

UWITS Tip Sheet

Adding a New Client

Client Search

Client Profile

Client Intake

This tip sheet focuses on the elements required for adding a new client and starting a new episode of care (Intake).

Total Pages: 7



UWITS

Adding a New Client

Client Search

1. **Entry Steps:** Login, Select Facility, Select **Client List** from left Menu to generate the Client Search Screen.

2. **Client Search:** Before adding a client to UWITS, make sure that the client has not been admitted to your agency/facility previously. You can search for a client by entering the client's First Name, Last Name, SSN, DOB, etc. or a combination thereof. However, the more criteria you search by, the more specific the search and you may/may not find the client; therefore, this is not recommended. You can also broaden your search by using an "*" in place of letters if you are unsure of the spelling (e.g. entering bro* searches for a name beginning with "bro").

Note: To search for all active clients, choose 'Clients with Open Cases' in the drop-down list. To generate a list of a staff's active cases, you would choose the staff member and then choose 'Clients with Open Cases' (note: this applies only if the staff member's name is selected in the 'Intake Staff' field on the Intake screen). When you have entered your search criteria, click **Go**.

To Search for Clients
Click Client List

The screenshot shows the 'Client Search' interface. The search criteria are: Agency: Administrative Agency, Facility: [dropdown], First Name: [input], Last Name: [input], SSN: [input], DOB: [input], UWITS Training Client Id: [input], Unique Client Number: [input], Provider Client ID: [input], Treatment Staff: [dropdown], Primary Care Staff: [dropdown], Case Status: All Clients, Intake Staff: [dropdown], Other Number: [input], Number Type: [dropdown], and Include Only Active Consents: Yes. The results table is empty.

Actions	Unique Client #	Full Name	DOB	SSN	Gender
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Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender
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Search Criteria

The screenshot shows the 'Client Search' interface with search criteria: Agency: Administrative Agency, Facility: [dropdown], First Name: [input], Last Name: AP, SSN: [input], DOB: [input], UWITS Training Client Id: [input], Unique Client Number: [input], Provider Client ID: [input], Treatment Staff: [dropdown], Primary Care Staff: [dropdown], Case Status: All Clients, Intake Staff: [dropdown], Other Number: [input], Number Type: [dropdown], and Include Only Active Consents: Yes. The results table contains two entries.

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	CGAO11053M	Alyop, Client	1/15/1753	000-00-0000	Male
	CGAO11053M	Alyp, Client	1/15/1945	111-11-1111	Male

Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender
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Enter your search
criteria and click Go.

Adding a New Client

Viewing an Existing Client or Adding a New Client

1. Client List: After searching for your client, if your client exists in your agency, it will appear in the **Client List** in the middle of your screen. This is where you will access clients that have records in your agency. To view an existing client's profile, click **Profile** or to view past activity for the client, click **Activity List**.

2. Clients With Consents From Outside Agencies: After your client search, you may also see your client listed in the 'Clients With Consents From Outside Agencies' list at the bottom of your screen. You can immediately identify the agency record that has been consented to you, by viewing the Agency field in the list box. Clicking on **Activity List** will allow you to view the consented information for the client from a particular agency. Each agency's consented activities should be viewed separately.

3. Adding Client: If the client is not found through the Client Search process, proceed to **Add Client**.

When searching for Captain America, the search results reveal client in two places. The Client List shows your agency's record.

The screenshot displays the UWITS Training web application interface. At the top, the header shows 'UWITS Training' and a user profile for 'User: Foote, Robert'. Below the header is a navigation menu with options like 'Home Page', 'Agency', 'Group List', 'Clinical Dashboard', 'Client List', 'System Administration', 'Reports', and 'Support Ticket'. The main content area is titled 'Client Search' and contains various search filters such as Agency, Facility, First Name, Last Name, SSN, DOB, and Unique Client Number. Below the search filters are 'Clear' and 'Go' buttons. The search results are displayed in two tables. The first table, 'Client List (Export)', has columns for Actions, Unique Client #, Full Name, DOB, SSN, and Gender. It contains one row for 'America, Captain' with Unique Client # CSA062341M and DOB 7/14/1922. The second table, 'Clients with Consents from Outside Agencies', has columns for Actions, Agency, Unique Client #, Client Name, DOB, SSN, and Gender. It also contains one row for 'America, Captain' with Agency Administrative Agency, Unique Client # CSA062341M, and DOB 7/14/1922. An 'Add Client' button is circled in the top right corner of the Client List section.

Captain America is also listed under Clients with Consents from Outside Agencies.

If the client is not found, to add a new client, click **Add Client**.

