Entering Timely Access Data – Marin WITS- Contact Page

Step 1: In Marin WITS, go to the Contact Page

Step 2: Initial Contact Date Field = Enter the Date of First Contact/Initial Request or Referral [Individuals identified/screened as appropriate for assessment] – This should be the same Initial Contact date on the Contact Page and below:

Step 3: First Offered Screening = Enter the Date that the assessment was scheduled

Step 4: First Offered and Accepted Screening Fields = Enter the Date of the First Offered and Accepted assessment (Screening) dates. If the beneficiary is unable to attend the first offered time, in order to capture that the beneficiary is offered an appointment in a timely manner, complete the first (or second and third, as applicable) offered appointment field.
Entering Timely Access Data – Marin WITS

Step 1: In Marin WITS, go to the Intake Screen [under Activity List]

Step 2: Referral Date Field = Enter the Date of First Contact/Initial Request or Referral [Individuals identified/screened as appropriate for assessment] – This should be the same Initial Contact date on the Contact Page and below:

Step 3: Assessment Date Field = Enter the Date that the assessment was scheduled [should match the date from the Contact page].

Step 4: First Offered and Accepted Tx Appointment = Enter the Date of the First Offered and Accepted treatment dates. If the beneficiary is unable to attend the first offered time, in order to capture that the beneficiary is offered an appointment in a timely manner, complete the first (or second and third, as applicable) offered appointment field.