

To identify clients that are referred by the Department of Corrections:

- 1) Click on “Agency List”, then “Referrals”, then “Referrals In” at the menu navigation panel;
- 2) At the Search area, move “Placed/Accepted” and “Referral Created/Pending” from the Referral Status Codes box to the Search Criteria box; then, click the “Go” button.
- 3) At the results table, click on the column header “Referring Agency/Facility” so the list gets sorted alphabetically. Find the rows pertaining to the Department of Corrections.

Note: For an SCA to be able to enter the GPRa Follow Up for the GPRa Intake interview that was done at the DOC, the DOC must have referred the client to a SOR program at the SCA. A SOR Program has a modality of “9100-Case/Care Management” which you can see at the column “Referred to Modality”. Alternatively, you can click on the pencil icon and review the record to double-check on the program referred to.

The screenshot displays the PA-WITS interface. The search criteria are set to 'Placed/Accepted' and 'Referral Created/Pending'. The results table is titled 'Referrals for T - Lackawanna/Susquehanna SCA' and contains the following data:

Actions	Unique Client #	Client Name	DOB	Created Date	Referring Agency/Facility	Referred To Modality	Referral Status	Ref to Facility	Referral Comments
	H30001046013540	*****	██████	1/15/2019	A BETTER TODAY INC/SCRANTON-A BETTER TODAY	9100-Case/Care Management	Placed/Accepted	T - Lackawanna/Susquehanna SCA	
	P64507219434640	*****	██████	2/19/2020	DEPARTMENT OF CORRECTIONS/Department of Corrections	9100-Case/Care Management	Placed/Accepted	T - Lackawanna/Susquehanna SCA	
	M25503018449730	*****	██████	2/12/2020	DEPARTMENT OF CORRECTIONS/Department of Corrections	9100-Case/Care Management	Placed/Accepted	T - Lackawanna/Susquehanna SCA	
	G32508117086370	*****	██████	3/19/2020	DEPARTMENT OF CORRECTIONS/Department of Corrections	9100-Case/Care Management	Placed/Accepted	T - Lackawanna/Susquehanna SCA	
	R20003099403190	*****	██████	3/18/2020	DEPARTMENT OF CORRECTIONS/Department of Corrections	9100-Case/Care Management	Placed/Accepted	T - Lackawanna/Susquehanna SCA	
	M25503018449730	*****	██████	2/11/2020	DEPARTMENT OF CORRECTIONS/Department of Corrections	9100-Case/Care Management	Placed/Accepted	T - Lackawanna/Susquehanna SCA	
	V31204256103290	*****	██████	10/8/2018	DRUG AND ALCOHOL TREATMENT SEDU/CRS/NA TREATMENT SEDU/CRS	9100-Case/Care Management	Placed/Accepted	T - Lackawanna/Susquehanna	

To determine when the GPRa Follow Up Interview is due, per client listed as referred by DOC:

- 1) Click on “GPRa Follow Up Due Detail” at the menu navigation panel;
- 2) At the Search area, you have the option to select a single client by putting in the UCN at the search box OR select Agency Type = Follow up, Status = ALL, and click the “Go” button. Then, click on the link “Export” to get the list as an excel file, and identify the clients from DOC based on the result at the Referral search.
- 3) The last three columns of the list show: a) Due Date, b) Follow Up Open Date, and c) Follow Up Close Date.

WITS PA-WITS 19.11.11 T - Lackawanna/Susquehanna SCA, T - Lackawanna/Susquehanna SCA Cuelto, Jeanette Logout

SSRS Reports Snapshot

Home Page

State Waitlist

Agency

Agency List

GPRA Discharge Due

GPRA Follow-up Due Summary

GPRA Follow-up Due Detail

Overdose Reversal Kits

Facility List

Staff Members

Billing

GPRA Follow-up Interview Due Detail Search

Agency Type: Follow-up Grant: SOR

Agency: T - Lackawanna/Susque... Facility: T - Lackawanna/Susque...

GPRA Intake Date: First Name: Last Name: Unique Client Number: [Redacted]

Due Date: Status: ALL

Clear Go

GPRA Follow-up Interview Due Detail List (Export)

Actions	Unique Client Number	Client Name	Agency Name	Facility Name	Status	GPRA Intake Date	Due Date	Followup Open Date	Followup Close Date
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To search for Clients with Linked Consents:

- 1) Click on "Client List" at the menu navigation panel;
- 2) Put in the search box the Unique Client Number (UCN).
- 3) At the search result table, hover on the pencil icon and click on the "Linked Consents" option which leads to the "Linked Consent List".
- 4) The list shows the UCN being searched for. Hover on the pencil icon of the UCN being searched for, then click on "Consented Activity List" to see the consented information. (It will display the second image shown below.)

WITS PA-WITS 19.11.11 T - Lackawanna/Susquehanna SCA, T - Lackawanna/Susquehanna SCA

***** | P64507219434640 SSRS F

Home Page

State Waitlist

Agency

Group List

Clinical Dashboard

Client List

Client Profile

Linked Consents

Non-Episode Contact

Activity List

Episode List

System Administration

Reports

Support Ticket

The filter you created has been applied to the client list.

Client Search

Agency: T - Lackawanna/Susquehanna SCA Facility: [Dropdown]

PA-WITS Client Id: [Text] DOB: [Text]

Unique Client Number: P6450* Provider Client ID: [Text]

Treatment Staff: [Dropdown] Primary Care Staff: [Text]

Case Status: All Clients Intake Staff: [Dropdown]

Include Only Active Consents: Yes Number Type: [Dropdown]

Client List (Export)

Actions	Unique Client #	Full Name	DOB	SSN	Gender
[Pencil]	P64505095633160	*****	5/9/1958	*****	Male
[Pencil]	P64507219434640	*****	7/21/1994	*****	Male

Profile Activity List **Linked Consents**

Clients with Consents from Outside Agencies

Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender

- Home Page
- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Episode List
- System Administration
- Reports
- Support Ticket

Consented Activity List

PROHIBITION ON REDISCLOSURE OF INFORMATION CONCERNING CLIENT IN ALCOHOL OR DRUG ABUSE TREATMENT

This notice accompanies a disclosure of information concerning a client in alcohol/drug abuse treatment, made to you with the consent of such client. This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Actions	Activity	Activity Date	Created Date	Status
	GPRA Interview (6-Month Follow Up)	3/5/2020	3/5/2020	Completed
	Consent (T - Lackawanna/Susquehanna SCA)	2/19/2020	2/19/2020	Completed

Finish