WITNYS Prevention

Plan User Guide

O A S A S
Division of Outcome Management and System Information

Supported by FEi Systems

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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 (OASAS) with assistance from FEi Systems. New York State Prevention Providers can refer to the steps in this guide to enter prevention work plans in the WITNYS Prevention module.

Before Reading This User Guide

Review 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.

Have the most recent OASAS Prevention Guidelines document available. A number of references in this User Guide are made to the comprehensive discussions contained in the Guidelines available on the OASAS Prevention web page (www.oasas.ny.gov/prevention).

System Internet Browser Requirements

WITNYS 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 WITNYS Scheduler.

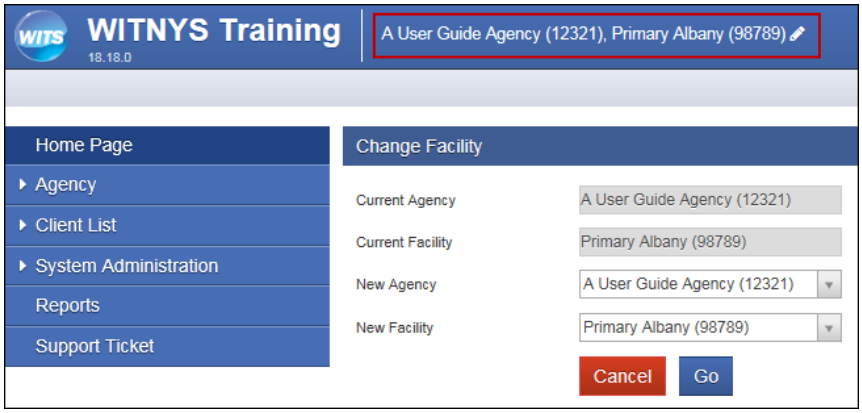
Terminology Cross-Walk

WITNYS	OASAS / Prior PARIS System
Agency	Provider
Facility	PRU (Program Reporting Unit)
Contract	Primary/Other PRU-Pair (within Provider & County)
Plan	Workplan
PPY	Prevention Planning Year (July 1 - June 30)
Strategy Implementation (workplan data)	Workplan Activity Data Collection
Intervention (non-workplan data)	Non-Workplan Activity Data Collection
Service Approach	Service Approach
Activity Type	Activity Code Name
One-Time	Single-Session
Recurring	Recurring/Continuing
Profile	View/Edit Selected Item
Review	View/Edit Selected Item

OASAS Prevention Providers and Program Reporting Units (PRUs)

In the WITNYS system, an OASAS Provider is an "Agency" and an OASAS PRU is a "Facility."

Always ensure you have selected the correct Facility (PRU) before creating and/or editing your Plan. Click the Location (Agency, Facility) at the top of the WITNYS screen and then select the desired Facility in the "New Facility" dropdown box.



OASAS Prevention includes two categories of services -- Primary Prevention and Other Prevention. Service Approaches are always restricted to their respective type of Facility in WITNYS.

Primary Facility/Program Reporting Unit (PRU): The following Service Approaches are 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)

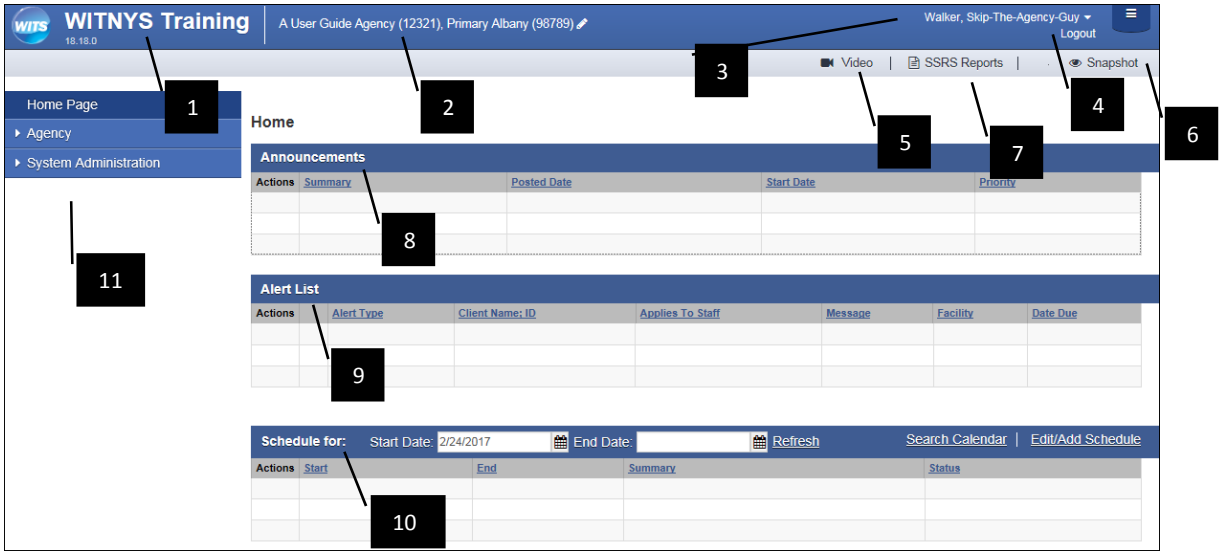
Other Facility/Program Reporting Unit (PRU): The following Service Approaches are entered in the Other Facility/PRU:

- Prevention Counseling
- EBP Prevention Counseling
- Early Intervention

Section 2. WITNYS Home Page

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

1. **System & Version:** this should always display the New York State "WITNYS" logo (not "WITNYS Training" shown here or WITS for another state).
2. **Location:** shows which Agency and Facility are the context for screen displays and actions
3. **User:** indicates who is logged in to the system
4. **Logout:** used to sign out of WITNYS – always do this before closing the browser window
5. **Video:** currently not used by OASAS
6. **Snapshot:** used to open a separate window containing a read-only copy of your screen, allowing you to access other screens in WITS while still viewing the information in the Snapshot. Multiple Snapshots windows can be open simultaneously. You must disable the pop-up blocker in your web browser to view the Snapshot feature.
7. **SSRS Reports:** opens a new browser window to access WITNYS reports (plans/data/staff)
8. **Announcements:** posted by OASAS for system users
9. **Alerts:** currently not used by OASAS
10. **Scheduler:** currently not used by OASAS
11. **Left-Hand Menu:** users can click here to navigate to the main system modules.



Section 3. Preliminaries for Developing the Annual Prevention Plan

Overview

Each prevention Agency (Provider) must create a new prevention plan annually for each of their Facilities (PRUs). Plans (and their respective OASAS program budgets) are created and approved at the PRU level, meaning that a Provider with both Primary and Other prevention services will submit two plans. The County LGU and the OASAS Program Manager will review and approve both plans.
For the purpose of Provider-level processing, WITNYS links the Provider's Primary and Other Prevention PRU 'pair' internally by means of a "Contract." This, for example, allows FTEs which are evaluated at both the Provider and PRU levels to be reported appropriately.

No Plan Revisions

The annual WITNYS Plan is a supporting document of the agreement between the provider and the oversight entities negotiated prior to each Prevention Planning Year. It describes the expected resources available to deliver specific services and is the plan at that given point in time.

Providers do not revise or update a WITNYS Plan after that Plan receives final approval from OASAS.

Providers are expected to communicate directly with their county LGU officials and their OASAS Program Manager when there are significant changes to the services and/or resources as detailed in the approved Plan.

There are known system problems in WITNYS that result from revisions ("updates") to previously state-approved ("active") Plans. In order to avoid these issues, OASAS does not request or require revisions or updates to the Plan after it has received final approval.

To record unplanned activities in WITNYS, Providers can use the non-plan data collection option (the **Prevention Intervention** module described in the Data Collection User Guide). OASAS' Prevention Performance measures take into account both planned and unplanned services in their calculation.

Important Notes & Reminders for Plan Developers and Reviewers

1. The current version of WITNYS is an interim system and does not yet incorporate all features of the previous prevention data system. Please refer to the 2014 Prevention Guidelines for a discussion of OASAS' Plan requirements. Providers are expected to follow the Guidelines even if the WITNYS system does not capture the information related to a requirement in the guidelines.
2. OASAS still expects that annual Needs Assessment updates be done as a best practice for planning. Providers should continue to base their services on an appropriate data-based evaluation of the needs of the populations they serve, even though the specific needs assessment methods and results are not entered into WITNYS.

3. The primary function of the Plan in WITNYS is to describe the Provider's planned activities and the staff resources (FTE) to be devoted to these activities. We suggest simplicity -- a compact and focused Plan Outline will be easier to understand and review. For the current system, the plan's underlying logic model should align with the goals and objectives of the anticipated services, but not be unnecessarily detailed. The key areas for plan design and review are the planned activities and the associated staffing allocations.
4. Providers with both Primary and Other PRUs must develop and submit separate Plans for each. County LGUs and Program Managers will need to review and approve both.
5. 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.

The OASAS Prevention Logic Model

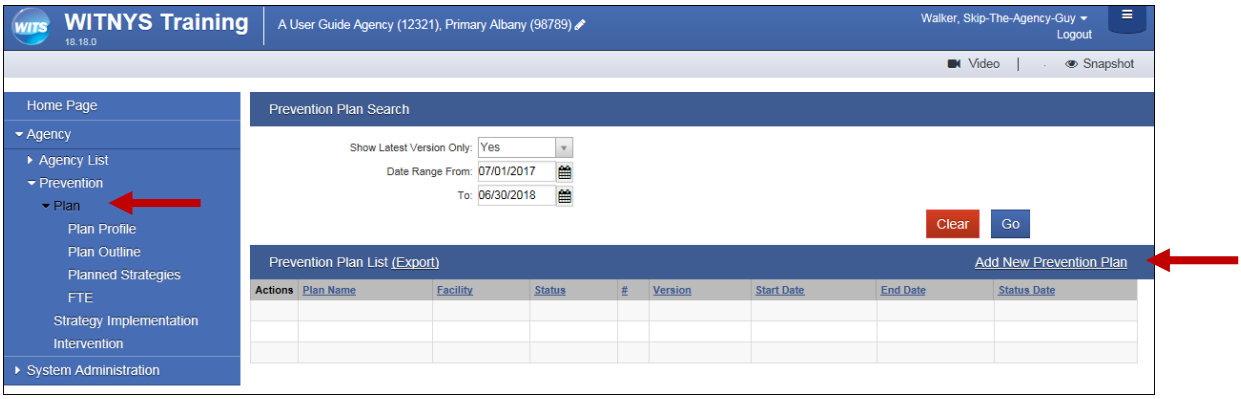
These Logic Models should form the underlying conceptual basis for your annual workplan. Please refer to the OASAS Prevention Guidelines for a comprehensive discussion.

