AHCCCS WITS ASAM CONTINUUM®

End User Guide

Applies to:

WITS Version 19.7.1+

AHCCCS WITS Customer

Last Updated 9/5/2019

AHCCCS WITS
ASAM CONTINUUM®

Preface

ASAM CONTINUUM® is a computerized clinical decision support system (CDSS). ASAM CONTINUUM® provides the entire treatment team with a computer-guided, standardized interview for assessing patients with substance use disorders and co-occurring conditions. ASAM CONTINUUM® aids clinicians in conducting a full biopsychosocial assessment that addresses all six dimensions of The ASAM Criteria®. The decision engine uses research-quality questions, including tools such as the ASI (Addiction Severity Index), CIWA (Clinical Institute Withdrawal Assessment) and CINA (Clinical Institute Narcotic Assessment) instruments to generate a comprehensive patient report which includes a final recommended Level of Care determination.

Intended Audience

This user guide has been prepared for Arizona provider agency staff members who will be using the AHCCCS WITS system to launch ASAM CONTINUUM® software to conduct ASAM CONTINUUM® assessments with their patients. AHCCCS has made WITS available to RBHAs and their providers so that there is a standard system that will allow providers to conduct ASAM CONTINUUM® assessments and to have the ability to electronically share that information with their regional behavioral health associations (RBHAs). WITS will also provide a centralized repository to generate reports to the providers and RBHAs so that Arizona state, RBHA and provider staff will have insight to ASAM CONTINUUM® usage and understanding of clinical Level of Care (LoC) actual assignments compared to the tool's recommended LoC.

System Requirements

WITS is a web-based application accessed through an Internet (web) browser using Internet connection.

Internet Browsers

WITS is compatible with up-to-date versions of most modern Internet browsers such as:

- Apple® Safari®
- Google Chrome™
- Mozilla® Firefox®
- Windows Internet Explorer 10 or newer *(recommended)*

Note: Do not allow your Internet browser to save your password, as this information will be routinely updated.

Pop-up Blocker

Certain features in WITS, such as Snapshot and Scheduler, will open in a separate browser window when selected. Make sure your browser allows pop-ups from WITS and from ASAM CONTINUUM®.

Customer URL Links

Training Site: https://ahcccs-training.witsweb.org

Production Site: https://ahcccs.witsweb.org

The **Training Site** allows staff members to practice using the system before entering actual data in the Production Site. ***Do not enter real client information in the training site***.

Contents

Part 1: Customer Specific Information

The WITS system allows Arizona providers to easily enter information for individuals who will receive an ASAM CONTINUUM® assessment and to use the WITS consent process to share information with Arizona RBHAs.

- Arizona providers will enter the following into WITS
  - ✓ Minimal client information
  - ✓ A consent to share the WITS client, consent and ASAM CONTINUUM® reports with RBHAs.
  - ✓ Answers from the assessment questions into the ASAM CONTINUUM® tool
  - ✓ Synch the ASAM CONTINUUM information with the WITS client information and designate the RBHA who is funding the assessment
- Arizona providers will also designate a WITS provider staff administrator who will be able to set up provider agency staff and reset passwords in WITS
- Arizona RBHAs will have the ability to login to WITS and review the information on clients that the providers have consented to that RBHA.

Workflow Diagram

The following diagram illustrates the AHCCCS WITS workflow process.

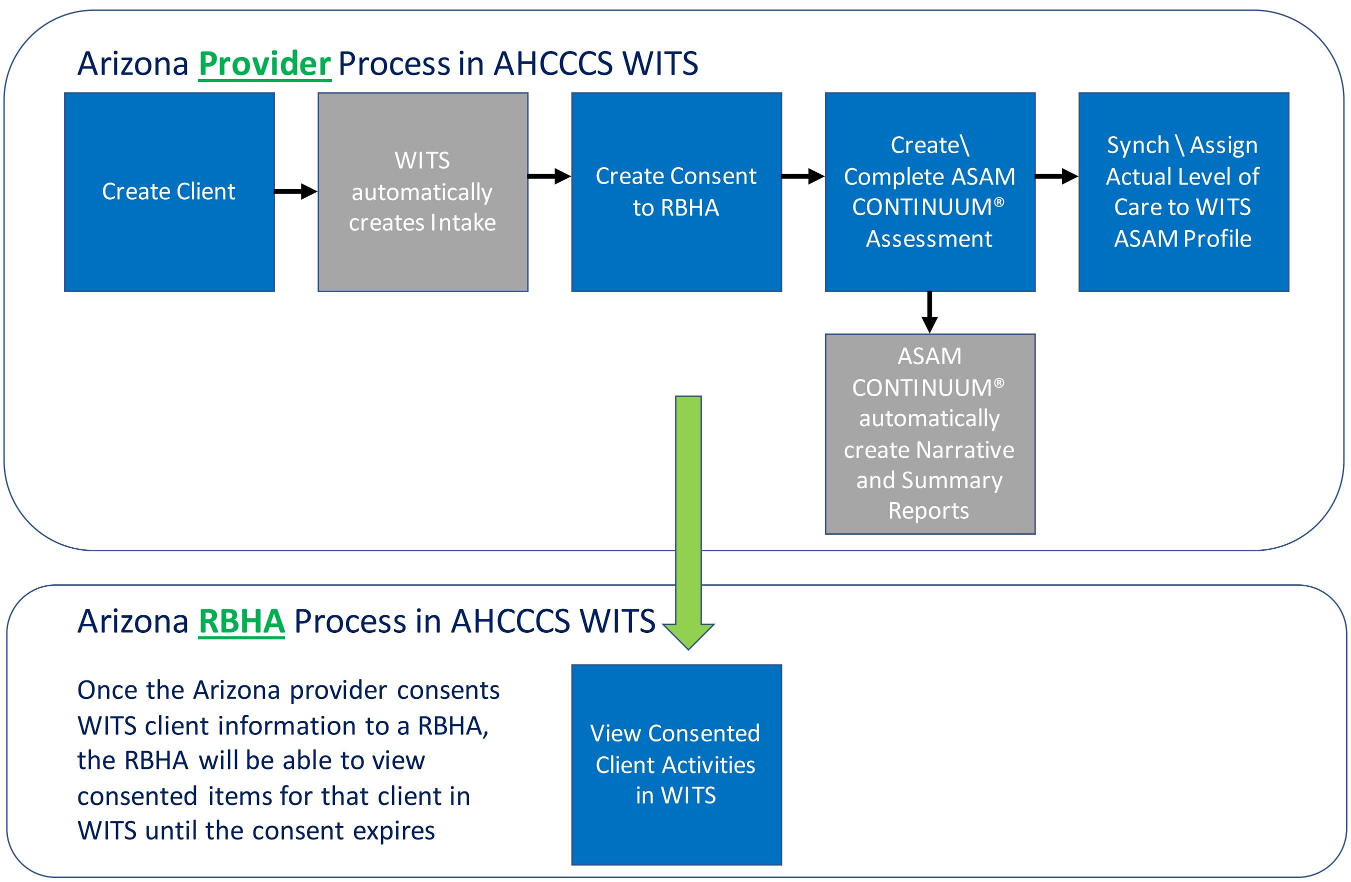


Figure 1-1: AHCCCS WITS workflow process

Part 2: Client Setup

Search for a Client

Where: Client List Screen

Before creating a new client record, search for your client to make sure the client is not already in WITS.

1. To view clients within your agency, click on the **Client List** menu item. A blank Client List screen will appear.

1. Use the fields in the **Client Search** section to narrow your results.

> **Tip**: When searching for a client, try to use unique information, such as birthdates or social security numbers, if possible. You can also enter a partial name (or partial value in another field) followed by a "*". This is called a **wild card search**. For instance, if you search for Last Name of "Smit*", the search results will display people with the last name of "Smith", "Smitty", "Smithson", etc.

2. After selecting from the search fields, click **Go** to view the results.

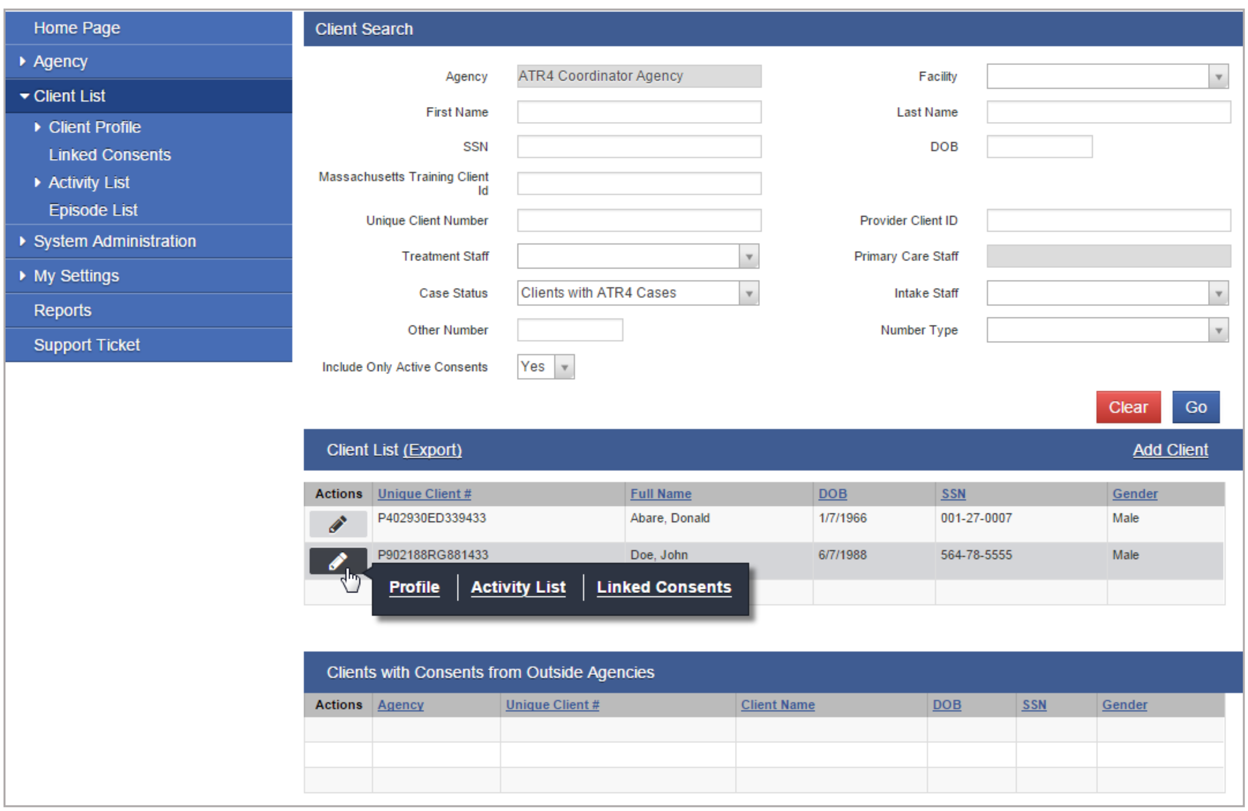


Figure 2-1: Client List screen, Action links

3. Look for your client in the **Client List**. If you find the right person, view their profile by pointing to the pencil icon in the Actions column and clicking the **Profile** link. If you do not find your client, you can create a new client record.

Client Search Tips

Client Name or Number

Use a client's nickname or alternate names in the **First Name** or **Last Name** fields.

Use an **asterisk** (*) to perform a wildcard search.

Examples:

- Find clients whose last name starts with "Jon": Jon*

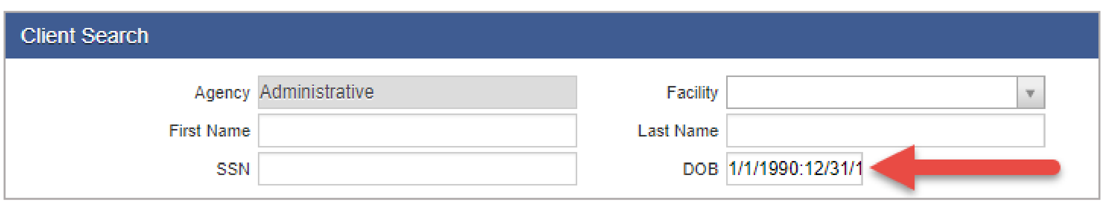
- Search by the last 4 digits of a client's SSN: *1123

Client Birthday or Age

Search within a timeframe by separating the two dates with a **colon** (**:**). Search for clients born after a certain date with a **greater than sign** (**>**). Search for clients born before a certain date with a **less than sign** (**<**).

Examples:

- Find clients born in the year 1990: 1/1/1990**:**12/31/1990



- Find clients born after a certain date: >12/30/1959

Create Client Profile

Where:* Client List > *Client Profile

To add a new client to the system, follow the steps below.

Note: Please search for each client before creating a new record to avoid duplicate clients in your agency.

