PA WITS – SCA Prevention Planning

Tips & Special Instructions

Plan Profile (Agency > Prevention > Plan > Plan Profile)

Facilities

- Set-Up by DDAP
- Intervention – Optional
- Non-SCA Funded – Optional

Plan Name

- All plan names must be entered using the format below:
  SFY__ /__ - Facility Name (County)
- Examples:
  - SFY 24/25 – ATOD Prevention (Chester)
  - SFY 24/25 – Gambling (Cumberland)
- When completing this field, enter SFY __ /__ -, then type the facility name exactly as it appears in the facility field above.

Start/End Date

- Start Date should be the first date of the state fiscal year (7/1/__)
- End Date should be the last date of the state fiscal year (6/30/__)

Plan Outline (Agency > Prevention > Plan > Plan Outline)

Outcome Indicators

- Skip – not currently set-up for use

Goals/Objectives

- Skip – not currently set-up for use

Planned Strategies (Agency > Prevention > Plan > Planned Strategies)

Program

- To request a new program be added to WITS, complete Prevention Program Request Form and email to your assigned DDAP prevention analyst.

Customized Program Name

- Can use to give a program a localized name and/or to differentiate among versions of same program for the same provider.

- If you set-up a program more than once for multiple IOMs, list the IOM as the customized program name or include the IOM in the customized program name.
  - TGFD – Universal
  - TGFD – Selective
- When providers and staff enter services, the "program" dropdown will show the original program name and then the customized program name in parentheses. For example:
  - LifeSkills Training (LST) (Universal)

Provider

- If you need a new provider added or need to edit the name of an existing provider, contact the PA WITS Service Desk.
- If the SCA plans to enter service data on behalf of a provider, contact the PA WITS Service Desk.

Projected Start/End Date

- Pre-populates with start and end date of plan.
- Limits the dates that services can be entered for a program to the date range entered in these fields.

Geo Type

- Countywide – For a program/service that does not occur in one specific location and instead reaches the whole county (e.g. a radio ad or policy change that impacts entire county).
  - Should generally only be selected for following service codes: INF01, INF02, INF03, INF04, INF05, INF06, ENV01 (should not use for ENV01 when policy change is for a school or specific location).
- Zip Code – For programs/services that will be implemented in specific locations for specific groups.
  - If you are unsure of the zip codes a program will be implemented in, you can select all zip codes.
- Out of County Services – If you are providing a service that takes place outside of your county, pick the zip codes from within your county that attendees at the service are from or select countywide if they are from all across the county.
- If needed zip code does not appear, contact PA WITS Service Desk.

Federal Strategy

- Gambling – Must select gambling from this multiple-selection list box for the gambling services codes to appear in service code multiple-selection list box.
- Intervention – Must select intervention from this multiple-selection list box for the intervention service codes to appear in service code multiple-selection list box.

Risk Categories/Population

- Populations identified as high risk by SAMHSA's Center for Substance Abuse Prevention have a carrot symbol (^) at the end of the name.
- If the IOM selected for a program is Universal, populations with the carrot symbol should NOT be selected.
- General Population and any of the populations under "Professionals" in DDAP Prevention Coding Guide should not typically be included as population under a program where Selective or Indicated has been selected as the IOM.

Service Codes

- Use the DDAP Prevention Program Listing as a guide to make sure the service codes you select match up with the program. Do not just select all service codes listed for the program, but instead select the service codes for the activities that will actually be implemented.
- Materials development service codes (INF01, INF03, INF05, GIN01, GIN03, GIN05) must go under program ATOD or Gambling Materials Development (not under Information Dissemination Activities program).
- Training service codes (CBP02, CBP03, GCB02, GCB03) must go under ATOD or Gambling Training and Professional Development (not under Community Based Process Activities program).

Measures and Sources

- Skip – not currently set-up for use

Associated Objectives

- Skip – not currently set-up for use

Planned Expenditures

- Required to select funding sources for each program.
- Optional to enter amount of funding budgeted for program.
- Cannot delete funding sources. If added funded source in error, then edit funding source and change to "Deleted Funding Source".
- "No SCA Funds Used" – This funding source can only be selected for programs within plans under the Non-SCA Funded facility.
- Intervention funding sources – Funding sources containing the word "intervention" can only be selected for programs within plans under the Intervention facility.

<u>Submit Plan for Approval</u> (Agency > Prevention > Plan > Plan Profile)

- Receive two emails when plan is approved. One for preliminary approval and one for final approval. Plan status will show as "Active" once plan receives final approval.
- If revisions are needed to plan, it will be placed "on hold". The reason the plan was placed on hold can be found on the Plan Profile screen in the "On Hold Reason" box.
- To add to or change the SCA staff who receive the plan approval and on hold emails, contact the PA WITS Service Desk.

<u>Editing Approved Plans</u> (Agency > Prevention > Plan > Planned Strategies)

- If services have already been entered for a program, you will have the choice to review, clone or deactivate.
- If services have <u>not</u> yet been entered for a program, you will have the choice to review, clone or delete.

Review/Edit

- For a program that does not have services entered for it, when you select review, you will be able to edit any of the fields on the screen.
- If the program does already have services entered for it, when you select review, you will only be able to add funding sources. <u>To edit a program that has already been implemented, deactivate the program, clone it, then edit the cloned version.</u>

Delete/Deactivate

- If you would like to remove a program from your plan, you can use the options of delete and deactivate.
- Providers and staff will be able to continue entering services for programs that are deleted or deactivated until the edited version of your plan is approved by DDAP.

Summary of Plan Changes

- All edits made to your plan must be listed in the Summary of Plan Changes field on the Plan Profile screen before submitting the revised plan for approval.
- Be specific when listing edits.
  - Example: "Added Elementary Students as a population to Too Good for Drugs Universal version for XYZ Provider".

PA WITS Service Desk
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