Section 4. Plan Creation and Drafting

Plan Creation

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

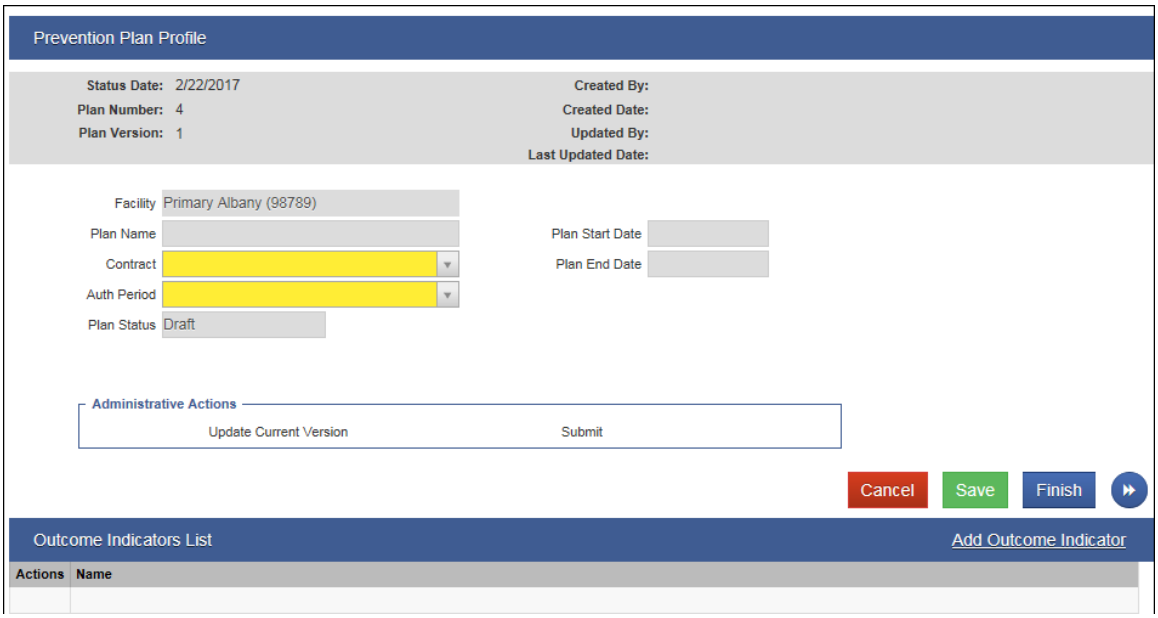
1. Select the Facility for which you are planning (see Page 4).
2. On the navigation menu, click **Agency**, then **Prevention**, then **Plan**.



When you access this screen after Plans become available for the new PPY (March 1), the date range will default to the new PPY. Before you have created any new Plans the Prevention Plan List will be empty. After you create and save your new prevention plan(s), they will appear within this list. If you wish to access the Plan for a previous PPY, you can change the Date Range and click GO.

The 'Show Latest Version Only' dropdown is used to display or hide previous versions of Plans.

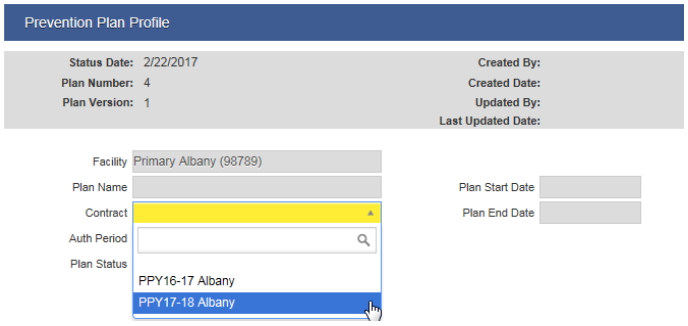
3. Click **Add New Prevention Plan** to begin. The Prevention Plan Profile screen appears:



4. Select a **Contract**.

   a. **Contract**. The Contract name includes the PPY and the county in which services are to be provided. Note that a contract can be associated with two Plans (Primary and Other) for a given PPY. Select the appropriate contract – in the example below, the Plan's PPY is the upcoming '17-'18 year and the county for services is Albany.

   b. **Auth Period**. This will prefill and become read-only after the contract is selected.



5. Review all 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.

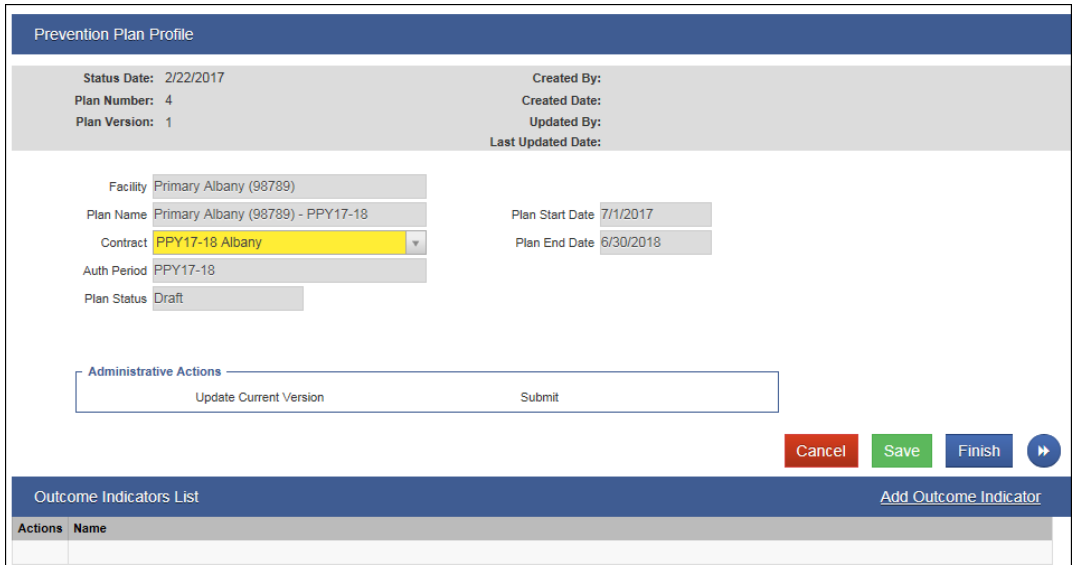
   c. **Contract**. This will display the PPY and county for the planned services.

   d. **Auth Period**. This will show the PPY.

e. **Plan Status**. This will be "Draft" until you submit the plan.

f. **Plan Start Date**. This will display the start date of the PPY (July 1).

g. **Plan End Date**. This will display the end date of the PPY (June 30).

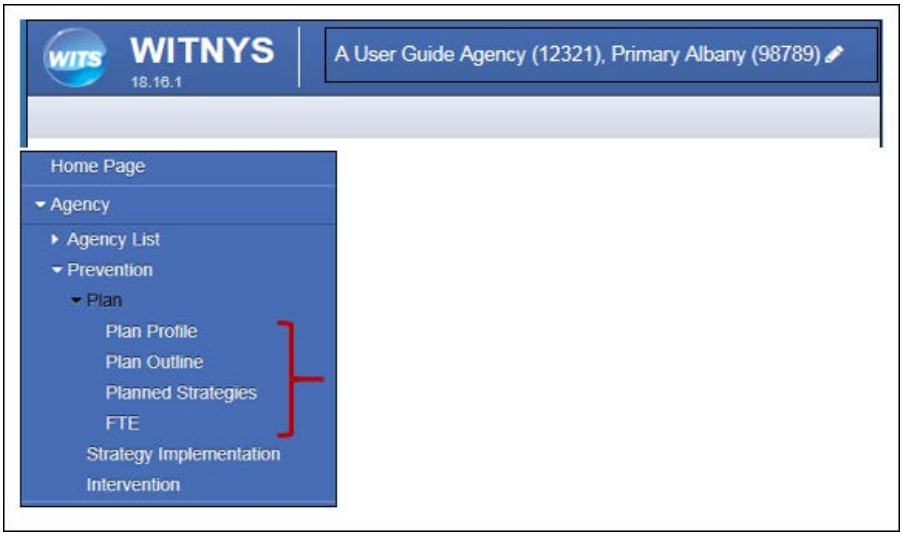


6. Once you review and accept the above information, click **Save**.

WITNYS Plan Component Navigation

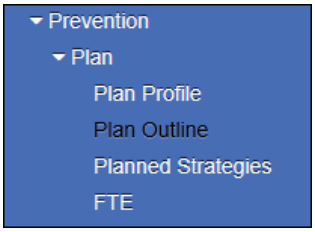
The Plan consists of four components which are available on the navigation menu on the left side of the screen.

1. **Profile**
2. **Outline**
3. **Planned Strategies**
4. **FTE**

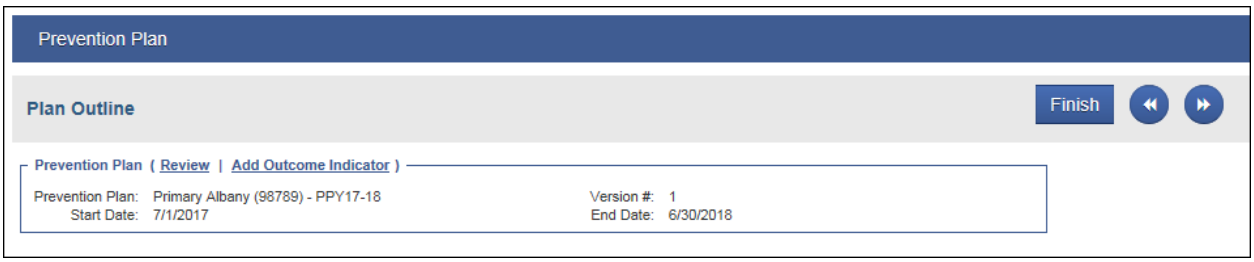


Plan Outline

From the Prevention Plan Profile screen you can access your Plan Outline either by using the blue arrow that appears on the right side of the screen next to the Finish button or by clicking **Plan Outline** in the blue navigation menu on the left side of the screen.



