

# CPMS<sup>1</sup> Messenger

a timely newsletter for those completing the CPMS forms

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Prepared by Ben Kahn & the CPMS Data Team, AMH

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**Questions?  
Give us  
a call**



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## Meeting CPMS Reporting Requirements

*And how confidentiality fits in*

Some of you have expressed concern about the changes we are making to the Alcohol and Drug CPMS forms this July. Of concern, is the fact that we will be collecting the client's full name.



It's important to point out that 60% of the paper forms that we receive come in with errors. We must call you back, verify the information and re-key it. Sometimes we are not able to get in touch with you, and must mail the forms back. Often, those forms are never corrected and sent back to us, so they never get into CPMS. By having you send us the white copy of the CPMS form, we will get the cleaner copy, and not have to decipher those coded names. We will also be better able to key the information correctly the first time. Having the client's full name helps us in other ways as well. We are able to match the client record against other state databases (like employment, corrections, welfare, Medicaid, etc.). This allows us to show the legislature, in a summary report, that when clients are in treatment they do better, using less State funded services, and are a contributing member of society. This helps us direct more public funds towards treatment.

As the administrative oversight agency, and as the chief licensing and funding entity in the State of Oregon, we have a right to collect data about the clients served in treatment with public funds. Public funds include direct contracts from the Addictions and Mental Health Division (AMH), Oregon Health Plan, city-state-county grants, county contracts, etc. Remember, we already collect full name on the mental health clients served.

Everyone at the AMH sign confidentiality agreements. We state that we will not redisclose any identifying information about the clients served in Mental Health and Addictions treatment. We are bound by the federal confidentiality regulations (42 CFR and HIPAA). And we take those regulations very seriously.

If you have concerns about sending us full name, I would be happy to discuss them with you. Thanks for your dedication and service. –Ben.

<sup>1</sup> Client Process Monitoring System (data system for mental health and chemical dependency treatment services).

## 😊 Janelle's Joy 😊

"I appreciate those of you that take a few extra minutes to review the CPMS forms before mailing them to us. You are able to catch those blank boxes, quickly fill them in, and reduce the risk of getting a phone call from us."

Janelle and her staff key lots of CPMS forms each month. Anything you can do to make their job easier is appreciated.

### Attention E-Formers

THANK YOU for using the Eform. You save us, (and yourselves!) a lot of time.

When sending your export file to us, please be sure to send us the most recent export. The export file should look something like this:

4293151\_v331.txt (A&D)  
4091242\_v110.txt (MH)

To determine the most recent file, look at the creation date of the file via windows explorer. You can also look at the file name. The first part of the file name tells us the day of the year it was created (ex: 40<sup>th</sup> day of the year), the next numbers tell us the time of day it was created (ex: 9:12 am and 42 seconds). Thanks again.

## MMR . . . Have it your way!



In November 2006 we made a change to the Mental Health Monthly Management Report (MMR). It is now sorted by Name (last name). For many years, it was sorted by Case Number. We changed it to Name at the request of providers. We have received a few calls asking for us to return to those good ole days of yesteryear when the MMR was sorted by Case Number.

Unfortunately, we can't print some MMRs sorted by Name and some sorted by Case Number. Therefore, in the last CPMS Messenger we asked your opinion. Which way do you want it? **Sorted by Name** or **Sorted by Case Number**? Many of you responded to this informal survey.

The polls are closed. We have tallied the results and here's what you told us:

Those who want it to stay sorted by name: **85%**

Those who want it sorted by case number: **15%**

So we are keeping it the way it is. Thank you for your feedback.

*Somewhere, hidden in this newsletter is a **secret CPMS provider number**. If you find it and it's your number, call Ben at 503.945.6196 to claim your prize. Sorry, only one prize per facility.*



### "When is the Next CPMS Training?"

We are setting up CPMS trainings for May through August 2007. More information about the trainings will appear in the next CPMS Messenger.

Remember to send in your CPMS forms right away.

Send them to:

CPMS OASIS

500 Summer Street NE E86

Salem, OR 97301-1118.

FAX 503.945.6199

## Reminder for A&D

### Providers:

The DUII Education/Detox form (purple cornered form) is only used for DUII Education and A&D Detox services. Lately, we have had providers send in DUII Education forms for marijuana education services. This is not permitted any longer. Only DUII education or Detox services should be reported on this form. Also, be sure you use the correct provider number, too. If you have questions about your provider numbers, please don't hesitate to give us a call.

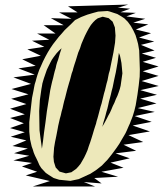


Addictions and Mental  
Health Division

## Zero Knowledge

### *When not to use zeros on the cpms forms*

Contrary to popular opinion, not every box on the CPMS form allows you to enter a zero for a response. Many of the boxes only allow certain codes (which are found on the front and back of the CPMS form). Please stick with those codes. Also remember:



1. On the **A&D CPMS** form, in the Drug Matrix section (boxes 36 – 40, and 63 – 66) please use care in filling out these boxes. If there is no secondary or tertiary drug, you can enter a zero to indicate that there is no 2<sup>nd</sup> or 3<sup>rd</sup> drug in box 36 and 63. But, below that, you do not enter a zero. Just leave it blank.
2. Many of the boxes ask for a two-digit code, others ask for a one-digit code. How can you tell whether to enter a one or two-digit code? The box that the code goes in will have a line through it indicating that it requires a two-digit code; otherwise it's a one-digit code. On the **A&D forms**, when we ask for the Route or Frequency (boxes 38, 39, 65, 66, 02-038), those are one-digit codes.
3. On the **Mental Health forms**, if you are discharging an adult client, you do not need to fill out the youth only boxes (boxes 112-114). We are getting zeros in those boxes as well. Just leave them blank for adult clients. No zeros.
4. Also, on the **Mental Health paper forms**, please refrain from putting in zeros in the secondary diagnostic impression (boxes 92 & 120) and in the prime number field (box 29). This causes an error when we key it into the computer and we have to go in and manually take out this information from the entry. The Mental Health Eform does put in a zero in the secondary diagnostic impression, but during export changes it to blank (which makes it okay).

If you have any questions about when you can enter a zero, please review the codes on the form, and then consult your CPMS manual, before giving us a call.



Thank you, once again, for taking the time to read through this newsletter. If you have ideas or questions you want addressed in future newsletters, please let me know. -- Ben Kahn, Research Facilitator, AMH, 503-945-6196 or [ben.kahn@state.or.us](mailto:ben.kahn@state.or.us)