PA WITS
SCA Prevention Planning

April 16, 2018

Welcome

- DDAP Presenters
  - Prevention Section Chief: Grace Kindt

- Webinar will be 2 hours in length

- Please enter questions in the chat box on the right hand side of your screen. Questions will be addressed at the conclusion of the webinar.

- All phone lines have been muted.

- This webinar is being recorded.

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Agenda

- Entering Prevention Plans

- Plan Submission and Approval Process

- Editing Prevention Plans

- Additional Information for Contracts

- Q&A

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Summary of Agency Admin Tasks

Agency Administrators should:

- Contact PA WITS Service Desk if you did not get an email to activate your account.

- Add accounts for other SCA staff.

- Review User Manuals

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Timeline

Plan Entry

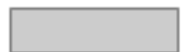- SCA should enter all prevention plans (ATOD and gambling) into WITS by 6/1/2018

Service Entry

- Training videos and user manuals will be available by the beginning of July

- SCAs and providers will begin entering SFY 18/19 services in July

Planning Workflow Overview

- Create Plan Profile

- Add Programs (aka Planned Strategies) to the plan

- Submit plan for DDAP approval

- DDAP approves plan or places plan on hold for revisions

- Edit plan, as applicable, and submit for approval

- DDAP approves edited plan or places plan on hold for revisions

System Icons

Action Buttons		Data Fields	
Cancel	Cancels the current action and returns to the previous screen	(yellow field)	**Mandatory field:** MUST have data in order to save record
Save	Saves data entered and remains on the current screen	(gray field)	**Read only:** System-generated field, for display only and cannot be edited
Finish	Saves data entered and returns to the section start page	(white field)	**Optional field:** Will not affect completion or saving of record
◀◀ ▶▶	Navigate through the screens in each section (left and right arrow buttons)	(pink field)	**Missing Required field:** Enter data before Save or Finish
Clear	Clears all criteria from the search tools when present	(yellow field)	**Required for State Reporting:** Record may be saved but will not be complete
Go	Run the search tool using the criteria entered		
❯ ❮	Move data from one choice box to another (mover buttons)		

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Plan Entry – Navigation

- In Left Menu, click:
  - Agency
  - Prevention
  - Plan

- Can navigate through plan by clicking on left menu
  - Plan Profile
  - Plan Outline
  - Planned Strategies

- When in plan can navigate forward and backward by clicking arrows

Create Plan Profile

Prevention Plan Profile

Status Date: 3/26/2018	**Created By:**
Plan Number:	**Created Date:**
Plan Version: 1	**Updated By:**
	Last Updated Date:

Facility ▢

Plan Name ▢

Contract ▢

Plan Status Draft

Plan Start Date ▢

Plan End Date ▢

Administrative Actions

Update Current Version   Submit

Plan Profile - Facilities

- DDAP has set-up the following types of plans called facilities based on funding sources:
  - ATOD Prevention
  - Gambling
  - Intervention (optional)
  - Non-SCA Funded (optional)
  - SPF Rx (Fayette and Washington SCAs only)
- You will set-up one plan for each of these facilities for each county, as applicable.
- Intervention has been set-up to allow for OPTIONAL entry of intervention services. A set of intervention service codes has been created (see DDAP Prevention Coding Guide).
- Non-SCA funded has been set-up to allow for OPTIONAL entry of services that are not funded by the SCA.

Plan Profile – Plan Name

DDAP has established a standard way for all plans to be named. All plans must be named as follows:

SFY __/__ - Facility Name (County)

Examples:

SFY 18/19 – ATOD Prevention (Chester)

SFY 18/19 – Gambling (Cumberland)

SFY 18/19 – Intervention (Dauphin)

SFY 18/19 – SPF Rx (Fayette)

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Plan Profile – Start and End Date

- Start Date – should be first day of state fiscal year
  - E.g. 7/1/18
- End Date – should be last day of state fiscal year
  - E.g. 6/30/19

Important Note for SFY 18/19 Plans

The plan start date will default to 4/1/18, you must change this date to 7/1/18.