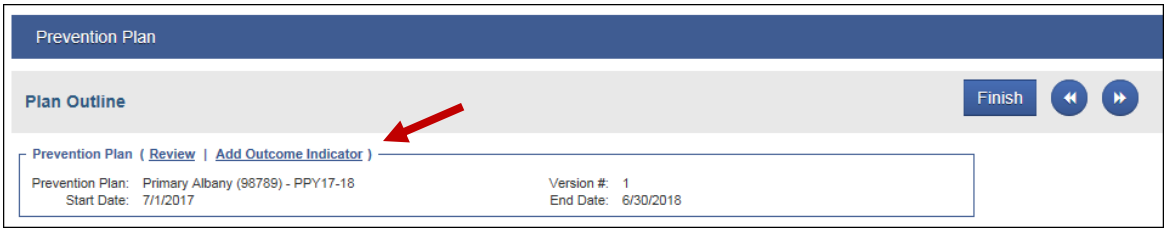
The initial Plan Outline is shown below. As you develop the outline it will be easy to Review and Add/Delete components of the Outline from this screen.



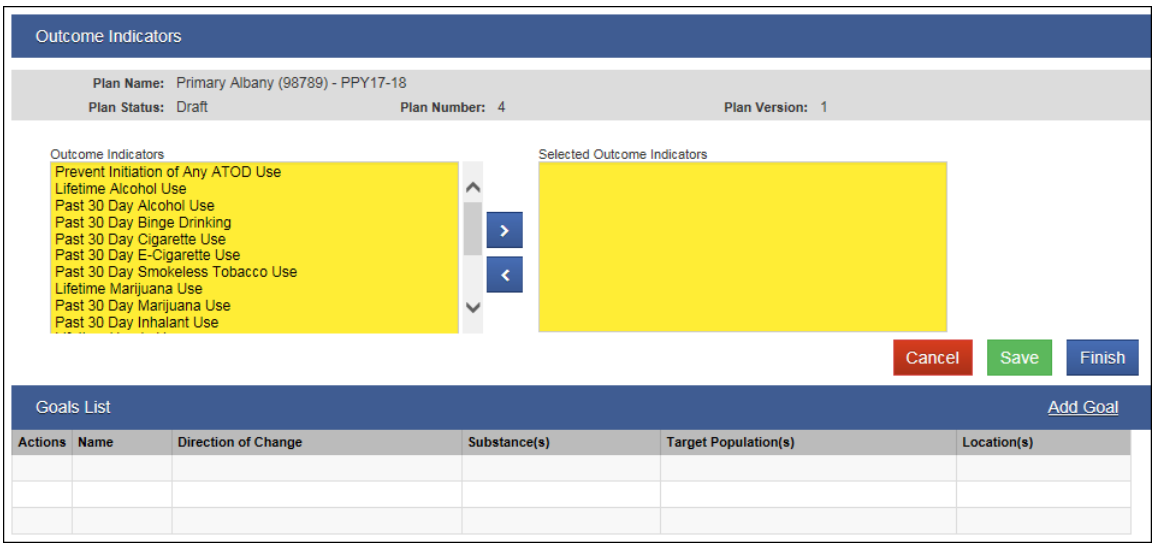
Outcome Indicators

- Outcome Indicators represent 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.
- You will need at least one Outcome Indicator. For many Providers one 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 to take advantage of the (optional) identification of Contributing Factors.
- Note that multiple Outcome Indicators can be selected from the list. For example, if your organization focuses on providing services to minimize lifetime alcohol and marijuana use, you can include both of these Outcome Indicators.
- 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.
- You may wish to refer to your previous Plan as a starting point for your outline.

1. Outcome Indicators can be added from the **Plan Profile** screen 'Add Outcome Indicator' link or by selecting **Plan Outline** on the blue navigation menu and then selecting 'Add Outcome Indicator' in the Prevention Plan box (see below).



2. The screen shown below will appear.

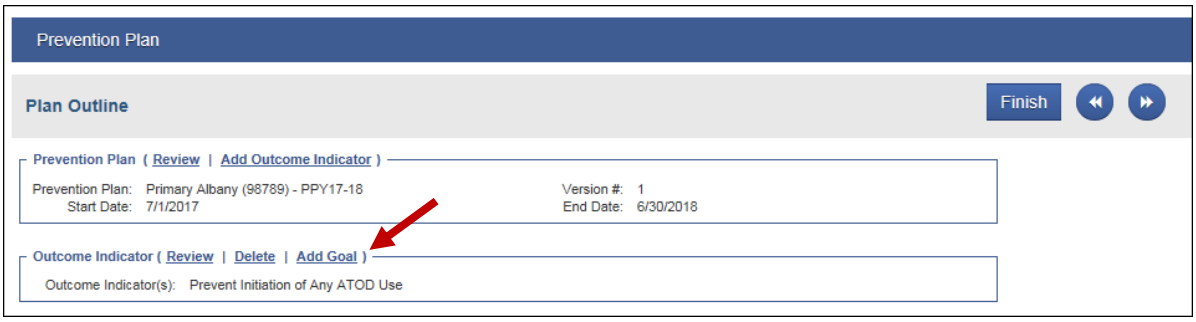


3. Choose one or more **Outcome Indicators** which apply. The plan allows for multiple Outcome Indicators to be grouped together and given common goals, objectives, *etc*. Note that "Prevent Initiation of Any ATOD Use" is available where appropriate.
4. Use the **Right Arrow** to move the selection to the Selected Outcome Indicators box.
5. Use the **Left Arrow** to "de-select" any Selected Outcomes you chose by mistake.
6. Click **Save** to continue or **Finish** to return to the **Plan Outline**.

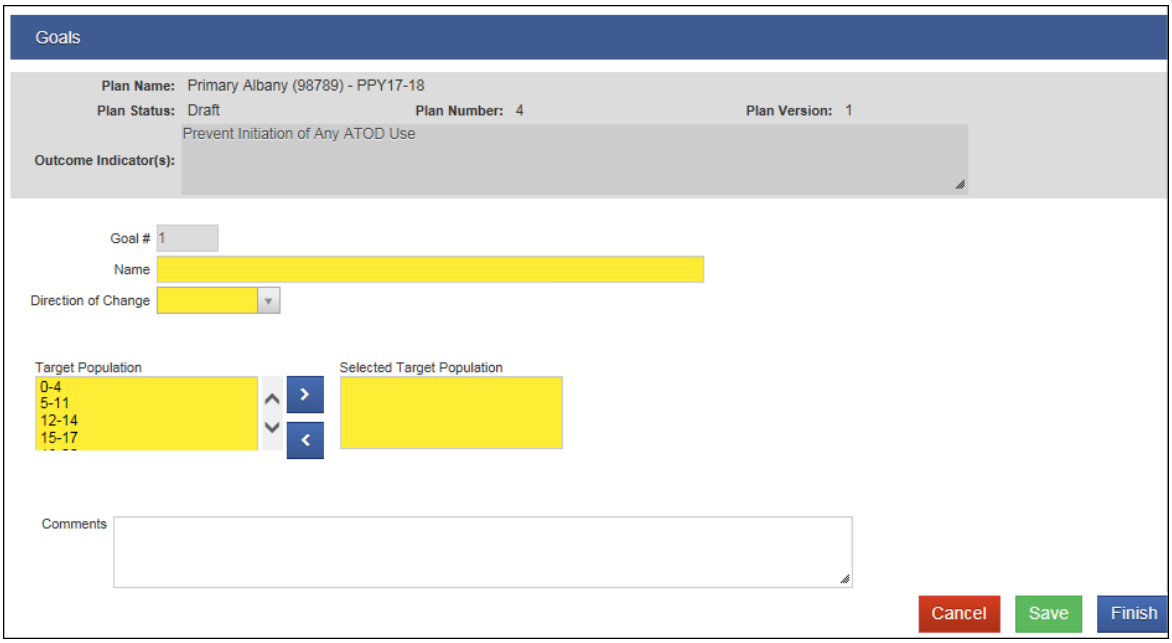
Goals

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.

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



2. The screen below will appear.



3. Complete all required (yellow) fields, including:

   a. **Name**: The goal name should describe the purpose of your services, for example to 'Reduce 30 Day Alcohol Use in Teens'.

   b. **Direction of Change**: Choose Decrease, Increase, or Maintain.

   c. **Target Population**: Select one or more target populations (age groups) using the right facing arrow. Note that selections here do not restrict demographic information subsequently entered in data collection for the actual participants.

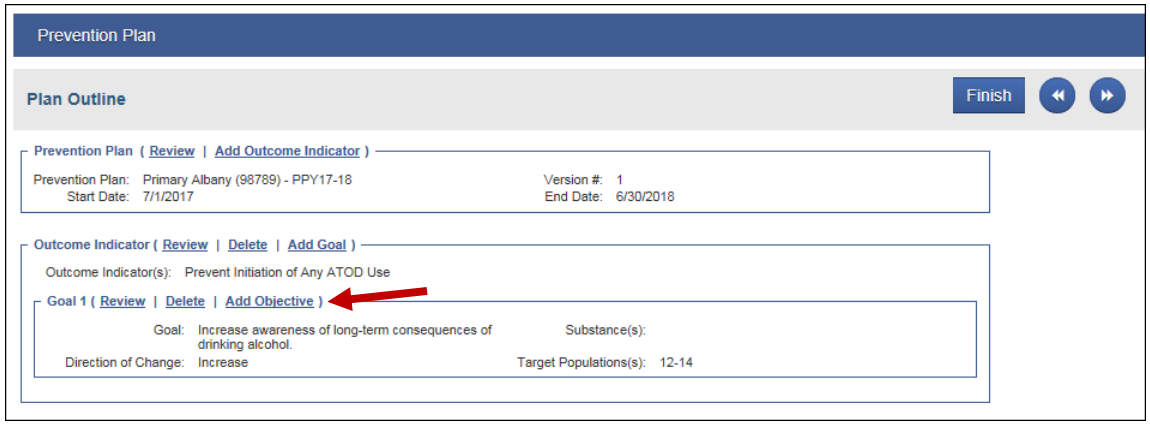
   d. **Comments (optional)**: Enter any comments or notes that pertain to this goal.

4. **Baseline Measure**: Currently OASAS does not use the Baseline Measure feature.
5. Click **Save** to save the record or click **Finish** to save and return to the **Plan Outline**.

