



Office of Alcoholism and Substance Abuse Services

WITNYS Prevention

*Prevention
Intervention
User Guide*

V1.1

NYS OASAS Bureau of Prevention Services

&

FEi Systems

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Section 1. Introduction

This user guide has been prepared for the New York State Office of Alcoholism and Substance Abuse Services (OASAS). New York Prevention Providers may use this guide to learn the steps to enter the prevention services delivered within the WITNYS Prevention Intervention module.

Before Reading

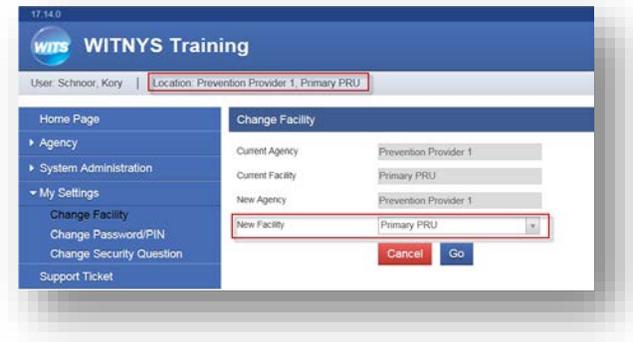
View the **WITS Basics User Guide** before reading this document. The WITS Basics User Guide covers important topics including basic navigation features, system conventions, and login information.

PARIS to WITNYS : Terminology Cross-Walk

WITNYS	PARIS
Agency	Provider
Facility	PRU (<i>Program Reporting Unit</i>)
Contract	Primary/Other PRU-Pair (<i>for County-Provider</i>)
Prevention Intervention	Prevention Activity
Service Approach	Service Approach
Activity Type	Activity Code
Activity Name	Local Name, Non-model Name (<i>text you enter</i>)
Group Name	Class/group Name (<i>text you enter</i>)
One-Time	Single-Session
Recurring	Recurring and Continuing
Profile	View/Edit Activity or Group
Review	View/Edit Group Session

Program Reporting Unit (PRU)

PRUs in WITNYS correspond to the “Facility” selected by the user. Ensure you select the correct Facility before entering Service Approaches.



Primary Facility/Program Reporting Unit (PRU): The following Service Approaches should be entered in the Primary Facility/PRU:

- EBP Education (Model)
- Non-EBP Education (Non-Model)
- EBPS Environmental Strategies
- Positive Alternatives (Continuing)
- Positive Alternatives (Single)
- Information Awareness (Single)
- Community Capacity Building (Single)

Other Facility/Program Reporting Unit (PRU): The following Service Approaches should be entered in the Other Facility/PRU:

- EBP Prevention Counseling
- Prevention Counseling
- Early Intervention

Note: System Requirements

WITS is compatible with up-to-date versions of most modern browsers such as, Internet Explorer version 10+, Firefox, Google Chrome, and Safari.

The Silverlight plug-in is required for WITS Scheduler.

Section 2. Home Page



Where: Home Page

The Home page is the screen that users will first be taken to when logging into WITS. It provides general information to the user regarding the agency's work or process flow. The Home page includes:

1. **Announcements:** which will be posted by OASAS for system users
2. **Alerts:** which are currently not used for Prevention process flow
3. **Scheduler:** this may be used (optionally) by providers as they wish

The screenshot shows the WITNYS QA Home Page. The top navigation bar includes the WITS logo, the text "WITNYS QA", and links for "Diagnostics" and "Logout". Below the navigation bar, the user's name "User: Prevention, Kory" and location "Location: Prevention Agency 1, PRU 1" are displayed. A left sidebar menu contains "Home Page", "Agency", "System Administration", and "My Settings". The main content area is titled "Home" and contains three sections: "Announcements" with a table of columns (Actions, Summary, Posted Date, Start Date, Priority), "Alert List" with a table of columns (Actions, Alert Type, Client Name, ID, Applies To Start, Message, Facility, Date Due), and "Schedule for:" with a table of columns (Actions, Start, End, Summary, Status). The "Schedule for:" section also includes input fields for "Start Date" (2/14/2015) and "End Date", along with "Refresh", "Search Calendar", and "Edit/Add Schedule" options.

Section 3. Prevention Intervention Search



Where: [Agency](#) > [Prevention](#) > [Intervention](#)

Users will find the Prevention Intervention (Data-Entry) search screen by conducting the following steps:

1. On the navigation menu, click **Agency (1)**, then **Prevention (2)**, then **Intervention (3)**.
2. You may click **Go** to view ALL existing interventions/activities within the PRU, or limit your search by completing one or more of the following fields:
 - a. **Date:** Users may enter a date range using a colon between the dates (“1/1/15:2/1/15”).
 - b. **Frequency:** Select either One-Time or Recurring.
 - c. **Geo Type:** Select the type of service location (County Wide, City/Town, Zip Code, School).
 - d. **Service Approach:** Select one of the ten available service approaches.
 - e. **Activity Type:** Select one of the Activity Types available.
 - f. **Service Location:** Enter the name of the service location (County, City/Town, Zip Code, School). Users may use a “wild card” search with the use of an asterisk (“*”).
 - i. To search for Service Locations that **begin** with a letter or number, enter the beginning of the text (e.g., “Cort”) and then an asterisk (e.g., “Cort*”). This will display “Cortland” or any entry that begins with “Cort.”
 - ii. To search for Service Locations that **contain** a letter or number, enter an asterisk (“*”), then any part of the letter or number (e.g., “elementary”), and end with another asterisk (“*”). For example, *elementary* will display any Service Location with “elementary” in the field (e.g., “Albany Elementary School”).
 - g. **Model/Activity Name:** Enter the name of the activity or model. Use the “wild card” technique outlined above to search for any letter or number contained within the field.
3. Click **Go**.

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WITNYS QA Diagnostics Logout

User: Prevention, Kory | Location: Prevention Agency 1, PRU 1

Select one or more search parameters to limit your search, then click Go.

Prevention Intervention Search

Facility PRU 1 Geo Type Service Location

Date Service Approach Model/Activity Name

Frequency Activity Type

Prevention Intervention List (Export)

Actions	Model/Activity Name	Date	Service Location	Frequency

4. Once you find the specific Prevention Intervention record, hover over the pencil icon (within the Actions column), and click **Profile**. This will allow you to view/edit the existing record.
5. You may use the **Clear** button to clear the selected search fields and list results.

The screenshot displays the WITNYS Training application interface. At the top, the header includes the WITS logo, the text 'WITNYS Training', and a 'Logout' button. Below the header, the user's current session information is shown: 'User: Staff, Prevention' and 'Location: Prevention Provider 1, Primary PRU'. A 'Snapshot' button is also visible.

The main content area is divided into a left sidebar and a main workspace. The sidebar contains navigation links: Home Page, Agency (with sub-links for Agency List, Non-Staff Physicians, and Prevention Intervention), System Administration, My Settings, and Support Ticket.

The main workspace features a 'Prevention Intervention Search' section with several input fields: Facility (set to 'Primary PRU'), Geo Type, Service Location, Date, Service Approach, Model/Activity Name, and Frequency. There are 'Clear' and 'Go' buttons below the search fields.

Below the search section is a 'Prevention Intervention List' table. The table has columns for 'Actions', 'Model/Activity Name', 'Date', 'Service Location', and 'Frequency'. A red arrow points to the 'Profile' button in the 'Actions' column of the first row, which is 'Resource Directory'.

Actions	Model/Activity Name	Date	Service Location	Frequency
 Profile	Resource Directory	3/19/2015	GIFFEN MEMORIAL SCHOOL	One-Time
	ESS	2/28/2015	VEEDER ES	Recurring
	Project Toward No Drug Abuse (TND)	2/25/2015	MENANDS SCHOOL	Recurring
	Incredible Years - Child Dinosaur	2/25/2015	WESTMERE ES	Recurring
	Health Promotion Event in Albany County	2/25/2015	Albany	One-Time
	Life Skills Training (LST) - M. S.	2/25/2015	WILLIAM S. HACKETT MS	Recurring
	Pro Social	2/25/2015	WILLIAM S. HACKETT MS	Recurring
	Outdoor Adventure Day (Pos Alt Single)	2/24/2015	New Scotland	One-Time
	Problem Gambling Public Awareness #1	2/20/2015	Albany	One-Time
	Voorheesville Community Alliance	2/19/2015	Voorheesville	One-Time

Section 4. Add a New Intervention / Service



Where: Agency > Prevention > Intervention

Use the Prevention Intervention Search screen to enter NEW interventions/activities. To accomplish this, click **Add New Intervention**.

