

This document is intended to provide end users with basic step-by-step information to follow along during the in-person training session for WITS and the ASAM CONTINUUM® clinical assessment tool. Each section below includes a “Navigation”, which corresponds to the left navigation menu in WITS and the sequence of menu items to click to arrive at the destination screen. Please refer to the user documentation for additional information and screen captures.

Training Website: <https://ahcccs-training.witsweb.org>

NOTE: Login information for the training site will be provided on note cards during the in-person training session.

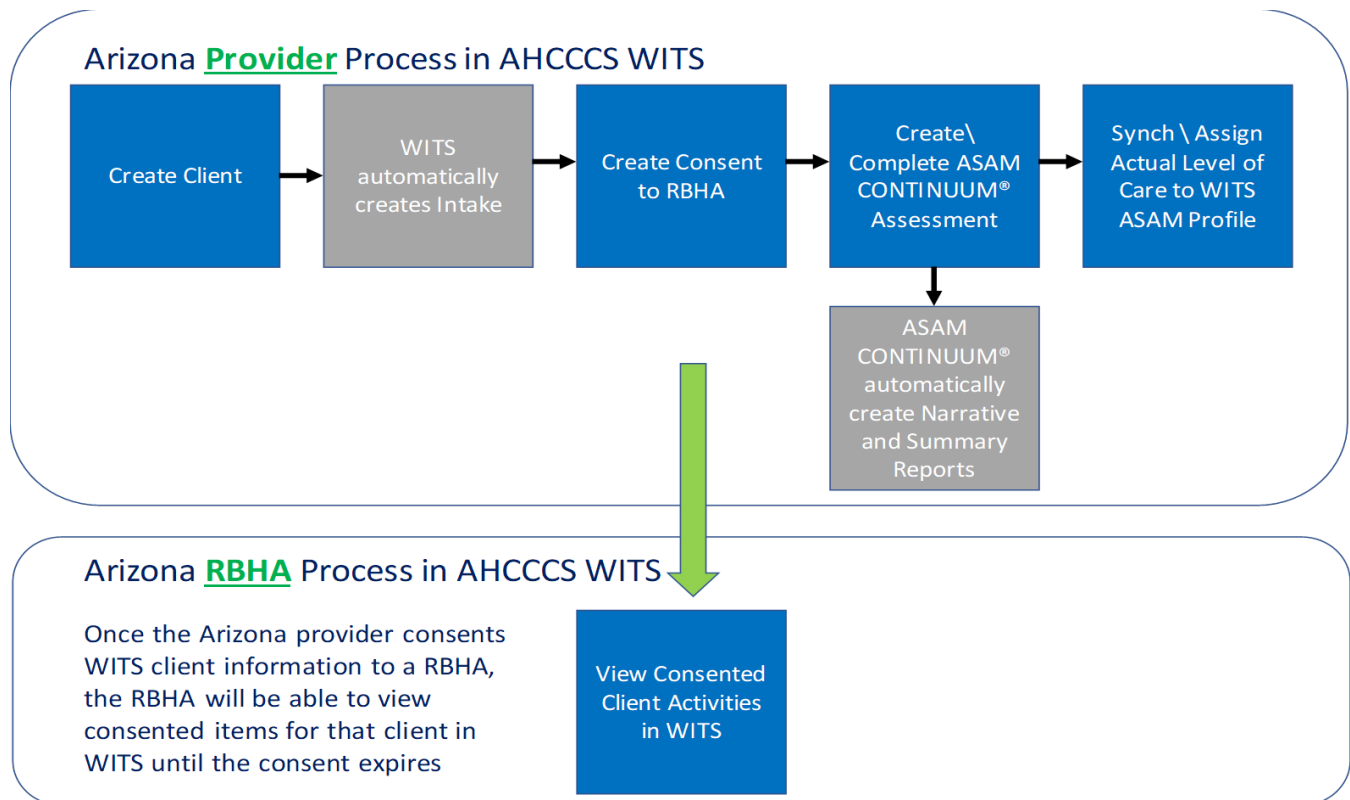


Figure 1: Arizona WITS Workflow

1. Client Profile

Navigation: Client List

- On the left menu, click **Client List**. On the Client List screen, click **Add Client**.
 - NOTE: Before adding a client, use the search fields to see if a profile already exists for the client.
- For the **AHCCCS ID** field, use the value displayed on the note card provided during the in-person training.
 - NOTE: Each note card has been assigned a unique AHCCCS ID.
- In the remaining required fields (dark yellow), enter information for the client and then click **Save**.
 - NOTE: Notice the client’s name is now displayed at the top left of the screen along with a ‘1’ to indicate the WITS Intake was automatically created.

2. Consent

Navigation: Client List > Activity List > Consent

- On the left menu, click **Activity List**, and then click **Consent**.
- On the **Client Consent List** screen, click **Add New Client Consent Record**.

- c. On the **Client Disclosure Agreement** screen, complete the following required fields as shown below:
 - i. In the field, **Disclosed to Agency**, select an agency that starts with “**RBHxxx**”.
 - ii. In the field, **Has the Client Signed the Paper Agreement Form**, select “**Yes**”.
 - iii. Enter information for any remaining required fields.
- d. Click **Save**. All the fields will be grayed out (cannot be edited anymore) since the client has signed the paper form.

3. ASAM CONTINUUM® Assessment

Navigation: Client List > Activity List > ASAM

- a. On the left menu, click **ASAM**. On the **ASAM List** screen, click **Add CONTINUUM® Assessment**. The ASAM CONTINUUM® Assessment will open in a new browser tab.