Adding a New Client

Create Client Profile

1. **Entry Steps:** Login, Select Facility, Client Search.

2. **Add Client:** After searching for the client you determined that s/he does not have a record at your agency/facility. Click **Add Client**.

3. **Client Profile:** To complete a client profile, you must complete all of the required fields highlighted in dark and light yellow. There are several screens within the Client Profile, including: Alternate Names, Contact Information, Additional Information, Collateral Contacts, Other Numbers and History.

Note: the Agency Client ID is your agency number.

Click Add **Alternate Names** if the client has a nick name, name change through marriage, divorce, etc. Click **Next**. To move to the next page, click **Next**.

Add the race and ethnicity, preferred language and veteran status under 'Additional Information'. This section has fields that are Reporting, Click **Next**.

Add the client's address and telephone numbers under 'Contact Information'. Click **Next**.

Add spouse contacts, parents, guardians, probation officers, etc. under 'Collateral Contacts'.

Additional numbers such as court docket numbers, ASSIST ID, other SSNs, etc. can also be added under 'Other Numbers'.

After completing all sections of the module, click '**Finish**' to return you to the screen you started from or '**Save**' to save your work and stay on this page.

Note: For multiple entries in any screen, click **Save** and repeat the steps.

The Agency Client ID is composed of First & Last initials separated by a placeholder digit, DOB & Gender.

The screenshot shows the 'Client Profile' form for 'America, Captain'. The form is divided into several sections: Profile, Alternate Names, and Addresses. The Profile section contains fields for First Name (Captain), Middle Name, Last Name (America), Maiden Name, Suffix, Gender (Male), DOB (9999-99-99), SSN (000-00-0000), Drivers License, Medicaid #, and Has paper file (Yes). The Unique Client Number is C9A002341M. The Profile section also includes a table for Record Created By, Last Updated By, Created Date, and Last Updated Date. The Alternate Names section has a table with columns for Actions, Last Name, First Name, Middle Name, and Client Alias Type. The Addresses section has a table with columns for Actions, Address Type, Address, Confidential, Created, and Updated. The form includes buttons for Cancel, Save, Finish, and Next. Arrows point to the SSN field, the Unique Client Number field, and the Finish button.

required for State

For SSN:
use 999-99-9999 for NONE
or 000-00-0000 for UNKNOWN

Click **Next** to advance to the next screen.

Adding a New Client
Naming Rules:

Spaces: Allowed in first and middle names. NOT allowed in last names.

Hyphens: Allowed in first, middle and last names. It is the only allowable punctuation character allowed.

Numeric characters: Not allowed in any name

First name is an initial: The initial can be entered in the first name field but no periods.

Middle name: If there is no middle name or it is not available, *leave blank*. Supply the full legal middle name where possible and the middle initial if that is all that is available. Periods are not allowed.

Enter legal names rather than nicknames – Use the [Alternate Names](#) page for nicknames.

Titles, Prefixes, Suffixes: not allowed

Naming rules synopsis:

Character	Last Name	First and Middle Names
Alpha Characters (abc..)	Allowed	Allowed
Hyphen (-)	Allowed	Allowed
Spaces	Not Allowed	Allowed
Other Characters: Apostrophe, quotes, commas, periods, parens., etc. (' , " .)	Not Allowed	Not Allowed
Numeric Characters (123..)	Not Allowed	Not Allowed

Client Intake New Episode

1. **Entry Steps:** Login, select Facility, Client List,select client, Episode List.

2. An Intake is the beginning of a new episode of care at a facility and is required before any other clinical activities can be recorded.

3. An Intake can only be completed if the client has no existing, active Intake record at the same facility or once all previous cases at the same facility have been closed. When you click **Activity List** or **Episode List**, you will receive a message “Please select a case, or click Start new Episode.”

To open a case, click **Start New Episode**. This will open the Client Intake screen. Complete all required fields and click **Save** or **Finish**.

The screenshot shows the top navigation bar with the UWITS logo and 'UWITS Training' text. Below the navigation bar, there is a user profile section for 'User: Foote, Robert, BA; title' and a location section for 'Location: Administrative Agency, Administrative Unit'. A client selection dropdown shows 'Client: Christian, Shephard | S9C010150M' with a 'Clear Client' button. A message box at the top states 'Please select a case, or click Start New Episode.' Below this is an 'Episode List' table with columns: Actions, Case #, Status, Facility, Intake By, Intake Date, Closed Date, and Released. A red circle highlights the 'Start New Episode' button in the top right corner of the table area.