1. On the left menu, click **Client List**.
2. On the Client List screen, click **Add Client**.

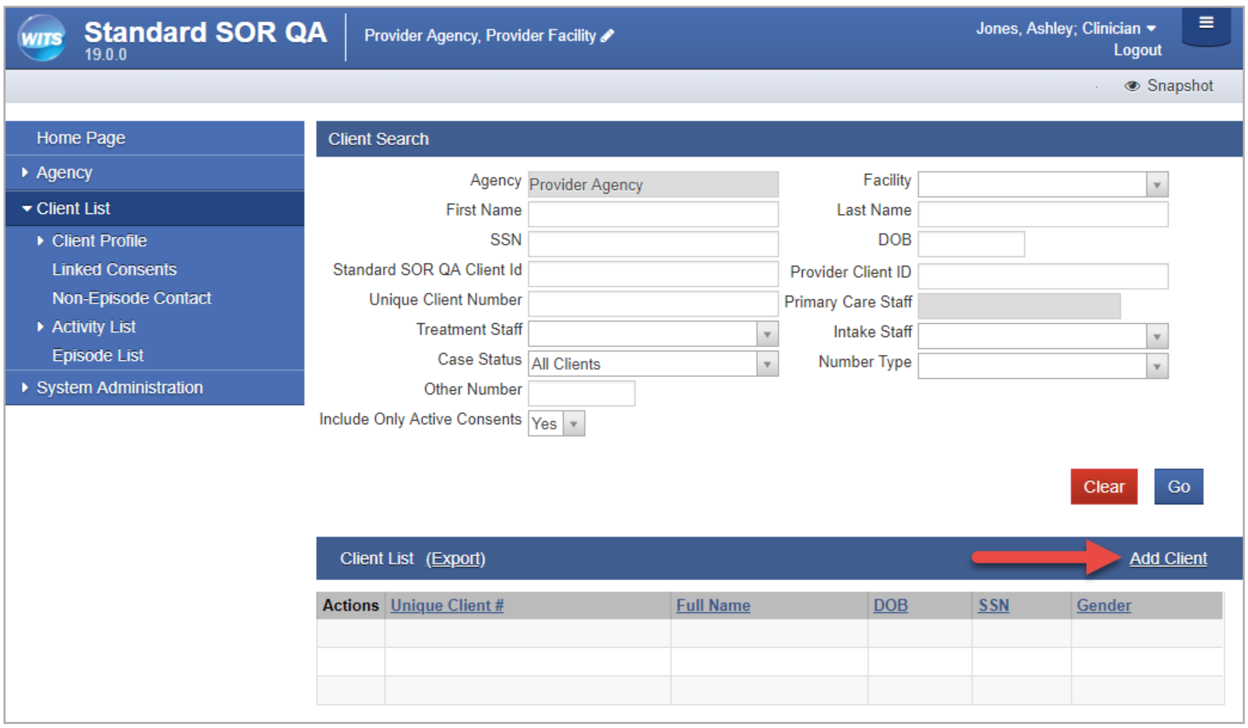


Figure 2-2: Client Search/List screen; Add Client link

3. On the **Client Profile** screen, enter the required client information. See the table below for information on each field.

Important: When adding new clients to the system, review the Client Profile fields for accuracy before saving the screen. Once the Client Profile screen is saved, a Unique Client Number (UCN) is created based on the data provided. It's important to enter client information correctly to avoid duplicate client entry in the future.

Table 2-1: Client Profile fields

Field	Description
First Name	Type the client's current first name.
Middle Name	(Optional)
Last Name	Type the client's current last name.

Field	Description
Mother's Maiden Name	(Optional)
Suffix	(Optional)
Gender	Select the client's gender from the drop-down list.
DOB	Enter the client's date of birth.
AHCCCS ID	Type the client's AHCCCS ID. The value entered must match the pattern **A**nnnnnnnn or **S**nnnnnnn where 'n' is a number.
Driver's License and State	(Optional) Type the number and then select the State from the drop-down list.
Has paper file	(Optional) Select Yes or No. Field defaults to Yes.

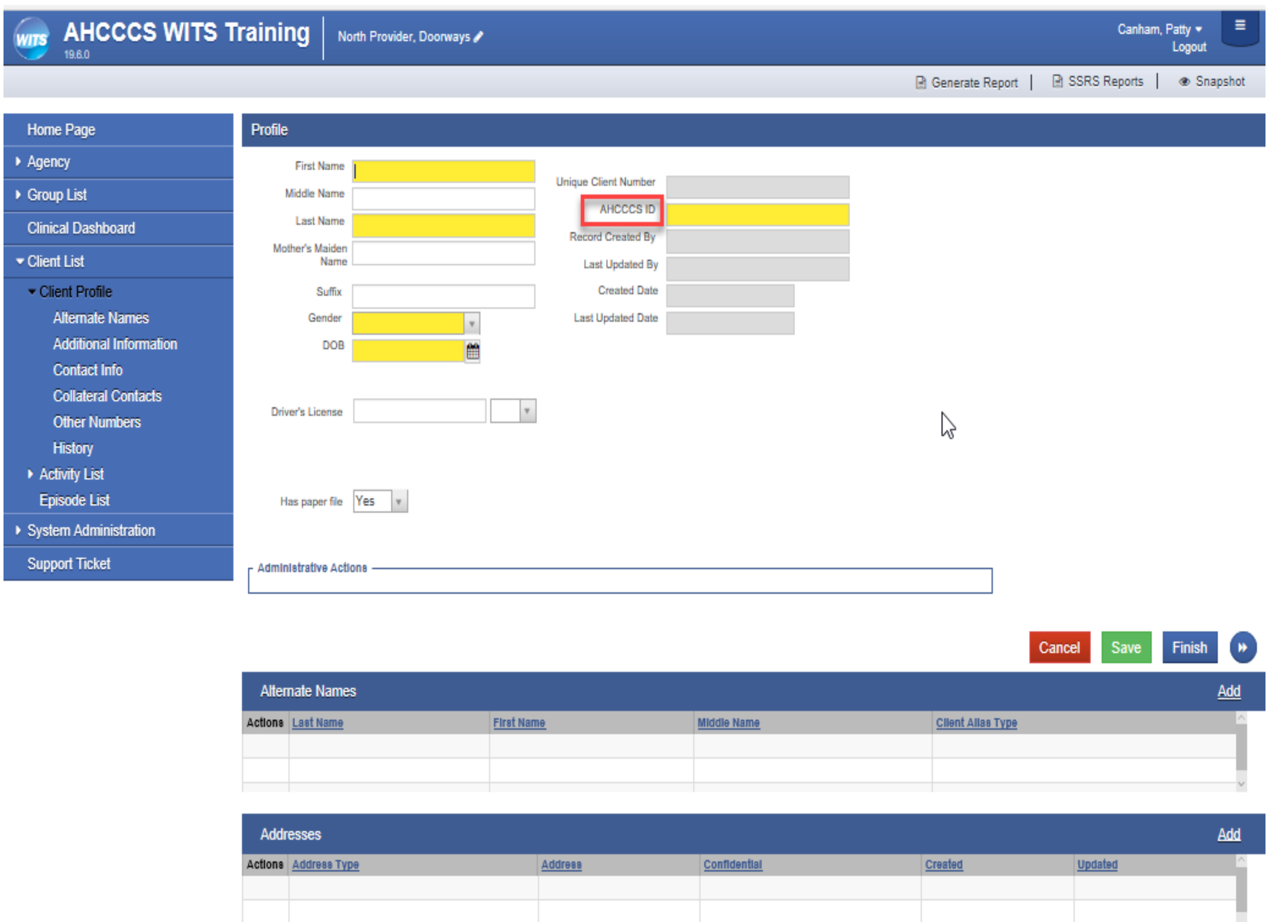
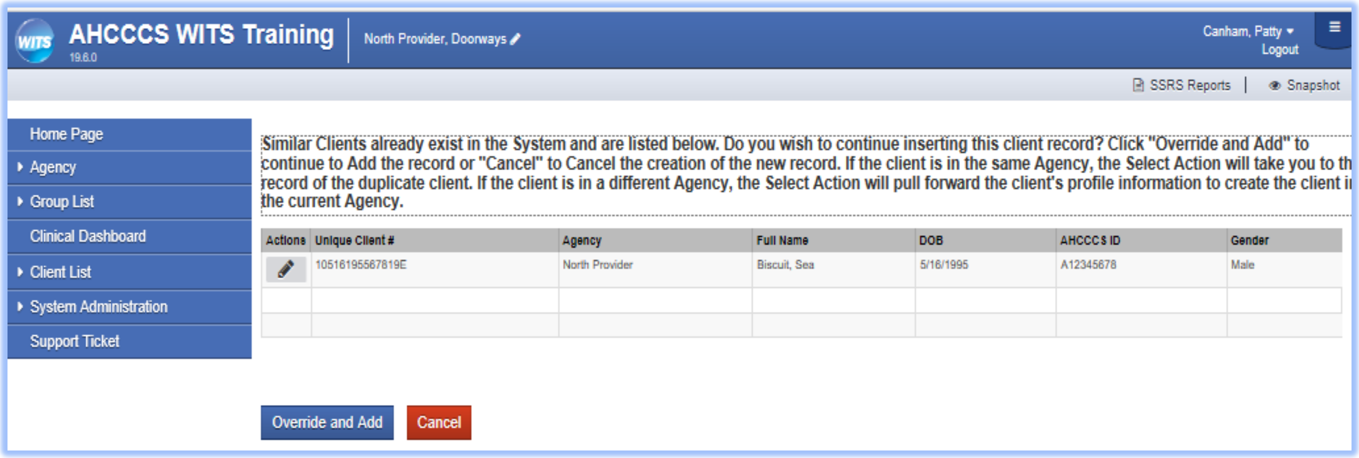


Figure 2-3: Client Profile screen

4. Click **Save or Finish**. This will invoke business rule put in place to ensure the required fields (bright yellow) have been completed.

5. If you have entered an AHCCCS ID value that already exists in your agency you will receive the following message. Depending on your situation,

    - click on the **Override and Add** button to add a client with a duplicate AHCCCS id into your agency -OR-
    - click on the **Cancel** button to stop entry of this client. You would then go back to the WITS Client Search screen and search for that client that already exists in order to conduct an assessment.



The above error message is generated as a result of invoking Duplicate Client Check rules requested by AHCCCS. The Duplicate Client Check rules are listed below:

On creation of a new client, **in the current agency**, check to see if any other clients in the current agency have:

- The same first 3 characters of first name, **and** the same first 3 characters of last name, **and** same birth year.
    - Note: Clients with a first or last name that is less than 3 characters are excluded from this check.

OR clients with:

- Similar sounding first names, **and** similar sounding last names, **and** the same birth year

OR clients with:

- The same first character of first name **and** the same last 4 digits of AHCCCS ID (State Client ID).

OR clients with:

- Similar sounding first names **and** the same last 4 digits of AHCCCS ID (State Client ID).
    - Note: Names are determined as sounding similar by the SQL Soundex function – FEi does not have control over this.

OR clients with:

- The same full AHCCCS ID (State Client ID).

6. Once the client information has been entered, the data was validated when the Save or Finish button was clicked – WITS will automatically generate

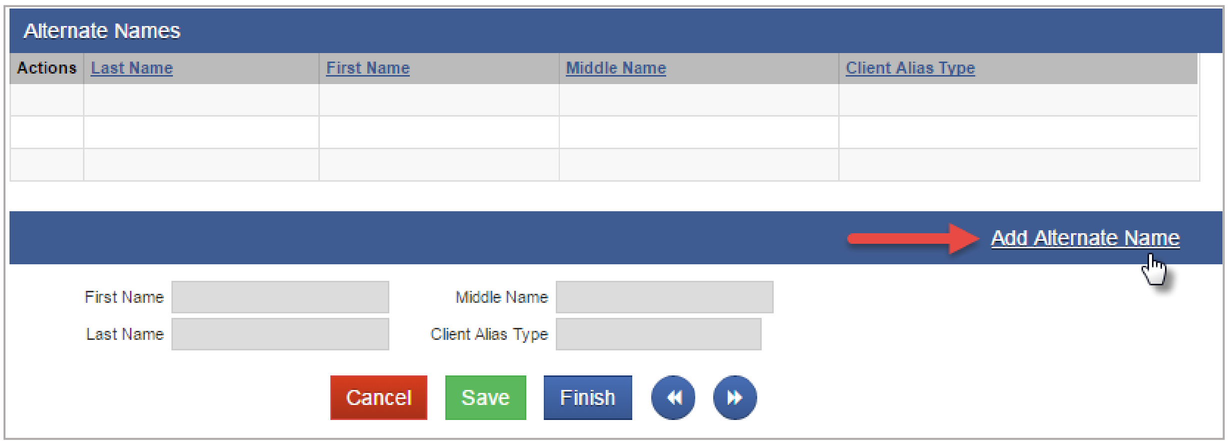
    - The UCN (WITS Unique Client Number field)
    - The client's WITS Intake record

Alternate Names (Optional)

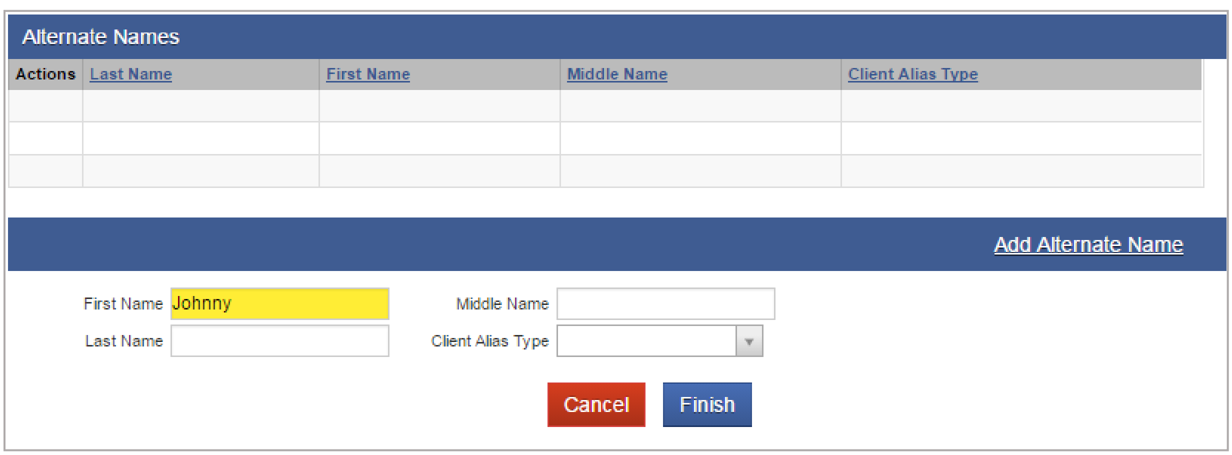
The client's nickname or street name may be entered on this screen

> **Tip**: Alternative names can also be used to search for the client's profile in the future. On the Client Search screen, type the client's alternative name in the First Name and/or Last Name fields.

