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](https://ahcccs-training.witsweb.org)
- **Production Site:** [https://ahcccs.witsweb.org](https://ahcccs.witsweb.org)

**Note:** 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.*
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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.

![Workflow Diagram](image_url)

**Arizona Provider Process in AHCCCS WITS**

1. Create Client
2. WITS automatically creates Intake
3. Create Consent to RBHA
4. Create Complete ASAM CONTINUUM® Assessment
5. Synch Assign Actual Level of Care to WITS ASAM Profile

**Arizona RBHA Process in AHCCCS WITS**

Once the Arizona provider consents WITS client information to a RBHA, the RBHA will be able to view consented items for that client in WITS until the consent expires.
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.

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 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**.
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Type the client’s current first name.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>(Optional)</td>
</tr>
<tr>
<td>Last Name</td>
<td>Type the client’s current last name.</td>
</tr>
</tbody>
</table>
### Field Description

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

---

![Client Profile screen](image)  

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity</td>
<td>Select from the drop-down list.</td>
</tr>
<tr>
<td>Selected Races</td>
<td>Select one or more races.</td>
</tr>
<tr>
<td>Veteran Status</td>
<td>Select from the drop-down list.</td>
</tr>
</tbody>
</table>

![Figure 2-4: Additional Information Screen](image)
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.

![Contact Info screen](image)

Figure 2-5: Contact Info screen

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

![Address Information screen](image)

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.

![Collateral Contacts screen](image)

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

Table 2-3: Collateral Contacts required fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Type the contact’s first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Type the contact’s last name.</td>
</tr>
<tr>
<td>Relation</td>
<td>Select the collateral contact’s relation to the client from the drop-down menu.</td>
</tr>
<tr>
<td>Address, City, State</td>
<td>Type the contact’s address information</td>
</tr>
<tr>
<td>Can Contact</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Consent On File</td>
<td>Select Yes or No.</td>
</tr>
</tbody>
</table>
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.

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.

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.

![Client History screen](image)

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Type and + Days</td>
<td>Select either “Discharge (UD)” or “Date Signed (DS)”, then when the yellow field appears, enter the number of days the consent will expire.</td>
</tr>
<tr>
<td>Client Information Options/Disclosure</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

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.
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® 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”.

...
EULA

BY RECEIVING OR USING THE CONTINUUM® ASSESSMENT CONTINUITY ASSESSMENT SOFTWARE PRODUCT, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ THIS END USER LICENSE AGREEMENT ("EULA") AND AGREE TO BE binds BY THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, YOU ARE PROHIBITED FROM INSTALLING OR USING THE SOFTWARE PRODUCT. 

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THE SOFTWARE IS LICENSED UNDER THE LICENSE AGREEMENT SPECIFIED IN THIS EULA. YOU MAY USE THE SOFTWARE AS PERMITTED UNDER THE LICENSE AGREEMENT. YOU MAY NOT COPY, MODIFY, REVERSE ENGINEER, OR DISTRIBUTION THE SOFTWARE OR ANY PART THEREOF, OR MAKE ANY PART THEREOF AVAILABLE TO ANY THIRD PARTY, EXCEPT AS EXPRESSLY PERMITTED HEREIN. 

2. DESCRIPTION

The ASAM Continuum® Assessment is a tool designed to assist in the assessment of patients with substance use disorders. It provides a structured approach to understanding an individual's journey through the treatment process, allowing for better planning and outcomes. 

3. USE OF THE SOFTWARE

You are permitted to install and use the Software on the condition that the Software is only used for the purpose for which it was intended and that you comply with all applicable laws and regulations. 

4. CONFIDENTIALITY

You agree to maintain the confidentiality of the Software and to take reasonable security measures to prevent unauthorized access or disclosure. 

5. TERMINATION

The license granted under this EULA shall terminate automatically without notice if you fail to comply with any of the terms and conditions of this EULA. Upon termination, you must destroy all copies of the Software. 

6. DISCLAIMER OF WARRANTIES

THE SOFTWARE IS LICENSED "AS IS" WITHOUT ANY WARRANTY FROM THE PROVIDER. THE PROVIDER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. 

7. LIMITATION OF LIABILITY

THE PROVIDER SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES ARISING FROM THE USE OF OR INABILITY TO USE THE SOFTWARE, EVEN IF THE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. 

8. EXCLUSIVE REMEDY

THE SOLE REMEDY AVAILABLE TO YOU IN THE EVENT OF ANY DISPUTE OR CLAIM ARISING UNDER OR RELATING TO THIS AGREEMENT OR THE SOFTWARE IS TO BE SETTLED THROUGH ARBITRATION IN THE FASHION SET FORTH IN SECTION 9 OF THIS AGREEMENT. 

9. MODIFICATION

This EULA may be updated from time to time and the most current version will be available on the Provider's website. Your continued use of the Software after such update shall constitute your acceptance of the amended EULA. 

10. ENTIRE AGREEMENT

This EULA constitutes the entire agreement between you and the Provider with respect to the use of the Software and supersedes all prior agreements and understandings, whether oral or written, between you and the Provider. 

11. GOVERNING LAW

The laws of the State of Maryland shall govern this EULA and any dispute arising out of or relating to this EULA shall be referred to the state courts of Maryland. 

12. CONSENT TO USE OF PERSONAL INFORMATION

The Provider may collect personal information from you, including any information you provide when using the Software. The Provider may use this information to improve the Software and to provide you with personalized services. 

13. EXPORT CONTROL

You agree that the Software and any copies thereof will not be exported or re-exported into any country or persons prohibited by United States laws and regulations. 

14. MISCELLANEOUS

This EULA cannot be used by any third party or for any purpose other than the intended use of the Software. 

15. ACKNOWLEDGEMENT

By using the Software, you acknowledge that you have read, understood, and agree to the terms of this EULA. 

16. CONTACT INFORMATION

For questions or concerns regarding this EULA or the Software, please contact the Provider at support@asam.org. 

WITS Release 19.7.1 and higher
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.

**Note:** 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. Click **No** – You will be taken into a new blank assessment.
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.
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.