



# Office of Alcoholism and Substance Abuse Services

WITNYS Prevention

## *Prevention Plan User Guide*

V1.3

**NYS OASAS**  
**Division of Outcome Management  
and System Information**

**Supported by FEi Systems**

**June 2015**

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## Section 1. Introduction

This user guide has been prepared by the New York State Office of Alcoholism and Substance Abuse Services (NYS OASAS) and FEI Systems. New York State Prevention Providers may use this guide to learn the steps to enter prevention work plans within the WITNYS Prevention module.

### Before Reading

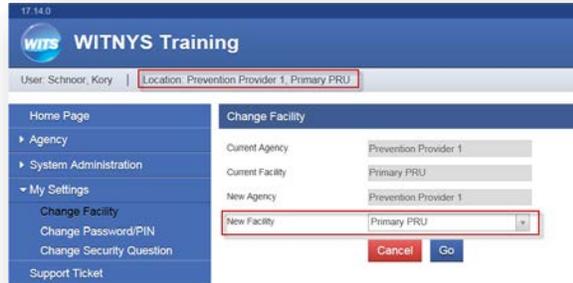
**View the WITS Basics User Guide before reading this document.** The WITS Basics User Guide covers important topics including basic navigation features, system conventions, and login information.

### Terminology Cross-Walk

WITNYS	PARIS
Agency	Provider
Facility	PRU (Program Reporting Unit)
Contract	Primary/Other PRU-Pair (within Provider)
Prevention Intervention	Prevention Activity
Service Approach	Service Approach
Activity Type	Activity Code Name
One-Time	Single-Session
Recurring	Recurring/Continuing
Profile	View/Edit Activity or Group
Review	View/Edit Group Session

## Providers and Program Reporting Units (PRU)

In the WITNYS system, your NYS OASAS Provider name and Provider ID# are called Agency name and Agency ID#. A PRU is called a “Facility” and must be selected by the user. Always ensure you select the correct Facility (PRU) before entering your Plan and its Service Approaches in the plan.



The screenshot shows the WITNYS Training user interface. At the top, the user is identified as 'User: Schnoor, Kory' and the current location is 'Location: Prevention Provider 1, Primary PRU'. A navigation menu on the left includes options like 'Home Page', 'Agency', 'System Administration', 'My Settings', 'Change Facility', 'Change Password/PIN', 'Change Security Question', and 'Support Ticket'. The main content area is titled 'Change Facility' and contains a form with the following fields: 'Current Agency' (Prevention Provider 1), 'Current Facility' (Primary PRU), 'New Agency' (Prevention Provider 1), and 'New Facility' (Primary PRU). The 'New Facility' field is highlighted with a red box. At the bottom of the form are 'Cancel' and 'Go' buttons.

**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

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

## 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 can be set up for Prevention agencies
2. **Alerts:** which are currently not used for Prevention process flow
3. **Scheduler:** which is currently not used for Prevention process flow

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 current session is displayed: 'User: Full, Prevention | Location: Community Prevention, Primary PRU'. A sidebar on the left contains a menu with 'Home Page' (selected), 'Agency', 'System Administration', and 'My Settings'. The main content area is titled 'Home' and features three primary sections: 'Announcements', 'Alert List', and 'Schedule for:'. The 'Announcements' section contains a table with columns for 'Actions', 'Summary', 'Posted Date', 'Start Date', and 'Priority'. The 'Alert List' section contains a table with columns for 'Actions', 'Alert Type', 'Client Name: ID', 'Applies To Staff', 'Message', 'Facility', and 'Date Due'. The 'Schedule for:' section includes a date picker for 'Start Date' (set to 5/6/2015), an empty date picker for 'End Date', and a 'Refresh' button. Below these are 'Search Calendar' and 'Edit/Add Schedule' buttons. At the bottom of the 'Schedule for:' section is a table with columns for 'Actions', 'Start', 'End', 'Summary', and 'Status'.

## Section 3. Prevention Plan



*Where: Agency > Prevention > Prevention Plan*

### Developing the Prevention Plan

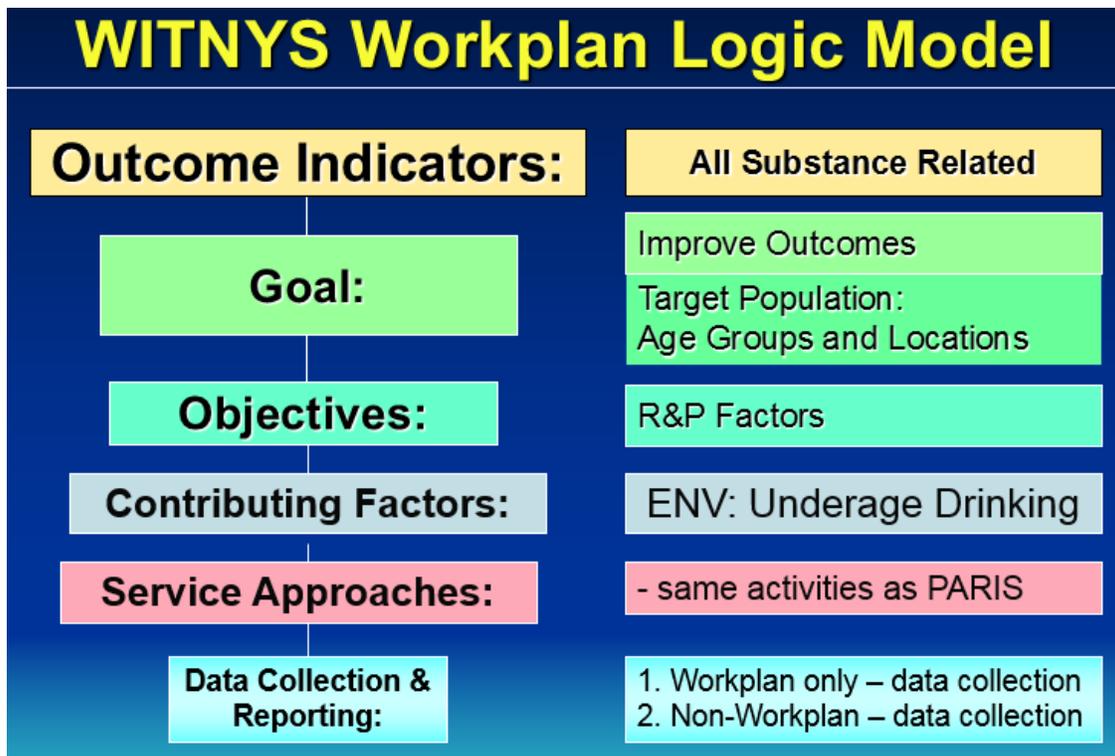
#### Overview

Each prevention Agency (Provider) must create a new prevention plan annually for each of their Facilities (PRUs). Plans (and NYS OASAS program budgets) are created and approved at the PRU level, meaning that a Provider with both types of prevention services will submit two plans. The County LGU and the NYS OASAS Program Manager will need to review and approve both plans.

WITNYS does link the Provider's Primary and Other Prevention PRU 'pair' internally by means of a "Contract" which then allows FTEs which are evaluated at the 'pair' level to be automatically reported together. For example, the percent of FTEs devoted to EBPs must be at least 55% of the total 'pair' FTE; this information will be available on both of the 'pair' FTE screens as "Total Contract EBP %".

