



## WITS USER GUIDE

### Recovery Works: **Recovery Residences**



INDIANA'S FORENSIC TREATMENT PROGRAM

**Triple check the SSN and DOB before entering to avoid duplication**



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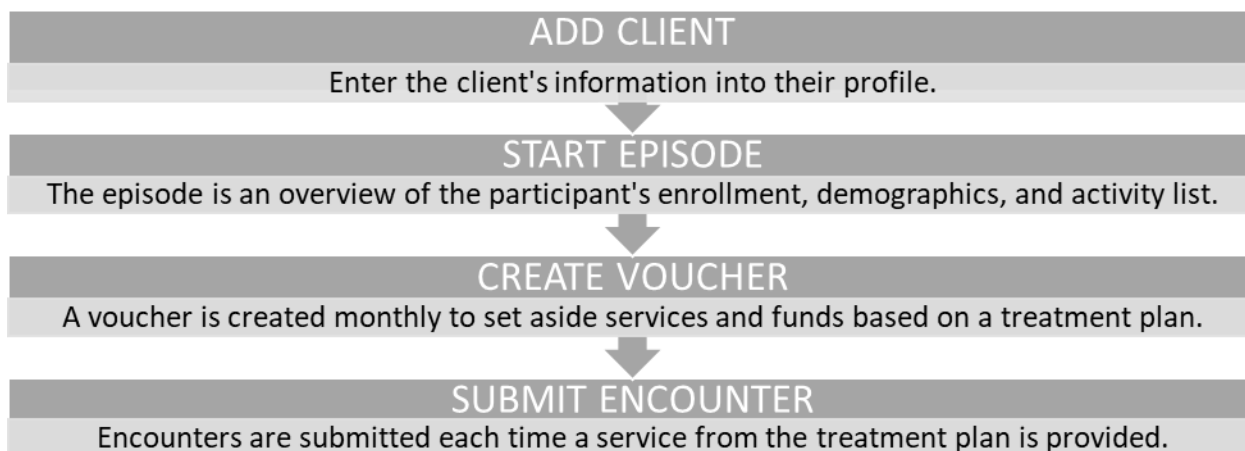
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## WITS Billing Overview

WITS is the Web Infrastructure for Treatment Services. It is a web-based application that is used to collect participant information and reimburse for services provided. Once a participant receives a referral from a Criminal Justice Provider, the provider must use WITS to submit claims (encounters) for rendered services.

*The main steps of billing for a participant are outlined below:*





## Accessing WITS

1. Go to the WITS website: <https://dmha.fssa.in.gov/atr>
2. Log in using your assigned user ID, which was emailed to you when your account was setup
  - a. If you do not have a WITS login, please submit the "WITS Setup Spreadsheet" to the Recovery Works help desk at <https://dmha.fssa.in.gov/helpdesk/?div=dmha>.
  - b. \*Note: if this is your first time logging in, you will need to set your Security Question to create a password and pin.

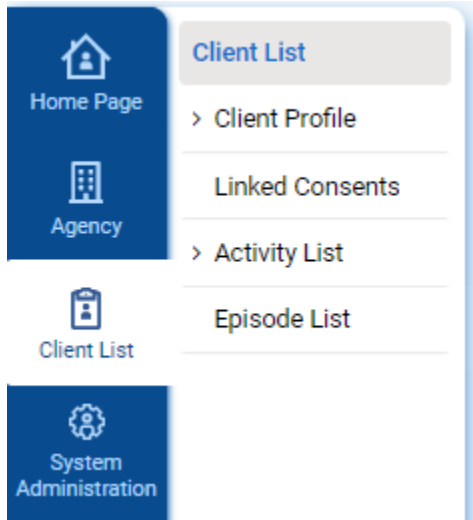
A screenshot of the WITS login page. At the top center is the WITS logo. Below it, the text "Indiana Training" is displayed in a bold blue font, followed by "Web Infrastructure for Treatment Services" in a smaller blue font. A horizontal line separates the header from the "Log In" section. The "Log In" section contains three input fields: "User ID" with the placeholder text "Jusername", "Password" with the placeholder text "Password", and "PIN" with the placeholder text "PIN". To the right of the PIN field is a link that says "Forgot Password or Pin?". At the bottom of the page, there is a dark purple footer bar containing the text "QA" and "Version: 20.1.0.0 | Powered by WITS" on the left, and a "Login" button on the right.



## Guided Workflow for Participant Billing

### Step 1: Add Client

1. Log into WITS
2. Go to **Client List**



3. Search for the client you need to enter to ensure he/she is not already in the system
4. Click **“Add Client”**

5. Complete the client profile. All information with an orange line must be entered and accurate.
6. In the DARMHA Client ID field, enter “RR” for **ALL** clients.

