MEMORANDUM FOR Commanders, MEDCOM Regional Health Commands, Supporting Military Treatment Facilities and Warrior Transition Units (WTU)

SUBJECT: Authorization, Roles, and Responsibilities to Upload Documents in the Army Warrior Care and Transition System (AWCTS)

1. References:

   a. AR 40-58, Warrior Care and Transition Program, 23 March 2015.


   g. AR 600-20, Army Command Policy, 6 November 2014.


2. Purpose: To provide guidance and to define the roles and responsibilities on the authorization to upload documents in the AWCTS.

3. Proponent: The proponent for this policy is the Deputy Chief of Staff, Warrior Care Transition, Infrastructure and Support Division.

4. Applicability: This policy applies to all commanders, staff, and Soldiers who have access to the AWCTS.

* This policy memo supersedes WCTP Policy Memo 15-003, 27 May 2015, subject: Authorization to Upload Documents in the Army Warrior Care and Transition System (AWCTS).
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5. Policy:

   a. Documents required for upload. Non-clinical documents that support all key aspects to document the Comprehensive Transition Plan (CTP) six processes, in-processing, goal setting, transition review, rehabilitation, reintegration, and post-transition will be uploaded in the AWCTS (see references 1a and 1h).

   b. Additional documents authorized for upload. At the commander’s discretion and based on the needs of the Soldier, commanders, cadre, AW2, Ombudsman, Wounded Family Hotline, and the Army Reserve Warrior Transition Program staff are authorized to upload non-clinical documents in AWCTS in compliance with the Health Insurance Portability and Accountability Act (HIPAA), and the Protected Health Information (PHI) (see reference 1b). Non-clinical documents such as physical profile, Adaptive Reconditioning, training records, and records of counseling, etc., to include Commander’s Critical Information Requirements (CCIRs) and Serious Incident Reports (SIRs) can be uploaded in AWCTS, except as stated in paragraph 5c. Retention and disposition requirements of these documents will be in accordance with references 1d and 1f.

   c. Documents not authorized for upload. All clinical documents in accordance with HIPAA and PHI, and non-clinical documents such as CCIRs and SIRs containing HIPAA, PHI, sexual assault/harassment, or other sensitive information that can be considered harmful or detrimental to the Soldier’s healing or transitioning will not be uploaded in AWCTS.

   d. Control Measures. Documents containing Personally Identifiable Information (PII) should be handled by those with an official need to know that are involved directly in providing assistance for meeting the needs of the Warrior Transition Unit (WTU) Soldier toward healing and transitioning from the Warrior Care and Transition Program (WCTP). Commanders will ensure guidance is in place requiring individuals with AWCTS access to have the HIPAA and the DoD Cyber Awareness Challenge annual training current certificates uploaded to the AWCTS User Admin record.

6. Responsibilities.

   a. The WTU Commander will:

(1) Implement policies and procedures that outline AWCTS data entry requirements and upload of documents based on each of the CTP processes in accordance with AR 40-58.
2. Ensure the CTP management analysts have a tracking system in place that determine personnel role-based access to AWCTS in each of the cadre categories.

3. Ensure a tracking mechanism is in place for all individuals to provide their HIPAA certificate prior to receiving access to AWCTS and to upload annually during their birth month, thereafter. Furthermore, ensure a record of certificates of these training is maintained.

4. Ensure only staff members with an official need to know, as stated in paragraph 5d, have access to AWCTS. Individuals must have HIPAA and DoD Cyber Awareness Challenge training and be fully informed of this policy prior to granting AWCTS access.

5. Counsel individuals with access to AWCTS on their obligation to maintain the confidentiality and privacy of data, limiting the entering of PII into AWCTS, and to report violations in accordance with reference 1c.

b. The CTP management analyst will:

1. Serve as the subject matter expert for the WTU AWCTS module data and process execution; provide cadre initial in-processing training and conduct sustainment training no less than quarterly.

2. Perform Quality Assurance on Soldiers’ data in AWCTS, update as required, and provide reports to WTU commander as outlined in paragraph 7.

