

PART THREE



**MONTHLY
MANAGEMENT
REPORTS**

INTRODUCTION

The Client Process Monitoring System (CPMS) collects information on clients at the time of enrollment into a service. A Termination Form for Basic or Residential Services and a termination section at the bottom of the Evaluation and the Pre-Commitment Forms are used to terminate clients from the system. This information is entered into a database and printed in monthly service-specific reports called MMRs (Monthly Management Reports) (see sample report in Appendix C). MMRs are provided for and used by community mental health service providers, community mental health programs, and OMHAS. Evaluation and Pre-Commitment Services do not receive an MMR, but receive a Companion Document. The Companion Document is similar to the MMR. Duplicate copies of reports are available upon request from OMHAS.

MONTHLY MANAGEMENT REPORT (MMR)

All clients who have been enrolled in CPMS are listed on successive reports until they have been terminated using the mental health CPMS termination form. Each report serves as an up-to-date case or client listing for each provider number. If the client no longer appears on the monthly report, s/he has been correctly terminated from the CPMS.

On the remaining pages of the report, preprinted information in the top, left-hand corner identifies the CMHP and the provider. The date of the report period appears at the top, in the center. Running down the left-hand side of the report is preprinted information taken from the CPMS enrollment form for each client including case number, coded name, date-of-birth, opening date, and eligibility code(s), etc.

The reports are mailed monthly to providers by OMHAS. The Monthly Management Reports (MMRs) are to be returned only if client data corrections are needed.

Processing the Reports

- 1) Verify the information on the report, comparing it to the mental health CPMS enrollment and termination forms you have submitted. If corrections are necessary, make a photo-copy of the MMR. Using red ink, correct or change the case number, coded name, date-of-birth, opening date, and/or eligibility code(s) by drawing a red line through the incorrect number(s) or letter(s), and entering the correct information directly above it. Please be sure changes are legible so that the data will be entered accurately. **If no corrections are needed, do not make a photo-copy and do not send it to us.**

Note: When a client moves from one service element to another or changes from one provider to another, regardless of service element, terminate him/her using the termination form and re-enroll him/her under the new provider number. Do not correct or change these items on the report.

- 2) If corrections are needed, mail the original copy of the report by the 1st of the following month to:

CPMS OASIS
500 Summer Street NE E86
Salem, OR 97301-1118

- 3) Keep a copy of the submitted report, with the corrections in red, in your files.