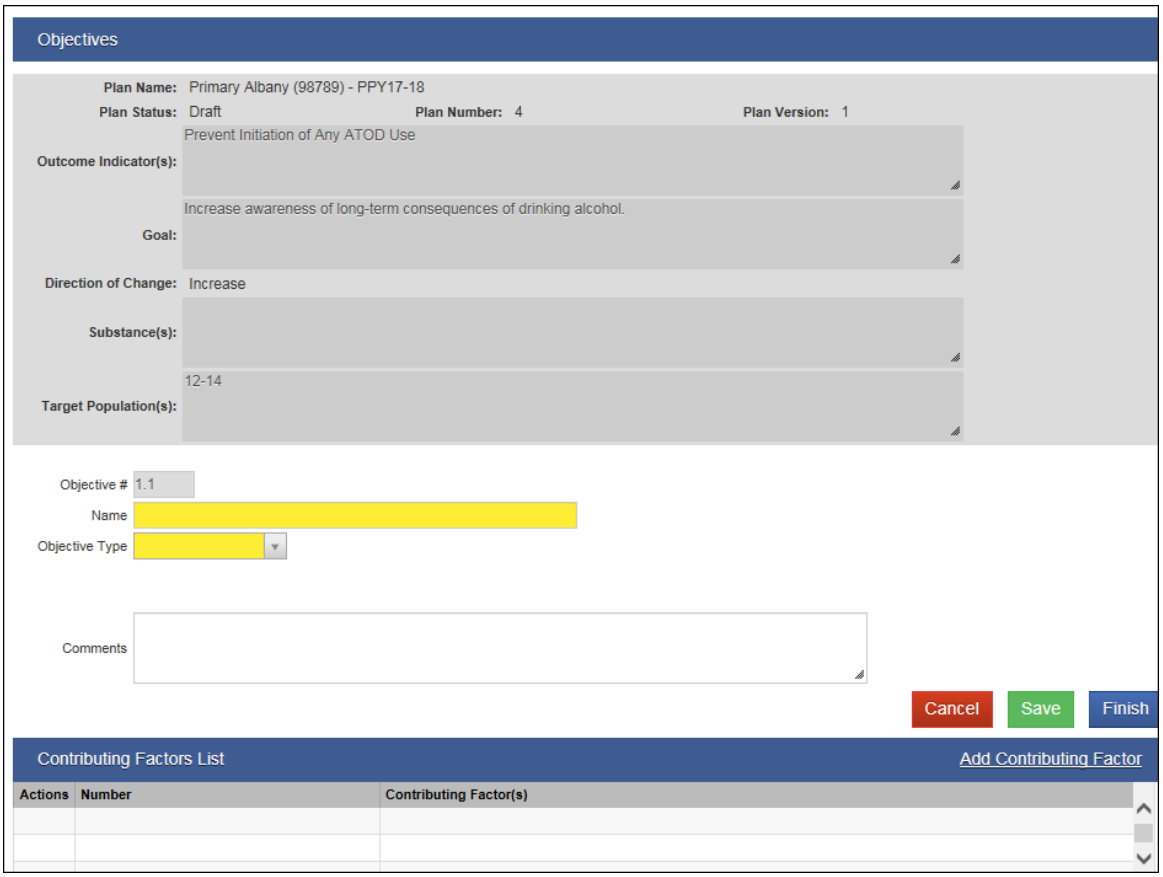
Objectives (Risk/Protective Factors)

An objective specifies 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** (Protective Factor**)** might be 'Perception of Risk from Marijuana.' **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.

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.



2. The screen below will appear.



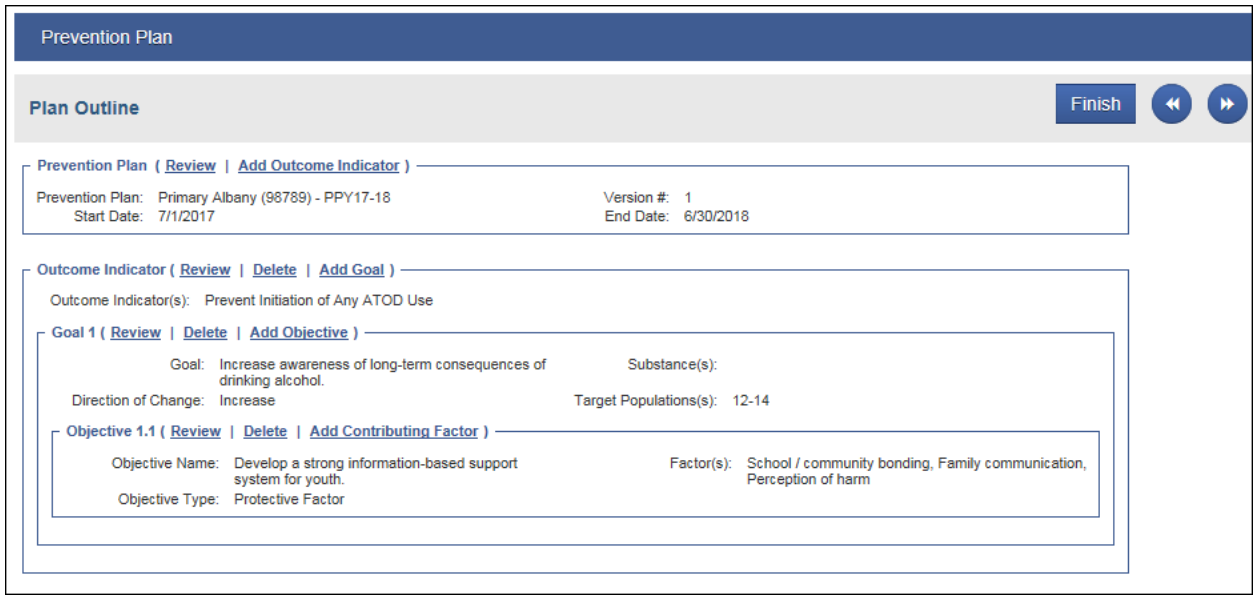
3. An objective describes the Risk and Protective Factors you are addressing to achieve your Goal. Complete all required (yellow) fields, including:

   a. **Name**: Type in a name for this objective. For example, the objective Name might be "Increase Youth Perception of Drug Risks."

   b. **Objective Type**: Select either **Risk Factor** or **Protective Factor**. **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.

   c. **Risk Factors** or **Protective Factors**: Risk and Protective Factors are selected from the available dropdown lists. Select the Risk or Protective Factor(s) which you intend to address with this objective. For example, you might choose the Protective Factor 'Perception of Risk from Marijuana' if your Objective is to 'Increase Youth Perception of Drug Risks.' Use the Right Facing arrow to select your choice.

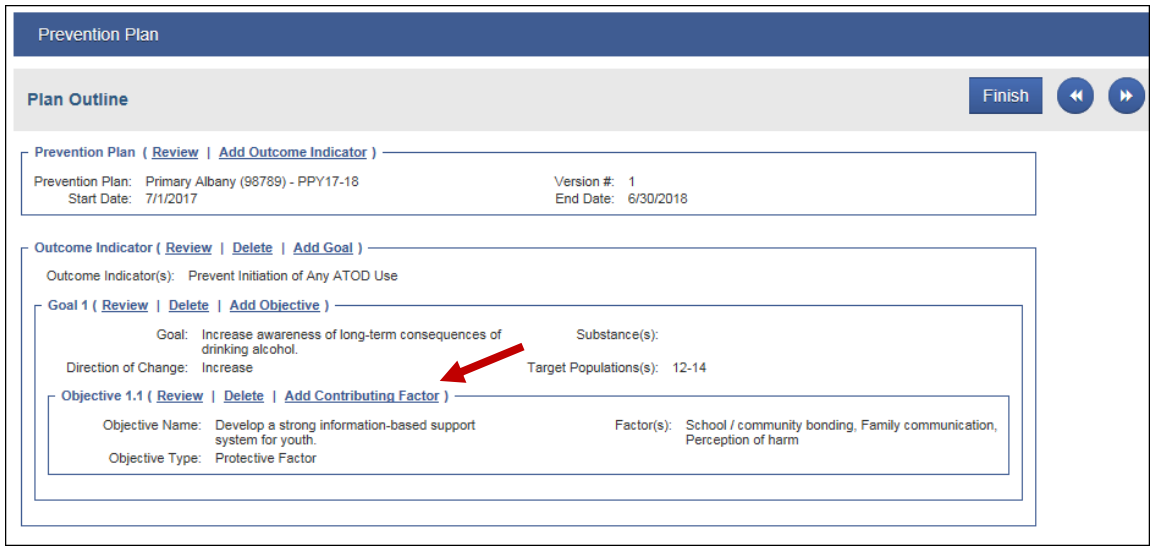
4. You may enter comments / notes in the optional **Comments** field.
5. Click **Save** to save the record or click **Finish** to save and return to the **Plan Outline**. Your outline might look similar to the one below:



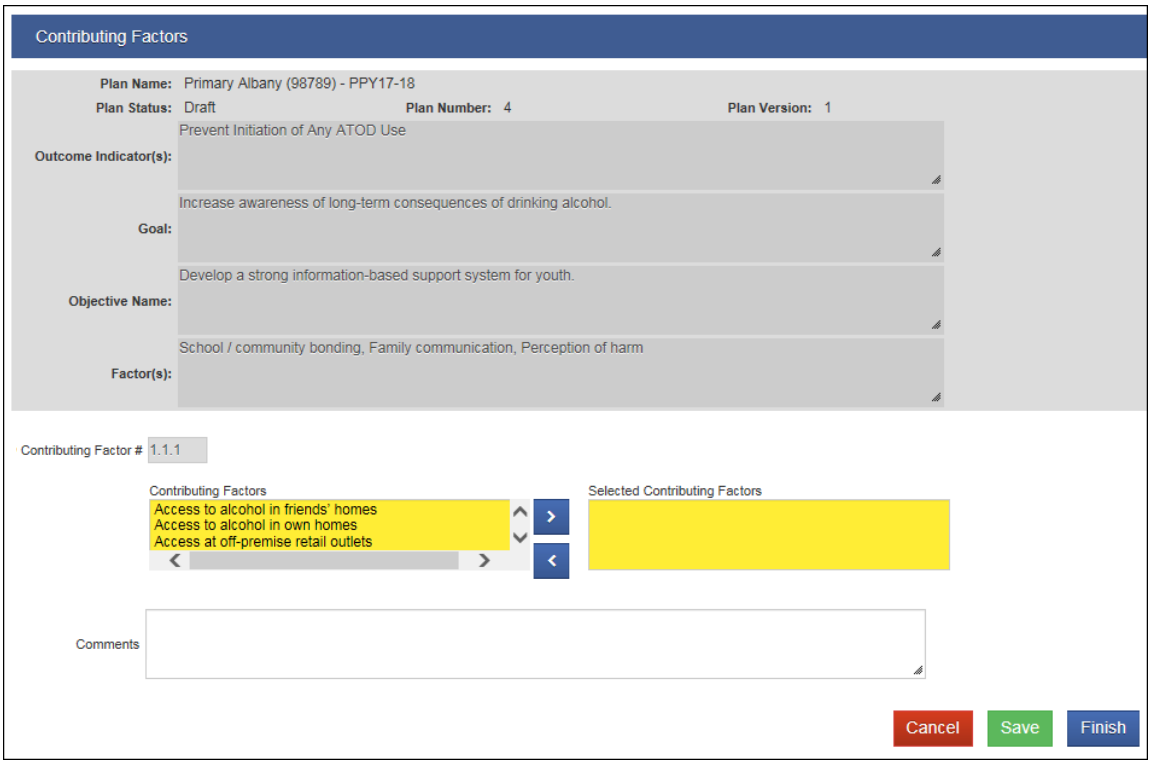
Contributing Factors - Optional / Recommended for Environmental Strategies

- Contributing Factors are optional and intended only to be added for Environmental Strategies -- the available list of contributing factors was developed specifically for Environmental Strategies designed to reduce underage drinking.

