KORE Workflow and Tips

Client Profile → Intake → Program Enrollment → GPRA Intake → GPRA 6 Month Follow up → GPRA Discharge → Close Program Enrollment and Intake

Search for a Client

Client List

1. Click **Client List** on the left side of WITS and by the desired search field (eg. Last Name, Client ID).
2. Click **Go**.
3. If client is found, hover over the ellipsis ⋮ to access links to the client's information.

Add a New Client

Client List

1. Click **Client List on** the left menu of WITS.
2. Click **Add Client** on the Client Search page.
3. Fill out the information for the new client.
4. Click **Save and Finish**.

Add Additional Client Information

Client Profile

1. After completing client profile information, click the **Next** button arrows next to the finish button.
2. Fill out the information on each additional screen and save to complete the client information.
3. Click the blue circle with the double white arrow to move the next screen.
4. Click **Save and Finish** when complete to return to the **Client List**.

Add a New Episode

Client Profile> Episode List

1. From your **Client Profile**, click **Episode List.**
2. Click **Start New Episode** .
3. Fill out the information for the episode.
4. Click **Save and Finish**.

Record a Program Enrollment

Client Profile> Activity List.> Program Enroll

1. From your **Client Profile,** click **Activity List,** then **Program Enroll**.
2. Click **New Program Enrollment**.
3. Fill out the information for the SOR grant program enrollment.
4. Click **Save and Finish**.

WARNING

Fields that have Orange indicators to the left of text boxes are required, and the page cannot be saved until the field is completed.

Record the GPRA Intake

Client Profile> Activity List> GPRA

1. Click on **Activity List**> **GPRA.**
2. Click **Add GPRA Intake**.
3. Fill out the information on each screen of the GPRA.
4. **Save** and **Finish.**

Record the GPRA Follow up

Client Profile> Activity List> GPRA

Note: the follow up must be recorded between 5-8 months after the GPRA Intake per SOR grant requirements.

1. Click on **Activity List**> **GPRA**.
2. Click **Add GPRA Follow up** .
3. Fill out the information on each screen of the GPRA.
4. **Save** and **Finish**.

Record the GPRA Discharge

Client Profile> Activity List> GPRA

1. Click on **Activity List**> **GPRA.**
2. Click **Add GPRA Discharge.**
3. Fill out the information on each screen of the GPRA.
4. **Save** and **Finish.**

Generate GPRA Interview Report/ Print GPRA Interview

Client Profile> Activity List> GPRA

1. Click on **Activity List**> **GPRA.**
2. Hover over the for the ellipsis icon GPRA interview> **View**
4. Click **Generate Report** in the upper right corner of the screen.
5. Print the page per your browser instructions.

Dis-Enroll in Program (optional)

Client Profile> Activity List> Program Enroll

1. Access your Client's **Client Activity List.**
2. Click **Program Enroll.**
3. Hover over the pencil icon to the left of the program enrollment.
3. Click **Review.**
4. Put in the end date in the **End Date** field.
5. Click **Save and Finish.**

Do not dis-enroll client until a follow-up is completed or a referral through WITS to another KORE program has been completed.

End Episode of Care (optional)

Client Profile> Activity List> Intake

1. Access your Client's **Client Activity List.**
2. Click **Intake**
3. 4. Put in the end date in the **Date Closed** field.
5. Click **Save** & Close the Case
6. Click **Save and Finish.**

How to access WITS:

Training Link:

https://ky-training.witsweb.org

Username: Admintrain1

Password: 2

Pin: 2

Kentucky WITS Link:

https://ky.witsweb.org

Need more help?

Contact:

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