

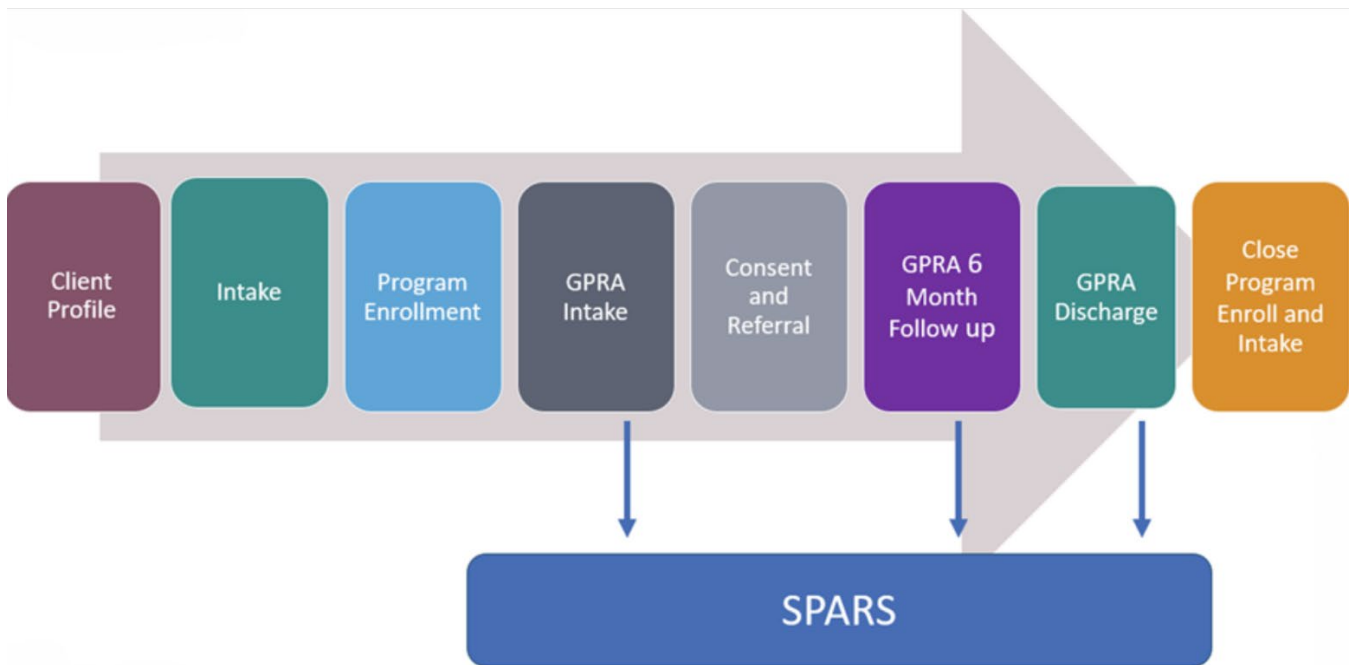
MS-WITS - SOR3 to SOR4 Transition Tip Sheet

Introduction

The fourth iteration of State Opioid Response (SOR) Grant awards have been made and the new grant period begins on 9/30/2024. Coinciding with the SOR4 grant rolling out, SPARS is also retiring the XML Batch Upload option (9/30/2024) and replacing it with a CSV Batch Upload.

This tip sheet is intended to assist with transitioning from SOR3 to SOR4 and detail the few changes that have been made in response to the retirement of the XML Batch Upload.

As shown in the figure below, no changes to the overall Grant Management workflow have been made.



Transitioning from SOR3 to SOR4

What do WITS users need to do to prepare for SOR4?

Answer: WITS users should make sure they add an end date of September 29, 2024 for all SOR3 programs.

What should WITS users do for clients that were receiving services in SOR3 that will also receive services in SOR4?