WITNYS Training

User: Schnoor, Kory | Location: Prevention Provider 1, Primary PRU

Prevention Intervention Search

Facility: Primary PRU | Geo Type: | Service Location: |
 Date: | Service Approach: | Model/Activity Name: |
 Frequency: | Activity Type: |

Clear Go

Prevention Intervention List (Export) [Add New Intervention](#)

Actions	Model/Activity Name	Date	Service Location	Frequency
	Resource Directory	3/19/2015	GIFFEN MEMORIAL SCHOOL	One-Time
	Project SUCCESS	2/28/2015	VEEDER ES	Recurring
	Project Toward No Drug Abuse (TND)	2/25/2015	MENANDS SCHOOL	Recurring
	Incredible Years - Child Dinosaur	2/25/2015	WESTMERE ES	Recurring
	Health Promotion Event in Albany County	2/25/2015	Albany	One-Time
	Life Skills Training (LST) - M. S.	2/25/2015	WILLIAM S. HACKETT MS	Recurring
	Pro Social	2/25/2015	WILLIAM S. HACKETT MS	Recurring
	Outdoor Adventure Day (Pos Alt Single)	2/24/2015	New Scotland	One-Time

The screen below will initially appear:

WITNYS QA

User: Prevention, Kory | Location: Prevention Agency 1, PRU 1

Prevention Intervention Profile

Agency: Prevention Agency 1 | Facility: PRU 1

Service Approach: | Geo Type: | Activity Type: | Frequency: | IOM Classification: |

Activity Name: | Group Name: | Date: | Comments: |

Total number of participants: 0

Gender: Male 0, Female 0, Unknown 0

Ethnicity: Hispanic or Latino 0, Not Hispanic or Latino 0, Unknown 0

Age: 0-4 0, 5-11 0, 12-14 0, 15-17 0, 18-20 0, 21-24 0, 25-44 0, 45-64 0, 65 and over 0, Unknown 0

Race: White 0, Black/ African American 0, American Indian/ Alaskan Native 0, Native Hawaiian/ Other Pacific Islander 0, More than one race 0, Race unknown or other 0

Administrative Actions

Cancel Save Finish

Section 5. One-Time Service Approaches (General)



Where: Agency > Prevention > Intervention

To enter Service Approaches with the **One-Time** Frequency, conduct the following steps:

1. **Service Approach:** Select the appropriate service approach.
2. **Geo Type:** Select County Wide, City/Town, Zip Code or School. Based on the Geo Type selected, complete the location field (County, City/Town, Zip Code, or District/School). (**NOTE:** all locations will be filtered by the County of your PRU).
3. **Activity Type:** Select the appropriate activity type from the list (**NOTE:** this list is filtered based on the Service Approach).
4. **Frequency:** Select One-Time.
5. **IOM Classification:** Select the appropriate IOM classification.
6. **Activity Name:** Enter an activity name specific to this activity (**NOTE:** by entering a unique Activity Name it will allow you to more easily search the activity on the Prevention Intervention Search List).
7. **Comments (optional):** Enter any comments which correspond to this activity.
8. **Date:** Enter the date of the activity.
9. **Total Number of Participants:** Enter the total number of participants.
10. Click **Save** (saves the record and keeps you on the screen) or **Finish** (saves the record and takes you to the Prevention Intervention Search/List screen).

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WITNYS QA

User: Prevention, Kory | Location: Prevention Agency 1, PRU 1

Home Page

Agency

- Agency List
- Non-Staff Physicians
- Prevention
 - Intervention
- System Administration
- My Settings

Prevention Intervention Profile

Agency: Prevention Agency 1 | Facility: PRU 1

Service Approach: Positive Alternatives (Single)

Geo Type: City/Town

City/Town: Cortland

Activity Type: Community Volunteer Acti...

Frequency: One-Time

IOM Classification: Universal Indirect

Activity Name: Volunteer Event at Cortland Community Center (2/14/15)

Date: 2/14/2015

Comments:

Total number of participants: 40

Administrative Actions

Clone

Cancel Save Finish

Note: Once the record is saved, the **Clone** link will appear under the Administrative Actions section. By clicking Clone, WITNYS will create a new record and will copy much of the information from the current record. This feature can be used to easily duplicate the activity information on a screen. Note that the copied fields can be changed in the clone.

Section 6. Recurring Service Approaches (General)



Where: Agency > Prevention > Intervention

To enter Service Approaches with the **Recurring** Frequency, conduct the following steps:

1. **Service Approach:** Select the appropriate service approach.
2. **Geo Type:** Select County Wide, City/Town, Zip Code or School. Based on the Geo Type selected, complete the location field (County, City/Town, Zip Code, District/School). (**NOTE:** all locations will be filtered by the County of your PRU).
3. **Activity Type:** Select the appropriate activity type from the list (**NOTE:** this list is filtered based on the Service Approach).
4. **Frequency:** Select Recurring.
5. **IOM Classification:** Select the appropriate IOM classification.
6. **Activity Name:** Enter an activity name specific to this activity (**NOTE:** by entering a unique Activity Name it will allow you to more easily search the activity on the Prevention Intervention Search List). For Non-EBP Education this should be your “Non-model” program name.
7. **Group Name:** Enter a group name unique to this activity. This will allow you to find it later to add sessions as they are delivered.
8. **Comments (optional):** Enter any comments which correspond to this activity.
9. **Start Date:** Enter the start date of the activity.
10. **Total Number of Participants:** Enter the total number of participants.
11. **Demographics:** Gender, Age, Ethnicity, Race (**NOTE:** All demographic categories must add up to the total number of participants.)
12. Click **Save** (saves the record and keeps you on the screen) or **Finish** (saves the record and takes you to the Prevention Intervention Search/List screen).

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User: Schnoor, Kory | Location: Prevention Provider 1, Primary PRU

Home Page

- Agency
 - Agency List
 - Staff List
 - Non-Staff Physicians
 - System Usage
- Prevention
 - Intervention
- System Administration
- My Settings
- Support Ticket

Prevention Intervention Profile

Agency: Prevention Provider 1 | Facility: Primary PRU

Service Approach: Non-EBP Education (Non-...)

Geo Type: School

School District: BERNE-KNOX-WESTERL...

School: HELDERBERG CHRISTIA

Activity Type: Parenting/Family Manage | Frequency: Recurring

IOM Classification: Universal Direct

Activity Name: Parenting Education Group 1

Group Name: Group 1

Start Date: 2/16/2015

Comments:

Total number of participants: 14

Gender: Male 4, Female 10, Unknown 0

Ethnicity: Hispanic or Latino 4, Not Hispanic or Latino 10, Unknown 0

Age: 0-4 0, 5-11 0, 12-14 0, 15-17 0, 18-20 0, 21-24 4, 25-44 10, 45-64 0, 65 and over 0, Unknown 0

Race: White 10, Black/ African American 4, Native Hawaiian/ Other Pacific Islander 0, Race unknown or other 0, Asian 0, American Indian/ Alaskan Native 0, More than one race 0

Administrative Actions: Group Sessions, Clone

13. Once you click **Save**, the **Group Sessions** link will appear under Administrative Actions. This step will take you to the following screen. Any existing group sessions will appear under the Group Session List.

14. To add a new group session, click "**Add Group Session.**"

17.13.1 WITNYS QA

User: Prevention, Kory | Location: Prevention Agency 1, PRU 1

Home Page

- Agency
 - Agency List
 - Non-Staff Physicians
 - Prevention
 - Intervention
 - System Administration
 - My Settings

Group Session List

Actions	#	Date	# of Participants

Group Session Profile

Session #: [Field]

Date: [Field]

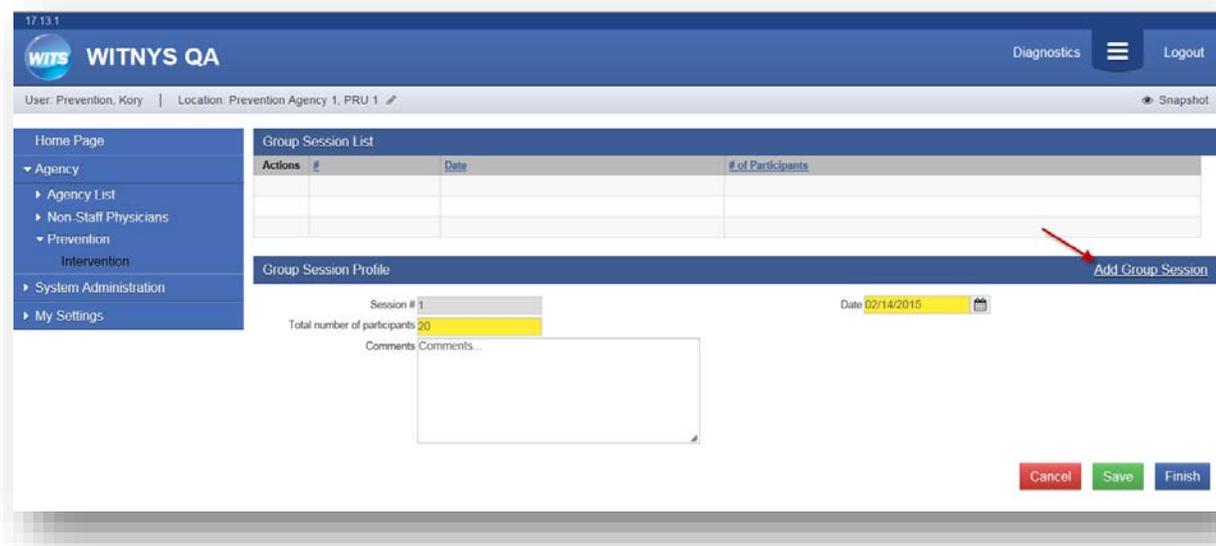
Total number of participants: [Field]