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Skip Plan Outline

- Plan Outline includes outcome indicators, goals and objectives.
- Plan Outline has not been set-up for use.
- Dropdowns will populate with not applicable or none

Enter Planned Strategies

- Planned Strategies = Programs
  - If new program needs to be added to WITS, please request the new program by emailing your assigned DDAP prevention analyst.
- Click "Add Strategy" to begin

Planned Strategies List						Add Strategy
Actions	**Program Name**	**Customized Program Name**	**Program Provider**	**Status**	**Objectives**	**Goals**

Finish

Enter Planned Strategies

Enter Planned Strategies

- Measures and Sources – Do not complete
- Associated Objectives – Do not complete
- Planned Expenditures – Required to enter funding sources

Planned Expenditure List		Add Planned Expenditure
Actions	**Funding Source**	**Amount**
	Total	$0.00

Planned Expenditure Profile

Funding Source Type	
Amount	
In Kind Approx. Value	

Cancel Save Finish

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Enter Planned Strategies

Student Assistance Program

- SAP Core Team Meeting – now counts number of students discussed

- Problem Gambling FIA Funded SAP Services
  - Will need to enter SAP as a program under ATOD Prevention Plan and Gambling Plan
  - If having SAP under two separate plans would be problematic, contact Laura Rostolsky (lrostolsky@pa.gov; 717-736-7445) to discuss.

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Clone Planned Strategies

Planned Strategies List		
Actions	**Program**	**Customized Program Name**
✏️	Too Good for Drugs (TGFD)	Too Good for Drugs (TGFD)
	Review | **Clone** | **Delete**	

Customizing Program Name for Multiple IOMs

- Change customized name to include IOM

- Examples:
  - TGFD Universal
  - TGFD Selective
  - Positive Action – U
  - Positive Action – S

Submit Plan for Approval

- Click "Submit" on Plan Profile screen

Sample Plan Approval Emails

Preliminary Approval Email

The following Prevention Plan has been approved. The updated plan can be found on the Prevention Plan list screen under Prevention.

Plan Name: SFY 18/19 – ATOD Prevention (Northampton)
Plan Number: 1
Plan Version: 2
Plan Status: Pending Final Approval
Agency/Facility: P - Northampton SCA/ATOD Prevention (Northampton)

Final Approval Email

The following Prevention Plan has been approved. The updated plan can be found on the Prevention Plan list screen under Prevention.

Plan Name: SFY 18/19 - ATOD Prevention (Northampton)
Plan Number: 1
Plan Version: 2
Plan Status: Active
Agency/Facility: P - Northampton SCA/ATOD Prevention (Northampton)

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Sample Plan On Hold Email

On Hold Email

The following Prevention Plan has been placed on hold. The updated plan can be found on the Prevention Plan list screen under Prevention.

Plan Name: SFY 18/19 - ATOD Prevention (Northampton)
Plan Number: 1
Plan Version: 1
Plan Status: On Hold
Agency/Facility: P - Northampton SCA/ATOD Prevention (Northampton)

On Hold Reason:
---Note Added On 3/19/2018 5:23:24 PM--- Remove service code INF01 Printed Materials Development from ATOD Information Dissemination Activities.

Search for Plans

Prevention Plan Search

Show Latest Version Only: Yes

Date Range From:

To:

Clear   Go

Prevention Plan List (Export)

Add New Prevention Plan

Actions	Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date
✏️	SFY 17/18 - ATOD Prevention (Northampton)	ATOD Prevention (Northampton)	Pending Final Approval	1	4	7/1/2017	6/30/2018	3/16/2018
✏️ Review	...bling (Northampton)	Gambling (Northampton)	Active	2	1	7/1/2017	6/30/2018	3/15/2018
✏️	SFY 17/18 - Intervention (Northampton)	Intervention (Northampton)	Draft	3	1	7/1/2017	6/30/2018	4/12/2018

Edit Plans

- Click "Update Current Version" on Plan Profile screen

Edit Planned Strategies (Programs)

Planned Strategies List

Actions	Program Name	Customized Program Name	Program Provider
✏️	ATOD Information Dissemination Activities	Red Ribbon Week	P - Valley Youth House
✏️ **Review** | **Clone** | **DeActivate**		Second Step	P - Valley Youth House
✏️	Too Good for Drugs (TGFD)	Too Good for Drugs (TGFD)	P - Valley Youth House
✏️	Too Good for Drugs & Violence (After School Activities)	Too Good for Drugs & Violence (After School Activities)	P - Valley Youth House
✏️	Strengthening Families Program: For Parents and Youth 10-14	Strengthening Families Program: For Parents and Youth 10-14	P - Valley Youth House
✏️	ATOD Alternative Activities	Mentoring for Change	P - Valley Youth House
✏️	AOD Environmental Activities	AOD Environmental Activities	P - Valley Youth House