1. On the Alternate Names screen, click **Add Alternate Name**, and the bottom half of the screen becomes editable.



2. Complete at least the **First Name** field.



3. Click **Finish**. The name will now appear in the list at the top of the screen.

4. From the Alternate Names screen, click the **right-arrow** button to open the **Additional Information** screen.

Additional Information (Optional)

1. On the **Additional Information** screen, complete the light-yellow fields, if any exist.

Table 2-2: Additional Information screen

Field	Description
Ethnicity	Select from the drop-down list.
Selected Races	Select one or more races.
Veteran Status	Select from the drop-down list.

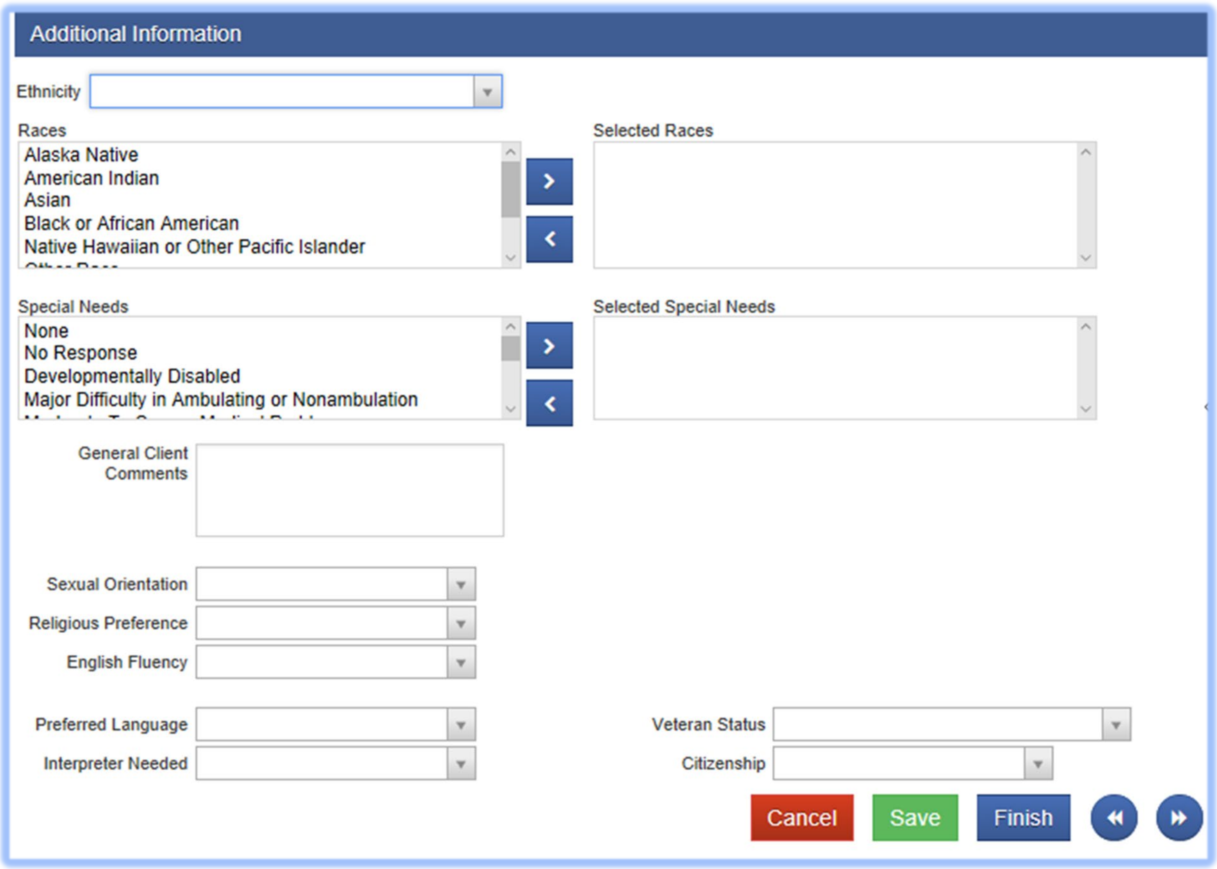
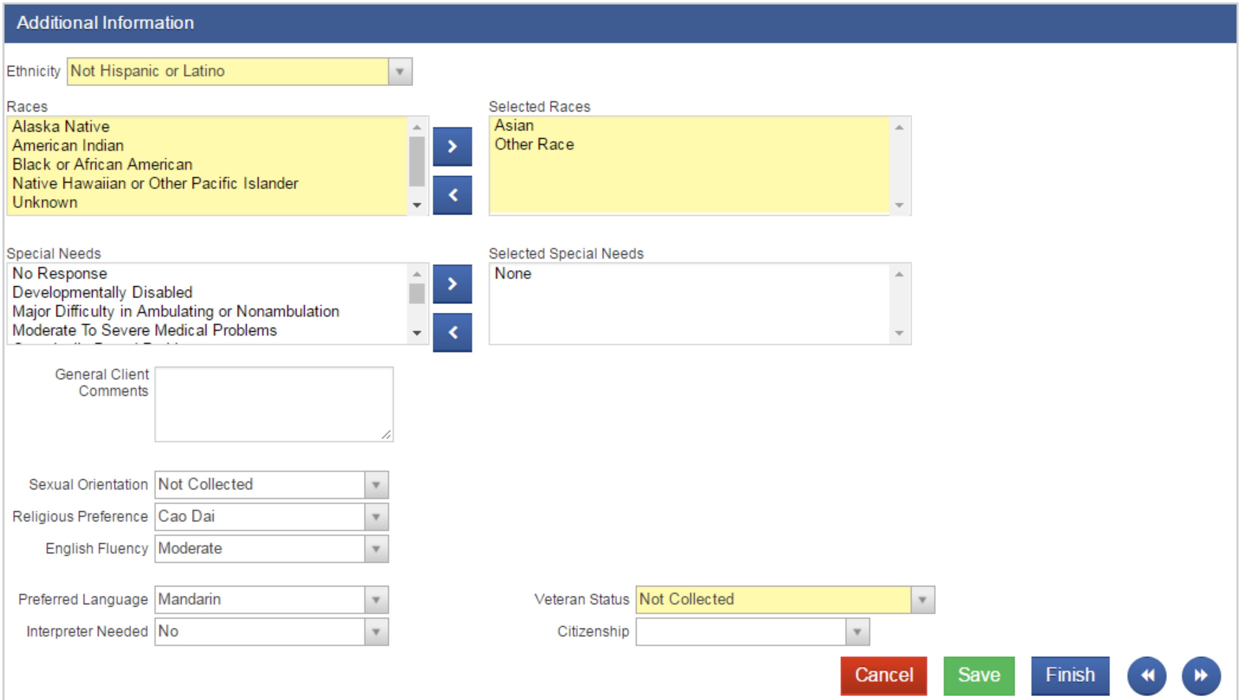


Figure 2-4: Additional Information Screen



2. When complete, click **Save**, then click the **right-arrow** button to open the **Contact Info** screen.

Contact Info (Optional)

Tip: Enter the client's contact information on this screen to help locate the client for follow-ups.

1. On the **Contact Info** screen, a phone number can be entered for the client.

7. To enter an address, click **Add Address**. This will open the Address Information screen.

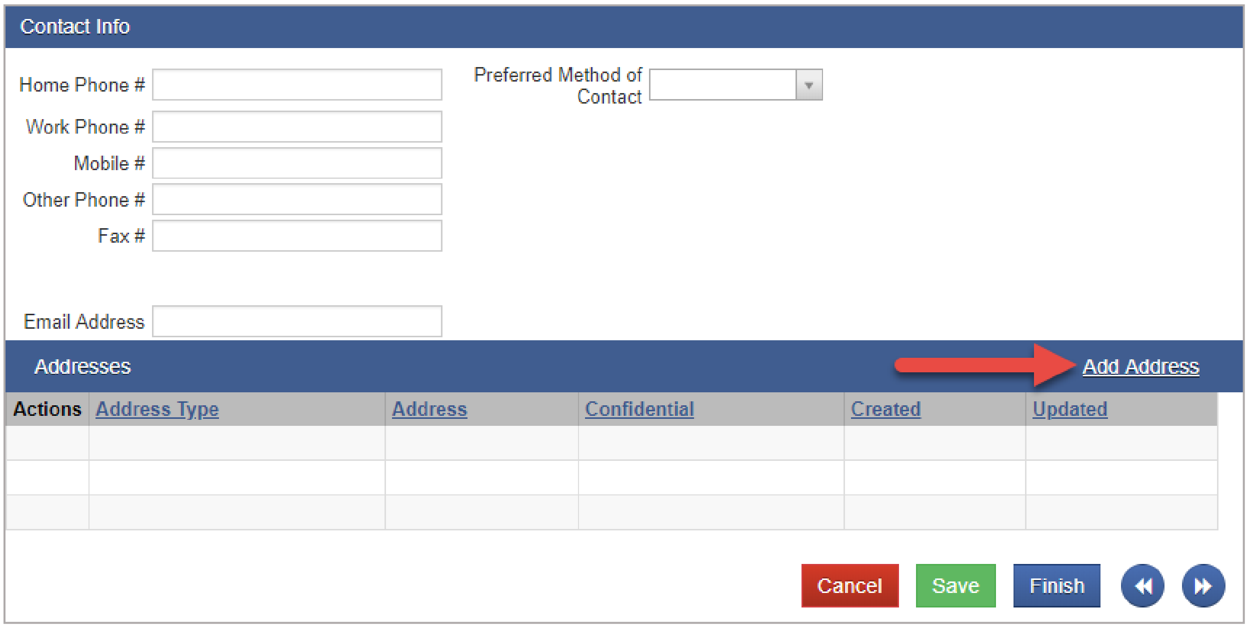


Figure 2-5: Contact Info screen

2. Enter the client's Address Type, Address line 1, City, State, and Zip Code.

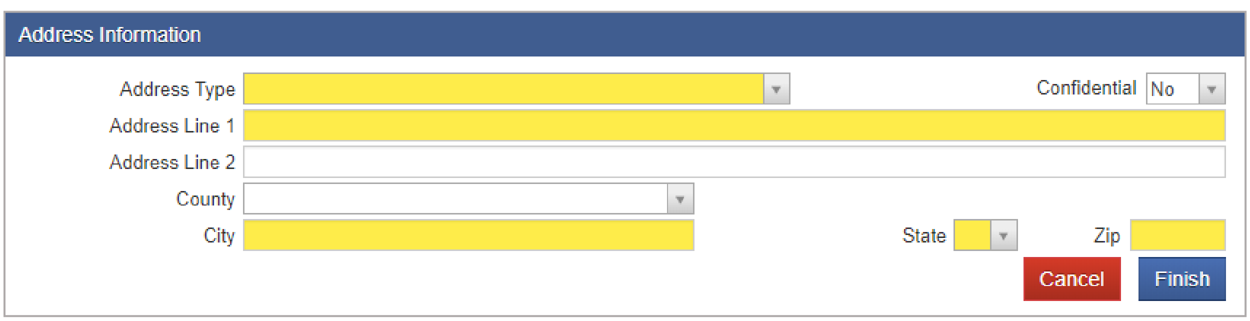


Figure 2-6: Address Information screen

3. When complete, click **Finish**, and the client's address information will show up on the Contact Info screen. You may enter several addresses for a client. If a client has a new address, update the Address Type of the current address record to "Previous", then create a new address.

4. From the **Contact Info** screen, click the **right-arrow** button to open the **Collateral Contacts** screen.

Collateral Contacts (Optional)

Tip: Enter any collateral contacts for the client on this screen to help locate the client for follow-ups.