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



2. The screen below will appear.



3. Complete the required (yellow) field:

    a. **Contributing Factors**: Select one or more of the available Contributing Factors and use the Right Facing arrow to choose .

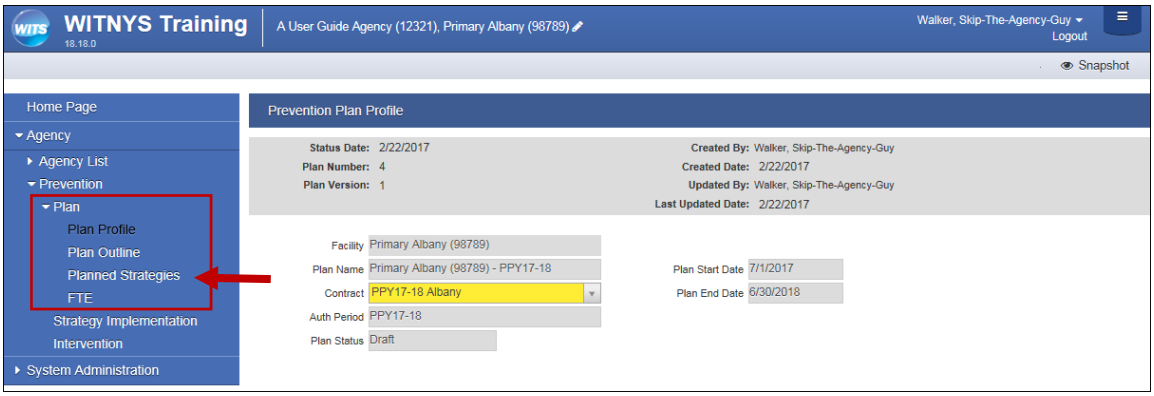
4. You may enter comments / notes in the optional **Comments** field.

5. Click **Save** or **Finish** to return to the **Plan Outline**.

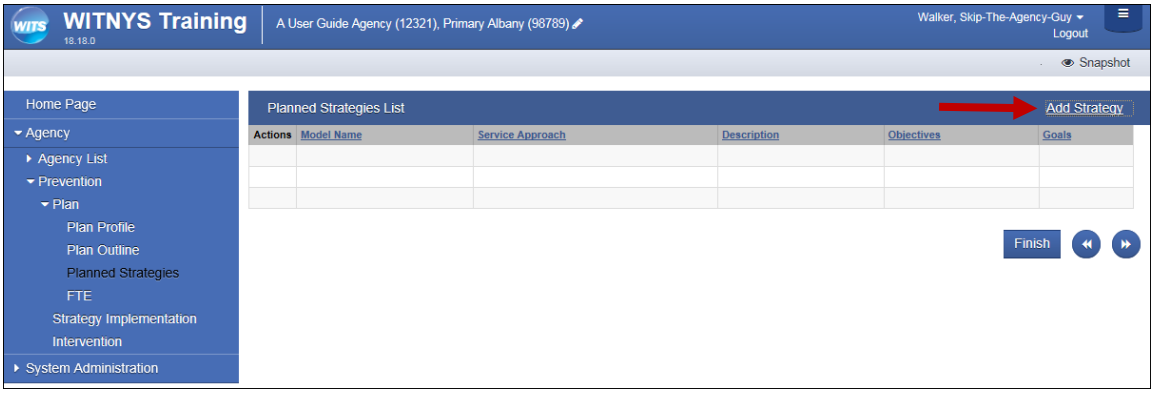
Planned Strategies (Activities) - Overview

Planned Strategies are the specific services and activities you intend to provide; they are the essence of the Prevention Plan.

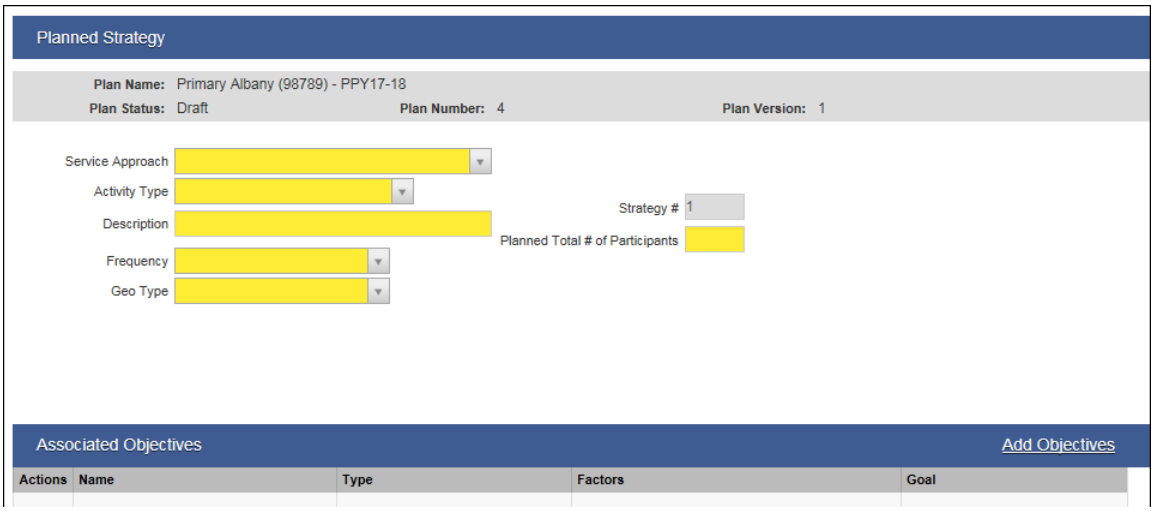
1. To enter a Planned Strategy, first select **Planned Strategies** from the blue left-hand navigation menu or click the blue arrow on the **Plan Outline** screen. The List will initially be empty until activities have been saved. You will create as many Planned Strategies as are necessary for the work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



2. The screen below will appear. Click on **Add Strategy**.



3. On the Planned Strategy screen, complete all required (yellow) fields, including:



a. **Service Approach**: Select the Service Approach to be implemented. Once selected, the list of corresponding Activity Types and the Frequency will populate.

b. **Activity Type**: Select the appropriate Activity Type for this strategy.

c. **Description**: Enter the name or description for the activity – this label will display on the Planned Strategies List and on the Implementation Strategy Profile in data collection. For EBP Education (Model), you will also select from a dropdown list of the OASAS EBP model programs. Note that the required sessions for each EBP is given in brackets.

d. **Frequency**: This is pre-filled as Recurring or One-Time based on the Service Approach

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(s) in which the Service Approach will be implemented. You may select multiple locations within the Geo Type selected. Only the locations selected will be available in Strategy

Implementation when the associated activity data is entered. "County Wide" should only be used if the activity is not intended for a more specific Geo Type location.

f. **Planned Total # of Participants**: Enter the total projected number of participants across all groups or events.

g. **# of Planned Groups**: For Recurring activities you will enter the total projected number of groups (not sessions).

h. **# of Planned Events**: For One-Time activities you will enter the total projected number of times the event will take place (*e.g.*, if a Newsletter is distributed every month you would enter 12).

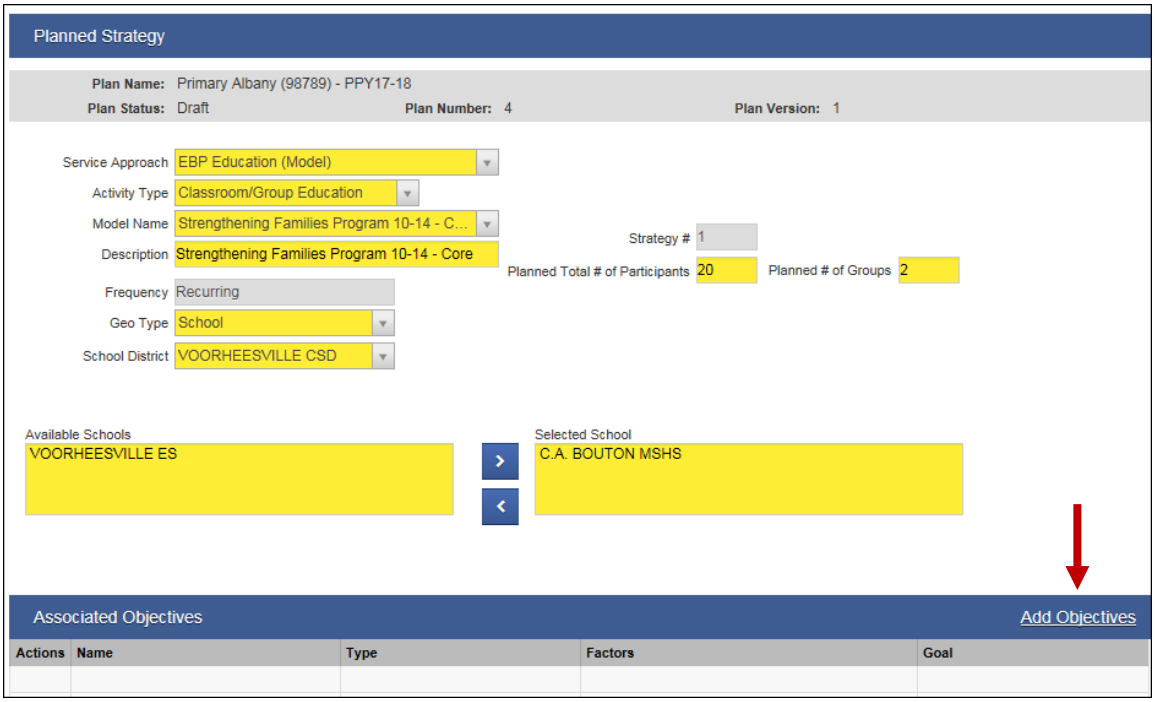
4. Click **Save.**

5. Examples of specific Service Approaches begin on Page 24.

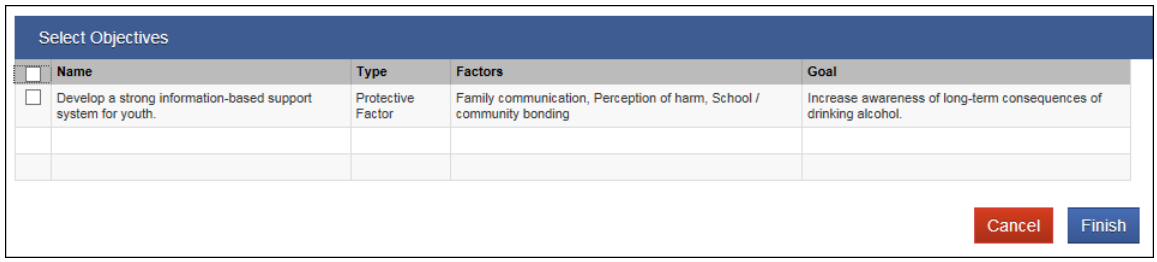
Associated Objectives

If you wish, you may associate any objectives that are in your Plan Outline with a Planned Strategy (activity). This will tie the Planned Strategy to an Objective, Goal, and Outcome Indicator from the Plan Outline.