#### Plan Components

The WITNYS Plan is streamlined compared to the PARIS Workplan and is focused on the specification of planned activities. Annual Needs Assessment updates are still required as a best practice for planning, and Providers should continue to base their services on an appropriate evaluation of the needs of the populations they serve, but the needs assessment methods and results are not entered into WITNYS. A minimum of one Plan logic-model is required in order to submit a Provider's Plan. The following components are included in the WITNYS logic model:



**Outcome Indicator:** Outcome Indicators illustrate the types of behaviors that your organization intends to impact, for example ‘Prevent Initiation of Any ATOD Use.’ They are selected from a pre-specified list. If you are delivering IOM Universal services to prevent any future substance abuse, you may select “Prevent Initiation of Any ATOD Use” as an all-inclusive indicator.

**Goal:** Goals describe the purpose of your services, for example to ‘Reduce 30 Day Alcohol Use in Teens.’ Here the Target Population (age group) is selected. Note that the Target Population specified here does not limit the selection of age groups later when the activity data is entered.

**Objective:** An objective details the **Risk** and **Protective Factors** you are addressing to achieve your Goal, for example the objective **Name** might be ‘Increase Youth Perception of Drug Risks’ and the **Objective Type** (Risk Factor) might be ‘Perceived Risk of Drug Use.’ **Risk** and **Protective Factors** are selected from the available dropdown lists. ‘Training/TA’ may be selected as the Objective Type if you will be providing only capacity building activities (such as training or technical assistance) with the selected Target Population.

**Contributing Factor:** Contributing Factors are generally optional and only added to the logic model for Environmental Strategies. These are selected from the pre-specified list applicable to Environmental Strategies designed to reduce underage drinking.

Recommendation: We suggest simplicity. The primary purpose of the Plan in WITNYS is to describe the Provider’s planned activities and the staff resources (FTE) to be devoted to these activities. The more compact the Plan Outline, the easier it will be to understand and review. For this interim system, the planned logic model(s) should make sense, but the planned activities and the staffing allocations are the key areas for plan review and approval.

### No Plan Revisions

Due to interim nature of the WITNYS system (and to avoid potential system problems), NYS OASAS will not require revisions or updates after the Plan has been approved by NYS OASAS. After this Plan approval, Providers will not be submitting any Plan revisions in WITNYS. As always, Providers are required to communicate directly with their county LGU officials and their NYS OASAS Program Manager when there are significant changes to the services and resources listed in the approved Plan. After discussing and agreeing on any such significant changes during the plan year with their county LGU and NYS OASAS Program Manager, Providers can use the non-plan data collection option (the WITNYS **Prevention Intervention** module described below).

### Data Collection

Data for planned activities is entered in the WITNYS **Strategy Implementation** module, and data for any non-planned activities can be entered in the Prevention **Intervention** module that has been used for January-July 2015 activity data.

### Important Notes & Reminders

WITNYS does not incorporate all the business rules that were a part of PARIS. Providers and Reviewers should be sure that:

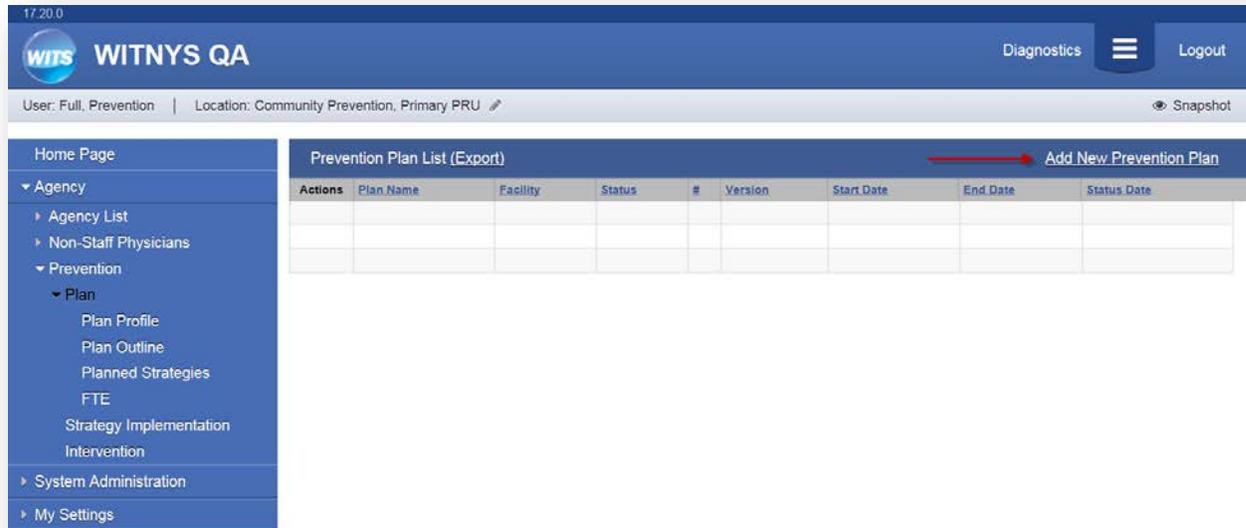
1. Only Service Approaches appropriate to the type of PRU should be included (*e.g.*, Early Intervention should not appear in a Primary Prevention PRU). If necessary, LGU or Program Managers should request a modification if they see this in a proposed plan.
2. An FTE should be specified for each Service Approach with a planned activity, and no FTE should appear for a Service Approach that is not included in the plan.

3. Providers with both Primary and Other PRUs will submit separate Plans for each, and LGUs and Program Managers will need to approve both.
4. Refer to the 2014 Prevention Guidelines. Providers are expected to follow the Guidelines even if the WITNYS system does not capture the specific information related to subject matter in the guidelines. For example, Other Prevention providers are still required to maintain the individual-level PAS forms even though only monthly aggregate numbers are reported in WITNYS.

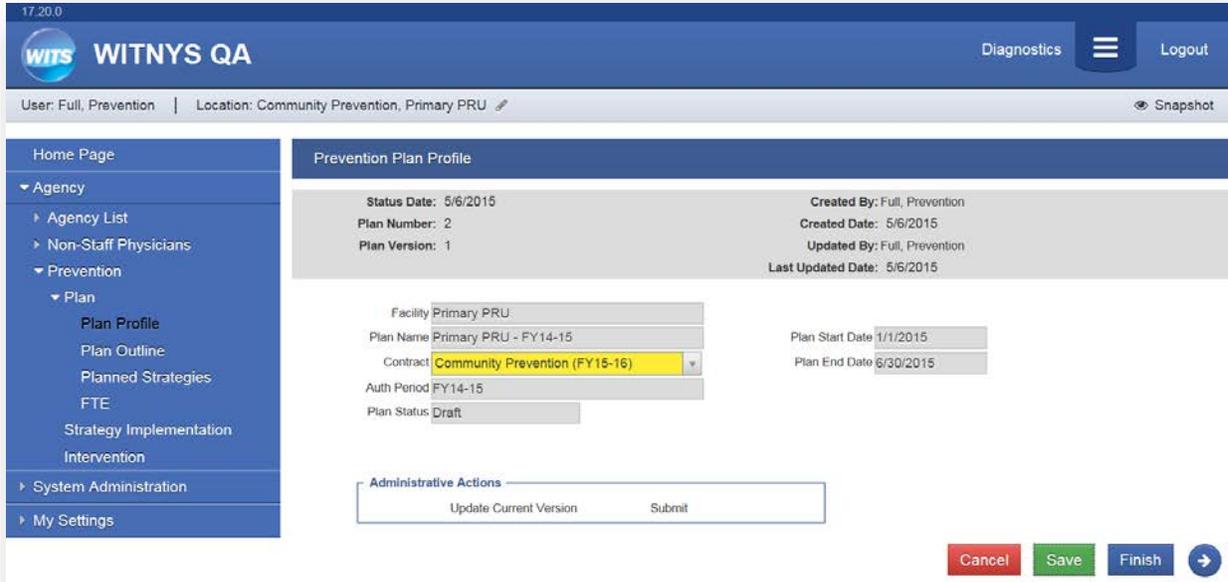
## Plan Creation

**IMPORTANT: Ensure you are in the correct Facility (PRU) before creating the prevention plan.**

1. On the navigation menu, click **Agency**, then **Prevention**, then **Plan**. The first time you access this screen, you will not see any plans in the Prevention Plan List. However, after you save your prevention plan(s), they will appear within this list.
2. Click **Add New Prevention Plan**.



