



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES

*Bureau of Drug and Alcohol Services*

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**Rules of Use for the New Hampshire Web Information Technology System  
(WITS)**

**These “Rules of Use” apply to all participants in WITS, a web-based system.**

The NH Web Information Technology System (*WITS*) provides a secure, 24/7 accessible web-based information technology system for the purpose of storing client demographic information (e.g. client first and last name, date of birth, address, phone numbers). *WITS* is a Stage 1 Ambulatory Meaningful Use Certified Electronic Health Record (EHR) originally built by SAMHSA and focused on Substance Use Disorder services. *WITS* assists in tracking and managing clients, staff, facilities, and agencies collecting treatment, prevention, and recovery data. *WITS* is also used also to capture the Treatment Episode Data Set (TEDS) required for Federal Block Grant reporting requirements and Centers for Disease Control (CDC) National Outcomes Measurement System data submission.

The *WITS* Security and Authentication Modules are built upon three sets of guiding rules: HIPAA, 42 CFR pt. 2 (which is more rigid than HIPAA), and 28 CFR pt. 23 (Criminal Justice data security rules). FEI designed the software to strictly adhere to these rules at the framework level; therefore, all modules, which are effectively built on top of the framework, inherit these constraints.

These Rules of Use establish access, disclosure and modification standards that are the foundation of a successful security plan. *WITS* users are responsible for reporting to the Provider System Administrator and the Bureau of Drug and Alcohol System Administrator (BDAS) **any** unauthorized access or disclosure of *WITS* data.

**Participant Responsibilities**

1. Participants will not attempt to avoid or circumvent the security measures set up to protect the *WITS* system from unauthorized use (e.g., sharing User ID or Password).
2. Participants must provide a full name and email information to the *WITS* System Administrator or Provider System Administrator and permit the use of this information in order to register the user for access to the *WITS* system.
3. Participants will notify the *WITS* System Administrator or Provider System Administrator of any change in job position or responsibilities to allow for the evaluation of the appropriateness of continued status as a registered user.