1. On the **Collateral Contacts** screen, click the **Add Contact** link.

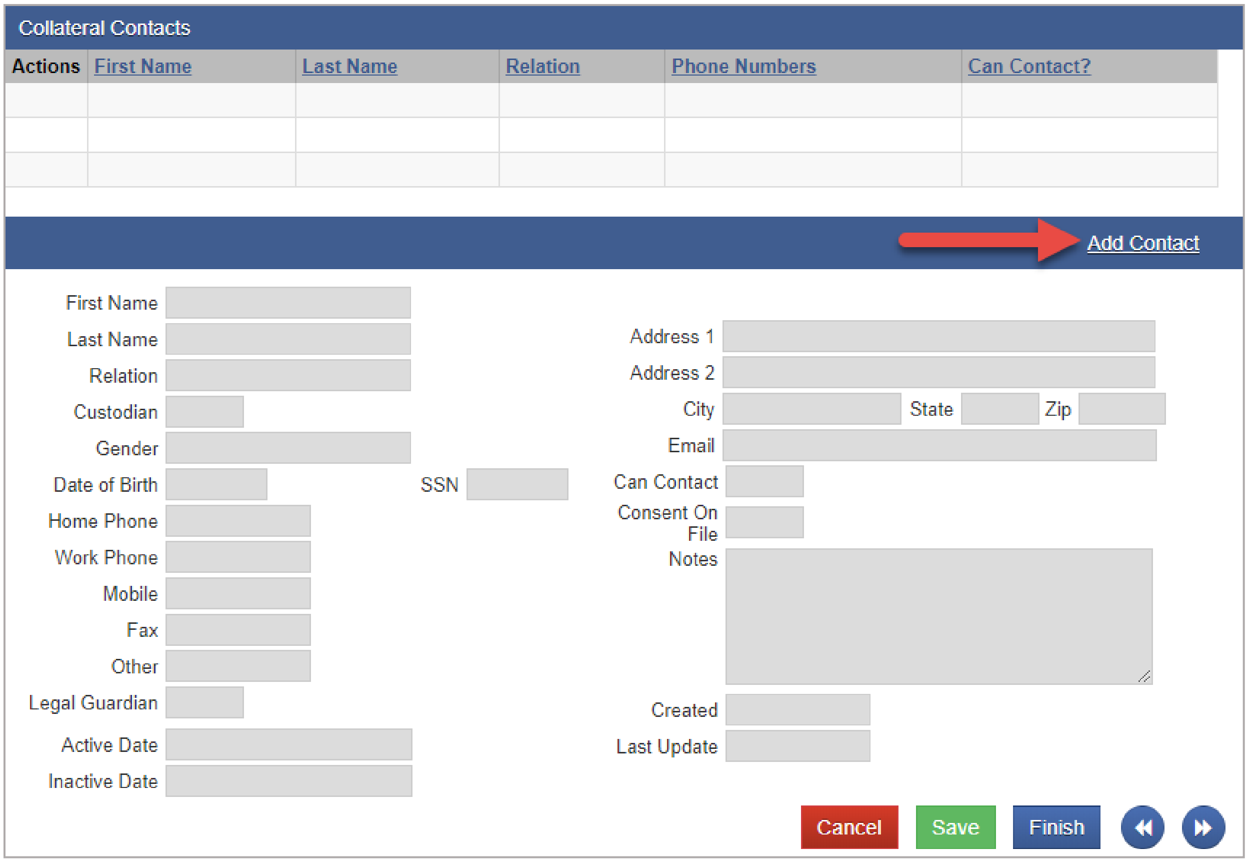


Figure 2-7: Collateral Contacts screen, click Add Contact

2. Enter the required client information. See the table below for information on the required fields.

Table 2-3: Collateral Contacts required fields

Field	Description
First Name	Type the contact's first name.
Last Name	Type the contact's last name.
Relation	Select the collateral contact's relation to the client from the drop-down menu.
Address, **City**, **State**	Type the contact's address information
Can Contact	Select Yes or No.
Consent On File	Select Yes or No.

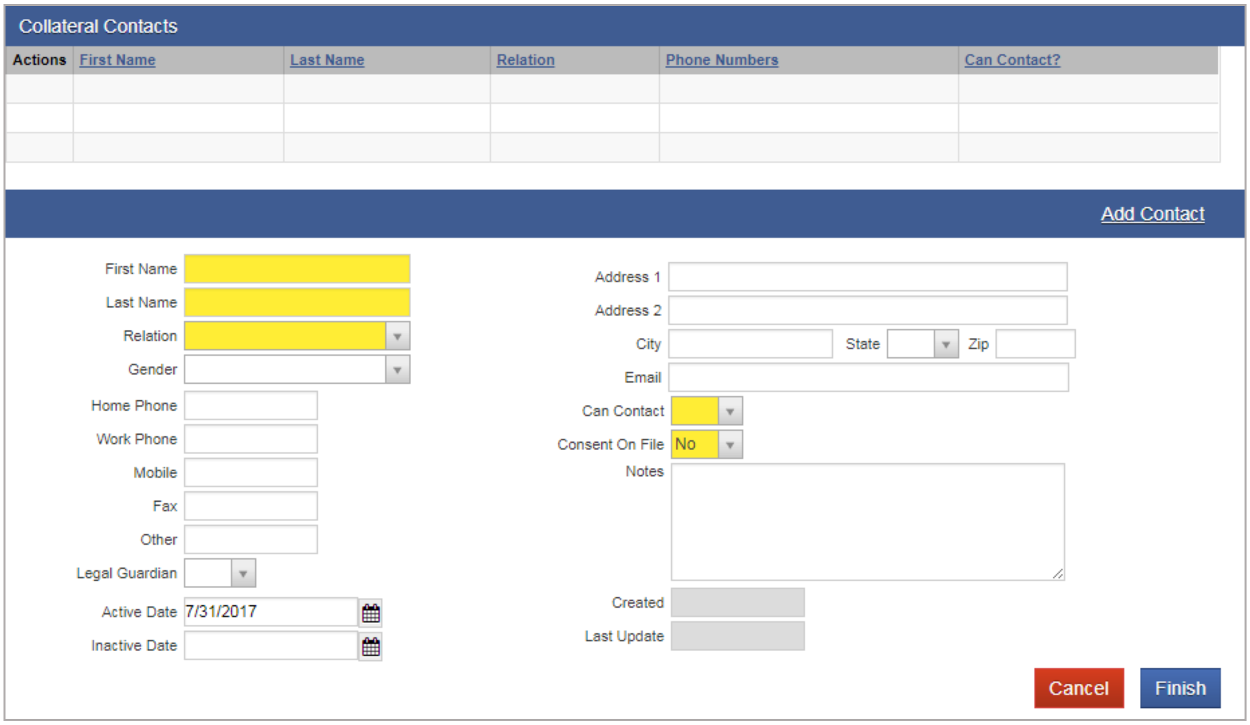


Figure 2-8: Add Collateral Contacts screen

3. When complete, click **Finish**. The collateral contact name(s) will be displayed in the list section of the screen.

4. From the **Collateral Contacts** screen, click the **right-arrow** button to open the **Other Numbers** screen.

Other Numbers (Optional)

In this section, users can add additional identifying numbers for a client, such as a court case number.

1. On the **Other Numbers** screen, click the **Add Other Number** link. The bottom half of the screen now becomes editable.

2. Fill in information such as, Number Type, Number, Relation, and Address of the contact.

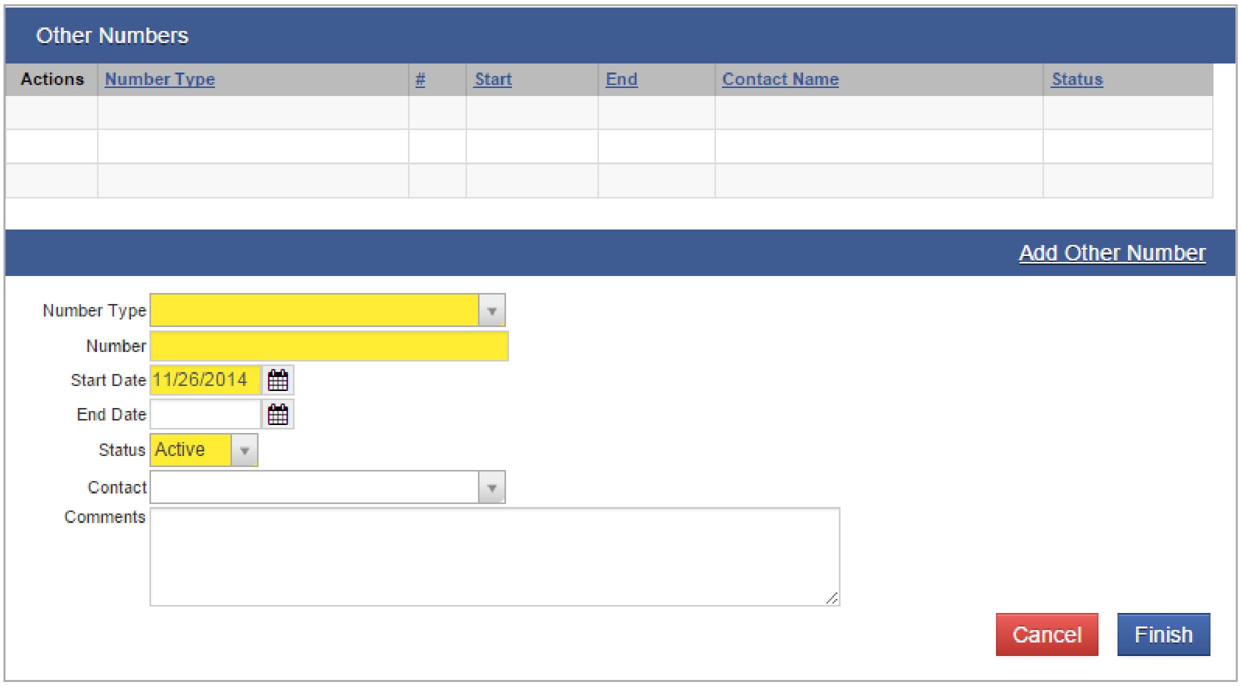


Figure 2-9: Other Numbers screen

3. The **Contact** dropdown box will display the names of any saved Collateral Contacts from the previous screen. If the name of the Collateral Contact is not present, click on the **Collateral Contacts** screen to add a new record.

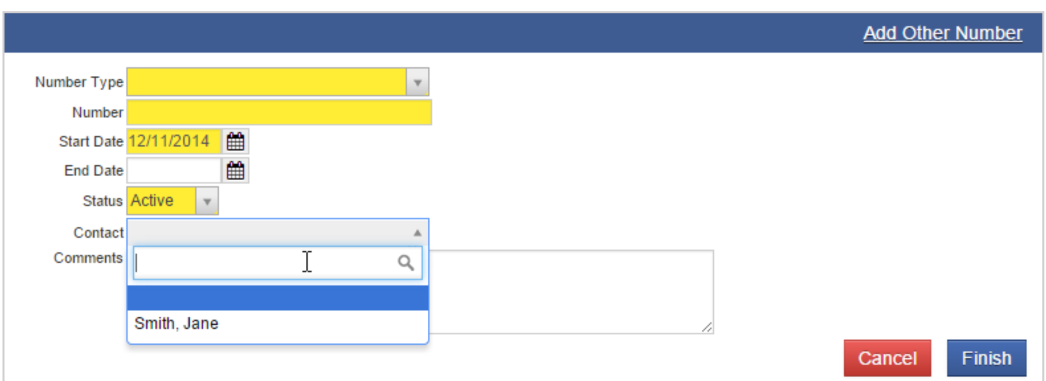


Figure 2-10: Other Numbers screen, saved collateral contact

4. When complete, click **Finish**. The names now show up in the table on top of the screen.

5. Click **Finish** again, and you are redirected to the **Client Search** screen.

History (Optional)

The **History** sub-menu displays a list of all changes that have been made to the client information as well as any access to this client's record. It lists the date, the staff person, and a description of the access or change.

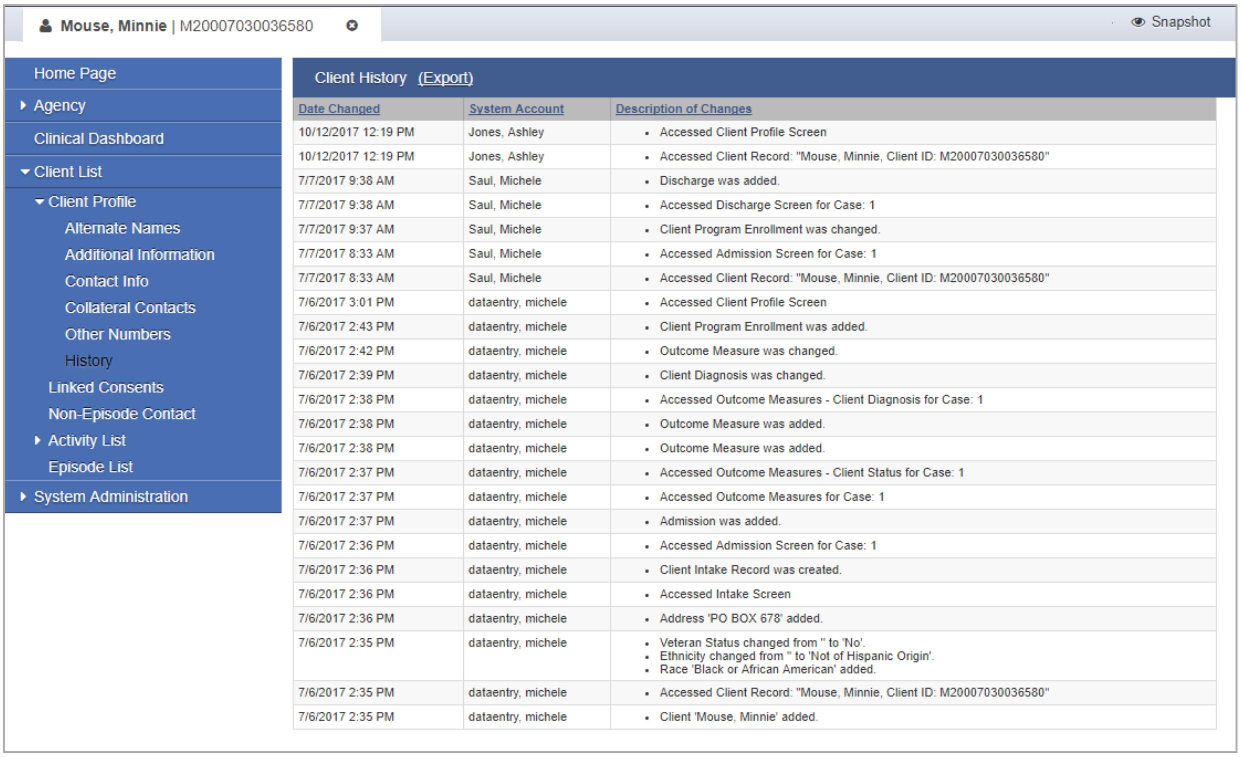


Figure 2-11: Client History screen

Part 3: Client Activity List and Intake

Client Activity List

It is important to understand that data collection in WITS happens within a Client's Activity List. The Intake\Case, or Episode of Care, is the container that holds all client activities. The beginning and end of a client's Episode of Care are recorded on the Intake transaction.

