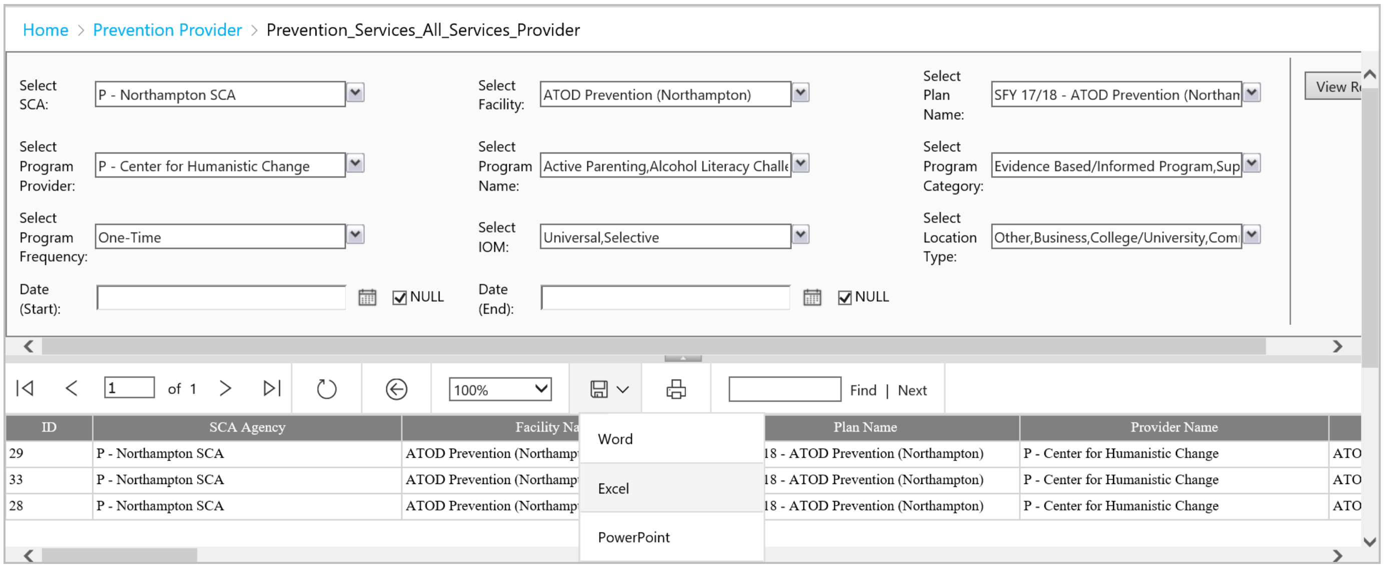
2. If you are an SCA agency, click on the "**Prevention SCA"** folder. If you are a provider agency, click on the "**Prevention Provider"** folder.



3. Click on the report in the folder you would like to run.

Run Reports

1. Filter the report results by making selections in the parameter fields.
2. Select **View Report**.
3. Click the dropdown arrow next to the Save icon to export the report.



View/Run Reports

Note: Depending on your search parameters, it may take several minutes for this report to run.