3. Within the Prevention Plan Profile, review the following fields for accuracy prior to saving the Prevention Plan Profile:
  - a. **Facility.** This will display the Facility (PRU) you are currently in. Ensure the correct Facility/PRU is displayed.
  - b. **Plan Name.** This will automatically generate based on the Facility/PRU name and authorization period.
  - c. **Contract.** This will generally be read-only; however, if there is more than one contract for your agency, you'll need to select the appropriate contract.
  - d. **Auth Period.** This will generally be read-only based on the contract selected; however, if there are more than one Auth Periods associated with the contract you'll need to select the appropriate one.
  - e. **Plan Status.** This will default to "Draft" until you submit the plan.
  - f. **Plan Start Date.** This will default to a date based on the Auth Period.
  - g. **Plan End Date.** This will default to a date based on the Auth Period.
4. Once you review this information, click **Save**.

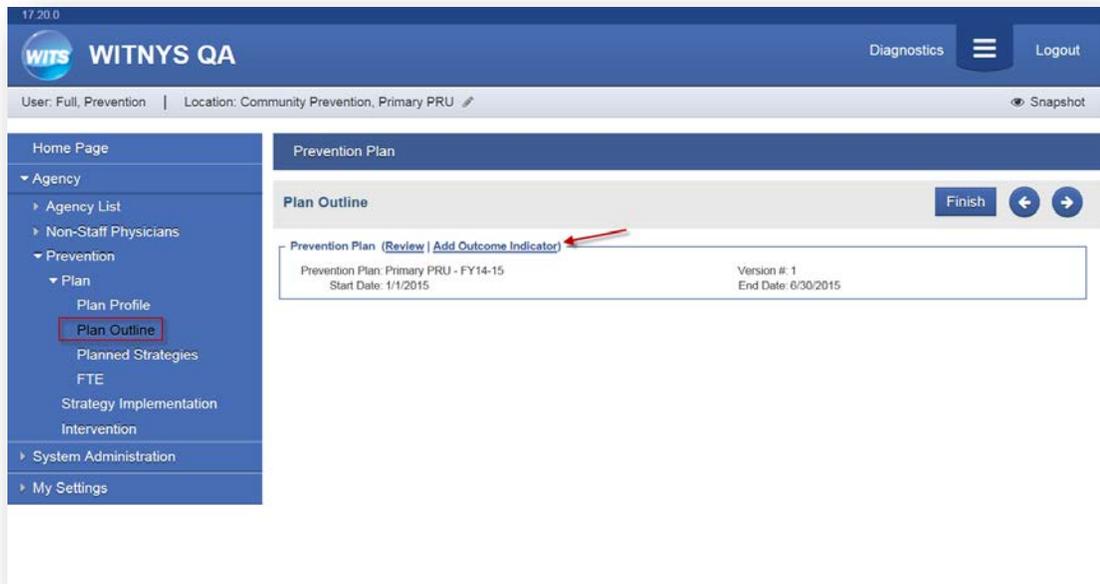
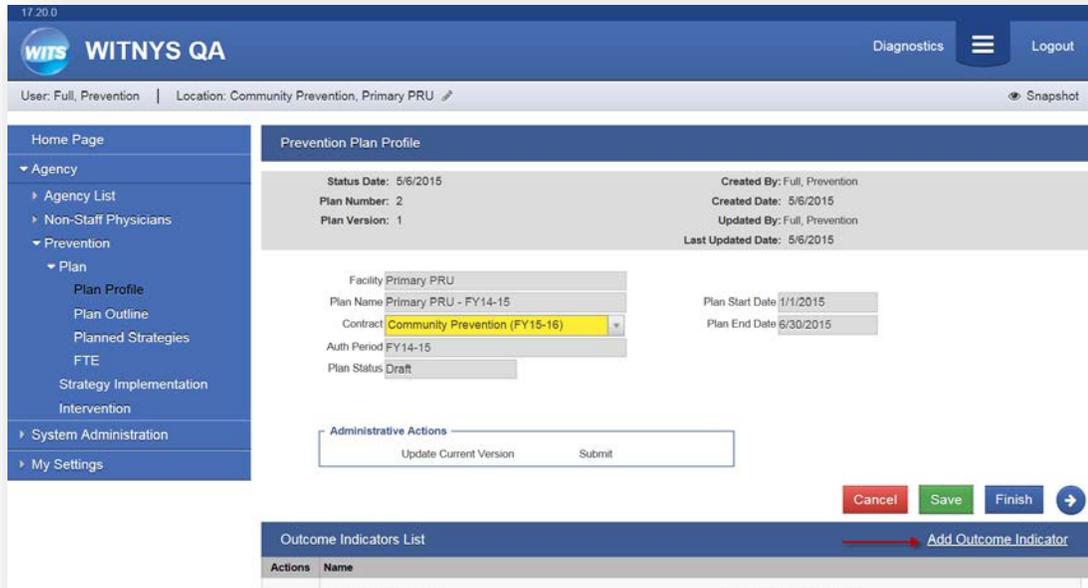


You can access your Plan Outline by using the blue arrow that appears on the right side of the screen or by clicking **Plan Outline** in the blue navigation menu on the left side of the screen. A simplified example of a Plan Outline is shown below. Note that it is easy to Review and Add/Delete all components of the Plan logic model from this screen.



## Adding Outcome Indicators

1. You need at least one logic model starting with the Outcome Indicator. For many Providers one logic model is sufficient and will result in a more compact and readable display of the Plan and its associated activities. Providers doing Environmental Strategies may want to have a second logic model so they can take advantage of the optional identification of Contributing Factors.
2. Note that more than one Outcome Indicator in the list can be selected. For example, if your organization focuses on providing services to minimize lifetime alcohol and marijuana use, you can include both of these Outcome Indicators.
3. Outcome Indicators can be added from the **Plan Profile** screen or from the **Plan Outline** on the blue navigation menu (see below).



4. The screen below will appear.
5. Choose one or more **Outcome Indicators** which apply. The plan allows for multiple Outcome Indicators to be grouped together and given common goals, objectives, *etc.*
6. Use the **Right Arrow** to move the selection to the Selected Outcome Indicators box.
7. Use the **Left Arrow** to “de-select” any Selected Outcomes you chose by mistake.
8. Click **Save** to continue or **Finish** to return to the **Plan Outline**.