Comments: [Text Area]

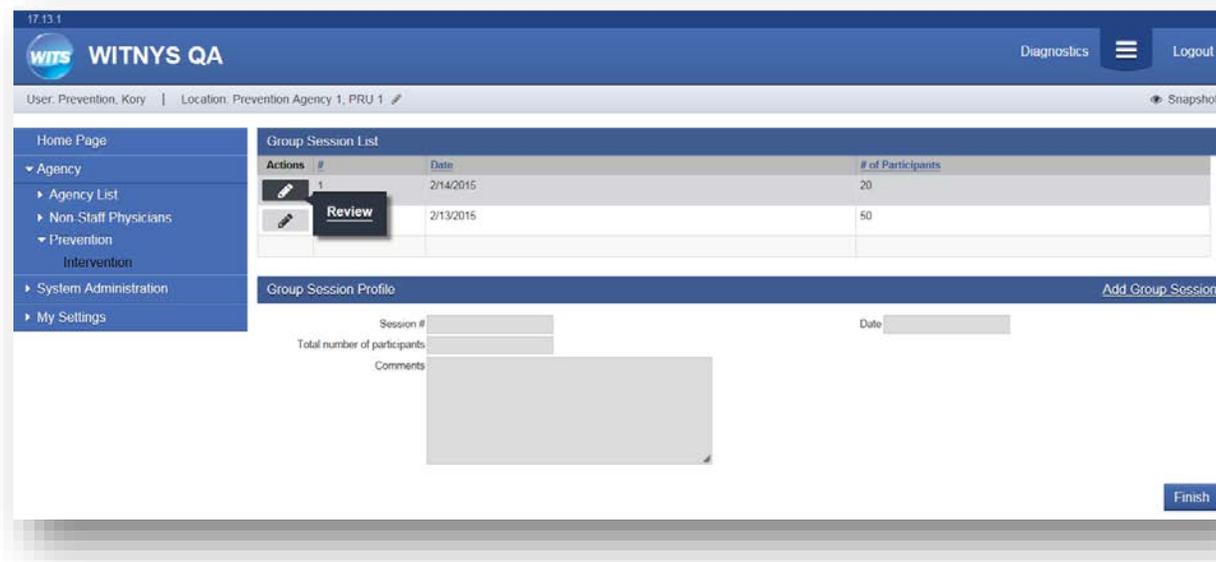
Add Group Session

Finish

15. Complete the following fields:
 - a. **Total number of participants:** This corresponds to the number of participants within this specific group session.
 - b. **Date:** The date of the group session.
 - c. **Comments (optional):** Enter any comments which correspond to this group session.
16. Click **Save** and the record will be added to the Group Session List. (NOTE: You may click **Finish** to save the record and return to the profile screen).



You may always access previous group sessions by hovering over the pencil icon and clicking on **Review**.



17. Click **Finish** to return to the Prevention Intervention Profile screen.

Section 7. EBP Education (Model) Strategies



Where: Agency > Prevention > Intervention

To enter an EBP Education (Model) service, conduct the following steps:

1. **Service Approach:** Select the EBP Education (Model) service approach.
2. **Geo Type:** Select County Wide, City/Town, Zip Code or School. Based on the Geo Type selected, complete the location field (County, City/Town, Zip Code, District/School). (**NOTE:** all locations will be filtered by the County of your PRU).
3. **Activity Type:** Select the appropriate activity type from the list (**NOTE:** this list is filtered based on the Service Approach).
4. **Frequency:** Select Recurring.
5. **IOM Classification:** Select the appropriate IOM classification.
6. **Model Name:** Select the appropriate EBP Model Name from the drop-down list. Note that the now list includes the OASAS minimum number of sessions required.
7. **Group Name:** Enter a group name unique to this group. This will help you find it later to add sessions as they are delivered.
8. **Comments (optional):** Enter any comments which correspond to this activity.
9. **Start Date:** Enter the start date of the activity.
10. **Total Number of Participants:** Enter the total number of participants.
11. **Demographics:** Gender, Age, Ethnicity, Race (**NOTE:** All demographic categories must add up to the total number of participants.)
12. Click **Save** (saves the record and keeps you on the screen) or **Finish** (saves the record and takes you to the Prevention Intervention Search/List screen).

17.13.1

WITNYS QA

User: Prevention, Kory | Location: Prevention Agency 1, PRU 1

Home Page

- Agency
 - Agency List
 - Non-Staff Physicians
 - Prevention
 - Intervention
 - System Administration
 - My Settings

Prevention Intervention Profile

Agency: Prevention Agency 1 | Facility: PRU 1

Service Approach: **EBP Education (Model)**

Geo Type: School

School District: CINCINNATUS CSD

School: CINCINNATUS HS

Activity Type: Classroom/Group Education | Frequency: Recurring

Model Name: Lions-Quest Skills for Adol... | IOM Classification: Universal Direct

Group Name: Lions-Quest Skills in Cincinnati HS - Class 1

Start Date: 2/14/2015

Comments:

Total number of participants: 30

Gender: Male 20, Female 10, Unknown 0

Ethnicity: Hispanic or Latino 10, Not Hispanic or Latino 20, Unknown 0

Age: 0-4 0, 5-11 0, 12-14 0, 15-17 30, 18-20 0, 21-24 0, 25-44 0, 45-64 0, 65 and over 0, Unknown 0

Race: White 15, Black/ African American 5, Native Hawaiian/ Other Pacific Islander 0, Race unknown or other 5, Asian 5, American Indian/ Alaskan Native 0, More than one race 0

Administrative Actions: [Group Sessions](#) [Clone](#)

Cancel Save Finish

13. Once you click **Save**, the **Group Sessions** link will appear under Administrative Actions. This step will take you to the following screen. Any existing group sessions will appear under the Group Session List.

14. To add a new group session, click "**Add Group Session.**"

17.13.1

WITNYS QA

User: Prevention, Kory | Location: Prevention Agency 1, PRU 1

Diagnosics | Logout

Home Page

- Agency
 - Agency List
 - Non-Staff Physicians
 - Prevention
 - Intervention
 - System Administration
 - My Settings