Planned Strategies List

Actions	Program Name	Customized Program Name	Program Provider
✏️	ATOD Information Dissemination Activities	Red Ribbon Week	P - Valley Youth House
✏️	Second Step	Second Step	P - Valley Youth House
✏️	Too Good for Drugs (TGFD)	Too Good for Drugs (TGFD)	P - Valley Youth House
✏️ **Review** | **Clone** | **Delete** Activities)		Too Good for Drugs & Violence (After School Activities)	P - Valley Youth House
✏️	Strengthening Families Program: For Parents and Youth 10-14	Strengthening Families Program: For Parents and Youth 10-14	P - Valley Youth House
✏️	ATOD Alternative Activities	Mentoring for Change	P - Valley Youth House
✏️	AOD Environmental Activities	AOD Environmental Activities	P - Valley Youth House

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Submit Edited Plan for Approval

- List all edits made to your plan in the summary of plan changes. Be specific.

Service Length and Indirect Time

- SCAs can define for staff and providers what indirect time to record for services entered.

- Time is entered in hours. Can enter partial hour as decimal (e.g. 1.5, 2.25).

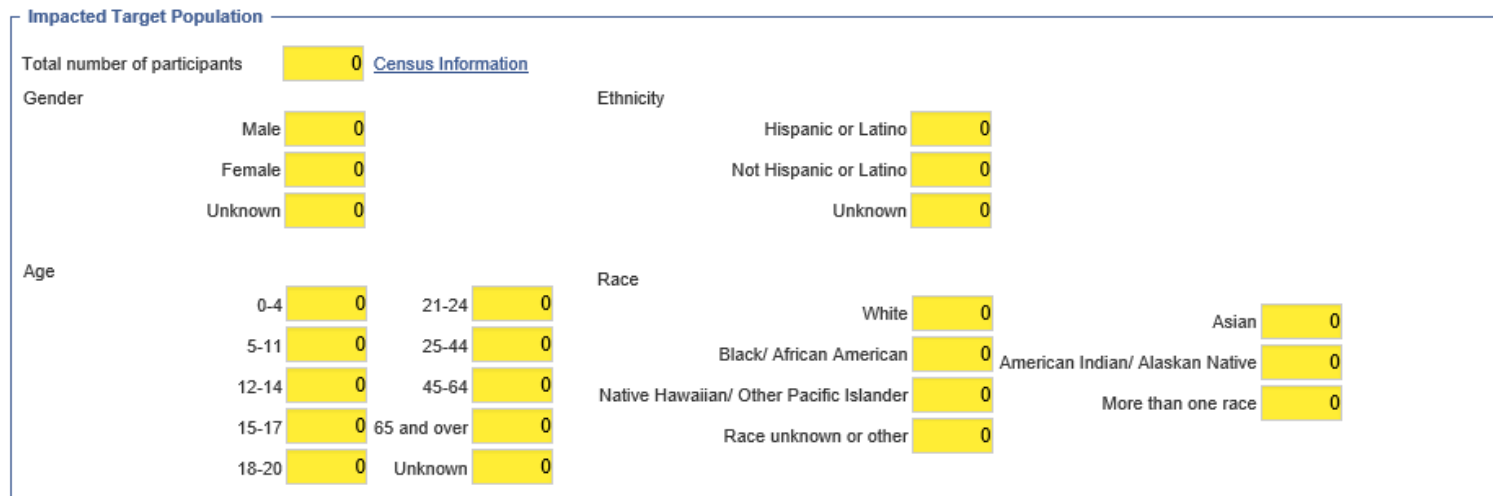- SCAs can choose to allow staff/providers to round to the nearest quarter hour.

Other Counts

- For all services entered, there is a field labeled "other count".

- Other counts are defined in DDAP Prevention Coding Guide.

- Some other counts can be defined by SCA.

Don't forget!

Important Note for SFY 18/19 Plans

The plan start date will default to 4/1/18, you must change this date to 7/1/18.

PA WITS Service Desk and Training Resources

Service Desk

Email: RA-DAPAWITS@pa.gov

Phone: 717-736-7459

WITS Training Website

Will include user guides and webinar recordings.

http://www.ddap.pa.gov/Pages/DataSystem_Training.aspx

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Questions