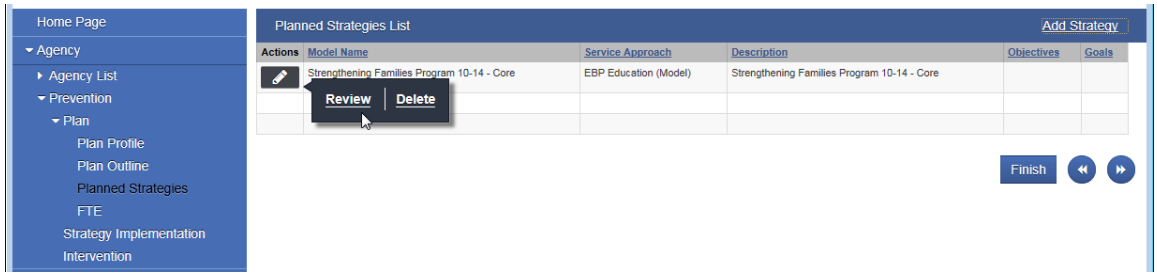
1. Click **Add Objectives**



2. The following screen will appear.



3. Use the **Check Box** feature to select one or more of the objectives listed (generated from your Plan Outline) which relate to this Planned Strategy.
4. Click **Finish** here to save the selection.
5. Click **Finish** again on the Planned Strategy screen to save the linkage between activity and objective(s).
6. You can also add Objectives from the Planned Strategies List screen -- select and Review the Planned Strategy.



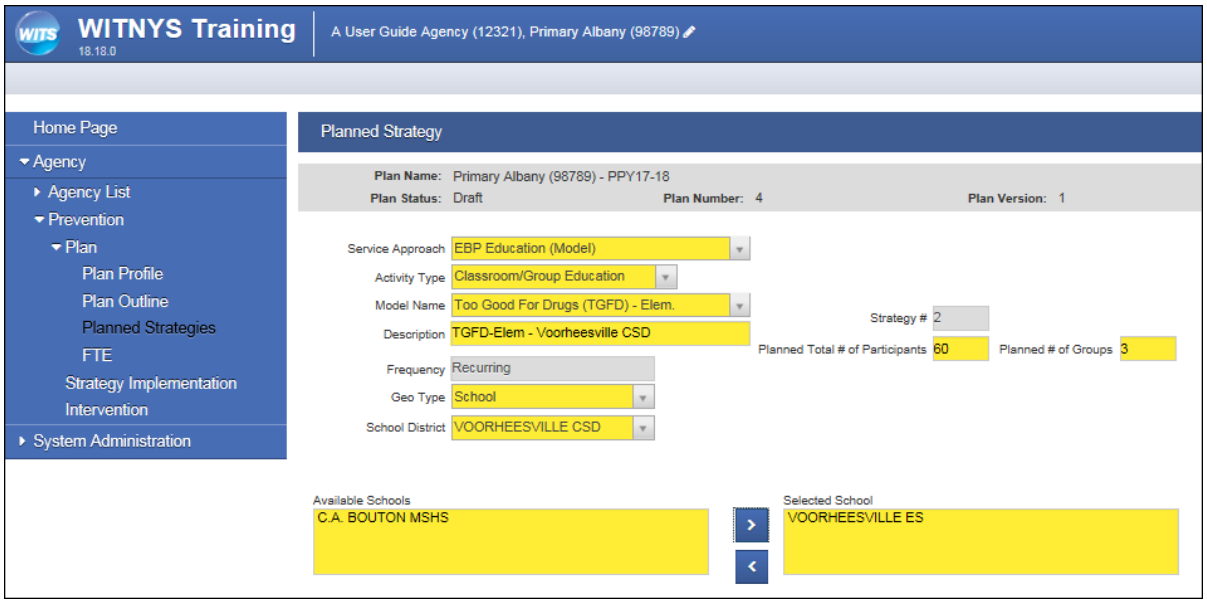
Planned Strategies – Examples of Specific Service Approaches

Some Service Approaches incorporate slightly different data fields – these are discussed below.

EBP Education (Model)

1. **Service Approach:** Select EBP Education (Model).
2. **Activity Type:** Select the appropriate Activity Type for this strategy.
3. **Model Name** (EBP Education only): Select the specific model program from the list of OASAS-approved EBPs.
4. **Description:** This will automatically populate from the Model Name field. If you will be adding the same model program for separate locations, add an identifying name after the pre-filled model name in this box. For example, if you are adding the same model program for multiple school districts, add the school district name after the pre-filled model name in this box (*e.g.*, "Too Good For Drugs (TGFD) - Elem. – Lake CSD"). You may abbreviate it, as in "TGFD-Elem – Lake CSD", but do not completely remove the model name from the description box.
   This will help identify and differentiate the strategies on the Planned Strategies List in the workplan and when choosing the Planned Strategy in Strategy Implementation data collection.
5. **Frequency**: This will default to Recurring and will not be editable.
6. **Planned Total # of Participants**: Enter the total number of planned participants across all groups.
7. **Planned # of Groups**: Enter the total number of planned groups (not sessions).
8. **Geo Type**: Select the geo type corresponding with this EBP.
   i. County Wide
   ii. City/Town
   iii. Zip Code
   iv. School

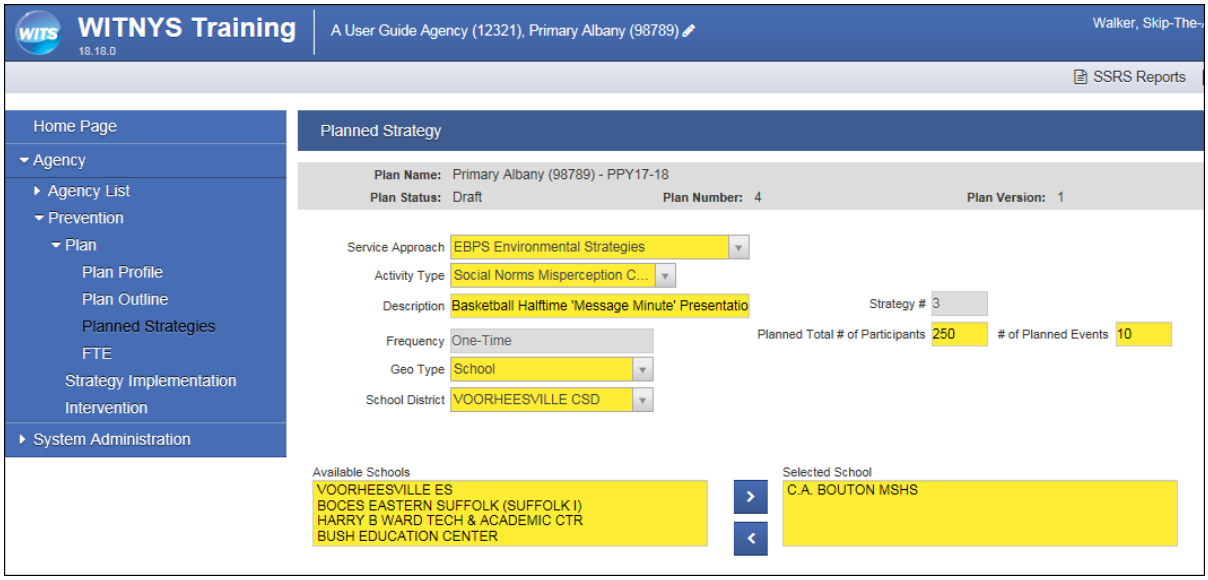
   Based on the Geo Type selected, choose the corresponding location(s) in which the Service Approach will be implemented. You may select multiple locations within the Geo Type selected. Only the locations selected will be available in Strategy Implementation when the associated activity data is entered. "County Wide" should only be used if the activity is not intended for a more specific Geo Type location.