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**WITNYS QA** Diagnostics Logout

User: Full, Prevention | Location: Community Prevention, Primary PRU Snapshot

Home Page

- ▼ Agency
  - ▶ Agency List
  - ▶ Non-Staff Physicians
- ▼ Prevention
  - ▼ Plan
    - Plan Profile
    - Plan Outline
    - Planned Strategies
    - FTE
    - Strategy Implementation
    - Intervention
  - ▶ System Administration
  - ▶ My Settings

### Outcome Indicators

Plan Name: Primary PRU - FY14-15  
Plan Status: Draft      Plan Number: 2      Plan Version: 1

Outcome Indicators

- Lifetime Alcohol Use
- Past 30 Day Alcohol Use
- Past 30 Day Binge Drinking
- Past 30 Day Cigarette Use
- Past 30 Day E-Cigarette Use
- Past 30 Day Smokeless Tobacco Use
- Lifetime Marijuana Use
- Past 30 Day Marijuana Use
- 30-day alcohol use
- Past 30 Day Inhalant Use

Selected Outcome Indicators

- Prevent Initiation of Any ATOD Use

Cancel
Save
Finish

### Goals List Add Goal

Actions	Name	Direction of Change	Substance(s)	Target Population(s)	Location(s)

## Adding Goals

1. To add a Goal, click **Add Goal** from the **Outcome Indicator** screen or from the **Plan Outline**. You may enter multiple Goals for each Outcome Indicator.

The screenshot shows the WITNYS QA software interface. The top header includes the WITNYS logo, the text 'WITNYS QA', and navigation options like 'Diagnostics' and 'Logout'. Below the header, user information is displayed: 'User: Schnoor, Kory' and 'Location: XYZ Prevention Provider, Primary PRU'. The main content area is divided into two sections: 'Outcome Indicators' and 'Goals List'. The 'Outcome Indicators' section shows a list of indicators on the left and a 'Selected Outcome Indicators' box on the right containing 'Prevent Initiation of Any ATOD Use'. Below this are 'Cancel', 'Save', and 'Finish' buttons. The 'Goals List' section is a table with columns for 'Actions', 'Name', 'Direction of Change', 'Substance(s)', 'Target Population(s)', and 'Location(s)'. An 'Add Goal' button is located to the right of the table.

Actions	Name	Direction of Change	Substance(s)	Target Population(s)	Location(s)

2. The screen below will appear.

17.20.0

WITNYS QA

Diagnosics Logout

User: Full, Prevention | Location: Community Prevention, Primary PRU | Snapshot

Home Page

- Agency
  - Agency List
  - Non-Staff Physicians
- Prevention
  - Plan
    - Plan Profile
    - Plan Outline
    - Planned Strategies
    - FTE
    - Strategy Implementation
    - Intervention
  - System Administration
  - My Settings

Goals

Plan Name: Primary PRU - FY14-15  
 Plan Status: Draft Plan Number: 2 Plan Version: 1  
 Outcome Indicator(s): 30-day alcohol use

Goal # [ ]

Name: Reduce 30-Day Alcohol Use in Teens

Direction of Change: [Decrease]

Target Population: 0-4, 18-20, 21-24, 25-44  
 Selected Target Population: 12-14, 15-17

Comments: [ ]

Cancel Save Finish

Objectives List Add Objective

Actions	Number	Type	Factors
---------	--------	------	---------

3. Complete all required (yellow) fields, including:
  - a. **Name:** Type in a name for this goal.
  - b. **Direction of Change:** Choose Decrease, Increase, or Maintain.
  - c. **Target Population:** Select one or more target populations using the right facing arrow. Note that selections here do not restrict demographic information subsequently entered for the actual groups given services.
4. Complete optional fields
  - a. **Comments:** Enter any comments or notes that pertain to this goal.
5. Click **Save** to save the record and stay on the screen, or click **Finish** to save and return to the **Plan Outline**.

## Adding Objectives (Risk/Protective Factors)

1. To enter an Objective, click **Add Objective** from the **Goals** screen or from the **Plan Outline**. You may enter multiple Objectives for each Goal.

The screenshot displays the WITNYS QA interface. The top navigation bar includes the WITNYS QA logo, a user menu with 'Diagnostics' and 'Logout' options, and a 'Snapshot' button. Below the navigation bar, the user's role 'Full, Prevention' and location 'Community Prevention, Primary PRU' are shown. A left-hand sidebar contains a navigation menu with categories like 'Agency', 'Prevention', 'System Administration', and 'My Settings'. The main content area is titled 'Goals' and shows details for a plan: 'Plan Name: Primary PRU - FY14-15', 'Plan Status: Draft', 'Plan Number: 2', and 'Plan Version: 1'. The 'Outcome Indicator(s)' is '30-day alcohol use'. A goal is being edited with 'Goal # 1' and the name 'Reduce 30-Day Alcohol Use in Teens'. The 'Direction of Change' is set to a downward arrow. The 'Target Population' list includes '0-4', '18-20', '21-24', and '25-44'. The 'Selected Target Population' list includes '12-14' and '15-17'. A 'Comments' text area is present below the target populations. At the bottom right of the form are 'Cancel', 'Save', and 'Finish' buttons. Below the form is an 'Objectives List' table with columns for 'Actions', 'Number', 'Type', and 'Factors'. A red arrow points to an 'Add Objective' button on the right side of the table.

2. The screen below will appear.

The screenshot displays the 'Objectives' form in the WITNYS QA system. The form is titled 'Objectives' and contains the following fields and sections:

- Plan Information:** Plan Name: Primary PRU - FY14-15; Plan Status: Draft; Plan Number: 2; Plan Version: 1.
- Outcome Indicator(s):** 30-day alcohol use
- Goal:** Reduce 30-Day Alcohol Use in Teens
- Direction of Change:** Decrease
- Substance(s):**
- Target Population(s):** 12-14, 15-17
- Objective #:** 1.2
- Name:** Conduct Education Sessions in Schools
- Objective Type:** Protective Factor
- Protective Factors:** A list of factors including Social Skills, School Rewards for Pro-Social Involvement, Family Attachment, and Family Opps. for Positive Involvement. A selection interface with arrows is shown.
- Selected Protective Factors:** School Opps. for Positive Involvement
- Comments:** A text input field.
- Buttons:** Cancel, Save, and Finish.

3. Complete all required (yellow) fields, including:
  - a. **Name:** Type in a name for this objective.
  - b. **Objective Type:** Select either **Protective Factor** or **Risk Factor**. Notice the screen appears different depending on which Objective Type you choose.
  - c. **Protective Factors** or **Risk Factors:** Select the Protective or Risk Factor(s) which you intend to address with this objective. Use the Right Facing arrow to select your choice.
4. You may enter comments / notes in the optional **Comments** field.
5. Click **Save** to save the record and stay on the screen, or click **Finish** to return to the **Plan Outline**.

## Adding Contributing Factors - Optional / Recommended for Environmental Strategies

1. To enter a Contributing Factor, click **Add Contributing Factors** from the **Objectives** screen or from the **Plan Outline**. You may enter multiple Contributing Factors for each Objective.