Group Session List

Actions	Date	# of Participants

Group Session Profile

Session #: | Date: |

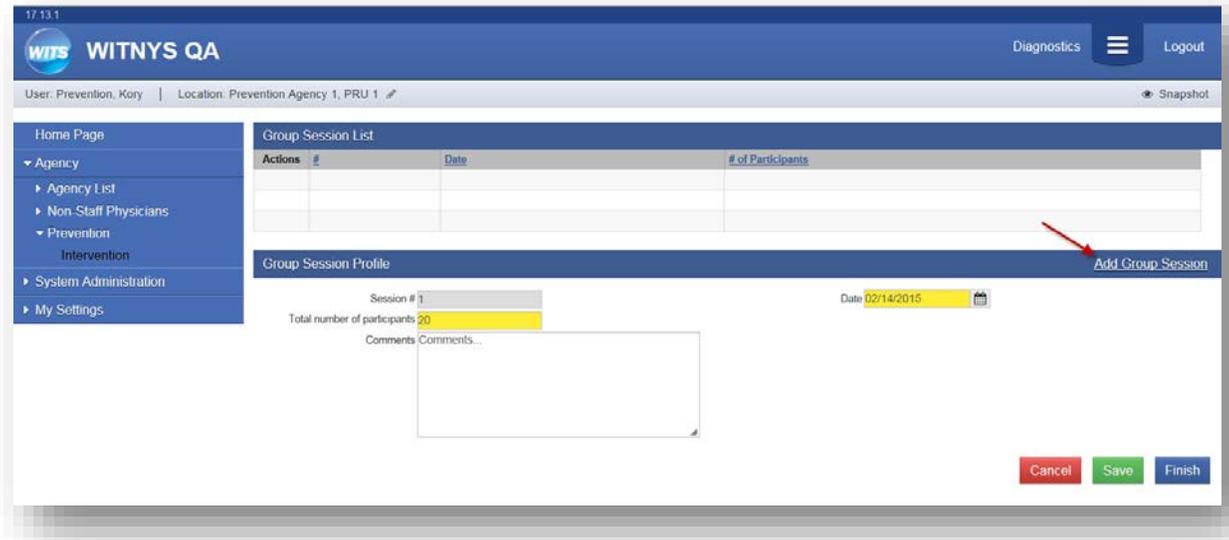
Total number of participants: |

Comments: |

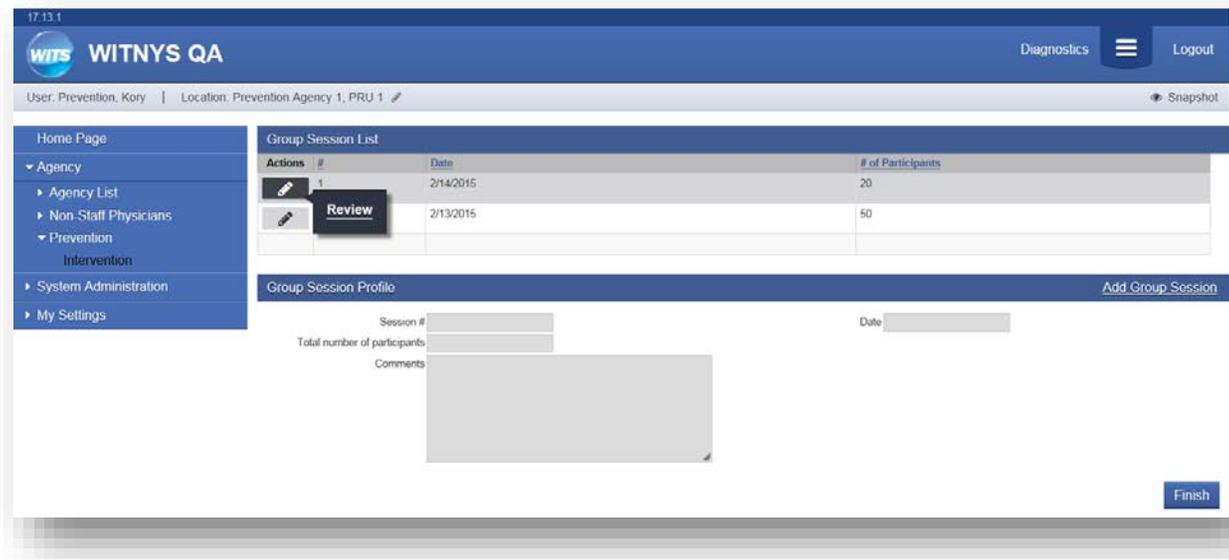
[Add Group Session](#)

Finish

15. Complete the following fields:
 - a. **Total number of participants:** This corresponds to the number of participants within this specific group session.
 - b. **Date:** The date of the group session.
 - c. **Comments (optional):** Enter any comments which correspond to this group session.
16. Click **Save** and the record will be added to the Group Session List. (**NOTE:** You may click **Finish** to save the record and return to the profile screen).



You may always access previous group sessions by hovering over the pencil icon and clicking on **Review**.



17. Click **Finish** to return to the Prevention Intervention Profile screen.

Section 8. EBPS Environmental Strategies



Where: Agency > Prevention > Intervention

To enter an **EBPS Environmental Strategy** Service Approach, conduct the following steps:

1. **Service Approach:** Select EBPS Environmental Strategies.
2. **Geo Type:** Select County Wide, City/Town, Zip Code or School. Based on the Geo Type selected, complete the location field (County, City/Town, Zip Code, or District/School). (**NOTE:** all locations will be within the County of your PRU).
3. **Activity Type:** Select the appropriate activity type from the list. The list includes all three types of strategies: Policy/Regulation Improvement, Enforcement and Media Campaigns to improve social norms. For each Activity type selected you will enter one monthly summary with totals.
4. **Frequency:** This is always “One-Time” and will not be editable.
5. **IOM Classification:** Select the appropriate IOM classification: Universal Indirect. All the Environmental activities are categorized as Universal Indirect
6. **Activity Name:** Enter an activity name specific to this activity. (**NOTE:** entering a unique Activity Name will allow you to more easily search for it later on the Search screen).
7. **Comments (optional):** Enter any comments which correspond to this activity.
8. **Specific Fields (Required):** Month, Year, # of Events = sum of Policy development meetings, Media transmissions, Compliance checks, Server Trainings, etc. Total number of participants = actual participant counts or estimated size of population reached through Media exposures.
9. Click **Save** (saves the record and keeps you on the screen) or **Finish** (saves the record and takes you to the Prevention Intervention Search/List screen).

17.13.1

WITNYS QA

User: Prevention, Kory | Location: Prevention Agency 1, PRU 1

Home Page

- Agency
 - Agency List
 - Non-Staff Physicians
 - Prevention
 - Intervention
 - System Administration
 - My Settings

Prevention Intervention Profile

Agency: Prevention Agency 1 | Facility: PRU 1

Service Approach: EBPS Environmental Strat... (highlighted with a red box)

Geo Type: City/Town

City/Town: Harford

Activity Type: Alcohol Outlet Compliance...

Frequency: One-Time

IOM Classification: Universal Indirect

Activity Name: Alcohol Outlet Compliance Check in Harford (January 2015)

Comments: Comments...

Month: January | Year: 2015

of Events: 5

Total number of participants: 40

Administrative Actions

[Clone](#)

Cancel Save Finish

Note: Once the record is saved, the **Clone** link will appear under the Administrative Actions section. By clicking Clone, WITNYS will create a new activity record and will copy much of the information from the current record. This feature can be used to easily duplicate the activity information on a screen. Note that the copied fields can be changed in the cloned activity record.

Section 9. Early Intervention Service Approaches



Where: Agency > Prevention > Intervention

Note: For Early Intervention Services, create a new record for each participant and enter demographics.

To enter Early Intervention Service Approaches, conduct the following steps:

1. **Service Approach:** Select the Early Intervention service approach.
2. **Geo Type:** Select County Wide, City/Town, Zip Code or School. Based on the Geo Type selected, complete the location field (County, City/Town, Zip Code, District/School). (**NOTE:** all locations will be filtered by the County of your PRU).
3. **Activity Type:** Select the appropriate activity type from the list. (**NOTE:** this list is filtered based on the Service Approach.)
4. **Frequency: Always select Recurring.**
5. **IOM Classification:** Select the appropriate IOM classification.
6. **Activity Name:** Include the individual's Participant Code in this field. (**NOTE:** by entering the Participant Code you will be able to search for that individual on the Prevention Intervention Search List).
7. **Group Name:** This may be the same as the Activity Name.
8. **Comments (optional):** Enter any comments which correspond to this activity.
9. **Start Date:** Enter the start date of the activity.
10. **Total Number of Participants: Always enter "1".** A new record should be entered for each individual participant.
11. **Demographics:** Gender, Age, Ethnicity, Race of the individual.
12. Click **Save** (saves the record and keeps you on the screen) or **Finish** (saves the record and takes you to the Prevention Intervention Search/List screen).

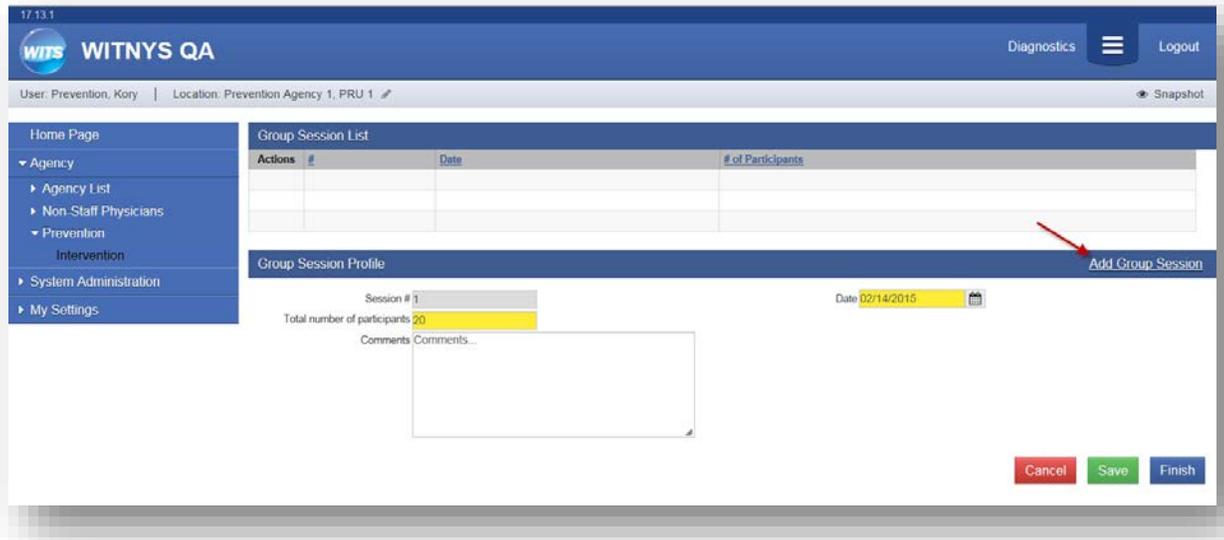
18. Once you click **Save**, the **Group Sessions** link will appear under Administrative Actions. This step will take you to the following screen. Any existing sessions for the individual will appear under the Group Session List.

