



Using FEI WITS

The following is a reference guide for submitting a GPRA through the FEI Systems platform.

- Once in the FEI Systems tool, you will see a dashboard.
 - Select 'Client list' (left side) and then click 'Add Client' (left side).
 - Enter data for the required data fields (yellowed boxes).
 - Click 'Save and Finish' when done.

The screenshot shows the WITS California Demo QA interface. The top navigation bar includes the WITS logo, version 20.5.0, and user information for Ashley Jones, Administrative Agency, Administrative Unit. A sidebar on the left contains navigation options: Home Page, Agency, Group List, Authorization Dashboard, Clinical Dashboard, Client List, and System Administration. The main content area is titled 'Client List' and features a 'Client Search' section with a red border. This section contains four input fields: Facility (a dropdown menu), First Name, Last Name, and Unique Client Number. Below these fields are buttons for 'Search', 'Advanced Search', and 'Clear'. Underneath the search section is a 'Client List' area with '+ Add Client' and 'Export' buttons, and a message stating 'Currently, there are no results to display for Client List.' At the bottom is a 'Clients with Consents from Outside Agencies' section with a similar message: 'Currently, there are no results to display for Clients with Consents from Outside Agencies.'

Client Profile

^ Hide Context Information

Unique Client Number	State Client ID		
Created By	Created Date	Updated By	Updated Date

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Maiden Name	Suffix	Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender Identity	DOB	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Provider Client ID	Driver's License	Medicaid ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has paper file

Yes No

[← Back](#) [Next >](#) [Save](#) [Save and Finish](#) [× Cancel](#)

- Select 'Episode List' (left side) and then click 'Start new episode' (left side).
- Enter data for the required data fields (yellowed boxes). 'Reason for visit' field can be marked 'NA'.
- Click 'Finish' when done.

Episode List

[+ Start New Episode](#)

Currently, there are no results to display for the Episode List.

Intake Case Information

▼ [Show Context Information](#)

Intake Facility Foreman Test 1	Intake Staff Foreman, Jaq	Case Status Open Active					
Initial Contact	Intake Date 11/30/2021	Pregnant	Due Date				
Residence	Add Collateral Contact						
Reason For Today's Visit							
Inter-Agency Service Child Protective Services (OCS) Court/Legal Interface DCSF Developmental Disabilities Domestic Violence				Inter-Agency Service Selected			
Domains				Selected Domains Substance Use			
Date Closed							
Save				Save and Finish		Cancel	

- Select 'Program Enrollment' under 'Client list' (left side) and then click 'Add Enrollment' (left side).
- Enter data for the required data fields (yellow boxes). SOR2 should be the program name.
- Click 'Finish' when done.

Program Enrollment

Program Name	Facility
Modality	
Active Program Enrollments During Date Range	
From	To
11/30/2020	11/30/2021
Search	Clear
Program Enrollment List	
+ Add Enrollment	
Currently, there are no results to display for the Program Enrollment List.	
Finish	

Program Enrollment Profile

Facility	Days on Wait List	Start Date
Foreman Test 1	<input type="text"/>	11/30/2021
Program Name		End Date
<input type="text"/>		<input type="text"/>
Program Staff		
Foreman, Jaq		
Termination Reason		
<input type="text"/>		
Notes		
<input type="text"/>		

- 'GPRA' will now be available on the dashboard.
 - Select 'GPRA' (left side) and then click 'Add GPRA intake' (left side).
 - Enter GPRA data - use the blue circle with arrows to navigate through the GPRA.
 - When done, you will see an overview of all the GPRA questions and answers.
 - Scroll to the top of the page and click 'Generate report' if you need a printable copy.
 - If GPRA is complete, select 'Finish' at the bottom of the page.
 - 'Add follow-up GPRA' and 'Add Discharge GPRA' will now be available for when needed.

A. RECORD MANAGEMENT

Unique Client Number: 1914RC021488288

Contract/Grant ID: TI083312

Client Type: [Dropdown]

Interview Type: Intake

Did you conduct an interview? Yes No

Interview Date: [Calendar icon] mm/dd/yyyy

Program Enrollment: Foreman Test 1/SOR2 : 11/30/2021 -

Created By: [Text Field] Created Date: [Text Field]

Updated By: [Text Field] Updated Date: [Text Field]

Upload Action: [Text Field] Upload Status: [Text Field]

Number of Upload Errors: [Text Field] Upload Date: [Text Field] Response Date: [Text Field]

< Back Next > Save × Cancel

- Entering an Intake, Follow-up or Discharge GPRA
 - Select 'Client list' (left side) and use the search features to locate the individual.
 - Complete all required information in yellowed sections. Click "Save".
 - Select 'GPRA' (left side).
 - Select 'Add GPRA Intake', GPRA Follow-up' or GPRA discharge (left side).
 - Enter GPRA data as directed previously. Select 'Finish' when done.

Client Search

Facility: Foreman Test 1

First Name: [Text Field]

Last Name: [Text Field]

Unique Client Number: [Text Field]

Search Advanced Search ▾ × Clear

Client List

+ Add Client Export

Full Name ▾	Unique Client # ▾	SSN ▾
SMITH, Crystal 2/14/1988 Female	1914RC021488288	000-00-1988

GPRA Interview List

+ Add GPRA Intake + Add GPRA Followup + Add GPRA Discharge

Interview Type ▾	Client type ▾	Interview Date ▾	Record Status ▾	
Intake	Treatment Client	11/30/2021	Completed	⋮

Resource videos and other materials to assist with completing the GPRA document and how to use the FEI WITS platform are posted on our website for your reference.

<https://www.ncdhhs.gov/divisions/mhddsas/grants>

Questions regarding the GPRA, submission of the GPRA and the use of the FEI Systems tool should be directed to the SOR Team, Addictions and Management Operations Section, DMH/DD/SAS. Email: sor.gpras@dhhs.nc.gov