



# 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 Vol. 15, No. 2

## Questions? Give us a call



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## The grace period for A&D forms is over.

We have been distributing the new A&D CPMS forms since 07/01/2007. Over the last six months we still accepted old forms coming in but alas, all good things have to come to an end. If you send in an enrollment form **without** the recent arrest box you will get it **back**. The Termination of Enrollments that have been sent on the old format are still accepted until the end of March.

You will receive a note attached to the form with the following message:

*"We are sorry to inform you that we can no longer accept forms that don't have the new Federal requirement for recent arrests on it. The revision date on the bottom right corner is 07/07. Please use the new forms. If you need new forms, please e-mail Bonnie Landers: [bonnie.h.landiers@state.or.us](mailto:bonnie.h.landiers@state.or.us) or call 503-945-6188".*

Bonnie prefers e-mail.



## White or Yellow copy?

When we introduced the modified form for A&D with the recent arrest box we also asked all our providers to stop sending the yellow copy and start sending the white copy of the CPMS form. For those of you who send both A&D and MH forms this might have been a bit confusing. The Data unit received several calls from providers asking if they should send the white or the yellow copy. Our data unit would be very happy when all the forms would be the **White** copy, the data is much more legible than the carbon Yellow copy. The RADS and QA employee's who perform site visits have no preference, as long as there is a copy of the CPMS form in the client's file.



## Printing from the E-form and Faxing!

There are two ways you can print a form from the e-form. One is Ctrl-P while you are looking at the form on your screen and the other is to use "reports" and then select the form type you would like to print and then the "print" button. When you use "Ctrl-P" you are performing a

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

## Corrections!

Let's say you made a mistake on a CPMS form, but you already sent it to us. What do you do? Making corrections is easy. There are just four steps that you need to follow:



1. Make a **photocopy** of the CPMS form that needs correcting.
2. Using a **RED pen, check** and **date** the top left "Correction Box" on both the original and the photocopy (A&D form only).
3. In **RED**, neatly **draw a line** through the incorrect data and **write the correct information** as close to the incorrect data as possible (on both forms).

21 MARITAL STATUS	
1 - NEVER MARRIED	
2 - MARRIED	
3 - WIDOWED	
4 - DIVORCED	
5 - SEPARATED	
6 - LIVING AS MARRIED	
<del>1</del>	2

4. **Send** us the correction.

Don't forget if you work with the e-form you also need to make the change in the form in that system

"print screen" and the colors are projected on the print. When you use this print to fax us a reply, it usually shades the colored part of the form gray and loses most of the legibility. We then cannot read the most important part of the form. The part with the cmhp number, provider number, case number, client name and date of birth. Without that information we cannot address your issues. Therefore a kind request from our data team. When you print from the e-form in order to fax that to us, please use the reports functionality of the E-form for printing the forms. It will create a black and white copy of a form, which will be a perfect fit for a fax.

## Total Arrests, DUI Arrests and Recent Arrests (Boxes 31, 32 & 122) on the Enrollment Form.

Please give special attention to the Arrests boxes. Total Arrests refer to the number of times a client is arrested for any infraction including DUII for the past five years.



Therefore, Total Arrests must always be equal to or greater than DUII Arrests or Recent Arrests.

Recent Arrests are the number arrests in the last 30 days before the start of treatment. DUII Arrests refer to the number of times a client is arrested (cited and booked) for "Driving Under the Influences of Intoxicants" during the past five years. Please double-check your cpms forms to make sure these Arrests boxes are filled out properly. These boxes also appear on the termination forms.

## Case Numbers

In box 7, you are to enter a unique provider assigned six-digit case number for the client.

7 Case Number					

Please fill in all boxes, using leading zeros if necessary. For example, case number 697 is entered as 000697. The number must be all numeric and must NOT contain letters or special characters (such as dashes, commas, etc.). Once a client is given a case number, that number must NOT be re-assigned to anyone else. If a client leaves, that number is retired and not used again unless the same client returns and is re-admitted. Upon re-enrollment, that client's same number is reassigned to him/her. Do not assign a new case number to a returning client. The case number should move with the client even if he/she changes provider numbers within your program.