The **Client Activity List** can serve as a "dashboard' view for information that has been collected for a given client within an Episode. Each Activity on the Activity List has a status to help the end user determine if that activity is "Complete" or "In Progress". When an activity is "In Progress", a **Details** link is available which displays the information needed to complete the activity.

Certain client activities must be complete before you can proceed to a following activity. Validation rules will guide you throughout the workflow as you enter new data.

To access items within the Activity List, a client must be selected first.

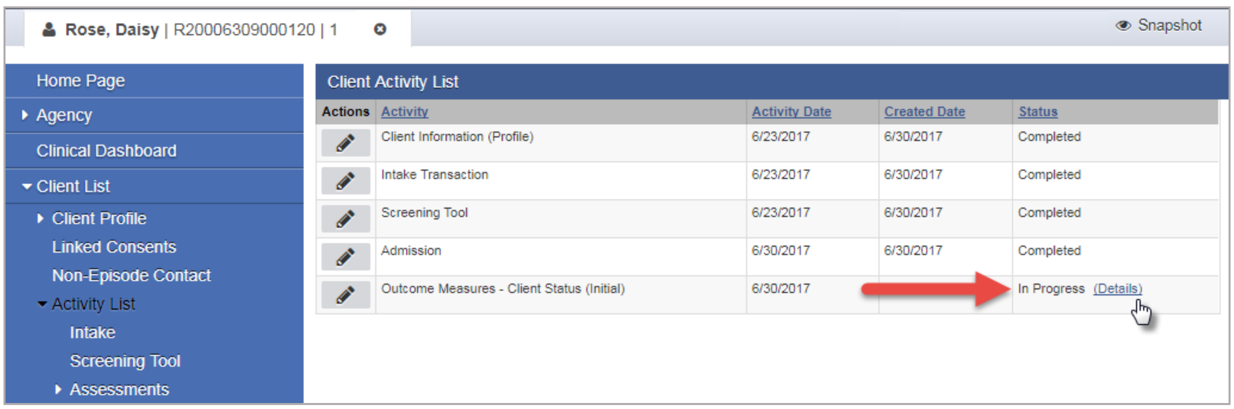


Figure 3-1: Client Activity List, Details link

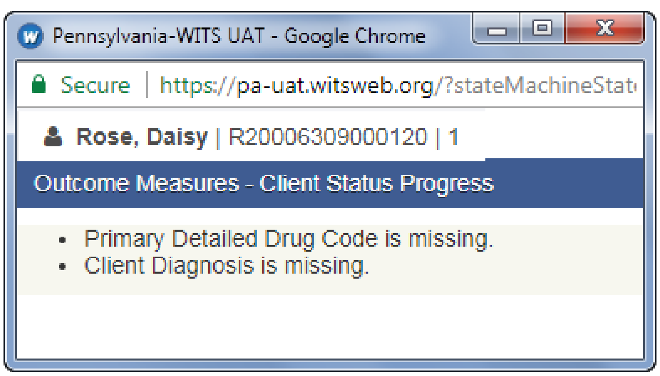


Figure 3-2: Details link, list of missing information

Some Client Activities do not have a concept of being complete. For those activities, the Status will be listed as Not Applicable.

Intake (New Clients)

Where:* *Client List > Activity List > Episode List

In AHCCCS WITS, as soon as you successfully save the WITS client, WITS will automatically create the WITS intake for the client profile entered and the following screen will be presented. The number '1' outlined in red indicates that an intake "1" has been created for this client.

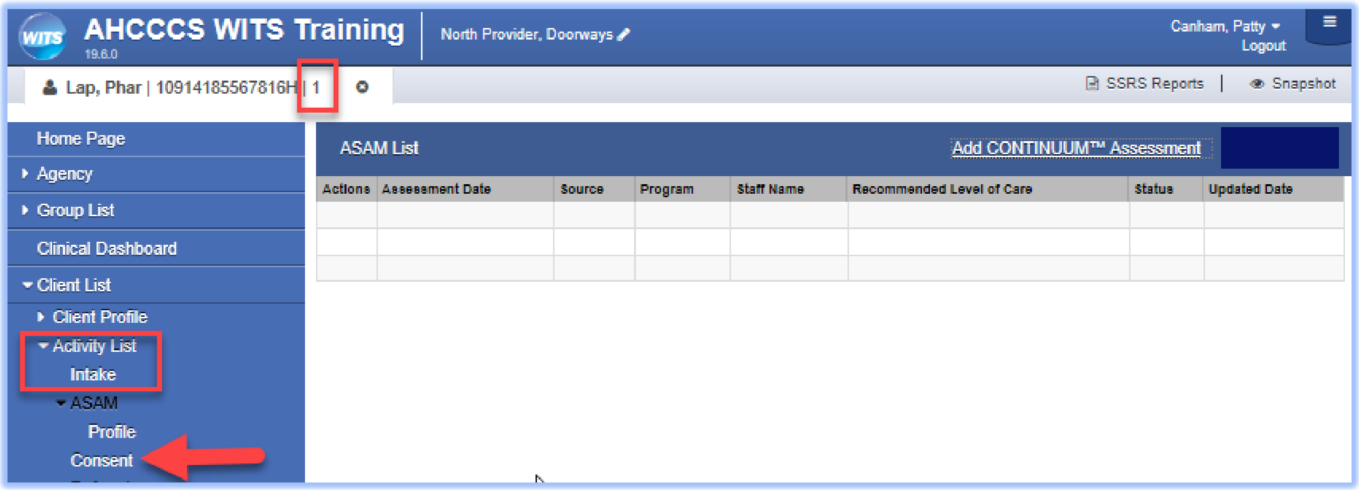


Figure 3-3: WITS screen presented after successfully saving client

1. Prior to creating the ASAM CONTINUUM® assessment, you will need to complete a Consent record. This will allow the RBHA who is providing the funding for the assessment the ability to view this client's information.

2. If you accidently click on the **Add CONTINUUM® Assessment** link prior to creating a RBHA consent – you will get the following error message.

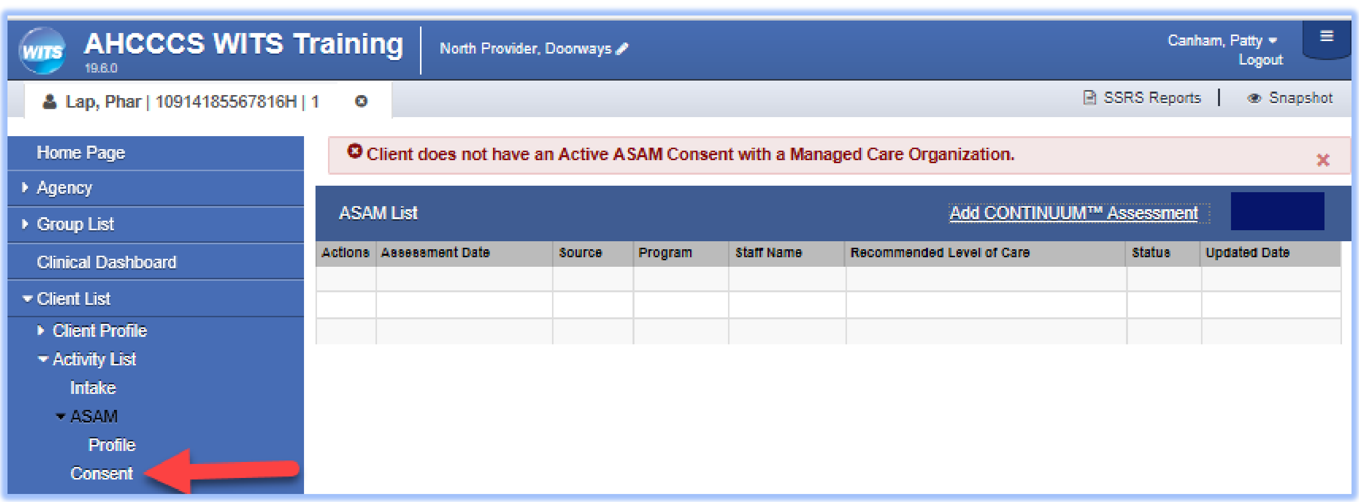


Figure 3-4: Error message generated if attempting to create ASAM CONTINUUM® assessment without RBHA consent in place

3. Click on the Consent link on the left blue navigation menu to create the WITS consent for the appropriate RBHA.

Part 4: Consent

Create Client Consent Record

Where:* *Client List* > *Activity List* > *Consent

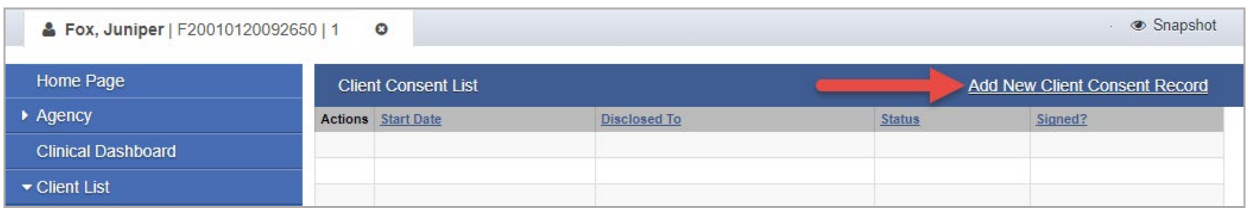
The consent is a formal process adhering to 42 CFR Part 2, which governs the sharing of client information between agencies and facilities using WITS. A consent may also be used to record the sharing of information (on paper) with agencies who do not use WITS, making the consent part of the electronic health record. In AHCCCS WITS the consent to a RBHA is required before the ASAM CONTINUUM® assessment can be created.

1. On the left menu, click **Client List** and search for a client.

4. Locate the client, hover over the Actions column, and then click **Activity List**.

5. On the left menu, click **Consent**.

6. Click the **Add New Client Consent Record** link.



7. On the Client Disclosure Agreement screen, complete the following fields.

Table 4-1: Client Disclosure Agreement fields

Field	Description
Entities with Disclosure Agreements	Select the value "All Other Agencies"
System Agency	Select "Yes" if the agency uses WITS.
Disclosed to Agency	Select the RBHA agency that will be receiving the client's information.
Facility	Select the value "All Facilities"
Purpose for Disclosure	Type the reason for creating the Consent record.
Earliest date of services to be consented	Select the date.
Has the client signed the paper agreement form	Select "No" to save the screen and have the client sign the paper form (see below), after client has signed, select "Yes".
Date client signed consent	This field will become editable when "Yes" is selected in the previous field.

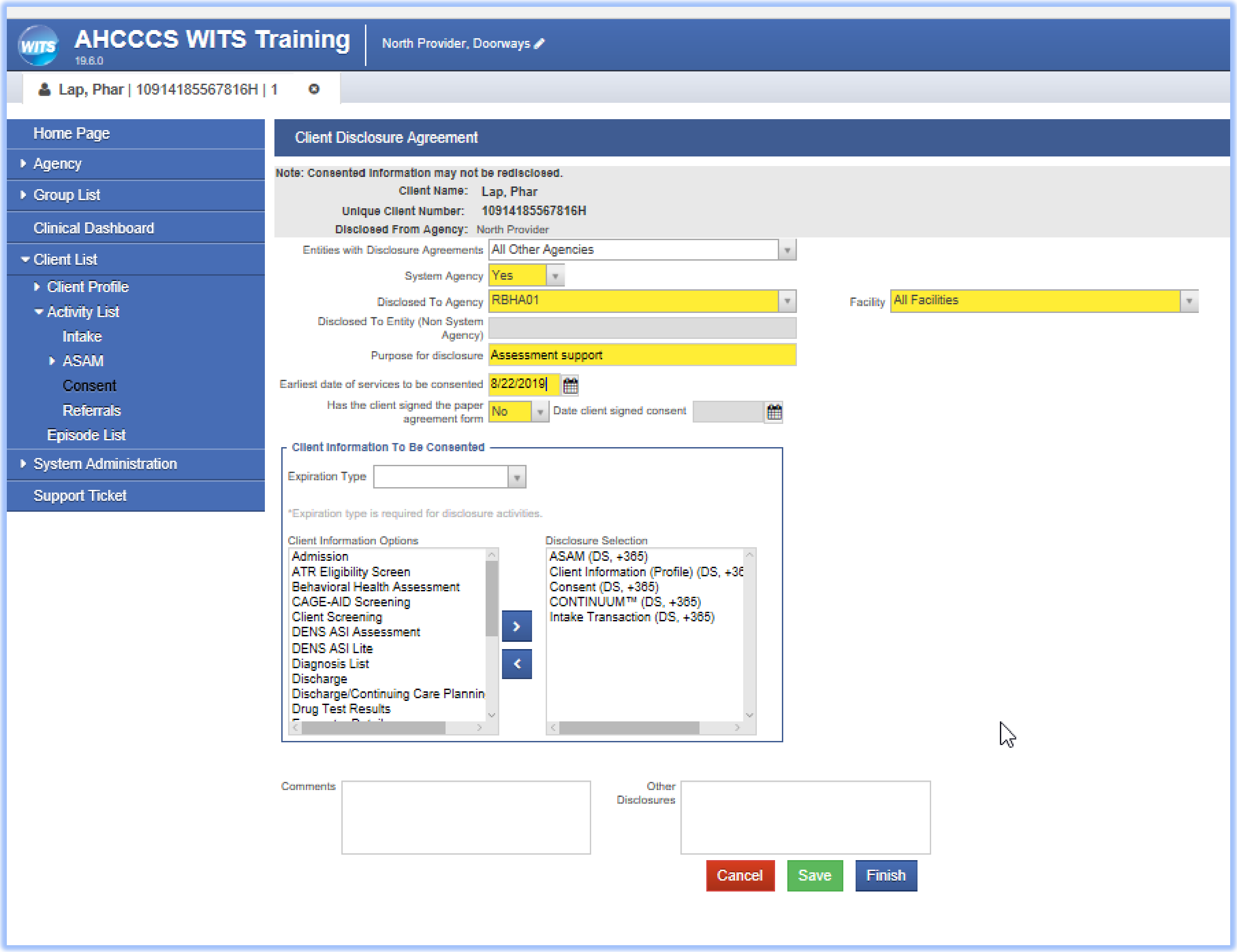


Figure 5-1: Client Disclosure Agreement screen

8. If additional consent information needs to be added or removed from the client's disclosure agreement, update the options from the "Client Information To Be Consented" section. Your agency administrator may have set up templates for the disclosure agreement.