The screenshot shows the 'Add Contributing Factors' interface. On the left is a navigation menu with options like Agency List, Facility List, Staff List, and Plan. The main area displays plan details: Plan Status: Draft, Plan Number: 1, Plan Version: 3. Outcome Indicator(s): Prevent Initiation of Any ATOD Use. Goal: Reduce Age of Onset of Alcohol. Direction of Change: Decrease. Substance(s):. Target Population(s): 12-14, 15-17. Objective # 1.2, Name: Engage Families to Support Positive Behaviors, Objective Type: Protective Factor. Below this are two lists: 'Protective Factors' (Social Skills, School Opps for Positive Involvement, School Rewards for Pro-Social Involvement) and 'Selected Protective Factors' (Family Attachment, Family Opps for Positive Involvement, Family Rewards for Pro-Social Involvement). There is a 'Comments' text box and 'Cancel', 'Save', and 'Finish' buttons. At the bottom, a table titled 'Contributing Factors List' has columns for 'Actions', 'Number', and 'Contributing Factor(s)'. An 'Add Contributing Factor' button is located to the right of the table.

2. The screen below will appear.

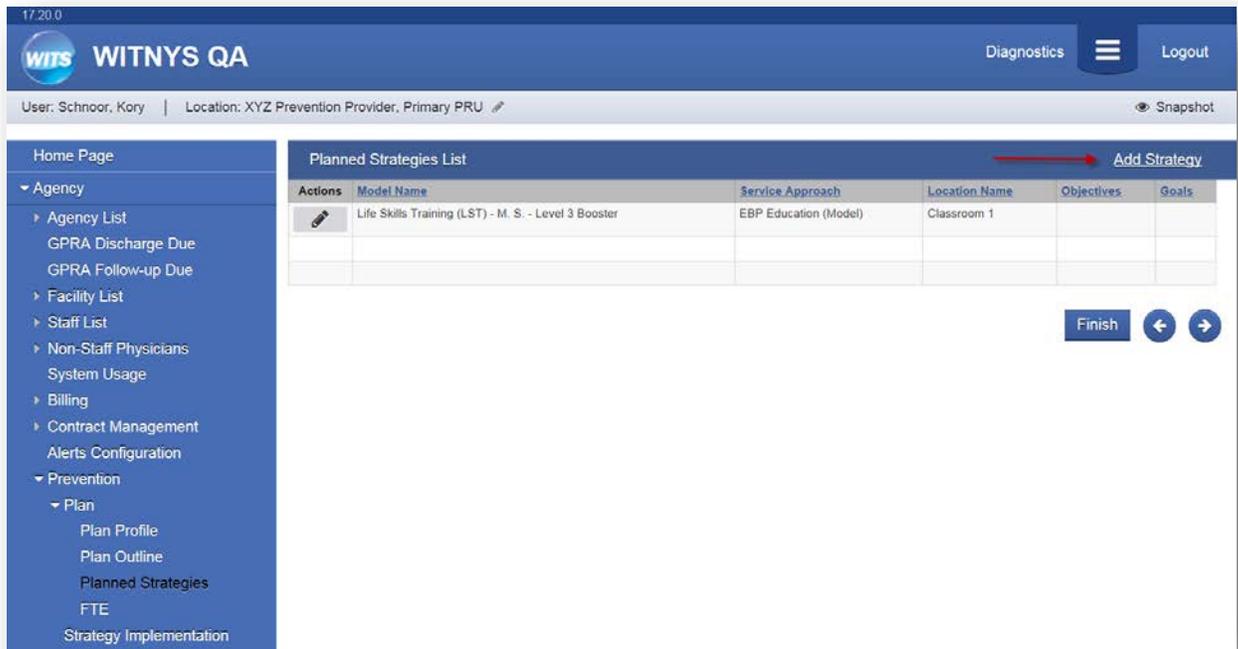
The screenshot shows the 'Contributing Factors' screen. The top header includes 'WITNYS QA' and 'Logout'. The user is identified as 'User: Schnoor, Kory' at 'Location: XYZ Prevention Provider, Primary PRU'. The main area displays plan details: Plan Name: Primary PRU #12345 - FY14-15, Plan Status: Draft, Plan Number: 1, Plan Version: 3. Outcome Indicator(s): Prevent Initiation of Any ATOD Use. Goal: Reduce Age of Onset of Alcohol. Objective Name: Engage Families to Support Positive Behaviors. Factor(s): Family Attachment, Family Opps. for Positive Involvement, Family Rewards for Pro-Social Involvement. Below this are two lists: 'Contributing Factors' (Access to alcohol in friends' homes, Access to alcohol in own homes, Access at off-premise retail outlets, Access on-premise outlets (bar, restaurant)) and 'Selected Contributing Factors'. There is a 'Comments' text box and 'Cancel', 'Save', and 'Finish' buttons.

3. Complete all required (yellow) fields, including:
  - a. **Contributing Factors:** Select one or multiple Contributing Factors and use the Right Facing arrow to select.
4. You may enter comments / notes in the optional **Comments** field.
5. Click **Save** or **Finish** to return to the **Plan Outline**.

## Creating Planned Strategies (Activities) - Overview

Planned Strategies, the services you intend to provide, are the essence of the Prevention Plan. Once the Outcome Indicators, Goals, and Objectives have been specified in the Prevention Plan, click on the Planned Strategies menu item to begin the creation of the planned strategies (activities) your agency will be conducting.

1. To enter a Planned Strategy, click the blue arrow on the **Plan Outline** screen or select **Planned Strategies** from the blue left-hand navigation menu. You will create as many Planned Strategies as are necessary for the work your agency intends to conduct within the timeframe of the plan.



The screenshot displays the WITNYS QA web application interface. The top navigation bar includes the WITNYS QA logo, the user name 'User: Schnoor, Kory', the location 'Location: XYZ Prevention Provider, Primary PRU', and options for 'Diagnostics', 'Logout', and 'Snapshot'. A left-hand navigation menu is visible, with 'Planned Strategies' selected under the 'Prevention' section. The main content area is titled 'Planned Strategies List' and features a table with the following data:

Actions	Model Name	Service Approach	Location Name	Objectives	Goals
	Life Skills Training (LST) - M. S. - Level 3 Booster	EBP Education (Model)	Classroom 1		

At the bottom right of the table area, there is a 'Finish' button and two circular navigation arrows (left and right). An 'Add Strategy' link with a red arrow pointing to it is located at the top right of the table area.

2. The screen below will appear.

17.20.0

**WITS WITNYS QA** Diagnostics Logout

User: Schnoor, Kory | Location: XYZ Prevention Provider, Primary PRU Snapshot

Home Page

▼ Agency

- ▶ Agency List
- ▶ GPRA Discharge Due
- ▶ GPRA Follow-up Due
- ▶ Facility List
- ▶ Staff List
- ▶ Non-Staff Physicians
- ▶ System Usage
- ▶ Billing
- ▶ Contract Management
- ▶ Alerts Configuration
- ▼ Prevention
- ▼ Plan
  - ▶ Plan Profile
  - ▶ Plan Outline
  - ▶ Planned Strategies
  - ▶ FTE
  - ▶ Strategy Implementation

### Planned Strategy

Plan Name: Primary PRU #12345 - FY14-15

Plan Status: Draft Plan Number: 1 Plan Version: 3

Service Approach

Activity Type

Description

Frequency

Geo Type

Strategy #

Planned # of Participants

Associated Objectives Add Objectives

Actions	Name	Type	Risk Factors	Protective Factors	Goal

3. Complete all required (yellow) fields, including:
  - a. **Service Approach:** Select the Service Approach to be implemented. Once selected, the list of corresponding Activity Types will populate.
  - b. **Activity Types:** Select the corresponding Activity Types for this strategy.
  - c. **Description:** Enter a description of the Service Approach which will display on the Planned Strategy List and on the Implementation Strategy in data collection. For EBP Education (Model), you will select from a dropdown list of the NYS OASAS EBP programs.
  - d. **Frequency:**
    - i. **Recurring:** Activity is on-going with sessions (*e.g.*, groups, classes).
    - ii. **One-Time:** Activity is not recurring (*e.g.*, a speaking event or a media campaign).
  - e. **Geo Type:** Select the geo type corresponding with this Service Approach
    - i. County Wide
    - ii. City/Town
    - iii. Zip Code
    - iv. School

Based on the Geo Type selected, choose the corresponding location in which the Service Approach will be implemented. Note – you may select multiple locations during the creation of the plan. Only these locations will be available in Strategy Implementation when the associated activity data is entered.
  - f. **Planned # of Participants:** Enter the total projected number of participants (across all groups for recurring activities).
4. Click **Save**.