WITNYS Training
18.18.0
A User Guide Agency (12321), Primary Albany (98789)
Home Page
Agency
Agency List
Prevention
Plan
Plan Profile
Plan Outline
Planned Strategies
FTE
Strategy Implementation
Intervention
System Administration
Planned Strategy
Plan Name: Primary Albany (98789) - PPY17-18
Plan Status: Draft
Plan Number: 4
Plan Version: 1
Service Approach EBP Education (Model)
Activity Type Classroom/Group Education
Model Name Too Good For Drugs (TGFD) - Elem.
Description TGFD-Elem - Voorheesville CSD
Frequency Recurring
Geo Type School
School District VOORHEESVILLE CSD
Strategy # 2
Planned Total # of Participants 60
Planned # of Groups 3
Available Schools
C.A. BOUTON MSHS
Selected School
VOORHEESVILLE ES

EBPS Environmental Strategies

1. **Service Approach:** Select EBPS Environmental Strategies.
2. **Activity Type:** Select the appropriate Activity Type for this strategy. You may wish to refer to the OASAS Prevention Guidelines for information on each of these options.
3. **Description:** Enter a description of the activity.
4. **Planned Total # of Participants**: Enter the total number of individuals expected to be impacted by this activity.
5. **# of Planned Events**: Enter the total number of planned events associated with this activity.
6. **Frequency**: This will default to One-Time and will not be editable.
7. **Geo Type**: Select the geo type corresponding with this EBPS.
    i. County Wide
    ii. City/Town
    iii. Zip Code
    iv. School

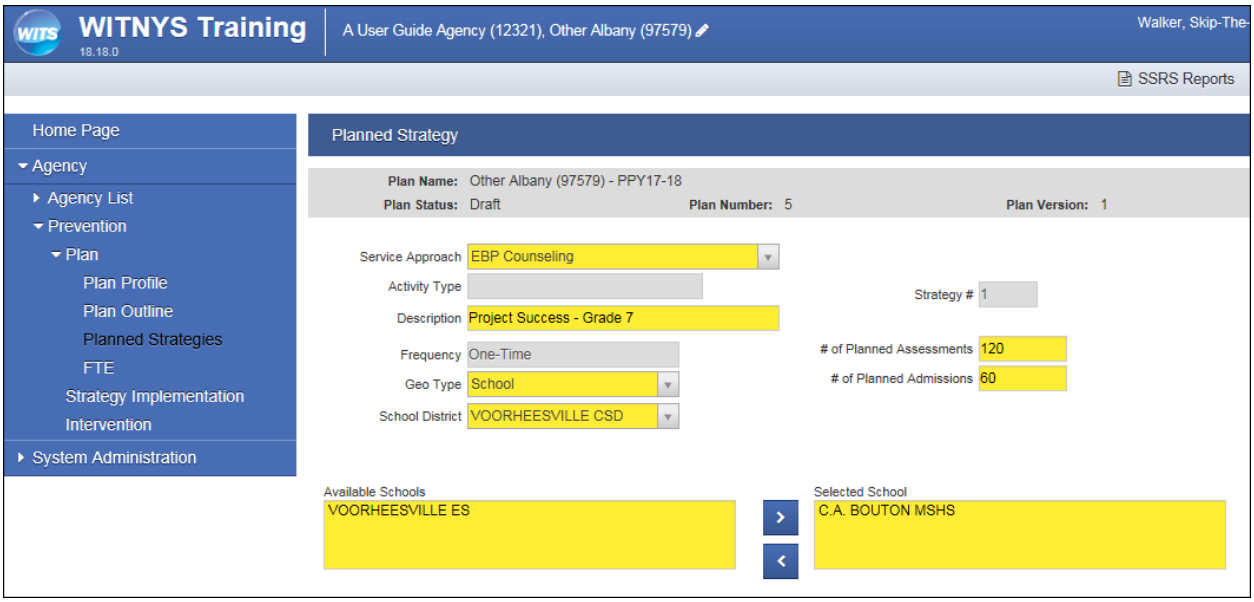
    Based on the Geo Type selected, choose the corresponding location(s) in which the Service Approach will be implemented. You may select multiple locations within the Geo Type selected. Only the locations selected will be available in Strategy Implementation when the associated activity data is entered. "County Wide" should only be used if the activity is not intended for a more specific Geo Type location.



Prevention Counseling and EBP Counseling

1. **Service Approach:** Select Prevention Counseling or EBP Counseling.
2. **Activity Type**: This field is not relevant and is not selectable.
3. **Description:** If you are adding more than one counseling strategy, use this box to add a unique label for each. This will help differentiate the counseling strategies in the workplan and when choosing the Planned Strategy in Strategy Implementation data collection.
4. **# of Planned Assessments**: Enter the number of individuals you expect to assess during the PPY.
5. **# of Planned Admissions**: Enter the estimated number of individuals who will be admitted to Prevention Counseling. Note that this value cannot be greater than #4, the # of Planned Assessments.
6. **Frequency**: This will default to One-Time and will not be editable.
7. **Geo Type**: Select the geo type corresponding with this Counseling.
    i. County Wide
    ii. City/Town
    iii. Zip Code
    iv. School

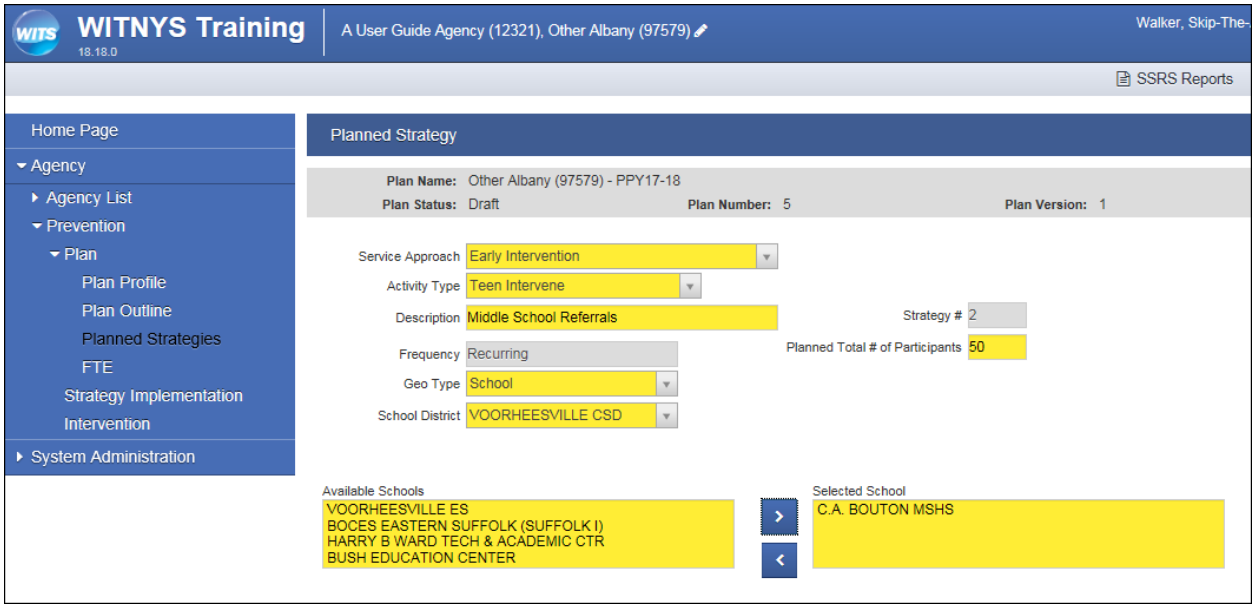
    Based on the Geo Type selected, choose the corresponding location(s) in which the Service Approach will be implemented. You may select multiple locations within the Geo Type selected. Only the locations selected will be available in Strategy Implementation when the associated activity data is entered. "County Wide" should only be used if the activity is not intended for a more specific Geo Type location.



Early Intervention

1. **Service Approach:** Select Early Intervention.
2. **Activity Type**: Select the activity type (Teen Intervene or BASICS).
3. **Frequency**: This will default to Recurring and will not be editable.
4. **Description:** If you are adding more than one Early Intervention strategy, use this box to add a unique label for each. This will help differentiate the strategies in the workplan and when choosing the Planned Strategy in Strategy Implementation data collection.
5. **Planned Total # of Participants**: Enter the total number of individuals expected to receive the Early Intervention.
6. **Geo Type**: Select the geo type corresponding with this Early Intervention.
   i. County Wide
   ii. City/Town
   iii. Zip Code
   iv. School

   Based on the Geo Type selected, choose the corresponding location(s) in which the Service Approach will be implemented. You may select multiple locations within the Geo Type selected. Only the locations selected will be available in Strategy Implementation when the associated activity data is entered. "County Wide" should only be used if the activity is not intended for a more specific Geo Type location.



FTE Specifications

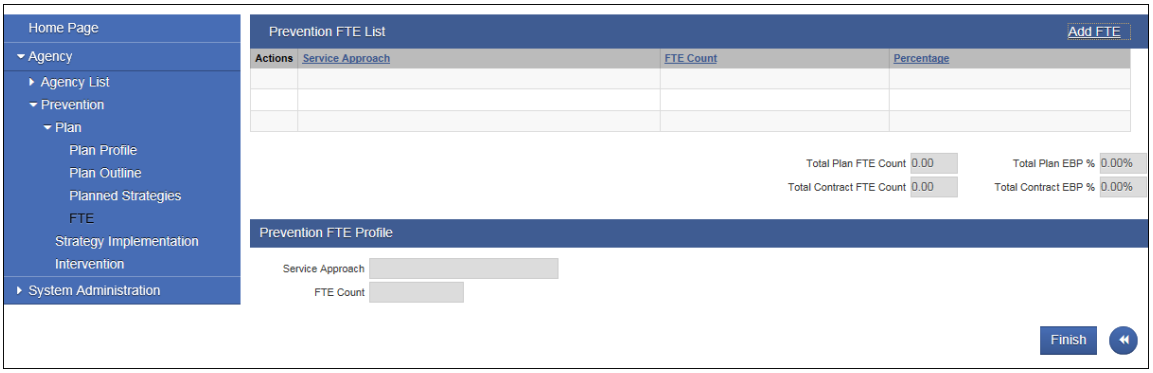
Providers are required to enter the number of FTEs supporting each Service Approach for which they are planning activities. FTE specifications must be entered separately by Service Approach category on the FTE screen. You may wish to refer to the current Prevention Guidelines for a more comprehensive discussion of the FTE component of the Plan.

Once all FTEs have been entered for both PRUs, the set of "Total Contract" fields on the screen will display the total FTE and EBP % for the two paired PRUs.

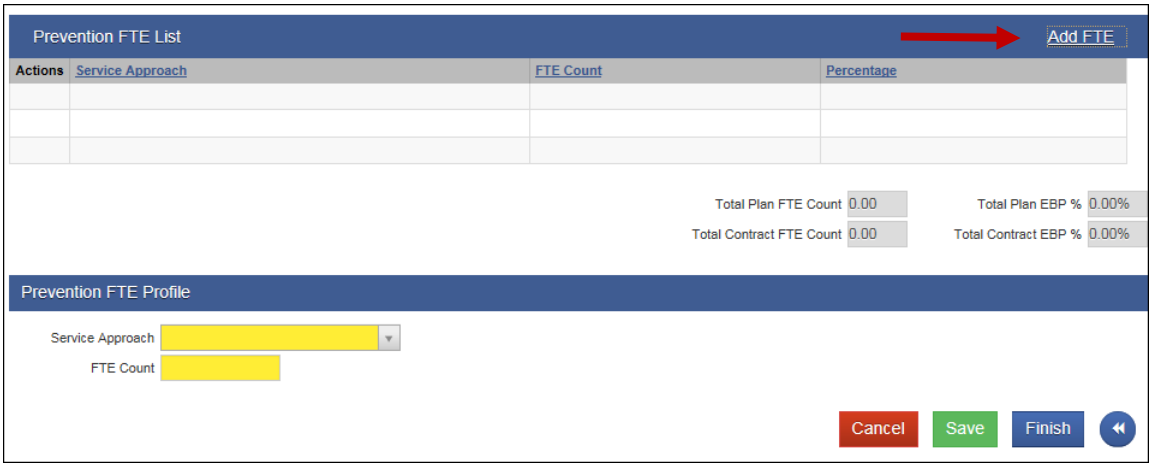
There is a **Generate Report** button at the top of the screen that combines the Contract pair of Primary and Other FTEs. Use this feature to quickly generate a PDF version of the FTE report.

