



# CPMS<sup>1</sup> Messenger

a timely newsletter for those completing the CPMS forms

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Prepared by Piet Vermeer & the CPMS Data Team, AMH

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## Questions? Give us a call



### Dianna Bernards

503-945-6186  
MH CMHPs 12-19  
[dianna.m.bernards@state.or.us](mailto:dianna.m.bernards@state.or.us)

### Bonnie Landers

503-945-6188  
A&D CMHPs 1-9, 21-25  
[landers.bonnie@state.or.us](mailto:landers.bonnie@state.or.us)

### Mary Herrle

503-945-6673  
A&D CMHPs 10-19, 26-27  
MH CMHPs 1-10  
[mary.c.herrle@state.or.us](mailto:mary.c.herrle@state.or.us)

### Stan Usher

503-945-5891  
A&D CMHPs, 29-39  
MH CMHPs 26, 29-75  
[stan.usher@state.or.us](mailto:stan.usher@state.or.us)

### Cecelia Labi

503-945-5764  
A&D CMHPs, 20  
MH CMHPs 20-25, 27  
[cecelia.labi@state.or.us](mailto:cecelia.labi@state.or.us)

## Changes in the CPMS Training Schedule!

Great news! We have added two training days to the current schedule. The only minor setback might be that they both are in Klamath Falls. Which is good for everyone living in the Klamath Falls region but sad for the ones who are not close to that city.

Klamath County Mental Health and Klamath Alcohol and Drug Abuse(KADA) were very kind to make one of their large meeting rooms available for us to give CPMS training. The first training will be on Wednesday September 3<sup>rd</sup>. It is a CPMS Mental Health paper training. There was no demand in the region for MH E-form training so we will be there only in the morning from 8:30 to around noon. They were also very kind to open the training up for other providers in the region. If you would like to participate just give us a call. It will be held at : 3328 Vandenburg Rd. Klamath Falls.

The Alcohol and Drug CPMS training will be held the next day across the street at KADA. Thursday September 4<sup>th</sup> at : 3203 Vandenburg Rd. Klamath Falls. This will be a full day of training, paper in the morning and E(lectronic)-form in the afternoon. KADA showed the same kindness as their neighbors and allowed us to welcome other providers from the region. We already have others from Medford and Coos County signed up. Therefore you better hurry, otherwise it might be completely filled up.



## Requests for Forms and Manuals

Last month I explained that we changed our way of working. That message came across very well. We have one request that I would like to stress. Please use **e-mail** to place your order. However if do use the phone and leave a message with the order, please give us **your phone number** in that message. Just in case there is any confusion about who or what. We receive many, many requests and sometimes things are not always clear.

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

## Note to Mental Health

**Providers:** On the Mental Health paper forms, if there is no second diagnostic impression (boxes 92 and 120), please leave it blank. Sometimes we see 00, and sometimes we see 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

## Things we talk about at work.

Maybe you have wondered what the people from the data unit at AMH talk about when they are at work, and maybe you have not. However recently, the CPMS data team got together for one of their regular meetings and discussed what would be a short list of things to do that would help improve the quality of our work. One of the big items was of course things our providers can do to help us. Things that will help all of us, because they reduce errors on the CPMS forms thus saving everybody time. Therefore we would like to ask all of you who work with the CPMS forms :



1. Please **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. Please **take more care** when filling out the date boxes. The Open Date, Date of Birth and Close Date should not all be the same date. If this happens, we must mail the form back to you and have you try again.
3. Please **return our calls**. We would like to correct form problems over the phone, rather than have to mail the form back to you.
4. Please **use the CPMS Eform**. The E-form is available to all providers A&D and MH. It reduces errors because of edits that are in place to ensure accuracy and completeness.
5. Please **complete the entire form** before mailing it to us. This way we do not have to guess what you meant to say.
6. Please **stick with the codes that are on the form**. The codes are on the front and back of the form. Some have changed since we first rolled out CPMS in 1982. We have some providers who long for the days of yore, and like to use the old codes on the new forms. We can't accept those forms and must send the forms back.
7. Please **open your CPMS Manual** to better understand what we want in each box and to answer any questions they might have (before calling us).

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. – Piet Vermeer, Research Facilitator, AMH, 503-945-5960 or [piet.j.Vermeer@state.or.us](mailto:piet.j.Vermeer@state.or.us)