## Planned Strategies – Examples of Specific Service Approaches

The following fields are specific for certain Service Approaches.

### EBP Education (Model)

1. **Model Name** (EBP Education only): Select the specific model program. This will automatically populate the Description field with the Model Name.
2. **Description:** This will automatically be populated from the Model Name field. Add the School District name to the pre-filled description text if you are adding the same activity for multiple Districts.
3. **Frequency:** This will default to Recurring and will not be editable.
4. **Planned # of Groups:** Enter the total number of planned groups
5. **Planned # of Participants:** Enter the total number of planned participants across all groups
6. **Planned Locations:** Select any location(s) where these groups will be held the from the list of available locations. Note that when the actual activity data is entered, the specific location for each group will be selected from the list you create here.

17.20.0

**WITNYS QA** Diagnostics Logout

User: Schnoor, Kory | Location: XYZ Prevention Provider, Primary PRU | Snapshot

Home Page

Agency

- Agency List
- GPRA Discharge Due
- GPRA Follow-up Due
- Facility List
- Staff List
- Non-Staff Physicians
- System Usage
- Billing
- Contract Management
- Alerts Configuration
- Prevention
  - Plan
    - Plan Profile
    - Plan Outline
    - Planned Strategies
    - FTE
    - Strategy Implementation
    - Intervention

Client List

**Planned Strategy**

Plan Name: Primary PRU #12345 - FY14-15  
Plan Status: Draft Plan Number: 1 Plan Version: 3

Service Approach: EBP Education (Model) Strategy # 2  
Activity Type: Classroom/Group Education Planned # of Participants: 70 Planned # of Groups: 10  
Model Name: Life Skills Training (LST) - M. S.  
Description: Life Skills Training (LST) - M. S.  
Frequency: Recurring  
Geo Type: School  
School District: BEEKMANTOWN CSD

Available Schools Selected School

BEEKMANTOWN ES  
CUMBERLAND HEAD ES  
BEEKMANTOWN MS  
BEEKMANTOWN HS

Associated Objectives Add Objectives

Actions	Name	Type	Risk Factors	Protective Factors	Goal
---------	------	------	--------------	--------------------	------

## EBPS Environmental Strategies

1. **# of Planned Events:** Enter the total number of planned events associated with this strategy.
2. **Planned # of Participants:** Enter the total number of individuals expected to be impacted by this activity.
3. **Frequency:** This will default to One-Time and will not be editable.
4. **Planned Locations:** Select any location(s) where these groups will be held the from the list of available locations. Note that when the actual activity data is entered, the specific location for each group will be selected from the list you create here.

The screenshot displays the 'Planned Strategy' configuration interface. The header shows 'WITNYS QA' and 'Logout'. The user is identified as 'User: Schnoor, Kory' and the location as 'XYZ Prevention Provider, Primary PRU'. The left navigation menu includes 'Home Page', 'Agency', 'Prevention', and 'Plan'. The main content area shows the following details:

- Plan Name:** Primary PRU #12345 - FY14-15
- Plan Status:** Draft
- Plan Number:** 1
- Plan Version:** 3
- Service Approach:** EBPS Environmental Strategies
- Activity Type:** Media Advocacy Campaign
- Description:** Newspaper Ads Focused on Alcohol Use
- Frequency:** One-Time
- Geo Type:** City/Town
- Strategy #:** 3
- Planned # of Participants:** 500
- # of Planned Events:** 12

Below these fields, there are two lists of City/Town options:

- Available City/Town:** Altona, Au Sable, Bookmantown, Black Brook
- Selected City/Town:** Champlain

At the bottom, there is a table for 'Associated Objectives' with columns for Actions, Name, Type, Risk Factors, Protective Factors, and Goal. The table is currently empty.

OTHER PRU PLAN ONLY: Prevention Counseling and EBP Counseling

1. **Planned # of Participants:** Enter the projected number of individuals to be assessed during the PPY. (Note that this will be the same information as #2 below because of a system issue.)
2. **# of Planned Assessments:** Enter the number of individuals you expect to assess during the PPY. (Note that this is the same information as #1 above because of a system issue.)
3. **# of Planned Admissions:** Enter the estimated number of individuals who will be admitted to Prevention Counseling. Note that this value cannot be greater than #2, the planned assessments.
4. **Planned Locations:** Select any location(s) where this activity will be held the from the list of available locations. Note that when the actual activity data is entered, the specific location will be selected from the list you create here.
5. **Activity Type:** This field is not relevant and is not selectable.
6. **Frequency:** This will default to One-Time and will not be editable.

17.20.0

WITNYS QA

Diagnosics Logout

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

Snapshot

Home Page

Agency

- Agency List
- GPRA Discharge Due
- GPRA Follow-up Due
- Facility List
- Staff List
- Non-Staff Physicians
- System Usage
- Billing
- Contract Management
- Alerts Configuration
- Prevention
  - Plan
    - Plan Profile
    - Plan Outline
    - Planned Strategies
    - FTE
    - Strategy Implementation
    - Intervention

Planned Strategy

Plan Name: Primary PRU #12345 - FY14-15  
Plan Status: Draft Plan Number: 1 Plan Version: 3

Service Approach: Prevention Counseling Strategy # 4  
Activity Type: [ ] Planned # of Participants 35  
Description: Prevention Counseling # of Planned Assessments 35  
Frequency: One-Time # of Planned Admissions 10  
Geo Type: School  
School District: PERU CSD

Available Schools: District Wide, DISTRICT WIDE, PERU IS, PERU SHS  
Selected School: PRIMARY BLDG SCHOOL

Associated Objectives [Add Objectives](#)

Actions	Name	Type	Risk Factors	Protective Factors	Goal

## Early Intervention

1. **Activity Type:** Select the activity type (Teen Intervene or BASICS).
2. **Frequency:** Select Recurring. Note: this is necessary in WITNYS to allow the collection of demographic information and to record the number of sessions given to each individual.
3. **Planned # of Groups:** Each 'group' in an Early Intervention is an individual (see Note above), so the planned number of groups is really the planned number of participants.
4. **Planned Locations:** Select any location(s) where this activity will be held the from the list of available locations. Note that when the actual activity data is entered, the specific location will be selected from the list you create here.