### Client Profile

^ Hide Context Information

Unique Client Number	State Client ID	Created By	Created Date	Updated By	Updated Date
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First Name: William

Middle Name:

Last Name: Shakespurr

Mother's Maiden Name:

Suffix:

Sex: Male

Gender Identity:

DOB: 4/23/1956

SSN: XXXXXXXX

DARMHA Client ID: RR

Driver's License:

Residence Zip Code: 46038

Medicaid #:

Has paper file:  Yes  No

7. You can upload a photo of the client if you would like

Upload Profile Image

No File Selected...

8. Hit **“Save & Finish”** once all required boxes are completed



## Step 2: Start an Episode

1. From the Client List, search for the client, and **click the ellipsis > Activity List**

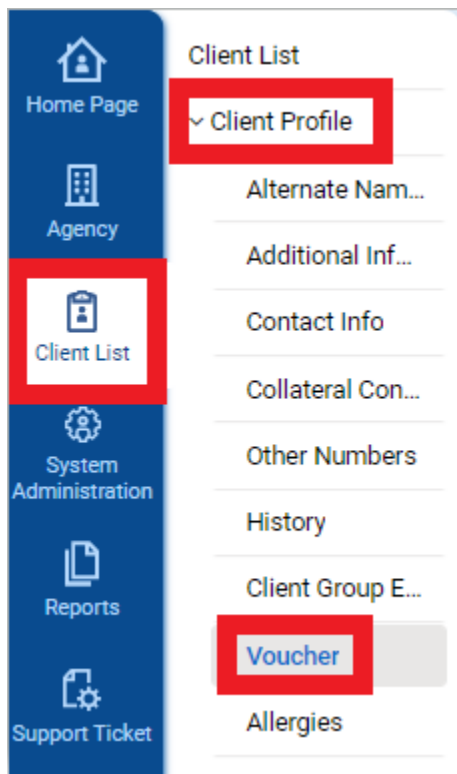
2. Click **“Start New Episode”**

3. Enter all the information with an orange line
4. The intake date **MUST** be less than 14 calendar days ago from the current date.

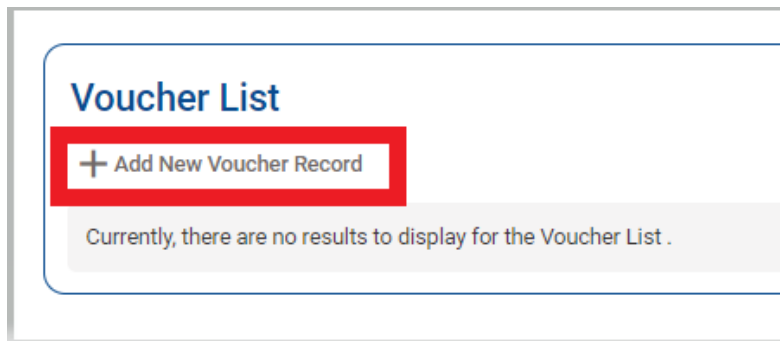
5. Hit **“Save & Finish”**

### Step 3: Creating a Voucher

1. Go to Client List > Client Profile > Voucher



2. "Add New Voucher Record"



3. Select an agreement, which is the current fiscal year
4. Select an effective (start) date and end date.
  - a. The start date **MUST** be less than 10 calendar days ago from the current date. It also cannot be before the intake date.  
*\*\*Vouchers are to be made every 30 days. I recommend always making the end date the last day of the month you are working on\*\**





## Voucher

^ Hide Context Information

ID	Administering Agency RW-Cat Club		
Created By	Created Date	Updated By	Updated Date

Group Enrollment

Recovery Works (7/1/2021)

Status

Active

Plan

Recovery Works

Voucher

Agreement

0000012345 - Purr-fect Paw-sibilities / 7/1/2021 - 6/30/2022 - Recovery Works-Recovery Works

Effective Date

7/20/2021

End Date

7/31/2021

Date Approved

7/20/2021

5. Click "Add Service"

### Vouched Services List

**+ Add Service**

Currently, there are no results to display for the Vouched Services List .