Table 5-2: Client Information To Be Consented fields

Field	Description
Expiration Type and + Days	Select either "Discharge (UD)" or "Date Signed (DS)", then when the yellow field appears, enter the number of days the consent will expire.
Client Information Options/Disclosure Selection	This will be pre-populated with standard options. Select options from the box and use the mover buttons to add or remove the desired consent options.

9. When all required fields are complete, click **Save**.

Print the Client Consent Form (Optional)

> **Note**: Steps 10 – 11 are not needed if your agency currently utilizes agency standard consent forms. Simply document on the WITS consent screen that client has signed your agency's standard consent form but putting the value 'Yes' in the "Has the client signed the paper agreement form?" field.

10. After saving the Client Disclosure Agreement screen, click the **Generate Report** link to print the Client Consent Form to get the client's signature on the paper copy. You do not need to do these steps if your provider agency already has consent forms that you currently use. The printed consent form includes items from the Client Information Options box along with the Consent Expires information.

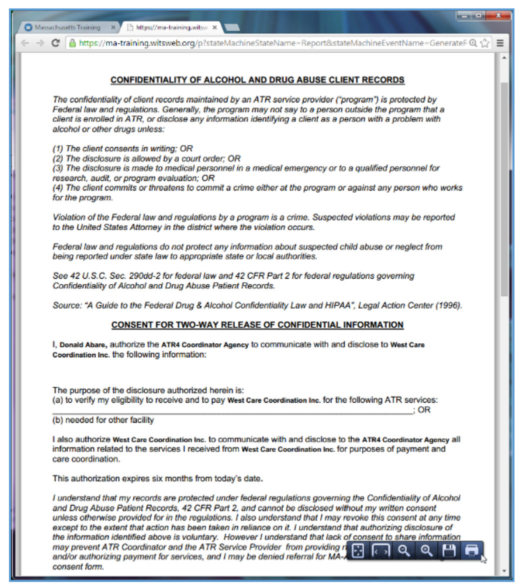
Figure 5-2: Client Disclosure Agreement screen, Generate Report

11. Once the client has signed the paper form, update these fields:

- **Has client signed the paper agreement form**: select "Yes"
- **Date client signed consent**: defaults to current date

12. Click **Save** or **Finish** and stay on this screen (notice the fields on the Consent screen are now grayed out).

13. Ignore any screen links for creating a referral – this if functionality that is not used at this time.



CONFIDENTIALITY OF ALCOHOL AND DRUG ABUSE CLIENT RECORDS

The confidentiality of client records maintained by an ATR service provider ("program") is protected by Federal law and regulations. Generally, the program may not say to a person outside the program that a client is enrolled in ATR, or disclose any information identifying a client as a person with a problem with alcohol or other drugs unless:

(1) The client consents in writing; OR
(2) The disclosure is allowed by a court order; OR
(3) The disclosure is made to medical personnel in a medical emergency or to a qualified personnel for research, audit, or program evaluation; OR
(4) The client commits or threatens to commit a crime either at the program or against any person who works for the program.

Violation of the Federal law and regulations by a program is a crime. Suspected violations may be reported to the United States Attorney in the district where the violation occurs.

Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

See 42 U.S.C. Sec. 290dd-2 for federal law and 42 CFR Part 2 for federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records.

Source: "A Guide to the Federal Drug & Alcohol Confidentiality Law and HIPAA", Legal Action Center (1996).

CONSENT FOR TWO-WAY RELEASE OF CONFIDENTIAL INFORMATION

I, **Donald Abare,** authorize the **ATR4 Coordinator Agency** to communicate with and disclose to **West Care Coordination Inc.** the following information:

The purpose of the disclosure authorized herein is:
(a) to verify my eligibility to receive and to pay **West Care Coordination Inc.** for the following ATR services: ______________________; OR
(b) needed for other facility

I also authorize **West Care Coordination Inc.** to communicate with and disclose to the **ATR4 Coordinator Agency** all information related to the services I received from **West Care Coordination Inc.** for purposes of payment and care coordination.

This authorization expires six months from today's date.

I understand that my records are protected under federal regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it. I understand that authorizing disclosure of the information identified above is voluntary. However I understand that lack of consent to share information may prevent ATR Coordinator and the ATR Service Provider from providing [illegible] and/or authorizing payment for services, and I may be denied referral for MA-[illegible] consent form.

Printable Consent Form

Part 5: ASAM CONTINUUM® Assessment

***Where:* Client List > Activity List > ASAM**

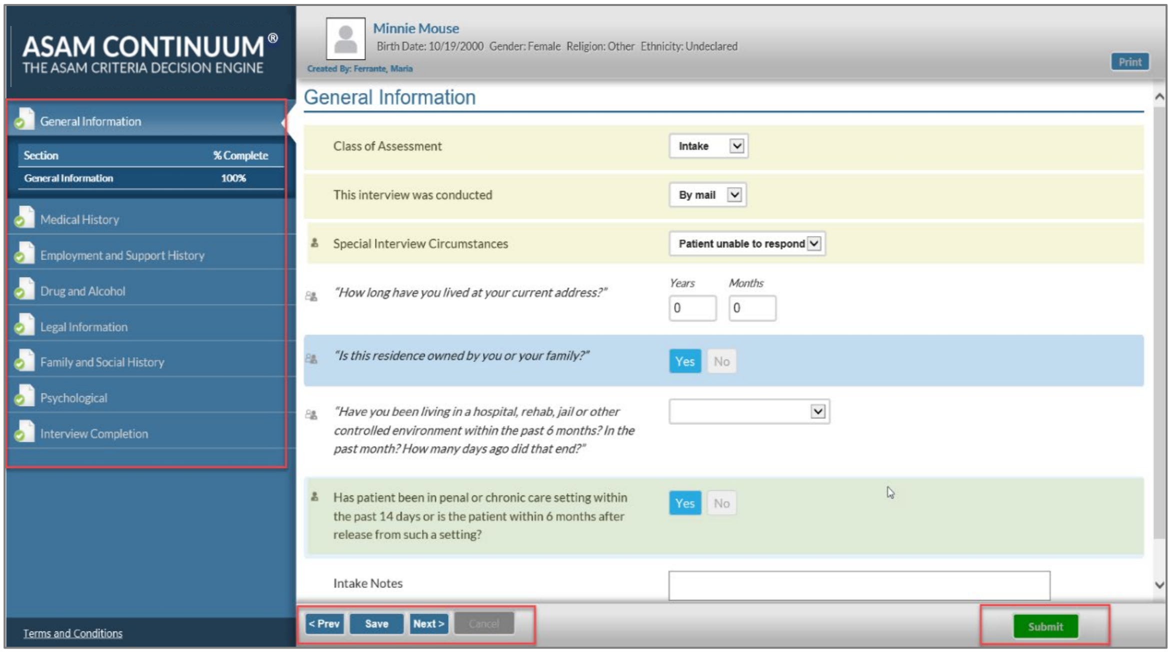
ASAM CONTINUUM® Data Entry Conventions

The following are ASAM CONTINUUM® data entry conventions that users should familiarize themselves with before administering an ASAM CONTINUUM® assessment. Review the ASAM CONTINUUM® Product Line User Manual for in depth system nuances.

- All yellow questions are required and must be answered in each section and subsection.
- All white questions are optional questions.
- A green **Submit** button appears once all yellow questions in all sections and subsections have been completed.
- Information entered in the Drug and Alcohol summary section will cause additional detail sections to appear.
  - For example, if you select Alcohol as the only problem substance, there will only be a detail section on Alcohol that needs to be completed.
  - However, if you select Alcohol, Heroin and Other Substances, you will need to complete corresponding detail sections for Alcohol, Heroin and Other Substances.
- **Save** at the end of each screen.
- Once **Submit** is clicked, all questions and answers become read only and the ASAM CONTINUUM® reports are generated.
- The optional Review Section appears in the ASAM CONTINUUM® navigation panel for the user to complete if desired.

The ASAM CONTINUUM® assessment has multiple sections.

- The information at the top of the assessment came from information entered into the WITS Client Profile. If that information changes in WITS, it will be modified on the associated ASAM CONTINUUM® assessment.
- The left navigation outlines the various sections with associated questions that the clinician will review with the client.
- Buttons at the bottom of the assessment aid the clinician in navigating back and forth through the various sections of the assessments.
- As sections are updated, the software will track a completion percentage on each section as well as an overall completion percentage. Sections that are complete will show a green checkmark.
- Once the clinician completes the assessment, a **Submit** button will appear at the bottom navigation. When the **Submit** button is clicked, the assessment is scored and the ASAM CONTINUUM® reports are generated.


ASAM CONTINUUM®
THE ASAM CRITERIA DECISION ENGINE
Minnie Mouse
Birth Date: 10/19/2000 Gender: Female Religion: Other Ethnicity: Undeclared
Created By: Ferrante, Maria
Print
General Information
Section
% Complete
General Information
100%
Medical History
Employment and Support History
Drug and Alcohol
Legal Information
Family and Social History
Psychological
Interview Completion
Terms and Conditions
Class of Assessment
Intake
This interview was conducted
By mail
Special Interview Circumstances
Patient unable to respond
"How long have you lived at your current address?"
Years
Months
"Is this residence owned by you or your family?"
Yes
No
"Have you been living in a hospital, rehab, jail or other controlled environment within the past 6 months? In the past month? How many days ago did that end?"
Has patient been in penal or chronic care setting within the past 14 days or is the patient within 6 months after release from such a setting?
Intake Notes
< Prev
Save
Next >
Cancel
Submit

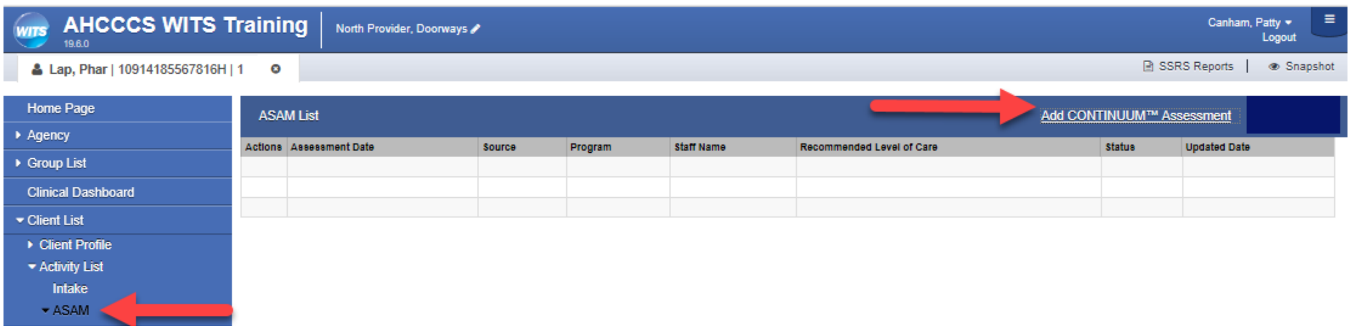
ASAM CONTINUUM® Assessment

Required Role(s):

- ASAM CONTINUUM® User

To complete an ASAM CONTINUUM® Assessment, follow the steps below.

1. After you have completed the WITS Consent for the RBHA who is funding the assessment, click on the ASAM menu node on the left blue navigation menu. Always want to ensure you are in the context of the client with whom you are conducting the ASAM CONTINUUM® Assessment by validating the client name that appears in the upper left portion of the screen. From the ASAM List screen, to begin administering an ASAM CONTINUUM® Comprehensive assessment click **Add ASAM CONTINUUM® Assessment.**



Note: When a user clicks on Add ASAM CONTINUUM® Assessment link, they will be taken into the ASAM CONTINUUM platform through a new tab, which opens in their browser.

Users may need to allow pop ups from this site for a new tab to open in their browser to perform the ASAM CONTINUUM® Assessment. An example of a message you may see is below. See Appendix B for further instructions. Please always allow pop ups.

The very first time a clinician clicks on the **Add ASAM CONTINUUM® Assessment** link, a new tab will open in your browser and you will be asked to review and agree to an end user license agreement. Below is an example of that screen. Scroll down to the bottom of the screen and click on "**I Agree**".