19. To add a new session for the individual, click "**Add Group Session**."

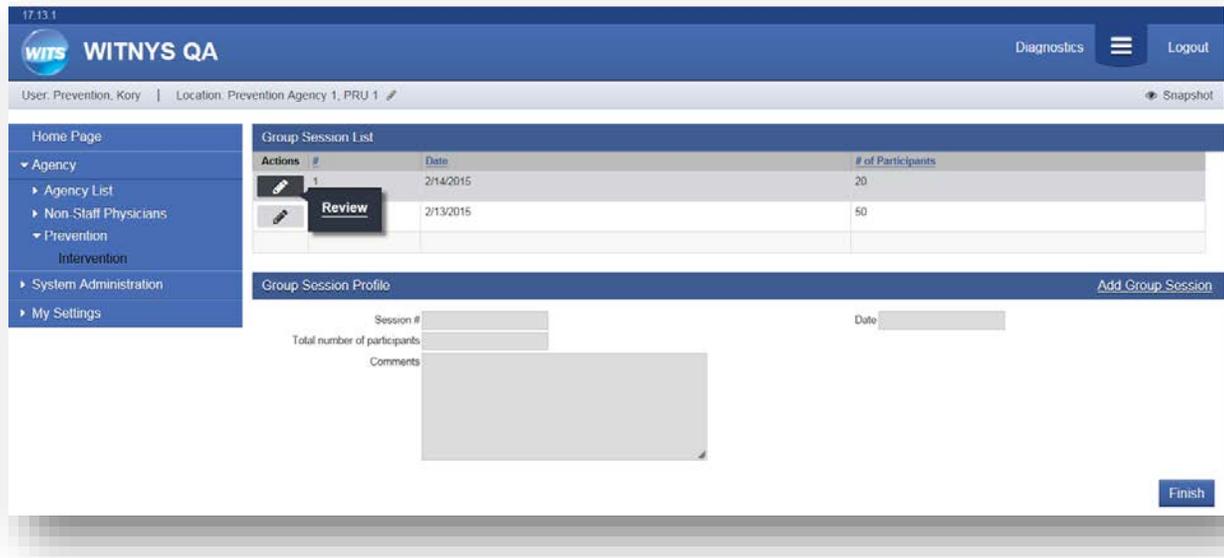
20. Complete the following fields:

- a. **Total number of participants: Always enter “1”.**
- b. **Date:** The date of the individual’s session.
- c. **Comments (optional):** Enter any comments which correspond to this session.

21. Click **Save** and the record will be added to the Group Session List. (NOTE: You may click **Finish** to save the record and return to the profile screen.)



You may always access previous sessions for the individual by hovering over the pencil icon and clicking on **Review**.



22. Click **Finish** to return to the Prevention Intervention Profile screen.

Section 10. Prevention Counseling / EBP Counseling



Where: Agency > Prevention > Intervention

Note: For the **# of Assessed Participants** and **Total Number of Couseled Participants**, enter ONLY the number of **NEW** participants seen in the corresponding month.

To enter a **Prevention Counseling** or **EBP Counseling** Service Approach, conduct the following steps:

1. **Service Approach:** Select Prevention Counseling or EBP Counseling (EBP Counseling is a component of the multi-component EBP Project Success).
2. **Geo Type:** Select City/Town, Zip Code or School. Based on the Geo Type selected, complete the Location field (City/Town, Zip Code, District/School). You will use this screen to enter Prevention Counseling monthly totals for every Location where Prevention Counseling is delivered. (**NOTE:** All Locations will be within the County of your PRU).
3. **Frequency:** This is always “One-Time” and will not be editable.
4. **IOM Classification:** Select the appropriate IOM classification (*Selected* or *Indicated* as defined on page 35 at the end of this manual).
5. **Activity Name:** A letter or word(s) is required here. For example by entering “PC” you will be able to search for all your monthly Prevention Counseling submissions on the Prevention Intervention Search List.
6. **Comments (optional):** Enter any comments which correspond to this activity.
7. **Prevention Counseling – Specific Fields (required):** Note: Counts are for the Location specified.
 - a. Month = Select the Month you are entering here
 - b. Year (select) = Select the Year you are entering here
 - c. # of Assessment Sessions = Total # Assessment sessions this month
 - d. **# of Assessed Participants** = Total all new participants Assessed this month
 - e. # of Individual Counseling Sessions = Individual Counseling sessions this month
 - f. # of Group Counseling Sessions = Group Counseling sessions this month
 - g. # of Family Counseling Sessions = Family Counseling sessions this month
 - h. **Total Number of Couseled Participants**= Total new participants Admitted this month for Prevention Counseling

17.14.0

WITNYS Training

User: Schnoor, Kory | Location: Prevention Provider 1, Other PRU

Home Page

- Agency
 - Agency List
 - Staff List
 - Non-Staff Physicians
 - System Usage
- Prevention
 - Intervention
- System Administration
- My Settings
- Support Ticket

Prevention Intervention Profile

Agency: Prevention Provider 1 | Facility: Other PRU

Service Approach: **Prevention Counseling**

Geo Type: School

School District: VOORHEESVILLE CSD

School: C.A. BOUTON MSHS

Frequency: One-Time

ICM Classification: Indicated

Activity Name: Prevention Counseling (January 2015)

Comments:

Month: January | Year: 2015

# of Assessment Sessions	18
# of Assessed Participants	9
# of Individual Counseling Sessions	0
# of Group Counseling Sessions	1
# of Family Counseling Sessions	0
Total Number of Couseled Participants	9

Administrative Actions

[Clone](#)

- Click **Save** (saves the record and keeps you on the screen) or **Finish** (saves the record and takes you to the Prevention Intervention Search/List screen).

Section 11. Administration – Creating Staff Accounts



Where: [Agency](#) > [Staff List](#) > [Staff Profile](#)

WITNYS Prevention Directors have the ability to create and manage staff accounts within their agency. This means setting up new employees, managing their access to facilities and screens through role assignments, and removing access as needed (e.g., if an employee leaves the agency).

1. In the left menu, click **Agency**, then **Staff List** to open the **Agency Staff Search** Screen. (Clicking **Go** will display previously entered staff records in the **Agency Staff List** section.)
2. Click the **Add New Agency Staff Record** link to open the **Staff Profile** screen.

17.7.0

WITS

User: Jones, Ashley | Location: Administrative Agency, Administrative Unit

Snapshot

Home Page

Agency

Agency List

GPRA Discharge Due

GPRA Followup Due

Facility List

Staff List

Staff Profile

Contact Info

Staff Assignment

Staff Language

Agency Staff Search

Agency

First Name

User ID

Staff Active Indicator

Last Name

Clear

Go

Agency Staff List

Add New Agency Staff Record

Reset Logon	Actions	Last Name	First Name	Agency	Email	Has System Access	# Days Since Last Login

Staff Profile

- On the **Staff Profile** screen, enter the required information including: **First Name, Last Name, Gender, Email, Staff Type, Manager Name, and Start Date.**
NOTE: For **Staff Type**, always select “Agency Staff”
NOTE: **Manager Name** is required by the system but is not used for any specific purpose by OASAS -- you may simply select the name of the Prevention Director for the PRU/Facility.
- When complete, click **Save**.
- Then click the **Right Arrow** button to continue to the Contact Info screen.

17.13.1



User: Schnoor, Kory | Location: Prevention Agency 1, PRU 1

Home Page

▼ Agency

- ▶ Agency List
- ▶ GPRAs Discharge Due
- ▶ GPRAs Followup Due
- ▶ Facility List
- ▼ Staff List
 - Staff Profile
 - Contact Info
 - Staff Assignment
 - Staff Language
 - Staff Qualifications
 - Account Information
 - Staff System Usage
 - Staff-Plan Profile
- ▶ Tx Team Groups
- ▶ Non-Staff Physicians
- System Usage
- ▶ Billing
- ▶ Contract Management
- Alerts Configuration

▶ Client List

▶ System Administration

Staff Profile

First Name Middle Last

Prof. Credentials Gender DOB

Taxonomy

Category

Sub-Category

Specialty

Email Staff Type

Social Security Clinical Supervisor

National Provider ID Manager Name

Title Employment Type

Start Date End Date

Dev Plan Date Perf Rev

Last TB Test Date

Policies & Procedures Manual Reviewed? Background Check Outcomes Acceptable?

Required Background Checks Completed? Last Performance Appraisal Process Participation?

Staff Employment History

Start Date	End Date	Prof. Credentials	Updated Da
2/11/2015			2/11/2015

Staff Contact Info

6. Enter the staff email address.
7. Although not required, address and phone information can be entered.
8. Click **Save** followed by the **right arrow** button to be taken to the Staff Assignments screen.

17.7.0

WITS

User: Jones, Ashley | Location: Administrative Agency, Administrative Unit

Logout

Snapshot

Home Page

Agency

- Agency List
- GPRA Discharge Due
- GPRA Followup Due
- Facility List
- Staff List
 - Staff Profile
 - Contact Info
 - Staff Assignment
 - Staff Language
 - Staff Qualifications
 - Account Information
 - Staff System Usage
 - Staff-Plan Profile
 - System Usage

Contact Info

Home Phone # Preferred Method of Contact

Work Phone #

Mobile #

Other Phone #

Fax #

Emergency (P) #

Emergency (W) #

Email Address

Addresses [Add Address](#)

Actions	Address Type	Address	Confidential	Created	Updated

Cancel Save Finish

Staff Assignment

9. On the **Staff Assignment** screen, select a **facility** from the **Facilities Not Approved for** box and click the **mover button** to move the selected facility to the **Facilities Approved for** box. This allows individual staff to access multiple PRU/Facilities.
10. You may also assign a **Primary Facility** for the staff member, so that when they log into WITS, they'll always be brought first to that facility. **NOTE:** Since most Service Approaches will be done at the Primary PRU, select that Facility as the "Primary Facility" for each staff.
11. Select the **Prevention Domain** to assign to the staff member under the **Domains** box. Click on the **mover button** to move the selected domain to the **Selected Domains** box.