3. Assist WTU staff within the WTU AWCTS module with Soldier user role assignments, transfers, self-assessment availability, and risk assessment initiation when required.

4. Provide user role-based access to AWCTS based on roles in the CTP while ensuring all requests include the completed DD Form 2875 System Authorization Access Request with current DoD Cyber Awareness Challenge training and HIPAA certificates. Ensure all supporting documents are uploaded in AWCTS and annual HIPAA certificates are uploaded by the user via their "My Profile" page in AWCTS.

5. Assist users with troubleshooting issues, collecting and submitting requests on AWCTS data deficiencies, and processing enhancement requests to the AWCTS Help Desk on behalf of the WTU staff.
c. Interdisciplinary team will:

(1) Document as appropriate all required entries into AWCTS based on the Soldier’s CTP.

(2) Ensure and assist Soldiers with completing their information into AWCTS.

d. The AW2 Advocate/lead coordinator will document as appropriate all required entries on the Soldier’s CTP in the AW2 and WTU AWCTS modules.

7. Quality Assurance and Reporting. The CTP management analyst will:

a. Perform quality assurance of data and execution in accordance with policy and guidance stated in AR 40-58, Chapters 2, 3, 4, 5, 6 and 11. Report findings to the immediate WTU Commander or representative.

b. Extract and submit in readable format; company level reports requiring metrics and other reports as directed by the WTU Commander. Required metrics may include, but are not limited to the following reports below: (Note: some of the required data that are currently not entities in AWCTS Reports Section must be tracked manually.)

(1) In-Processing. Soldiers are entered in AWCTS and Medical Operational Data System-Warrior Transition (MODS-WT) within 24 hours of arrival to the WTU and in-processing requirements are completed within 30 days (see AR 40-58, Chapter 3).

(2) Self-Assessments. Initial self-assessment initiated within 24 hours of Soldier’s arrival to the WTU and completed and validated by squad leader and nurse case manager (NCM) within seven days of arrival. Self-assessments are continuously updated within 30 days, or as directed by the WTU company commander. Red and Amber items have Action Plans documented in AWCTS (see AR 40-58, Chapters 3 & 4).

(3) Action Plans. Plans are created within the seven-day self-assessment life cycle, and maintained and completed in a timely manner for all Red and Amber items (see AR 40-58, Chapter 3).

(4) Risk Assessments. Risk assessment completed within 24 hours of arrival and in accordance with assigned risk level as defined in AR 40-58, Chapter 4.
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(5) Scrimmages. Initial completed within the first 30 days of WTU Soldier’s arrival and quarterly interval at 90 days (180 days, 270 days, or 360 days, and so forth and thereafter) with WTU Commander on each Soldier’s transition plan. Location, attendees, and documentation requirements must meet AR 40-58, Chapter 3 standards.

(6) Focused Transition Reviews (FTRs). Completed within two weeks of MRDP determination or when Soldier reaches 730 days in the WTU. Once a FTR is completed, the scrimmage cycle is reset to occur 90 days after completion of the FTR (see AR 40-58, Chapter 3).

(7) Triad Meetings. Documents such as the frequency, location, and attendees meet AR 40-58, Chapter 3 standards.

(8) Goal-Setting. Phase I training completed within 21 days. Phase II training, Comprehensive Soldier and Family Fitness (CSF2), Soldiers are scheduled and complete CSF2 with a Master Resilience Trainer-Performance Expert within 90 days of arrival (see AR 40-58, Chapters 2, 3, and 11).

(9) Out-Processing. Soldiers are out-processed in AWCTS and MODS-WT within 48 hours of departure.

(10) Transfer to CCU. Eligible Soldiers are transferred within 30 days of eligibility (see AR 40-58, Chapters 3 and 6).

(11) Transition Readiness. Requirements are completed and validated by the company commander prior to Soldier’s transition from the WTU/CCU (such as FTR, Career Education Readiness, Soldier for Life-Transition Assistance Program, etc.). (See AR 40-58, Chapter 3).

FOR THE COMMANDER:

ROBERT L. GOODMAN
Chief of Staff