Answer # 1, Scenario # 1 - Follow-up interview conducted under the SOR3 grant BEFORE the start of the SOR4 grant

If the client's SOR3 follow-up interview was conducted BEFORE the start of the SOR4 grant (before September 30, 2024):

- Create a SOR3 administrative discharge GPRA with a status of "Terminated," and reason of "Referred to another program or other services with satisfactory progress."
- **For providers manually entering/keying all client level treatment, service, GPRA, and billing data directly into the WITS system:**
 - Be sure that all client's required activities have been completed (i.e., all 3 GPRA records, Functional Assessments, Encounters (services reported) and released to billing under the SOR3 grant, updated Outcome Measures, disenrollment from SOR3 program, discharge from treatment/facility, episode/case closure).
 - Start a new episode/case for SOR4.
- **For providers utilizing their EHR software systems for data reporting, and subsequently uploading (client, treatment episode, and service event) data set files to the MS-DMH Data Warehouse:**
 - Be sure that the client's required activities have been completed (i.e., all 3 GPRA records, disenrollment from SOR3 program, discharge from treatment/facility, episode/case closure, 837P billing files uploaded for claims during the SOR3 grant period).
 - Start a new episode/case for SOR4. Complete all required activities and conduct a new intake/baseline GPRA for the SOR4 grant in WITS.

Answer # 2, Scenario # 2 - Client's six-month window is CLOSED under the SOR3 grant, but the client will receive services under the SOR4 grant

If the client's SOR3 follow-up window is CLOSED under the SOR3 grant, then the grantee must close out the client under the SOR3 grant, specifically:

- Grantee should conduct a discharge GPRA for the SOR3 grant in WITS
- Start a new episode/case for SOR4. Complete all required activities and conduct a new intake/baseline GPRA for the SOR4 grant in WITS.

Answer # 3, Scenario # 3 - Client's follow-up interview window is OPEN under the SOR3 grant, but the client will receive services under the SOR4 grant.

If the client's SOR3 follow-up window opens during the SOR4 grant or has not opened yet, then the grantee can use the follow-up data when collected to populate the client's baseline/intake interview data under the SOR4 grant. However, the grantee would still need to conduct an interview and discharge under the SOR3 grant.

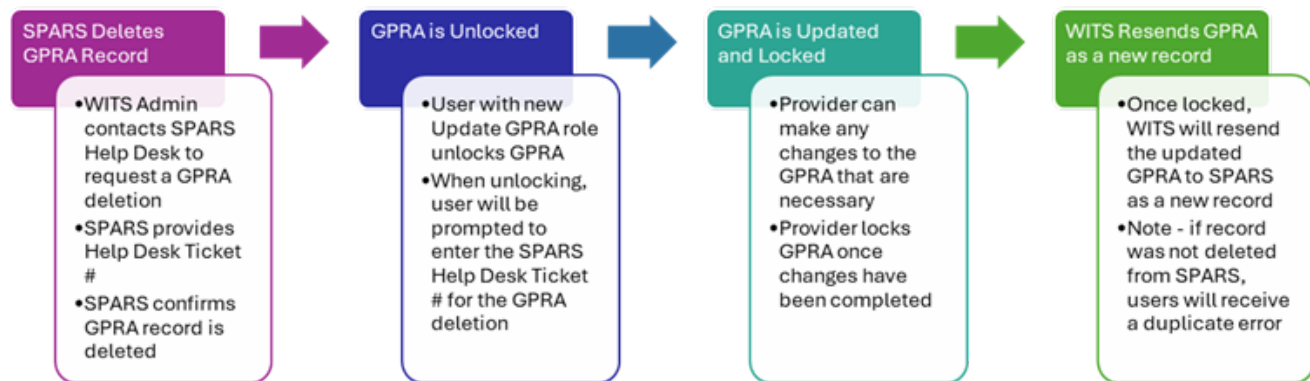
- Conduct a follow-up GPRA for the SOR3 grant in WITS using the entire tool (including demographics and Sections I, J, and K – some of these sections will not be reportable on the follow-up GPRA, but can be re-used for the SOR4 Intake/Baseline GPRA)
- Create a SOR3 administrative discharge GPRA with a status of "Terminated," and reason of "Referred to another program or other services with satisfactory progress."
- Start a new episode/case for SOR4. Complete all required activities and conduct a new intake/baseline GPRA for the SOR4 grant in WITS.
- Use the follow-up interview conducted as the Baseline/Intake for SOR4 (this will require additional data entry but will not require an additional meeting/assessment with the client).