17.11.0

WITS

User: Schnoor, Kory | Location: Test Prevention Contractor Agency, Test Facility

Home Page

Agency

- Agency List
- GPRA Followup Due
- Facility List
- Staff List
 - Staff Profile
 - Contact Info
 - Staff Assignment
 - Staff Language
 - Staff Qualifications
 - Account Information
 - Staff System Usage
- Tx Team Groups
- Non-Staff Physicians System Usage
- Contract Management
- Alerts Configuration
- Prevention
- Group List
- Client List
- System Administration

Staff Assignments for

Facilities Not Approved for:

Facilities Approved for:
Test Facility

Primary Facility:

Domains

Substance Abuse
Gambling
SBIRT

Selected Domains
Prevention

Programs

Actions	Facility Name	Program Name	Start Date

Facility

Program

Start Date

End Date

Hours/Week

Cancel Save Finish

12. When complete, click the **right arrow** button. This will open the **Staff Language** screen, and subsequently the **Staff Qualification** screen. Keep in mind that these two screens are not required by the system, but may be part of your business process when adding staff.
13. Continue clicking the **right arrow** button until the **User Information** screen opens.

17.7.0

WITS Logout

User: Jones, Ashley | Location: Administrative Agency, Administrative Unit Snapshot

Home Page

▼ Agency

- ▶ Agency List
- ▶ GPRA Discharge Due
- ▶ GPRA Followup Due
- ▶ Facility List
- ▼ Staff List
 - Staff Profile
 - Contact Info
 - Staff Assignment
 - Staff Language

Staff Language

Actions	Language	Fluency

[Add Language](#)

Language Fluency

Cancel
Save
Finish
←
→

17.7.0

WITS STANDARD ATR WITS Logout

User: Jones, Ashley | Location: Administrative Agency, Administrative Unit Snapshot

Home Page

▼ Agency

- ▶ Agency List
- ▶ GPRA Discharge Due
- ▶ GPRA Followup Due
- ▶ Facility List
- ▼ Staff List
 - Staff Profile
 - Contact Info
 - Staff Assignment
 - Staff Language
 - Staff Qualifications
 - Account Information
 - Staff System Usage
 - Staff-Plan Profile
 - System Usage
- ▶ Billing
- ▶ Contract Management
- Alerts Configuration
- ▶ Client List
- ▶ System Administration
- ▶ My Settings
- Reports
- Support Ticket

Licenses [Add License](#)

Actions	License	Expiration Date

Certifications [Add Certification](#)

Actions	Certification	Expiration Date	Certification Date

Degrees [Add Degree](#)

Actions	Degree	Date Earned

Training [Add Training](#)

Actions	Course	Date Completed

Cancel
Save
Finish
←
→

Account Information

14. On the **User Information** screen, enter the staff member's **User Login ID** and **User Email**. Please use the 'First Initial & Last Name' format (e.g., 'ALincoln' or 'GWashington').
15. Next, click the **Create Account** link to actually create the user's login.

The screenshot shows the WITS User Information screen. The top navigation bar includes the WITS logo and the user's name and location. The left sidebar contains a menu with options like Agency, Facility List, Staff List, and Prevention. The main content area is divided into sections: User Information, Role Descriptions, System Access, and Administrative Actions. The 'User Information' section contains fields for First Name, Last Name, Manager Name, Staff Type, Title, and Employment Type. The 'User Login ID' and 'User Email' fields are highlighted with red boxes. The 'System Access' section includes Job Function Roles, Role Attributes, and Assigned Job Function Roles. The 'Administrative Actions' section contains a 'Create Account' link, which is also highlighted with a red box. At the bottom right, there are 'Cancel', 'Save', 'Finish', and a back arrow button.

Note: User Login ID

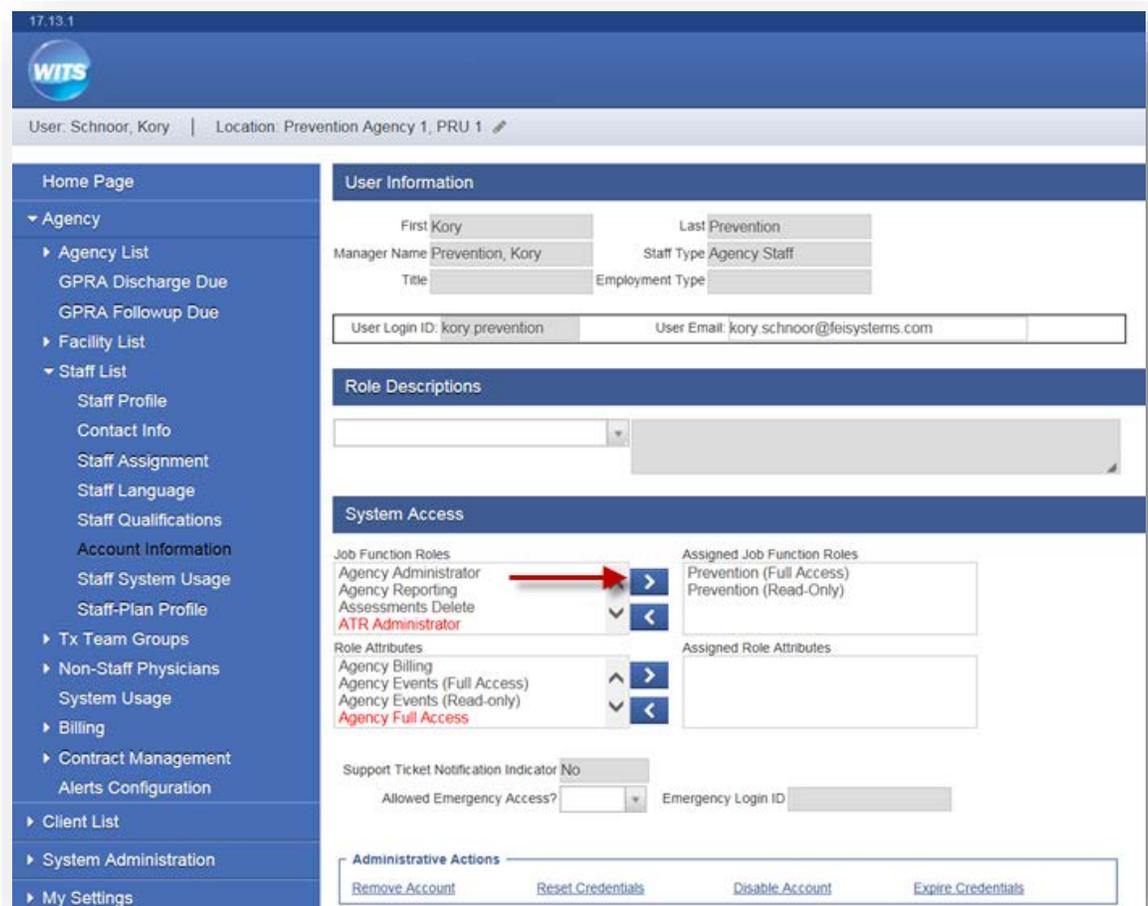
To make sure the **User Login ID** is created, you **MUST** click on the **Create Account** link. When clicked, the top of the screen will display a message to confirm that User Login ID has been created and an email is sent to the user with their temporary credentials.

The screenshot shows a confirmation message box titled "Login for 'jane1' successfully created." The box contains the following information:

User Information	
First Jane	Last Doe
Manager Name Account, Default System	Staff Type Agency Staff
Title	Employment Type
User Login ID: jane1	User Email: ashley.jones@feisystems.com

The system will automatically send the new staff member an email containing a temporary **Login Password** and **PIN**. The email message will instruct the staff member on how to access the WITS system and how to change their Password and PIN. Always double check the email address provided and make sure it is correct; otherwise, the new staff member will not receive the information necessary to access the system.

16. Once the staff member's account has been created, the **System Access** portion of the screen will become editable and allow you to set up the staff member's roles and permissions. The **Role Descriptions** section provides information to help identify which roles to assign to this user.
17. **Two Job Function Roles are available for WITNYS Prevention:**
 - a. **Prevention (Full Access):** allows user to create Prevention Intervention activities and enter activity data
 - b. **Prevention (Read-Only):** allows user to only read existing Prevention Intervention activities



Note: Reset/Expire Credentials

The **Reset Credentials** link is used to reset credentials (password and pin) and send an email with new temporary credentials to the staff email address. The **Expire Credentials** link only expires the current credentials so the system forces the user to change password and pin on the next login.