ASAM CONTINUUM®

THE ASAM CRITERIA DECISION ENGINE

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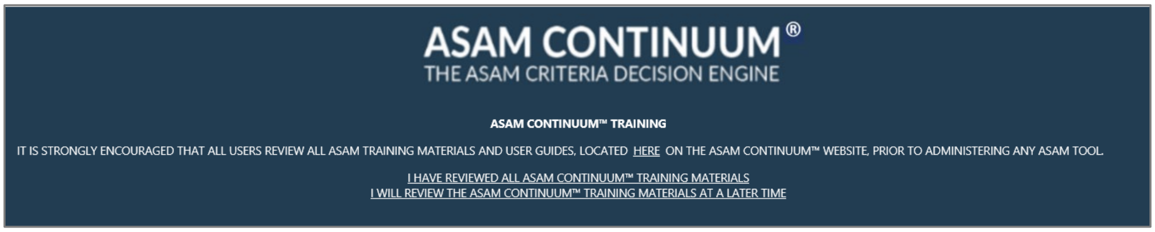
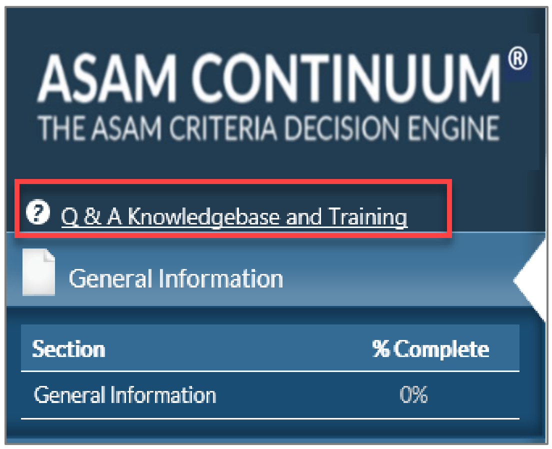
I Agree | I Do Not Agree

Users will also be asked to review all ASAM training materials and user guides located here on ASAM CONTINUUM's Knowledge Base web page.



- Once the user clicks the **I have reviewed all ASAM CONTINUUM® Training Materials** option, they will no longer see this message but can always access these resources from within the assessment by clicking the Q&A Knowledge Base and Training link located in the left navigation panel.

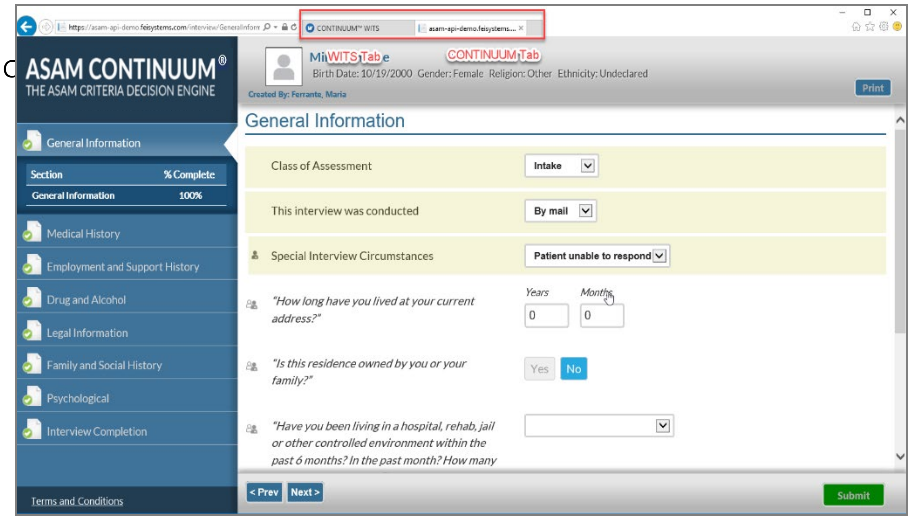


- If a user clicks the I will review the ASAM CONTINUUM® Training materials later option, this screen will continue to appear until the I have reviewed all ASAM CONTINUUM® Training Materials option is clicked.

8. A new tab will open in your browser displaying the ASAM CONTINUUM® Comprehensive assessment.

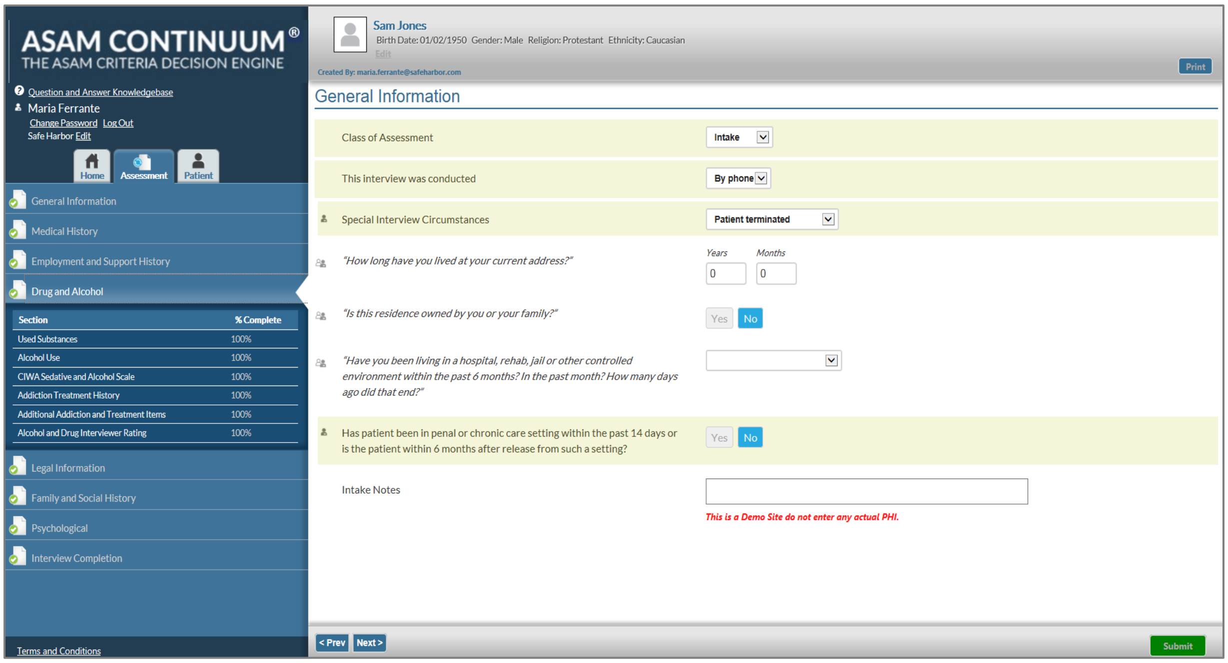
   <u>Note</u>: If you are performing a re-assessment on a client, you will receive a popup window asking if you would like to copy forward the last assessment performed on XX date. If you click **Yes**, all the information will be pulled forward into your new assessment and the new assessment will be editable.

9. C



10. Administer the assessment to the client.

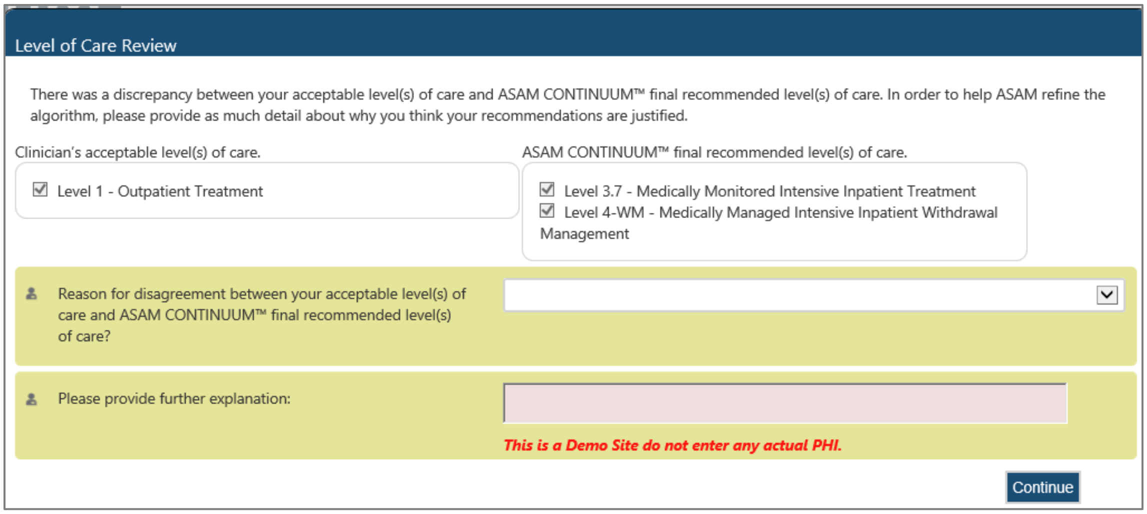
   - As you enter data a **Save** button will appear at the bottom of the screen. It is best practice to save information that has been entered throughout the course of the assessment at the end of each screen.
   - Use the **Previous** and **Next** buttons to move from screen to screen or click on the desired section and subsection in the navigation window.



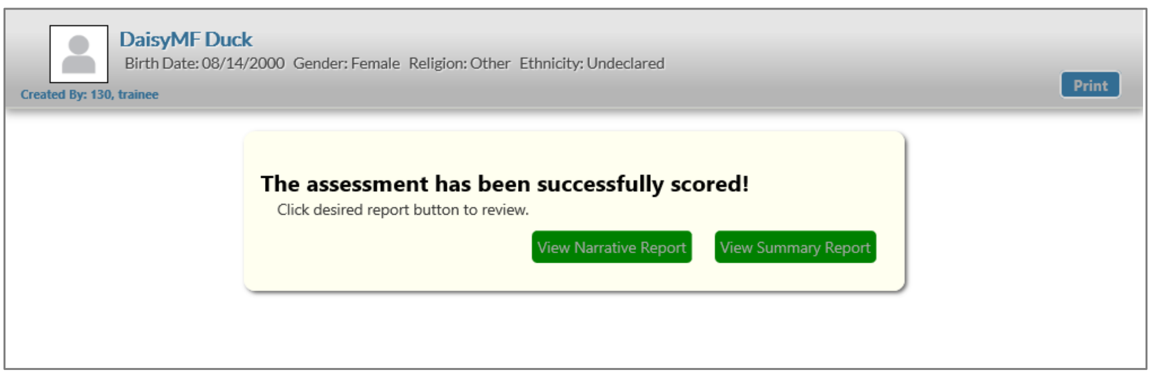
   - Answers that you supply may cause additional sections to appear on the assessment. For example, the more types of substances that the client indicate they are using, the more assessment sections will need to be completed per the ASAM criteria.
   - Once all sections are 100% Complete, the green **Submit** button will appear. Click the **Submit** button to score the assessment.

NOTE: After clicking the green **Submit** button, but before receiving the ASAM Summary and Narrative Reports, the Level of Care Review screen will appear if the clinician recommended level of care and ASAM CONTINUUM recommended final levels of care differ.

- This screen gives the user the ability to provide feedback on the ASAM CONTINUUM recommended final levels of care and the clinician recommended level of care.
- Feedback provided will be considered by the ASAM architects for future adjustments.
- Please complete all yellow required questions and click the **Continue** button.

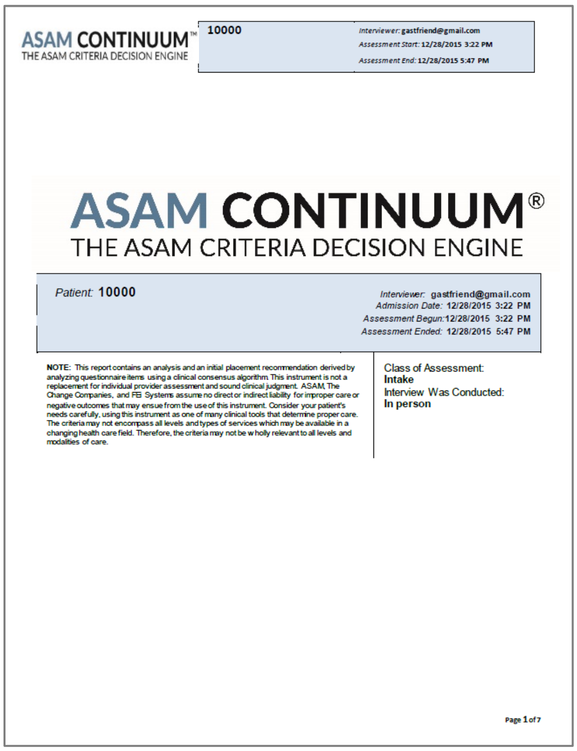


11. The following screen will appear indicating that the assessment has been successfully scored.
12. To review the reports for this client click **View Narrative Report or View Summary Report**.



13. Clicking on either **Report** button will cause the following dialog box to open at the bottom of your screen, where you can view the report in WITS, or you can save to your desktop.

14. The exhibit below shows an example of the Summary ASAM CONTINUUM® report. The last or second to last page contains the ASAM Criteria final Level of Care recommendations for your client.



ASAM CONTINUUM™ THE ASAM CRITERIA DECISION ENGINE

10000

Interviewer: gastfriend@gmail.com
Assessment Start: 12/28/2015 3:22 PM
Assessment End: 12/28/2015 5:47 PM

ASAM CONTINUUM®
THE ASAM CRITERIA DECISION ENGINE

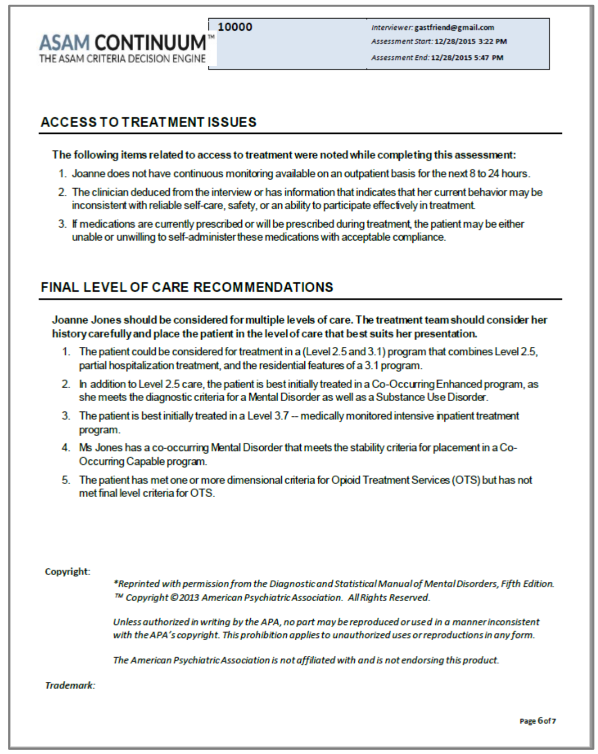
Patient: **10000**

Interviewer: gastfriend@gmail.com
Admission Date: 12/28/2015 3:22 PM
Assessment Begun: 12/28/2015 3:22 PM
Assessment Ended: 12/28/2015 5:47 PM

NOTE: This report contains an analysis and an initial placement recommendation derived by analyzing questionnaire items using a clinical consensus algorithm. This instrument is not a replacement for individual provider assessment and sound clinical judgment. ASAM, The Change Companies, and FEI Systems assume no direct or indirect liability for improper care or negative outcomes that may ensue from the use of this instrument. Consider your patient's needs carefully, using this instrument as one of many clinical tools that determine proper care. The criteria may not encompass all levels and types of services which may be available in a changing health care field. Therefore, the criteria may not be wholly relevant to all levels and modalities of care.