6. Add "Recovery Residence – RW" to the voucher
  - a. Use the Recovery Residence rate sheet to determine units (1 unit = \$1)



## Vouched

Service

Recovery Residence - RW

Voucher #

782

# Vouched Units

837

# Used Units

0

Vouched Amount

\$837.00

Save

Save and Finish

× Cancel

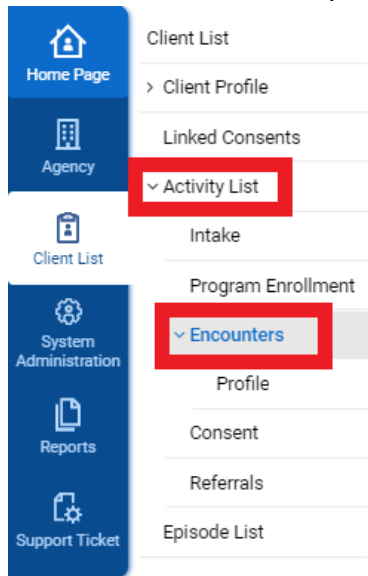
7. Hit **"Save & Finish"**



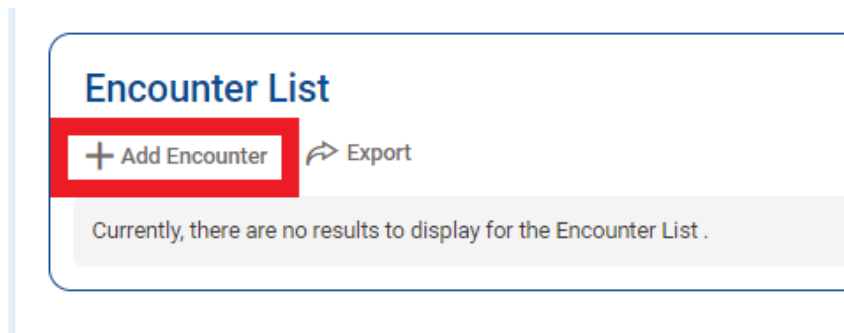
## Step 4: Billing an Encounter

Encounters for recovery residence are to be billed once per week.

1. Go to Client List > Activity List > Encounters



2. Click “Add Encounter”



3. Enter all information for fields with an orange highlight
  - a. Start date should be the first day of the week you are billing
  - b. End date is to be left blank
  - c. Start time is 12:01am. End time is 11:59pm. Duration auto-populates
  - d. Number of service units is calculated based on the rate sheet
  - e. The notes section **MUST** include the date range for the week you are billing. Ex: 9/30-10/6



## Encounter

ENC ID	<input type="text"/>	Created Date	<input type="text"/>
Service	<input type="text" value="Recovery Residence - RW"/>		
Program Name	<input type="text" value="Purr-fect Paw-sibilities/Recovery Works : 7/1/2021 -"/>		
Service Location	<input type="text" value="Hamilton"/>	Start Date	<input type="text" value="7/20/2021"/>
		Start Time	<input type="text" value="12:01 AM"/>
		End Date	<input type="text"/>
		End Time	<input type="text" value="11:59 PM"/>
Duration	<input type="text" value="1438"/>	Min	<input type="text"/>
# of Service Units/Sessions	<input type="text" value="189"/>		
Rendering Staff	<input type="text" value="Sipher, Sarah"/>		
Notes	<input type="text" value="Billing for Shakespurr for 7/20-7/26 for 27 units per day"/>		

4. Hit **“Save”**
5. Once everything looks accurate, hit **“Release to Billing”** under administrative actions.

### Administrative Actions

Release to Billing

Delete



## Encounter Batching/Adjudication & Payments

The Recovery Works batching and adjudication process is automatic, which means the team does not manually review each encounter that is submitted to the system. Encounters are auto-approved unless the system finds it to be a duplicate or time overlap.

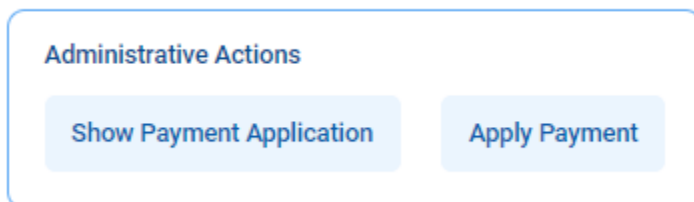
The system auto-adjudicates and creates a batch each week on Fridays at 11pm EST. Any encounters submitted during the previous week will be included on the batch. That batch date will appear in WITS as the **“Posted Date”** under the **Payment List**.

The following Wednesday at 4pm EST, the previous week’s batch is processed through the Clerk’s office, which begins the payment processing. Payments will be received via direct deposit approximately 35 days after the receipt of the batch file.

You can match a payment with your direct deposit by the dollar amount received in your account. That amount will match an amount on your payment list.

To review your payments:

1. Go to **Agency > Billing > Payment List**
2. Hit “Search”
3. Click the ellipsis of the payment you want to review and click “Profile”
4. Click “Show Payment Application” to review the encounters included in the payment



5. Export to Excel to sort and filter the data for your records

Claim Item #	Enc #	Client Name	Svc Date	Svc Name	Rendering Staff	Service
258	248	Biscuit, Sea	12/14/2020	Recovery Residence - RW	Sipher, Sarah	R1570

\*Note: for assistance matching payments or help locating missing payments, please submit a help desk ticket