Section 12. Service Approach Examples – PRIMARY PRU

EBP Education (Model)

17.14.0

WITNYS Training

User: Schnoor, Kory | Location: Prevention Provider 1, Primary PRU

Home Page

▼ Agency

- ▶ Agency List
- ▶ Staff List
- ▶ Non-Staff Physicians
- System Usage
- ▼ Prevention
 - Intervention
- ▶ System Administration
- ▶ My Settings
- Support Ticket

Prevention Intervention Profile

Agency	Prevention Provider 1	Facility	Primary PRU
Service Approach	EBP Education (Model)		
Geo Type	School		
School District	ALBANY CITY SD		
School	WILLIAM S. HACKETT MS		
Activity Type	Classroom/Group Education	Frequency	Recurring
Model Name	Life Skills Training (LST) -...	IOM Classification	Universal Direct
Group Name	Group 3		
Start Date	2/25/2015		

Comments:

This group is discussing Life Skills Training.

Total number of participants 23

Gender		Ethnicity	
Male	10	Hispanic or Latino	5
Female	13	Not Hispanic or Latino	18
Unknown	0	Unknown	0

Age		Race	
0-4	0	White	10
5-11	0	Black/ African American	10
12-14	23	Native Hawaiian/ Other Pacific Islander	0
15-17	0	Race unknown or other	0
18-20	0	Asian	3
21-24	0	American Indian/ Alaskan Native	0
25-44	0	More than one race	0
45-64	0		
65 and over	0		
Unknown	0		

Administrative Actions

[Group Sessions](#) [Clone](#)

Non-EBP Education (Non-Model)

17.14.0
WITNYS Training

User: Schnoor, Kory | Location: Prevention Provider 1, Primary PRU

Home Page

▼ Agency

- ▶ Agency List
- ▶ Staff List
- ▶ Non-Staff Physicians
- System Usage
- ▼ Prevention Intervention
- ▶ System Administration
- ▶ My Settings
- Support Ticket

Prevention Intervention Profile

Agency: Prevention Provider 1

Service Approach: Non-EBP Education (Non-...)

Geo Type: School

School District: BERNE-KNOX-WESTERL...

School: HELDERBERG CHRISTIA...

Activity Type: Parenting/Family Manage...

Facility: Primary PRU

Frequency: Recurring

IOM Classification: Universal Direct

Activity Name: Parenting Education Group 1

Group Name: Group 1

Start Date: 2/16/2015

Comments:

Total number of participants: **14**

Gender		Ethnicity	
Male	4	Hispanic or Latino	4
Female	10	Not Hispanic or Latino	10
Unknown	0	Unknown	0
Age		Race	
0-4	0	21-24	4
5-11	0	25-44	10
12-14	0	45-64	0
15-17	0	65 and over	0
18-20	0	Unknown	0
		White	10
		Black/ African American	4
		Native Hawaiian/ Other Pacific Islander	0
		Race unknown or other	0
		Asian	0
		American Indian/ Alaskan Native	0
		More than one race	0

Administrative Actions

[Group Sessions](#) [Clone](#)

Positive Alternatives (Continuing)

17.14.0

User: Schnoor, Kory | Location: Prevention Provider 1, Primary PRU

Home Page
 ▾ Agency
 ▶ Agency List
 ▶ Staff List
 ▶ Non-Staff Physicians
 System Usage
 ▾ Prevention
 Intervention
 ▶ System Administration
 ▶ My Settings
 Support Ticket

Prevention Intervention Profile

Agency	Prevention Provider 1	Facility	Primary PRU
Service Approach	Positive Alternatives (Conti...		
Geo Type	ZIP Code		
Zip Code	12212		
Activity Type	Fitness-Sports Activities	Frequency	Recurring
		IOM Classification	Universal Direct
Activity Name	After School Sports (Pos Alt Cont)		
Group Name	Group A		
Start Date	2/18/2015		

Comments:

Total number of participants 60

Gender

Male	30
Female	30
Unknown	0

Ethnicity

Hispanic or Latino	20
Not Hispanic or Latino	40
Unknown	0

Age

0-4	0	21-24	0
5-11	0	25-44	0
12-14	30	45-64	0
15-17	30	65 and over	0
18-20	0	Unknown	0

Race

White	20	Asian	10
Black/ African American	10	American Indian/ Alaskan Native	0
Native Hawaiian/ Other Pacific Islander	0	More than one race	10
Race unknown or other	10		

Administrative Actions

[Group Sessions](#) [Clone](#)

NYS OASAS - WITNYS Prevention User Guide

27 | Page

Positive Alternatives (Single)

17.14.0

WITNS Training

User: Schnoor, Kory | Location: Prevention Provider 1, Primary PRU

- Home Page
- Agency
 - Agency List
 - Staff List
 - Non-Staff Physicians
 - System Usage
 - Prevention
 - Intervention**
 - System Administration
 - My Settings
 - Support Ticket

Prevention Intervention Profile

Agency	Prevention Provider 1	Facility	Primary PRU
Service Approach	Positive Alternatives (Single)		
Geo Type	City/Town		
City/Town	New Scotland		
Activity Type	Other Pro-Social Activities	Frequency	One-Time
		IOM Classification	Universal Direct
Activity Name	Outdoor Adventure Day (Pos Alt Single)		
Date	2/24/2015		
Total number of participants	42		

Comments:

Administrative Actions

[Clone](#)

Information Awareness (Single)

The screenshot displays the WITNYS Training application interface. At the top left, the version number '17.14.0' and the logo 'WITS WITNYS Training' are visible. Below the header, the user information 'User: Schnoor, Kory' and 'Location: Prevention Provider 1, Primary PRU' is shown. A left-hand navigation menu includes options like 'Home Page', 'Agency', 'Agency List', 'Staff List', 'Non-Staff Physicians', 'System Usage', 'Prevention', 'Intervention', 'System Administration', 'My Settings', and 'Support Ticket'. The main content area is titled 'Prevention Intervention Profile' and contains the following details:

- Agency: Prevention Provider 1
- Facility: Primary PRU
- Service Approach: Information Awareness (Single)
- Geo Type: County Wide
- County: Albany
- Activity Type: Health Promotion Event
- Frequency: One-Time
- IOM Classification: Universal Indirect
- Activity Name: Health Promotion Event in Albany County
- Date: 2/25/2015
- Total number of participants: 100

There is a 'Comments:' field with a text input area. At the bottom, an 'Administrative Actions' section contains a 'Clone' link.

Community Capacity Building (Single)

The screenshot displays the WITNYS Training application interface. At the top left, the version number '17.14.0' is shown next to the 'WITNYS Training' logo. Below the logo, the user information 'User: Schnoor, Kory' and 'Location: Prevention Provider 1, Primary PRU' is displayed. A left-hand navigation menu includes 'Home Page', 'Agency' (with sub-items: Agency List, Staff List, Non-Staff Physicians, System Usage), 'Prevention' (with sub-item: Intervention), 'System Administration', 'My Settings', and 'Support Ticket'. The main content area is titled 'Prevention Intervention Profile' and contains the following details:

- Agency: Prevention Provider 1
- Facility: Primary PRU
- Service Approach: Community Capacity Buildi...
- Geo Type: City/Town
- City/Town: Voorheesville
- Activity Type: Community Coalition Buildi...
- Frequency: One-Time
- IOM Classification: Universal Indirect
- Activity Name: Voorheesville Community Alliance
- Date: 2/19/2015
- Comments: Strong community support.
- Total number of participants: 150

At the bottom of the profile section, there is an 'Administrative Actions' box containing a 'Clone' link.

EBPS Environmental Strategies

17.14.0

WITS WITNYS Training

User: Schnoor, Kory | Location: Prevention Provider 1, Primary PRU

- Home Page
- Agency
 - Agency List
 - Staff List
 - Non-Staff Physicians
 - System Usage
- Prevention
 - Intervention**
 - System Administration
 - My Settings
 - Support Ticket

Prevention Intervention Profile

Agency	Prevention Provider 1	Facility	Primary PRU
Service Approach	EBPS Environmental Strat...		
Geo Type	County Wide		
County	Albany		
Activity Type	Media Advocacy Campaign	Frequency	One-Time
		IOM Classification	Universal Indirect
Activity Name	Newspaper Ad Campaign (January 2015) - Heroin Campaign		
	Month	Year	Comments:
	January	2015	Heroin Campaign
# of Events	1		
Total number of participants	10000		

Administrative Actions

[Clone](#)

Section 13. Service Approach Examples – Other PRU

Prevention Counseling

The screenshot displays the WITNYS Training interface. At the top, the version number 17.14.0 and the WITNYS logo are visible. The user is identified as 'Schnoor, Kory' and the location as 'Prevention Provider 1, Other PRU'. A navigation menu on the left includes options like 'Home Page', 'Agency', 'Prevention Intervention', 'System Administration', 'My Settings', and 'Support Ticket'. The main content area is titled 'Prevention Intervention Profile' and contains the following details:

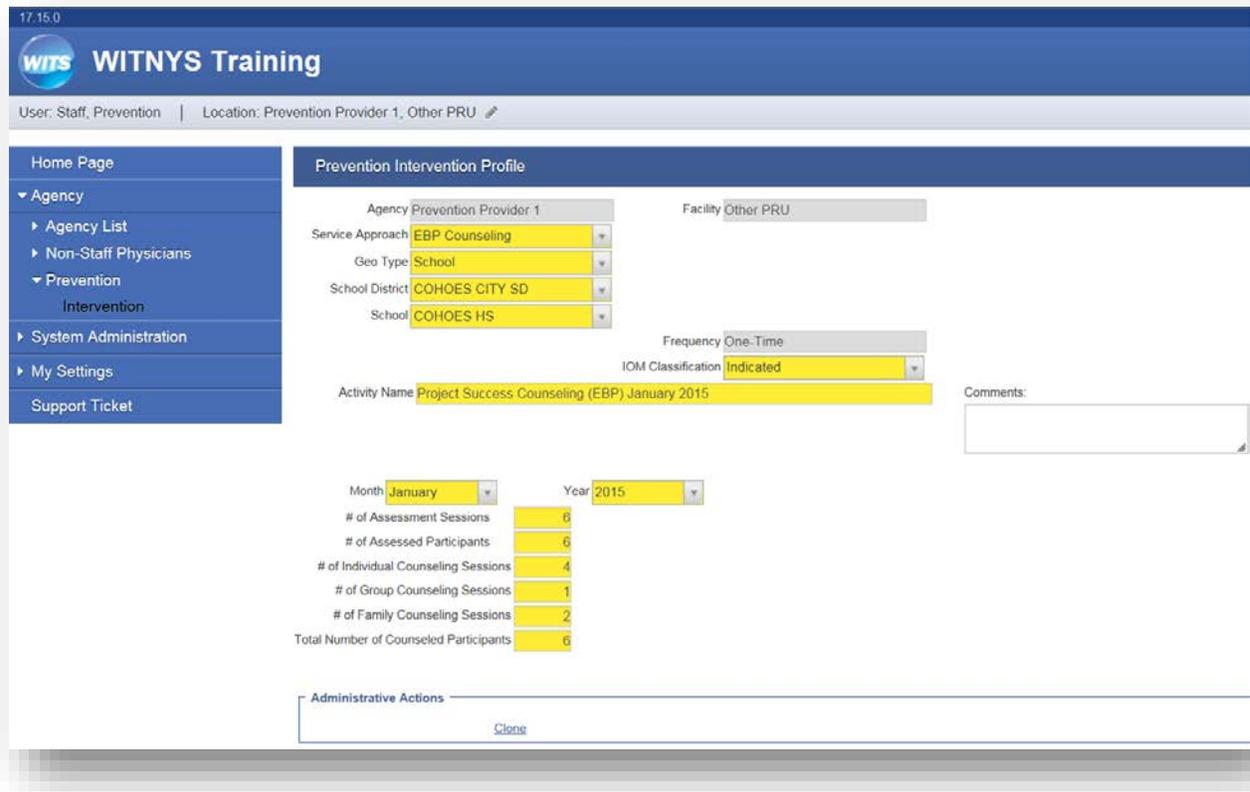
- Agency: Prevention Provider 1
- Facility: Other PRU
- Service Approach: Prevention Counseling
- Geo Type: School
- School District: VOORHEESVILLE CSD
- School: C.A. BOUTON MSHS
- Frequency: One-Time
- IOM Classification: Indicated
- Activity Name: Prevention Counseling (January 2015)
- Comments: (Empty text box)

Below these details, a summary table shows the following data for January 2015:

Month	Year
January	2015
# of Assessment Sessions	10
# of Assessed Participants	8
# of Individual Counseling Sessions	3
# of Group Counseling Sessions	0
# of Family Counseling Sessions	0
Total Number of Counseled Participants	2

At the bottom, there is an 'Administrative Actions' section with a 'Clone' link.

EBP Counseling



The screenshot shows the 'Prevention Intervention Profile' page in the WITNYS Training system. The page includes a navigation menu on the left, a header with user and location information, and a main content area with various form fields and a summary table.

Header: 17.15.0 | WITNYS Training | User: Staff, Prevention | Location: Prevention Provider 1, Other PRU

Navigation Menu:

- Home Page
- Agency
 - Agency List
 - Non-Staff Physicians
- Prevention
 - Intervention
- System Administration
- My Settings
- Support Ticket

Prevention Intervention Profile Form:

- Agency: Prevention Provider 1
- Facility: Other PRU
- Service Approach: EBP Counseling
- Geo Type: School
- School District: COHOES CITY SD
- School: COHOES HS
- Frequency: One-Time
- IOM Classification: Indicated
- Activity Name: Project Success Counseling (EBP) January 2015
- Comments: [Empty text box]

Summary Table:

Month	Year
January	2015
# of Assessment Sessions	6
# of Assessed Participants	6
# of Individual Counseling Sessions	4
# of Group Counseling Sessions	1
# of Family Counseling Sessions	2
Total Number of Counseled Participants	6

Administrative Actions: [Clone]

Early Intervention

17.14.0

User: Schnoor, Kory | Location: Prevention Provider 1, Other PRU

Home Page

▼ Agency

- ▶ Agency List
- ▶ Staff List
- ▶ Non-Staff Physicians
- System Usage
- ▼ Prevention
 - Intervention
- ▶ System Administration
- ▶ My Settings
- Support Ticket

Prevention Intervention Profile

Agency:

Service Approach:

Geo Type:

Zip Code:

Activity Type:

Activity Name:

Group Name:

Start Date:

Facility:

Frequency:

IOM Classification:

Comments:

Total number of participants:

Gender		Ethnicity					
Male	<input type="text" value="0"/>	Hispanic or Latino	<input type="text" value="0"/>				
Female	<input type="text" value="1"/>	Not Hispanic or Latino	<input type="text" value="1"/>				
Unknown	<input type="text" value="0"/>	Unknown	<input type="text" value="0"/>				
Age		Race					
0-4	<input type="text" value="0"/>	21-24	<input type="text" value="0"/>	White	<input type="text" value="0"/>	Asian	<input type="text" value="0"/>
5-11	<input type="text" value="0"/>	25-44	<input type="text" value="0"/>	Black/ African American	<input type="text" value="1"/>	American Indian/ Alaskan Native	<input type="text" value="0"/>
12-14	<input type="text" value="0"/>	45-64	<input type="text" value="0"/>	Native Hawaiian/ Other Pacific Islander	<input type="text" value="0"/>	More than one race	<input type="text" value="0"/>
15-17	<input type="text" value="1"/>	65 and over	<input type="text" value="0"/>	Race unknown or other	<input type="text" value="0"/>		
18-20	<input type="text" value="0"/>	Unknown	<input type="text" value="0"/>				

Administrative Actions

[Group Sessions](#) [Clone](#)

Section 14. Institute of Medicine (IOM) Population-Based Categories

SAMHSA – IOM (Institute of Medicine) Population-based Activity Categories

The National Institute of Medicine (IOM) categorizes prevention populations into three classifications, and SAMHSA has added a further distinction within Universal: "Direct and Indirect" as defined below. All Prevention activities must be categorized into one of these four population categories in WITNYS.

1. **Universal-Direct** – These activities are designed for the general public or for demographic sub-populations such as youth without selecting those with higher levels of risk factors or problem behaviors. A "Direct" activity is one where the prevention professional delivers the activity "in-person" directly to the participants. An example of a Universal-Direct activity is the delivery of an evidence-based educational program to all students in the eighth grade at a middle school.
2. **Universal-Indirect** – These activities are designed for the general public or for demographic sub-populations such as youth without selecting those with higher levels of risk factors or problems behaviors. An "Indirect" activity is one where the prevention professional delivers the activity using the media, by building community capacity, or by targeting the environmental conditions that increase substance abuse rather than targeting the participants directly. Examples of Universal-Indirect activities are informational posters or newspaper articles, substance abuse awareness training for health care staff, or retail alcohol outlet compliance checks to reduce alcohol availability.
3. **Selective** – Selective prevention programs target specific sub-populations that are at higher risk for substance use due to their membership in that sub-population. Some examples are: children of substance abusers, school dropouts, and children who reside in communities with higher risk factors for substance abuse. The selective prevention program is delivered to everyone in the high risk sub-population. An individual's personal risk level or behavior is not assessed and selection is based solely on membership in the higher risk subgroup.
4. **Indicated** – Indicated prevention programs are designed to prevent the onset of substance abuse in individuals who do not meet DSM-V criteria for a substance disorder, but who are showing higher risk behaviors and the consumption of alcohol and other gateway drugs. The mission of indicated prevention is to identify individuals who are exhibiting early signs of substance abuse and other problem behaviors associated with substance abuse and to target their individual risk factors and early use behaviors. Examples of services for Indicated sub-populations include Early Interventions such as Teen Intervene and Prevention Counseling.