Transitioning from WITS XML Batch to CSV Batch Upload to SPARS – Process Change for Updating and Deleting GPRA Records

Updating and Deleting Records

Historically, all GPRA data stored in WITS was transmitted daily to SAMHSA’s SPARS system automatically via XML batch upload. SPARS no longer accepts the XML file type due to their transition to CSV at the start of the SOR4 grant period. Therefore, sending updates and deletes to GPRA records is not supported in the CSV Batch Upload like it was with the XML Batch Upload. **This means that any time a record that has been Accepted by SPARS needs to be updated or deleted, provider end-users will have to report the requested change to EHRHelpdesk@dmh.ms.gov and await a response from a WITS Administrator prior to making those edits. WITS Administrators, including the DMH SOR4 Grant team, will be required to go through the SPARS help desk to facilitate those changes prior to provider end-user updating in WITS.**

The following process has been implemented to help ease the burden for our WITS users.



- The process outlined above **only** pertains to records that are **Accepted** by SPARS
- If the GPRA is not accepted by SPARS, the user can still make any necessary updates to, or delete, the GPRA
- If the SPARS record has not been deleted and the user makes an update, then they will get a duplicate record error.
- If users have a record with errors that was rejected by SPARS, they can unlock and update the GPRA the same way they do today, without the new role and without causing a duplicate error.

Changes to Record Statuses

The XML Batch Upload validated records at the batch level. The SPARS processor would run through records in a batch, and once it started processing a record with errors, no other record in the batch would be accepted. Rather, a record that *would* have been accepted was given a “Discarded” status and would need to be re-submitted at a later date.

The new CSV Batch Upload validates records at the record level. When a record is sent to SPARS, it will have the record status of “Uploaded.” The record is then validated by SPARS and a response is generated. Once the response is received in WITS, the record status will update to “Accepted” or “Rejected.” **Note: while in Uploaded status, a GPRA cannot be unlocked or deleted.**

The screenshot displays the WITS system interface for a GPRA Assessment. The top header shows the user 'VG' and the client 'GPRA, Van' with details like '49' and '3/6/1975'. The main content area is titled 'GPRA Assessment' and shows a record with the following details:

- Client ID (UEN): J703997TK881544
- Interview Date: 03/06/2023
- Status: Complete
- Program: Smith Street/SOR 3.3/6/2023-
- Created By: Taneja, Vandana
- Updated By: Taneja, Vandana
- Updated Timestamp: 03/06/2024 03:03 PM
- Upload Status: Accepted
- Upload Response Date: 03/20/2024 10:31 AM

Additional details on the right side include Contract/Grant ID (TI085736), Interview Type (Intake), and Sort Class (Not Applicable). The bottom section shows 'A. Record Management - Demographics' with a question 'What is your Date of Birth?' and the answer '03-06-1970'.

Changes to the SPARS Batch Error Screen

Now that SPARS batches are validated at the record level instead of the batch level, the Rejected status will no longer be used.

The statuses that will be used on this screen will be:

- **Started** – WITS processor has started to run
- **Uploaded** – Batch was sent to SPARS, but no response has been received
- **Processed with Errors** – Some records in the batch passed validation, but at least one record had an error
- **Failed** – Transmission error occurred (grant not active, submitter id not active, no connection)
- **Accepted** – All records in the batch passed validation

The SPARS Batch Listing will also show users the total number of records sent, the number of records accepted, and the number of records with errors.

Also, unlocking the GPRA in WITS will delete all of the GPRA data from the appropriate database tables. It will also result in all of the error messages from SPARS being deleted. So, if we send a completed GPRA and it gets accepted, then the user goes into WITS and unlocks the GPRA, the SPARS data gets

deleted. Once the GPRA is corrected and re-locked and sent as an Add, the only error messages the user will see are the ones for the re-sent GPRA.

SPARS Batch Search

Batch Status: Processed with Errors

Process Date:

SPARS Batch Listing

+ Start SBIIRT SPARS Batch + Start Services SPARS Batch [Export](#)

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Batch #	Current Record Status	Agency	Records Sent	Number of Records Accepted	Number of Records with Errors	Process Date	Response Date	Error Code	Error Message
6667	Processed with Errors	New Sor Agency	24	22	2	7/22/2024	7/22/2024	OtherSubstanceSpecifiedButNotUsed	When B1.SedHypOther1Days < 1 no other specify value required.