To enter FTE counts, complete the following steps:

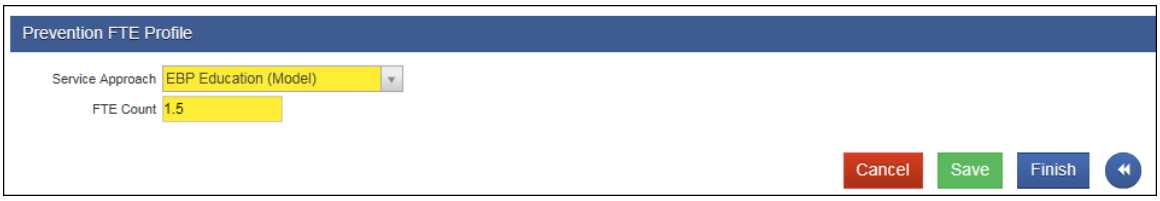
1. Select the Facility for which you wish to enter corresponding FTEs (see Page 4 for instructions).
2. Select the correct Plan from the Prevention Plan List under Plan on the navigation menu.
3. Click **FTE** on the blue navigation menu to access the Prevention FTE List screen.



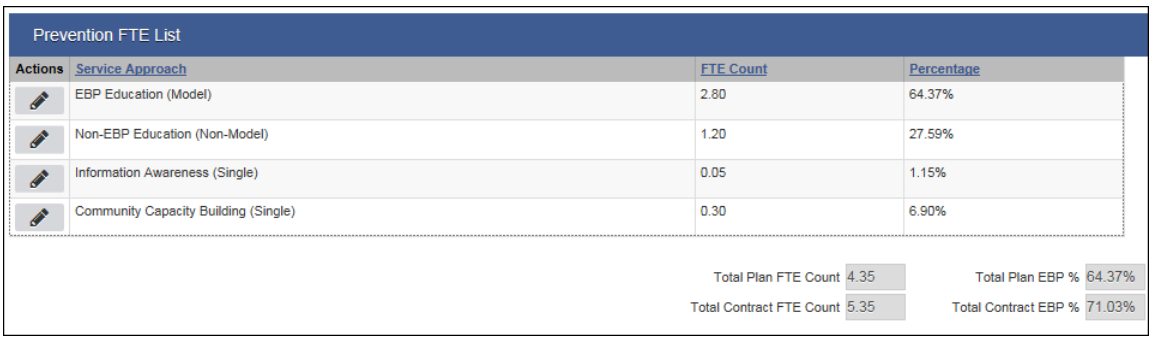
4. Click "Add FTE" on the screen.



5. Enter FTE values for each Service Approach category for which you have a Planned Strategy. (If you accidently enter an FTE value for a Service Approach that ultimately will not have any associated services, you can enter a value of 0 [zero] since there is no delete option available.)
    a. Select the **Service Approach**. Note that only Service Approaches appropriate to the type of Facility in the Location bar label are available – change Location if necessary to enter FTE information for your other Facility.
    b. Enter the **FTE Count**. Fractional values are accepted, *e.g.* "1.75".



6. Click **Save**.
7. Repeat the **Add FTE** process to add additional Service Approach categories as necessary.
8. WITNYS will automatically calculate the FTE Total values 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 OASAS Standard for the PPY 2017-2018 plan cycle is that at least 60% of the total contract FTE is devoted to EBP services (refer to the current Prevention Guidelines).



9. To view an account of all FTEs by Service Approach across the prevention agency's contracted facilities, use the **Generate Report** feature. This PDF report opens in a new window and will group and display the Primary/Other 'pairs' of plans covered under your contract. It can be printed or saved as desired.

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.

Report Date: 2/23/2017 3:30:04 PM

Prevention Provider Staffing Report

Provider: A User Guide Agency (12321)
Contract: PPY17-18 Albany

Contract No: 1

Total Contract FTE Count: 5.35

Total Contract EBP %: 71.03

PRU: Primary Albany (98789)
Plan Name: Primary Albany (98789) - PPY17-18
Plan Status: Active

PRU No:
Plan No: 3
Version No: 1
Date Range: 7/1/2016 - 6/30/2017

Service Approach	FTE Count	% of Contract FTE
EBP Education (Model)	2.80	52.34%
Non-EBP Education (Non-Model)	1.20	22.43%
Information Awareness (Single)	0.05	0.93%
Community Capacity Building (Single)	0.30	5.61%
FTE Total	4.35	

PRU: Other Albany (97579)
Plan Name: Other Albany (97579) - PPY17-18
Plan Status: Active

PRU No:
Plan No: 4
Version No: 1
Date Range: 7/1/2016 - 6/30/2017

Service Approach	FTE Count	% of Contract FTE
Early Intervention	1.00	18.69%
FTE Total	1.00	

Section 5. Submitting the Prevention Plan

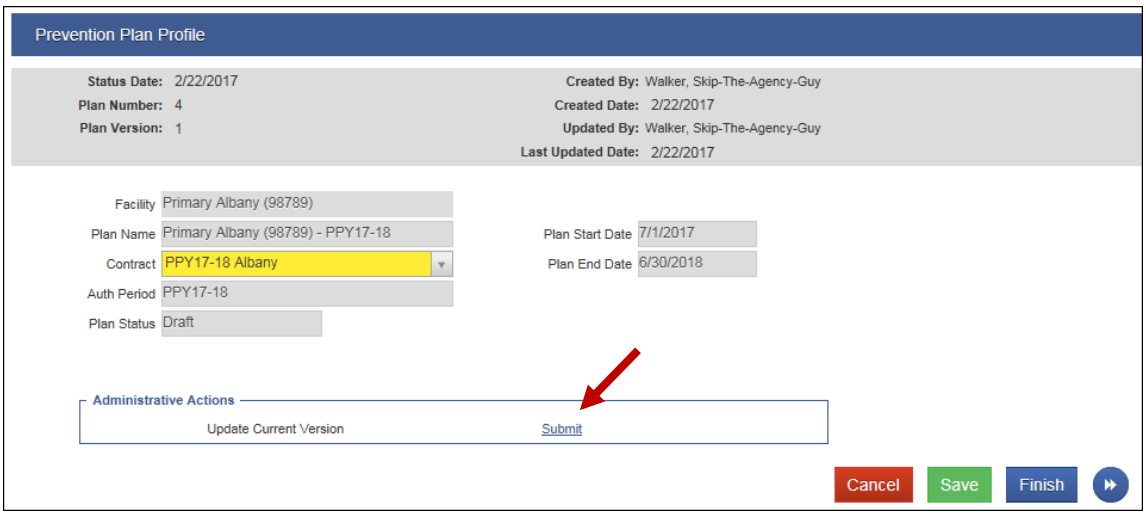
Once you complete the Plan Outline, Planned Strategies, and the FTE screen, you must go back to the Plan Profile screen to submit the Prevention Plan to the LGU and OASAS for review and approval.

Before submitting the Plan, you can directly print the outline and FTE information from the relevant screens, and you can also use the SSRS report feature (top right of all screens) to print a report of the Planned Strategies. If desired, you can modify any Plan information by viewing the Plan Outline, Planned Strategies List, or FTE screens on the left-hand menu.

Note that LGU staff and OASAS Program Managers have read-only access to WITNYS and can also view Plans (including draft versions) in case you wish to consult with them before submitting the Plan.

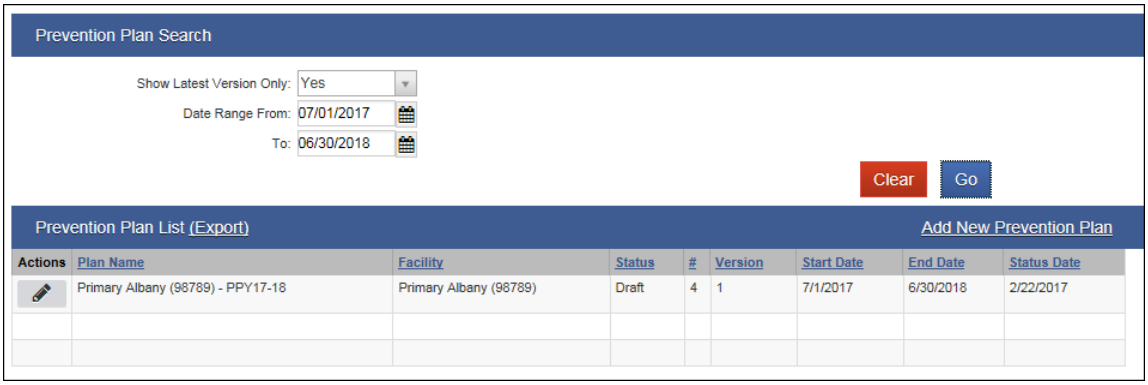
<u>To submit the Plan:</u>

1. Check that all required information has been entered and is what you wish. Providers cannot change a Plan after it has been submitted unless the LGU or OASAS changes the status to "Modification Requested." A Plan that has received Final Approval from the OASAS Field Office also cannot be modified.
2. Click on **Plan Profile** in the menu bar.
3. Under the Administrative Actions section, click **Submit**. This action submits the plan for this specific PRU to the LGU for review and approval. While you will NOT be able to modify the plan once it's in submit status, you can still view all of the Plan component screens.



After submission:

1. 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 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.
        i. To modify the plan you will need to click the '**Update Current Version**' link located in the Administrative Actions box on the Plan Profile screen. This will increment the Plan Version number while keeping the Plan Number, preserving the original version for reference if necessary.
        ii. Once modified, the plan must be submitted again.
2. Once the LGU changes the status of the plan to "Approved by LGU," the 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.
3. Each time the status of the plan changes (*e.g.*, to 'Modification Requested' or 'Approved by LGU'), your Agency's Prevention Director (or designee) will receive a notification email of this change. If the email is not being sent to the correct individual, please contact the WITNYS Help Desk.
4. At any time you can check the **Prevention Plan List** to view the current status of each plan. Use the Search filters as desired and click **Go** to display any or all WITNYS-related Plans for the Contract Primary/Other pair of Facilities.



NOTE: Only plans with the ACTIVE (State-Approved) status are 'implemented' in WITNYS and can be used for data collection.