17.20.1

**WITS WITNYS QA** Diagnostics  Logout

User: Walker, Newton | Location: Prevention Monday, Other PRU  Snapshot

Home Page

▼ Agency

- ▶ Agency List
  - GPRA Discharge Due
  - GPRA Follow-up Due
- ▶ Facility List
- ▶ Staff List
- ▶ Non-Staff Physicians
- System Usage
- ▶ Billing
- ▶ Contract Management
- Alerts Configuration
- ▼ Prevention
  - ▼ Plan
    - Plan Profile
    - Plan Outline
    - Planned Strategies
    - FTE
    - Strategy Implementation
    - Intervention

### Planned Strategy

Plan Name: Other PRU - FY15-16      Plan Status: Draft      Plan Number: 3      Plan Version: 1

Service Approach: Early Intervention      Strategy # 1

Activity Type: Teen Intervene      Planned # of Participants 19

Description: 13579

Frequency: Recurring

Geo Type: School

School District: TUPPER LAKE CSD

Available Schools: District Wide  
DISTRICT WIDE  
L.P. QUINN ES  
SUNMOUNT DVLPMNTL CTR

Selected School: TUPPER LAKE MIDDLE-HIGH SCHOOL

Associated Objectives [Add Objectives](#)

Actions	Name	Type	Risk Factors	Protective Factors	Goal

## Associated Objectives

If you wish, you may associate any existing objectives from your plan to the Planned Strategy (activity). This will tie the Planned Strategy to an Objective, Goal, and Outcome Indicator from the plan.

### 1. Click **Add Objectives**

Planned Strategy

Plan Name: Primary PRU #12345 - FY14-15  
Plan Status: Draft Plan Number: 1 Plan Version: 3

Service Approach: EBP Education (Model) Strategy # 2  
Activity Type: Classroom/Group Education Planned # of Participants: 70 Planned # of Groups: 10  
Model Name: Life Skills Training (LST) - M. S.  
Description: Life Skills Training (LST) - M. S.  
Frequency: Recurring  
Geo Type: School  
School District: BEEKMANTOWN CSD

Available Schools: [Empty] Selected School: BEEKMANTOWN ES, CUMBERLAND HEAD ES, BEEKMANTOWN MS, BEEKMANTOWN HS

Associated Objectives [Add Objectives](#)

Actions	Name	Type	Risk Factors	Protective Factors	Goal

Cancel Save Finish

### 2. The following screen will appear.

17:20:0

**WITS WITNYS QA** Diagnostics Logout

User: Schnoor, Kory | Location: XYZ Prevention Provider, Primary PRU Snapshot

Home Page

▼ Agency

- ▶ Agency List
  - GPRA Discharge Due
  - GPRA Follow-up Due
- ▶ Facility List
- ▶ Staff List
- ▶ Non-Staff Physicians
  - System Usage
- ▶ Billing
- ▶ Contract Management
  - Alerts Configuration
- ▼ Prevention
  - ▼ Plan
    - Plan Profile
    - Plan Outline
    - Planned Strategies
    - FTE
    - Strategy Implementation
    - Intervention

Select Objectives

<input checked="" type="checkbox"/>	Name	Type	Risk Factors	Protective Factors	Goal
<input checked="" type="checkbox"/>	Conduct Educational Groups	Risk Factor	Early Initiation of Problem Behvr ,Social Norms Favor Drug Use	Social Skills	Reduce Age of Onset of Alcohol
<input checked="" type="checkbox"/>	Engage Families to Support Positive Behaviors	Protective Factor		Family Attachment ,Family Opps. for Positive Involvement ,Family Rewards for Pro-Social Involvement	Reduce Age of Onset of Alcohol

Cancel
Finish

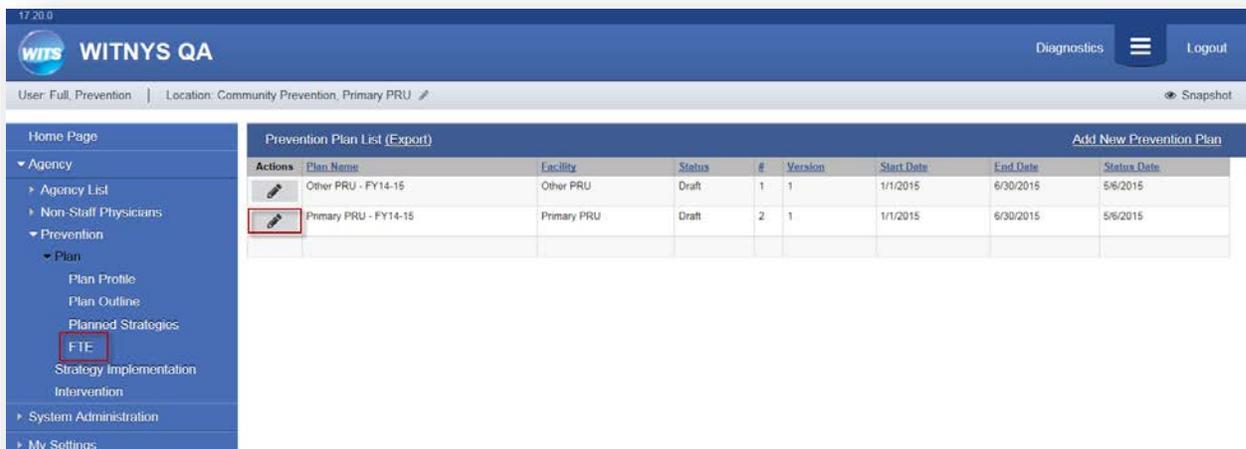
3. By using the **Check Box** feature, select one or multiple objectives which relate to this Planned Strategy.
4. Click **Finish**.

## Completing the FTE Screen

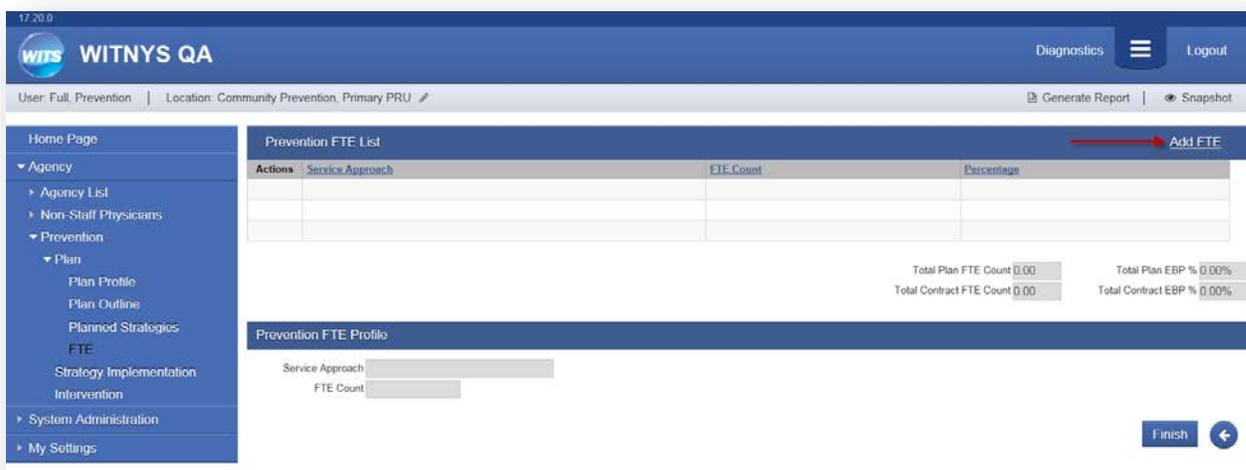
The Prevention FTE screen allows prevention Providers to enter the number of FTEs per Service Approach. FTE specifications must be entered into each PRU (Primary and Other) separately. However, once data has been entered for both PRUs the screen will display the totals for the two PRUs. There is a Report Generator option that combines the Provider's paired Primary and Other FTEs (see below).