 - i. NOTE: If a new browser tab does not open, look for a notification message or icon from your Internet browser indicating a pop-up was blocked. View the message or icon and click the option to always allow pop-ups from this site.
- b. When the ASAM CONTINUUM® Assessment opens in a new browser tab, an end user license agreement screen will appear for new users accessing the assessment. Review the agreement and scroll to the bottom of the screen, click **I Agree**.
- c. The system will redirect to the ASAM CONTINUUM® Training screen. Click, **I have reviewed all ASAM CONTINUUM® Training Materials**. The system will redirect to the assessment.
- d. Administer the assessment to the client. When assessment information is entered, the Save button will appear. Click **Save** throughout the course of the assessment.
- e. Navigate through the sections using the **Previous** and **Next** buttons or click the section name from the left menu.
 - i. Once you finish the assessment and all the sections are marked 100% complete, the **Submit** button will appear at the bottom of the screen. Click on the **Submit** button to score the ASAM CONTINUUM® assessment.
 - ii. You will then have the option to view the Summary and Narrative reports.
 - iii. Close the ASAM CONTINUUM® training browser tab or click on the WITS browser tab.
- f. Returning to WITS, you will see the assessment you just conducted on the ASAM list. Hover your cursor over the Action pencil icon and select the **Review** link.
- g. At the bottom of the WITS ASAM screen under Administrative Actions, click **Sync with CONTINUUM**. This will pull the recommended levels of care from the just completed assessment back to the WITS ASAM screen.
 - i. At the top of the WITS ASAM screen, select the appropriate RHBA that is funding the assessment in the **Funding MCO** field. This information will be used to create aggregate reports for the RHBA organizations on number of assessments.
 - ii. At the bottom of the WITS ASAM screen, select the appropriate value in the Actual Level of Care field. If that value is different than values in the Recommended From CONTINUUM® field, you will also need to complete the Clinical Override and Comments fields.
 - iii. Click **Save**.
 - iv. In the Administrative Actions box at the bottom of the screen click the **Sign ASAM** link. This will time date stamp the WITS ASAM with the end user’s WITS Account information and mark all the fields as gray (non-editable).
 - v. Click **Finish**. You will be returned to the ASAM List screen.