The screenshot shows the 'Intake Case Information' form. The top navigation bar is identical to the previous screenshot. The client selection dropdown now shows 'Client: Christian, Shephard | S9C010150M | 1'. The form contains several fields: 'Intake Facility' (Administrative Unit), 'Intake Staff' (Foote, Robert, BA; title), 'Initial Contact', 'Residence', 'Source of Referral', 'Referral Contact', 'Episode #' (1), 'Case Status' (Open Active), 'Initial Contact Date', 'Intake Date' (8/15/2016), 'HIV Positive', 'Injection Drug User', and 'Presenting Problem (In Client's Own Words)'. There are also sections for 'Special Initiative' and 'Inter-Agency Service' with dropdown menus and arrows. At the bottom right, there are three buttons: 'Cancel' (red), 'Save' (green), and 'Finish' (blue).

Client Intake New Episode

4. Reviewing Cases: If the client has one or more cases at your facility (active or closed), click **Episode List** to view the list of cases and then hover over the action pencil and click **Review** to open an existing case.

UWITS will then display the Activity List for that specific case only and allows you to review all transactions completed under that specific episode of care. Click **Review** to view or edit any transactions within the Client's Activity List.

The screenshot shows the UWITS Training interface. The top navigation bar includes the UWITS logo, the text 'UWITS Training', and a 'Logout' button. Below the navigation bar, the user information is displayed: 'User: Foote, Robert, BA; title' and 'Location: Administrative Agency, Administrative Unit'. The client information is 'Client: Lane, Lois | L9L010271M | 5' with a 'Clear Client' button. The main content area is divided into a left sidebar and a main table. The sidebar contains a 'Home Page' button and a 'Client List' dropdown menu with options: 'Client Profile', 'Linked Consents', 'Non-Episode Contact', 'Activity List', and 'Episode List'. The main table is titled 'Episode List' and has a 'Start New Episode' button in the top right corner. The table has columns: 'Actions', 'Case #', 'Status', 'Facility', 'Intake By', 'Intake Date', 'Closed Date', and 'Latest PE'. There are five rows of data. A pencil icon in the 'Actions' column for Case # 2 is highlighted with a 'Review' tooltip.

Actions	Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE
	1	Closed	Administrative Unit	Westergard, Cory, BA: Information Technology Manager	5/30/2007	10/4/2007	Administrative Unit/TEDS 99_2_5_GenAdult : 10/3/2007 - 10/3/2007
	2	Closed	Administrative Unit	Westergard, Cory, BA: Information Technology Manager	10/26/2007	9/11/2008	Administrative Unit/TEDS 99_2_5_GenAdult : 10/26/2007 - 10/26/2007
	3	Closed	Administrative Unit	Westergard, Cory, BA: Information Technology Manager	11/2/2007	5/5/2014	Administrative Unit/TEDS 99_1_0_GenAdult : 7/1/2009 - 2/28/2010
	4	Closed	Administrative Unit	Virchow, Connie	4/23/2010	3/18/2016	Administrative Unit/TEDS 99_1_0_GenAdult : 10/31/2010 - 4/1/2014
	5	Open Active	Administrative Unit	Foote, Robert, BA: title	3/18/2016		Administrative Unit/Mental Health : 3/18/2016 -

The screenshot shows the UWITS Training interface. The top navigation bar includes the UWITS logo, the text 'UWITS Training', and a 'Logout' button. Below the navigation bar, the user information is displayed: 'User: Foote, Robert, BA; title' and 'Location: Administrative Agency, Administrative Unit'. The client information is 'Client: Lane, Lois | L9L010271M | 5' with a 'Clear Client' button. The main content area is divided into a left sidebar and a main table. The sidebar contains a 'Home Page' button and a 'Client List' dropdown menu with options: 'Client Profile', 'Linked Consents', 'Non-Episode Contact', 'Activity List', and 'Episode List'. The main table is titled 'Client Activity List' and has columns: 'Activity', 'Activity Date', 'Created Date', and 'Status'. There are six rows of data. The 'Client Activity List' tab in the sidebar is highlighted with a blue circle.

Activity	Activity Date	Created Date	Status
Client Information (Profile)	3/18/2016	5/30/2007	In Progress (Details)
Intake Transaction	3/18/2016	3/18/2016	Completed
Admission	3/18/2016	3/18/2016	Completed
Client Program Enrollment (Mental Health)	3/18/2016	3/18/2016	Completed
Encounter Summary	3/18/2016	3/18/2016	Completed
Outcome Measures - Client Status	3/18/2016	3/18/2016	Completed
Diagnosis Summary	3/18/2016	3/18/2016	Not Applicable