

Adding a Client to the Waitlist

Step 1: Add Client to WITS

From the home page, select “Client List” from the blue column on the left and then select “Add Client” from the lower blue banner.

Client Search

Agency: Training Agency A Facility: [Dropdown]

First Name: [Text] Last Name: [Text]

SSN: [Text] DOB: [Text]

Maine-WITS Training Client ID: [Text]

Unique Client Number: [Text] Provider Client ID: [Text]

Treatment Staff: [Dropdown] Primary Care Staff: [Text]

Case Status: All Clients Intake Staff: [Dropdown]

Other Number: [Text] Number Type: [Dropdown]

Include Only Active Consents: Yes [Dropdown]

Clear Go

Client List (Export) Add Client

Actions	Unique Client ID	Full Name	DOB	SSN	Gender

Enter all the required information on this page and click “Finish”

User: Buzzell, Johanna | Location: Training Agency A, Training Facility A

Home Page

State Waitlist

Agency

Group List

Clinical Dashboard

Client List

Client Profile

Alternate Names

Additional Information

Contact Info

Collateral Contacts

Other Numbers

History

Allergies

Linked Consents

Non-Episode Contact

Activity List

Profile

First Name: Waitlist Provider Client ID: [Text]

Middle Name: [Text] Unique Client Number: [Text]

Last Name: Test State Client ID: [Text]

Suffix: [Text] Record Created By: [Text]

Gender: 01-Male Last Updated By: [Text]

DOB: 1/1/1980 Created Date: [Text]

SSN: 222-33-4444 Last Updated Date: [Text]

Driver's License: [Text]

Consent Decree? No

Has paper file Yes

Administrative Actions

Cancel Save Finish

Step 2: Add the Client to your Waitlist

Select “State Waitlist” from the blue column on the left and select your agency from the agency drop down then click “GO”

User: Buzzell, Johanna | Location: Training Agency A, Training Facility A

Client: Test, Waitlist | M119044E1448100 Clear Client

Home Page

State Waitlist

My Programs

My Clients

Agency

Group List

Clinical Dashboard

Client List

System Administration

State Waitlist Search

Modality: [Dropdown] Program Name: [Text]

Facility GeoCode: [Dropdown] Beds/Slots Available: [Text]

Agency Name: [Dropdown] Facility Name: [Text]

Age Group: [Text] Gender Specific: [Text]

Clear Go

Actions	Agency	Facility	City	Program	Modality	Available Program Slots	# on Waitlist	Age/Geodesic

Select the applicable program/service that the client is waiting for by clicking on the pencil in the “Actions” box and then selecting “Review List”

User: Buzzell, Johanna | Location: Training Agency A, Training Facility A | SSRS Reports | Snapshot

Client: Test, Waitlist | M119044ET448100 | Clear Client

Home Page
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 Support Ticket

State Waitlist Search

Modality: [Dropdown] Program Name: [Text]
 Facility GeoCode: [Dropdown] Beds/Slots Available: [Text]
 Agency Name: Training Agency A [Dropdown] Facility Name: [Dropdown]
 Age Group: [Dropdown] Gender Specific: [Dropdown]

Clear Go

State Waitlist List

Actions	Agency/Facility	Facility/ City	Program	Modality	Available Program Slots	# on Waitlist	Age/Gender
[Edit]	Training Agency A/Training Facility A	Training Facility A City	TFA Program	Detoxification, 24 Hour Service, Free-Standing Residential	7	1	None/None
[Edit]	Training Agency A/Training Facility A	Training Facility A City	Intensive Outpatient #1	Ambulatory-Intensive-Outpatient	-18	295	None/None
[Edit]	Training Agency A/Training Facility A	Training Facility A City	Extended Outpatient	Detoxification, 24 Hour Service, Free-Standing Residential	-8	0	None/None
[Edit]	Training Agency A/Training Facility A	Training Facility A City	Methadone	Ambulatory- Non-Intensive Outpatient	0	2	None/None

Select “Add Client to Waitlist” from the lower blue banner and start typing the client’s last name in the first highlighted field and then select the client from the populated list. Fill in all highlighted fields and click “Finish”

User: Buzzell, Johanna | Location: Training Agency A, Training Facility A | SSRS Reports | Snapshot

Client: Test, Waitlist | M119044ET448100 | Clear Client

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Client Waitlist Profile

Agency: Training Agency A Facility: Training Facility A Age/Gender: None/None
 Program Name: Intensive Outpatient #1 Modality: Ambulatory-Intensive-Outpatient
 Available Slots: -18 Waitlist Status: Pending

Client Name: Test, Waitlist Unique Client Number: M119044ET448100
 DOB: 8/1/1960 Last 4 of SSN: 4444 Gender: Male

Expected Payment Source: Not Collected Due Date: [Dropdown]
 Pregnant: [Dropdown] IV Drug User: In Last 6 M [Dropdown]

Other Priority Options: Active Duty Military, All Other, Returning Veteran, State Probation/Parole
 Selected Priority Options: [Dropdown]

BG Priority: [Dropdown] Add client to all waitlists for this modality? No [Dropdown]

Rejection Reason: [Text Area]
 Signed Notes: [Text Area]
 Unsigned Notes: [Text Area]

Sign Note

Cancel Save Finish

The system will ask you if you are sure you want to add the client to the waitlist for the selected program, click “Yes”. The client is now added to the waitlist.

Once the client is enrolled (“accept”) into the program they are waiting for, they will automatically be removed from the waitlist for that program once you have “accepted” them off the waitlist.