To enter the FTE count, complete the following steps:

1. Choose the prevention plan you wish to enter corresponding FTEs.
2. Once the plan is selected, on the navigation menu, click **FTE**.

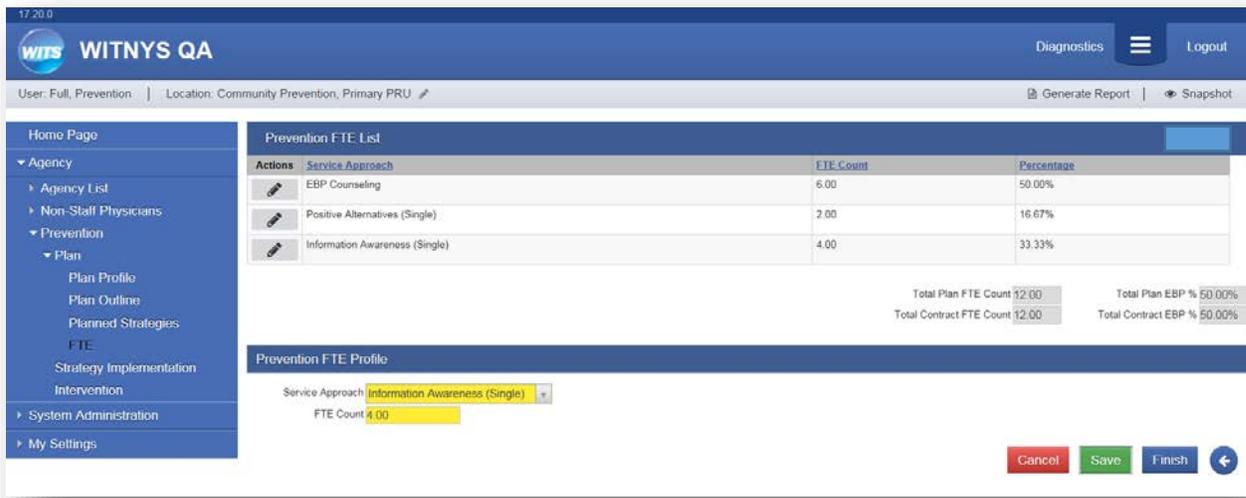


3. The following screen will appear.



4. Click **Add FTE** to enter FTE values for each Service Approach you are planning.
  - a. Select the **Service Approach**.
  - b. Enter the **FTE Count**.

5. Click **Save**.
6. Click **Add FTE** to repeat the process for additional Service Approaches.



7. WITNYS will automatically calculate the plan FTE counts as follows:
  - a. **Total Plan FTE Count:** total of all Service Approach FTEs within the Plan selected
  - b. **Total Plan EBP %:** percentage of Evidence-Based Programs of the total FTEs within the Plan selected
  - c. **Total Contract FTE Count:** total of all Service Approach FTEs for both the Primary and Other Prevention plans within this contract
  - d. **Total Contract EBP %:** the percentage of Evidence-Based services of the total FTEs for the Primary and Other plans within this contract. The NYS OASAS Standard for the PPY 2015- 2016 plan cycle is that at least 55% of the total contract FTE is devoted to EBP services (refer to the 2014 Prevention Guidelines).
8. To view a detailed account of all FTEs by Service Approach across the prevention agency, you may use the Generate Report feature. This report will group and display all the Primary/Other 'pairs' of plans covered under your contract regardless of submission status (draft, submitted to LGU, active, etc.).
  - a. Click on **Generate Report**.
  - b. **NOTE:** You must have Pop-Ups enabled to view this report. Once generated, they can easily be printed from the browser window.

17:20:0

**WITNYS QA** Diagnostics ☰ Logout

User: Full, Prevention | Location: Community Prevention, Primary PRU Generate Report Snapshot

Home Page

- ▼ Agency
  - ▶ Agency List
  - ▶ Non-Staff Physicians
- ▼ Prevention
  - ▼ Plan
    - Plan Profile
    - Plan Outline
    - Planned Strategies
    - FTE
    - Strategy Implementation
    - Intervention
  - ▶ System Administration
  - ▶ My Settings

Add FTE

Actions	Service Approach	FTE Count	Percentage
	EBP Counseling	6.00	50.00%
	Positive Alternatives (Single)	2.00	16.67%
	Information Awareness (Single)	4.00	33.33%

Total Plan FTE Count 12.00      Total Plan EBP % 50.00%  
 Total Contract FTE Count 12.00      Total Contract EBP % 50.00%

Prevention FTE Profile

Service Approach: Information Awareness (Single) ▼

FTE Count: 4.00

Cancel
Save
Finish
←

Report Date: 5/7/2015 12:41:26 PM

### Prevention Provider Staffing Report

**Provider:** ABC Prevention Provider  
**Contract:** ABC Prevention

**Contract No:** 1

**PRU:** Primary PRU  
**Plan Name:** Primary PRU - FY14-15  
**Plan Status:** Active

**PRU No:**  
**Plan No:** 1  
**Date Range:** 1/1/2015 - 6/30/2015

**Version No:** 7

Service Approach	FTE Count	% of Contract FTE
EBP Education (Model)	10.00	29.41%
Positive Alternatives (Single)	4.00	11.76%
Community Capacity Building (Single)	5.00	14.71%
<b>FTE Total</b>	19.00	

**PRU:** Other PRU  
**Plan Name:** Other PRU - FY14-15  
**Plan Status:** Draft

**PRU No:**  
**Plan No:** 2  
**Date Range:** 1/1/2015 - 6/30/2015

**Version No:** 1

Service Approach	FTE Count	% of Contract FTE
Prevention Counseling	5.00	14.71%
EBP Counseling	3.00	8.82%
Early Intervention	7.00	20.59%
<b>FTE Total</b>	15.00	

## Section 4. Submitting the Prevention Plan



ere: [Agency](#) > [Prevention](#) > [Prevention Plan](#)

Once you complete the Plan, Planned Strategies and FTE Screen, you must go back to the Plan Profile screen to submit the Prevention Plan to the LGU and NYS OASAS for review and approval. You may always review the plan by visiting the Plan Outline, Planned Strategies List, and FTE screens on the left-hand menu before submitting the plan. LGU staff and NYS OASAS Program Managers have read-only access to WITNYS and can also view plans (including the draft versions).

1. Once you've completed the ENTIRE plan, click on **Plan Profile** in the menu bar.
2. Under the Administrative Actions section, click **Submit**. This action submits the plan for this specific PRU to the LGU for review and approval. You will NOT be able to modify the plan once it's submitted.
3. The LGU will review your plan and change the status to one of the following:
  - a. **Approved by LGU:** This indicates that your plan is approved by the LGU and was automatically submitted to the NYS OASAS Program Manager for review.
  - b. **Modification Requested:** If this status is chosen, the LGU will be required to enter a comment as to the reason why the plan was not approved. You will then have the opportunity to modify the plan based on the LGU's feedback. Once modified, you will need to submit the plan again.
4. Once the LGU changes the status of the plan to "Approved by LGU," the NYS OASAS Field Office staff will then review the plan and either finalize the approval or send the plan back to the prevention Provider for additional modifications.
5. Each time the status of the plan changes (*e.g.*, to 'Modifications Requested' or 'Approved by LGU'), your Agency's Prevention Director as well as the individual designated in your WITNYS contract (usually someone at your LGU) will receive a notification email of this change. If emails are not being sent to the correct individual, please contact the [WITNYS Help Desk](#).

