



May 2007

CPMS¹ Messenger

a timely newsletter for those completing the CPMS forms

Prepared by Ben Kahn & the CPMS Data Team, AMH

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Questions?



Give us
a call

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Why aren't you completing CPMS forms?



Occasionally, we find out about a treatment provider that has been in service for years, but has yet to submit a CPMS form. Shame on you! We felt it was time to review the policy regarding who to enroll on CPMS.

The policy states that it is not necessary to enroll "Private Pay" clients in the AMH data systems, unless that private pay client is served in:

- Chemical Dependency DUII Programs
- Chemical Dependency Synthetic Opiate
- Mental Health Crisis Services
- Mental Health PASRR Services
- Mental Health Pre-Commitment Services
- Mental Health PSRB Services
- Mental Health PATH programs



All publicly funded clients need to be enrolled in CPMS. Also, please be sure that you are using the correct provider number. If you have questions about your provider numbers or about who should be enrolled in CPMS, call us.

Where is your CPMS manual?

We enjoy hearing from you. We appreciate your calls to find out more about a certain form or box on a form. This shows that you care about the information you send us. When you have a question, first consult your CPMS Manual. The manual is designed as a reference guide, so that you can find the boxes you are looking for quickly.

Still have questions after reviewing the manual? Give us a call. For additional copies of the manual, give Linda a call or go to:
<http://www.oregon.gov/DHS/mentalhealth/tools-providers.shtml>.

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

☺ Janelle's Joy ☺

“Have you seen the flyer for the upcoming CPMS trainings? I'd love to see you there.”

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

Who are you?

Rumor has it that some of your staff never get to see this wonderful newsletter.

The newsletter has



information to help you fill out the CPMS forms right the first time. It also has information about policies and upcoming trainings. Please do what you can to make sure all who fill out the CPMS forms get to see the CPMS Messenger. It is also available on the web at: www.oregon.gov/DHS/addiction/resource_center.shtml#cpms.



B-HIP – What you should know

Some of you may have heard about **B-HIP**, the Behavioral Health Integration Project. In the coming months, we hope you will hear a lot more. To get you quickly up to date, you should know that the Addictions and Mental Health Division (AMH) has been working towards acquiring and implementing new information technology in order to support patient/resident care and hospital operations at the Oregon State Hospital (OSH) and Blue Mountain Recovery Center (BMRC). This same technology will be used to collect demographic and outcome information from our community treatment providers.



AMH has submitted a Policy Option Package (POP 104) to the legislature and B-HIP is part of that budget package. In the package, we justify the need for new technology at the State hospitals, and how we can utilize that same technology at community programs to collect and share data as patients move through the continuum of behavioral health treatment. AMH has been documenting the business requirements of the Hospital and Community programs. We want to make sure we know what we need before we purchase a new system.

These are exciting times. We hope to have the requirements well defined during the next few months. With the requirements in place, we will wait for the legislature to approve the funding package. Then we will release an RFP to purchase a commercial-off-the-shelf software package. Training is a key component of the project and will be available to all who need it.

More information about B-HIP will be made available to you in the coming months. Please make it a priority to stay abreast of what is happening with this project.

For more on B-HIP go to:

egov.Oregon.gov/DHS/addiction/resource_center.shtml

“When is the Next CPMS Training?”
It's an A&D Training on May 8 in Klamath Falls!
See the enclosed CPMS Training Calendar for more information.

Remember to send in your CPMS forms right away to:

CPMS OASIS

500 Summer Street NE E86

Salem, OR 97301-1118.

FAX 503.945.6199

NEED THIS IN AN ALTERNATE FORMAT? PLEASE CALL 503-945-5763.

A Brand New A&D Manual

If you come to an A&D CPMS training, you will



not only receive new A&D CPMS

forms, but you will also get a new A&D CPMS Manual. Oh what joy! On July 1st, or closely thereafter, have a party and destroy all previous versions of the A&D manual. **Begin using the new CPMS Manual July 1, 2007.** If you need additional copies, please call Linda.

Attention A&D Eform Users

THANK YOU for using the Eform.

As you may have heard, the A&D CPMS forms are changing. We are adding new boxes, and simplifying the codes.

The A&D Eform application will change as well. We will be contacting you soon to set up a time when we can stop by and install the new version (3.4).

We look forward to meeting you and helping you upgrade to the new version.

The A&D CPMS Forms Will Change

Providers will need to come to a training to get new forms



We are revising all the Alcohol and Drug (A&D) CPMS forms. The new forms have an effective date of July 2007. Our plan is to distribute the new forms at the A&D CPMS trainings 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. For more information about the trainings see the enclosed trainings flyer. The Mental Health CPMS forms will not be changing at this time. The modifications to the A&D CPMS forms include the following:

1. We are having trouble reading many of the forms, therefore we are asking you to 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.
3. 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.
4. We will be adding two new boxes to help us meet the Federal National Outcome Measures (NOMs). 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.

Arresting Information

Please give special attention to the Arrests boxes (box 31, 32, 54 & 55). DUII Arrests refer to the number of times a client is arrested (cited and booked) for "Driving Under the Influences of Intoxicants" during the time period indicated. Total Arrests refer to the number of times a client is arrested for any infraction including DUII for the same time period.



Therefore, Total Arrests must always be equal to or greater than DUII Arrests. Please double-check your CPMS forms to make sure these Arrests boxes are filled out properly.

Mental Health Providers - Please Take Note

On the Mental Health CPMS form, we collect the clients' Medicaid Prime Number (Box 29). The Prime Number is 8 characters and has both letters and numbers in it. We sometimes have trouble reading it. Please help us distinguish between the letters and the numbers. We have trouble deciphering:

0 vs. O

5 vs. S

2 vs. Z

6 vs. G

Use upper case block letters, like ("I" instead of a "l"), and put a slash in your zeros. This will help us. Thank you.



Addictions and Mental Health Division



What the heck is an MMR?

And what are we supposed to do with it?

Each month we send you a report called the Monthly Management Report (MMR). It shows all your clients that are currently open in the CPMS. This verification report must be reviewed monthly. During the past few months, our Quality Assurance Officers have been visiting treatment programs, comparing what's on the MMR to who's currently enrolled in your treatment programs. And there have been some surprises.



The MMR is for your use. If there are clients in your program who do not appear on the MMR, make sure that we got the forms. Also, if you closed out a client, but they still appear on the MMR month after month, give us a call so we can see why the termination form you sent us did not process.

You do not need to send the MMR back to us. If there are errors on the report, for example, if we keyed the case number wrong -- you can make a copy, make the correction with red ink, and send the copy back to us.

Note: The Mental Health MMR has full name to help you verify that the client is still open in your program. Soon, the Alcohol and Drug MMR will also have the client's full name. This should make it easier to reconcile.

If you have questions, please don't hesitate to call.



We receive over 10,000 CPMS forms every month. We appreciate those of you who take the time to fill out the forms completely and accurately. Occasionally we receive forms that are missing key information and we need to send those forms back to you for clarification. Please complete the form and then send them back to us right away. This way we can ensure your information is processed on time to be included in various reports.



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, AMH, 503-945-6196 or ben.kahn@state.or.us

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