Class of Assessment:
Intake
Interview Was Conducted:
In person

Page 1 of 7



ASAM CONTINUUM™ THE ASAM CRITERIA DECISION ENGINE

10000

Interviewer: gastfriend@gmail.com
Assessment Start: 12/28/2015 3:22 PM
Assessment End: 12/28/2015 5:47 PM

ACCESS TO TREATMENT ISSUES

The following items related to access to treatment were noted while completing this assessment:

1. Joanne does not have continuous monitoring available on an outpatient basis for the next 8 to 24 hours.
2. The clinician deduced from the interview or has information that indicates that her current behavior may be inconsistent with reliable self-care, safety, or an ability to participate effectively in treatment.
3. If medications are currently prescribed or will be prescribed during treatment, the patient may be either unable or unwilling to self-administer these medications with acceptable compliance.

FINAL LEVEL OF CARE RECOMMENDATIONS

Joanne Jones should be considered for multiple levels of care. The treatment team should consider her history carefully and place the patient in the level of care that best suits her presentation.

1. The patient could be considered for treatment in a (Level 2.5 and 3.1) program that combines Level 2.5, partial hospitalization treatment, and the residential features of a 3.1 program.
2. In addition to Level 2.5 care, the patient is best initially treated in a Co-Occurring Enhanced program, as she meets the diagnostic criteria for a Mental Disorder as well as a Substance Use Disorder.
3. The patient is best initially treated in a Level 3.7 -- medically monitored intensive inpatient treatment program.
4. Ms Jones has a co-occurring Mental Disorder that meets the stability criteria for placement in a Co-Occurring Capable program.
5. The patient has met one or more dimensional criteria for Opioid Treatment Services (OTS) but has not met final level criteria for OTS.

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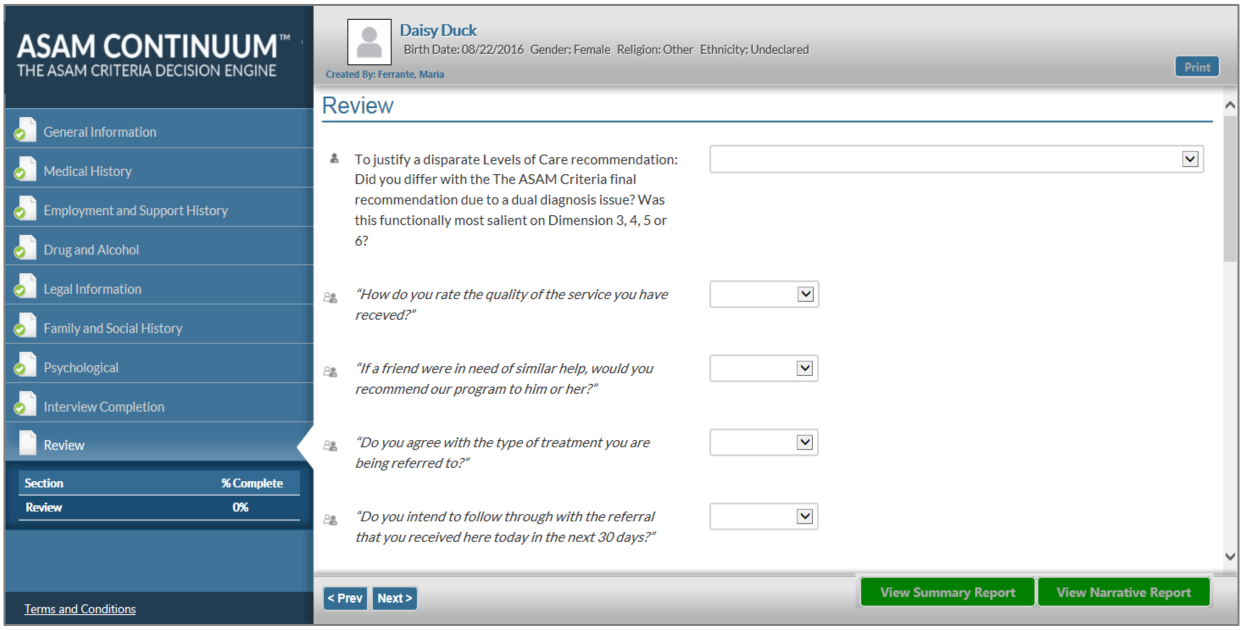
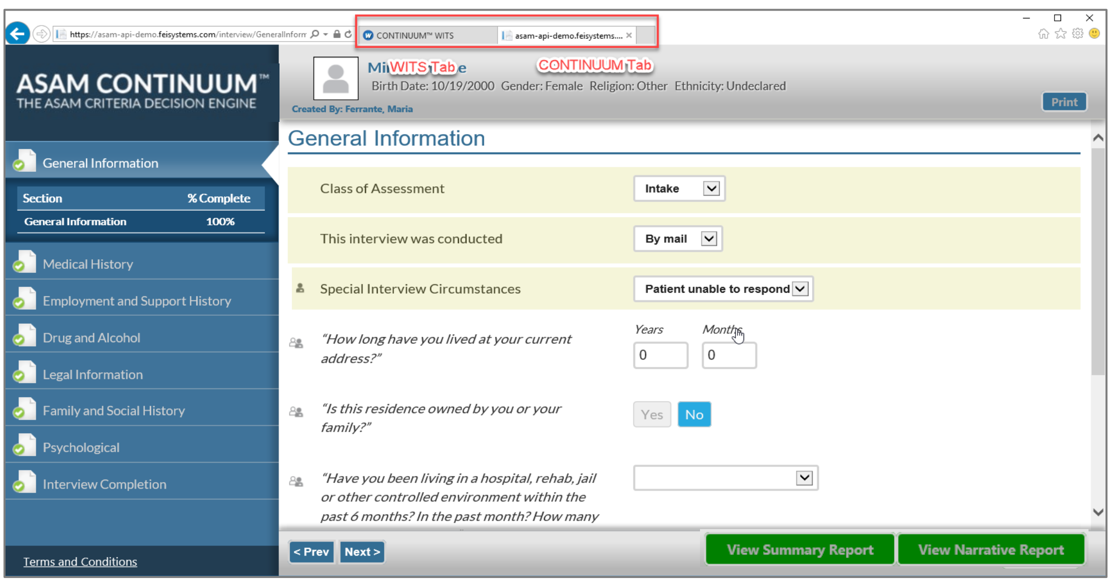
15. Next, complete the optional ASAM CONTINUUM® Review section by returning to the ASAM CONTINUUM navigation menu and click on **Review**.

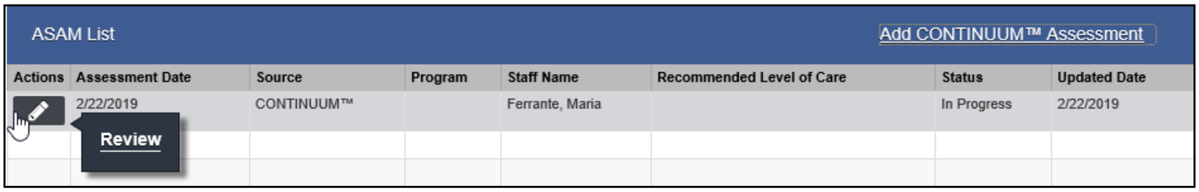


16. Return to WITS by clicking on the WITS tab in your browser.



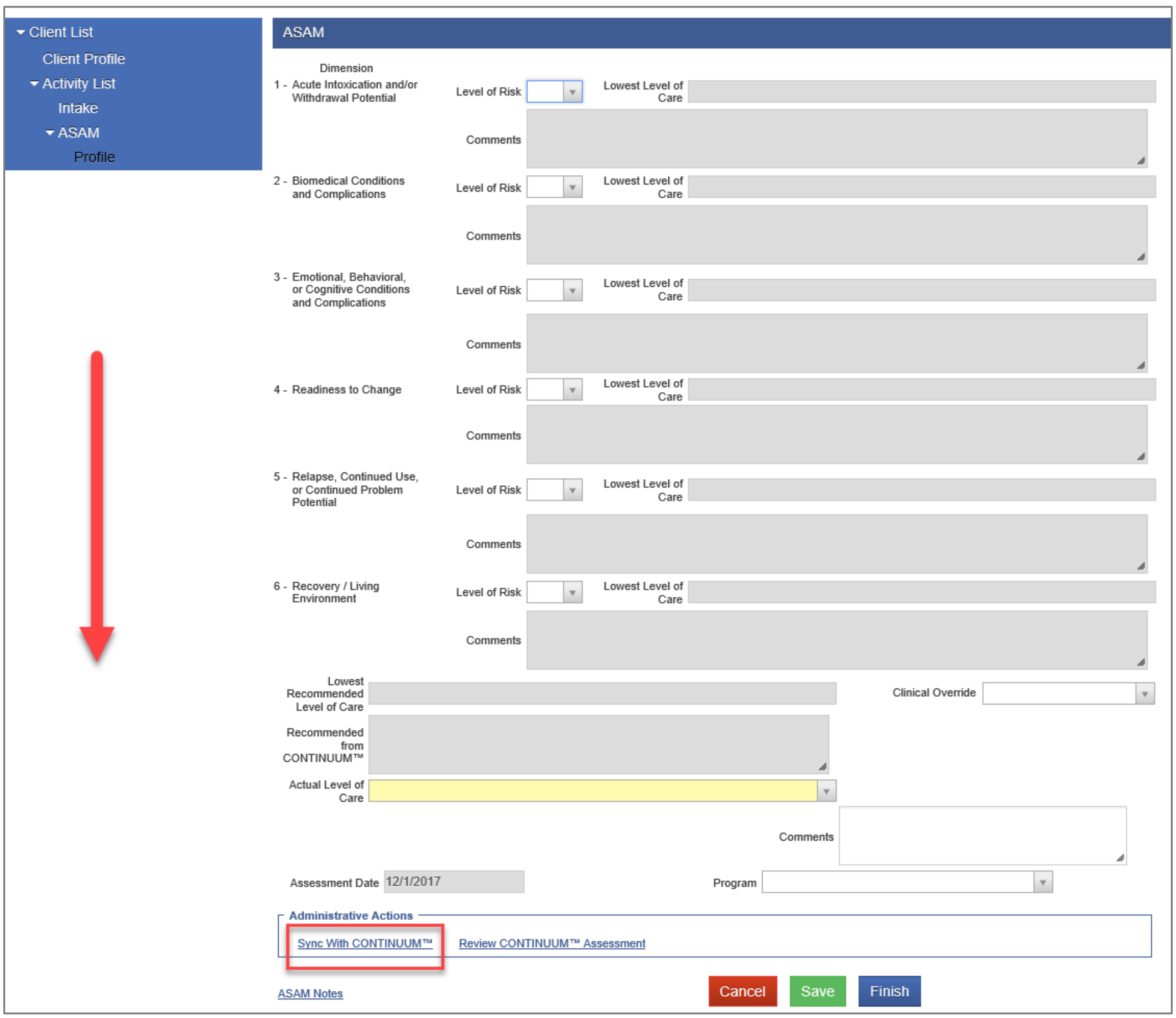
Actual Level of Care Placement in WITS

1. From the ASAM List screen, hover over the pencil icon of the assessment that you just created in ASAM CONTINUUM® and click on **Review**.



17. You are now taken to the WITS ASAM Profile screen.

18. To pull the recommended Level of Care for each dimension and the final recommended Level of Care from the ASAM CONTINUUM® assessment performed, under Administrative Actions at the bottom of the screen, click **Sync with ASAM CONTINUUM®.**



15. The recommended Level of Care for each dimension and the final recommended Level of Care from the ASAM CONTINUUM® Assessment are now pre-populated into WITS. The synching process will also make the ASAM CONTINUUM® Summary and Narrative reports available for support staff who do not have ASAM CONTINUUM® subscriptions.

16. On the WITS ASAM Screen once you have Synced with ASAM CONTINUUM®:

- At the top of the screen – select the appropriate RBHA value for the Funding MCO field. This information will be used on aggregate reports for the RBHAs.
- Enter the Actual Level of Care (LoC) where client has been placed.
    - ✓ If the Actual LoC value is different than the Recommended LoC provided by ASAM CONTINUUM® you will have to enter a Clinical Override Reason and comments in the Comment Box

16. Upon completion, under **Administrative Actions** you have the option to click **Sign ASAM**. The record is now un-editable, and it is now time and date stamped by the user who signed the record.
17. Under **Administrative Actions** regardless of whether the record is signed users can always:
    - Review the ASAM CONTINUUM® Assessment performed on this patient
    - Review the ASAM CONTINUUM® Summary and Narrative Reports generated for this assessment
18. Click **Save** or **Finish** to save and return to the list screen.