



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' (right side).
 - Enter data for the required data fields (yellow boxes).
 - Click 'Finish' when done.

Home Page
 Agency
 Authorization Dashboard
 Client List
 Client Profile
 Benefit Application
 Linked Consents
 Non-Episode Contact
 Activity List
 Episode List
 System Administration

Client Search

Agency: McAleer Counseling Facility: [Dropdown]
 First Name: [Text] Last Name: [Text]
 SSN: [Text] DOB: [Text]
 North Carolina-WITS Training Client Id: [Text] Provider Client ID: [Text]
 Unique Client Number: [Text] Primary Care Staff: [Text]
 Treatment Staff: [Dropdown] Intake Staff: [Dropdown]
 Case Status: All Clients Number Type: [Dropdown]
 Other Number: [Text]
 Include Only Active Consents: Yes [Dropdown]

Clear Go

Client List (Export) **Add Client**

Profile

First Name: [Yellow Box] Middle Name: [Text] Last Name: [Yellow Box]
 Mother's Maiden Name: [Text] Suffix: [Text]
 Sex: [Yellow Box] Gender Identity: [Dropdown] DOB: [Yellow Box] SSN: [Yellow Box]
 Driver's License: [Text] [Dropdown]
 Medicaid ID: [Text]
 Has paper file: Yes [Dropdown]

Provider Client ID: [Text] Unique Client Number: [Text] State Client ID: [Text]
 Record Created By: [Text] Last Updated By: [Text]
 Created Date: [Text] Last Updated Date: [Text]

Administrative Actions: [Text]

Cancel Save Finish

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

The screenshot shows the 'Episode List' page. On the left, a navigation menu has 'Episode List' selected. The main content area features a table with the following columns: Actions, Case #, Status, Facility, Intake By, Intake Date, Closed Date, Latest PE, and a 'Start New Episode' button highlighted in yellow.

The 'Intake Case Information' form contains the following fields: Intake Facility (Office 1), Intake Staff (McAteer, Eamonn), Intake Date (3/17/2021), Case # (1), Case Status (Open Active), Pregnant (Not Applicable), and a large yellow text area for 'Reason For Today's Visit'.

This section shows the selection of services and domains. Under 'Inter-Agency Service', options include Child Protective Services (OCS), Court/Legal Interface, DCSF, Developmental Disabilities, and Domestic Violence. Under 'Domains', 'Substance Use' is selected. At the bottom, there are 'Cancel', 'Save', and 'Finish' buttons.

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

Home Page

▶ Agency

Authorization Dashboard

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Intake

Wait List

Tx Team

▶ Screening

▶ Assessments

Diagnosis List

Program Enrollment

Program Enrollment

Program Name Facility

Modality

From: To:

Active Program Enrollments During Date Range 3/17/2020 3/17/2021

Clear Go

Program Enrollment List **Add Enrollment**

Actions	Program Name	Start Date	End Date	Facility	Notes

Finish

Program Enrollment Profile

Facility Days on Wait List

Program Name Start Date

Program Staff End Date

Termination Reason

Notes

Cancel Save Finish

- 'GPRA' will now be available on the dashboard.
 - Select 'GPRA' (left side) and then click 'Add GPRA intake' (right 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.

Agency

Authorization Dashboard

Client List

- Client Profile
- Benefit Application
- Linked Consents
- Non-Episode Contact
- Activity List
 - Intake
 - Wait List
 - Tx Team
- Screening
- Assessments
- Diagnosis List
- Program Enrollment
- Encounters
- Notes
- Treatment
- Consent
- GPRA**

Add GPRA Intake...

Action	Interview Type	Client type	Interview Date	Record Status

A. RECORD MANAGEMENT

Unique Client Number: 2022HT031583124

Contract/Grant ID: TI083312

Client Type: Treatment Client

Interview Type: Intake

Did you conduct an interview?

Interview Date:

Program Enrollment: Office 1/SOR2 : 3/17/2021 -

Created Date:

Created By:

Updated Date:

Updated By:

Upload Action:

Upload Status:

Number of Upload Errors:

Upload Date:

Response Date:

Cancel Save **▶▶**

- Entering a Follow-up or Discharge GPRA
 - Select 'Client list' (left side) and use the search features to locate the individual.
 - Move the mouse over the pencil icon next to the individual's name and select 'Activity list'.
 - Select 'GPRA' (left side).
 - Select 'Add GPRA follow-up' or 'Add GPRA discharge' (right side).
 - Enter GPRA data as directed previously. Select 'Finish' when done.

Client List (Export) Add Client

Actions	Unique Client #	Full Name	DOB	SSN	Sex
	1012YS031484144	Jobs, Steve	3/14/1984	022-12-3544	Male
	<div style="display: flex; gap: 10px;"> Profile Activity List Linked Consents </div>				

Action	Interview Type	Client type	Interview Date	Record Status
	Intake	Treatment Client	3/16/2021	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