
CPMS¹ 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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Our Wish List for 2007

for providers when filling out the CPMS forms

Recently, the CPMS data team got together and discussed what we would like to see in 2007. These are things that will help us all, because they reduce errors and provide us with better data:

1. Providers will press firmly when filling out the forms. Sometimes you are going through two copies, sometimes four. Make sure you *leave your mark* all the way through.
2. Providers will take more care when filling out the date boxes. The Open Date, Date of Birth and Close Date should not all be the same. If this happens, we must mail the form back to you and have you try again.
3. Providers will return our calls. We would like to resolve problems on the form over the phone, rather than mail the form back to you.
4. More providers will use the CPMS Eform. The Eform is available to both Mental Health and Alcohol and Drug Treatment providers. It reduces errors because of built-in edits that ensure accuracy and completeness.
5. Providers will complete the entire form (every box) before mailing it to us. This way we do not have to guess what you meant to say.
6. Providers will refrain from using the "Unknown" codes. We need good information on the services you provide to your clients. Especially now, as we begin the Oregon Legislative Session. If you frequently use "unknown" as a code, we don't really know what happens to your clients during treatment. We understand that there are situations where you must use "unknown" on the termination form, but we hope it's the exception, not the rule.
7. Providers will open their CPMS Manual to better understand what we want in each box and to answer any questions they might have (before calling us).



We aren't asking for much, just a few less errors in '07.

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

😊 Janelle's Joy 😊

“We are excited to finally have a fully-staffed CPMS data team. Stan Usher is our newest team member. Please join us in welcoming Stan to our team.”

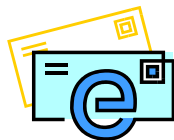
Janelle leads our data team. They key thousands of CPMS forms each month. Anything you can do to make their job easier is appreciated.

Special Note to Eform Users:

First of all, **THANK YOU** for using the Eform. You have no idea how much time you save us, (and yourselves!) by submitting your data right the first time. We look forward to adding more eform users in the future.

Please note: corrections must still be done manually (on paper). The additional step is that you must also make the change in the Eform.

Remember, the only way we find out about corrections is when you send them to us on paper.



Let Us Know What You Think . . .

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 are unable to print some MMRs sorted by Name and others sorted by Case Number. Therefore, we need to ask your opinion. If you are a Mental Health Treatment Provider, please let us know which way you want it. **Sorted by Name** or **Sorted by Case Number**? Just send an email to

cpms.oasis@state.or.us.

We will tally the results and post it in the next CPMS Messenger. We ask that you only vote once.

*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?”

Unfortunately we don't have any scheduled at this time. However, please give us a call if you need CPMS training. We will put your name on the waiting list and call you once we've scheduled the trainings.



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

Note to Mental Health

Providers: On the Mental Health paper forms, if there is no second diagnostic impression (boxes 92 and 120), 13-002 please leave it blank. Sometimes we see 00, and sometimes we key 00. This causes an error in our system and slows down the processing time.

Please Note: In the Mental Health Eform, it allows a '00' to be inserted in the secondary diagnosis box. However, when you export, the '00' changes to blanks.

Thank you for your assistance.



And thank you for your attention to detail when filling out the CPMS forms.



Addictions and Mental
Health Division

The A&D CPMS Forms Will Change

The Manual will also be updated

We will be revising all the A&D CPMS forms. We will have the new forms ready to go by July 2007. Our plan is to distribute the new forms at the A&D CPMS trainings that will occur in May and June of this year. We will also be providing an updated version of the A&D CPMS Eform software. The new forms will look much like they do now, except for a few changes. More information about the trainings will be conveyed via the CPMS Messenger newsletter. The Mental Health CPMS forms will not be changing at this time. The proposed modifications to the A&D CPMS forms include the following:

1. We are having trouble reading many of the forms, therefore we are going to ask that you send us the white copy and keep the yellow copy for your files.
2. We are no longer going to collect the coded-name, but are asking you to send us the client's full name. This does not violate HIPAA or 42 CFR, because we are the administrative oversight office.
3. We will be adding a Level of Care of 0.5 Early Intervention to the Level of Care boxes to more accurately track services.
4. We will eliminate unnecessary codes found on the form, and modify some existing codes so that they are consistent across alcohol and drug and mental health.
5. We will be adding two new boxes to help us meet the Federal National Outcome Measures (NOMs) established in January of 2006. These boxes will capture arrests in the 30 days before treatment and the 30 days before discharge.



If you have any questions about the changes, please give Ben a call.



Thank you 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, OMHAS, 503-945-6196 or ben.kahn@state.or.us