



CPMS¹ Messenger

a timely newsletter for those completing the CPMS forms

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Questions?

Give us
a call



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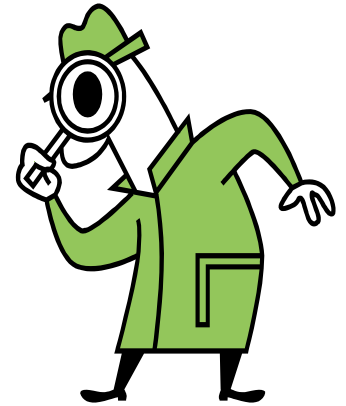
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We have a “mystery provider number”.

Recently we have been receiving forms with a provider number that does not exist in our records. It is the combination CMHP 03 with Provider number 234. Janelle never issued this number. The other thing we noticed is that the case number (box #7) that is used in your facility is the person's date of birth in a format without characters. E.g. when a client has DOB 05/24/81, the case number is 052481. When you recognize this cmhp and provider combination and/or the case number format please give your data team contact a call so we can figure out what the correct combination is and make the corrections to the data that we received and you can correct the forms you have in your client files.



Another big blow to the data team!

Only a few months after Ben Kahn left our unit to become the manager for the BHIP project, Janelle Jeggli is moving on to bigger and better things. She will be putting her vast amount of knowledge about CPMS data to good use. She will be helping to secure the fact that the new datasystem replacing CPMS will be a an improvement to all of us working with the information. She will be missed very much. Not just her huge, 17 years of experience but also her upbeat, take charge personality. Nobody is irreplaceable (Janelle's own words) but I have my doubts. The good news is that she is not leaving DHS or AMH for that matter just moving to another location working on different projects in a different unit. We wish her all the best in her new endeavor.

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

Keep us updated

It can be challenging to keep up with changes in a program's address, director, data coordinator, etc.

Keeping this information as current as possible ensures that you receive the latest correspondence and reports (including the CPMS

Messenger). And we know you don't

want to miss a single issue! So to ensure you get information

in a timely fashion, and that you are notified of any changes to the CPMS system, please let us know about any changes in your program. Simply, review the address label and give us any updates. We are also asking that you give us your current phone number and fax number. This way we can stay in touch with you regarding your form submittals and reports.

Thank you.

Please send any updates to your address label to Bonnie Landers (contact info on front page). You can mail, e-mail or call her anytime, day or night with this information.



Names on the CPMS Forms

Box 6 on the CPMS is the Client Name box. Here are a few helpful hints when filling in this box.

- Please use uppercase BLOCK LETTERS.
- Please write legibly. It's very important that you distinguish your 'U's from your 'V's, and your 'L's from your 'I's.

Special attention to the birth name

- If you do not know the birth name use whatever name you have in the Last Name box. **DO NOT** use UNKNOWN or SAME. This creates an invalid coded name in our system and has to be corrected.
- Please spell out the name. For example, a last name of St. James, should be written in as Saint James.
- And remember to use a ballpoint pen, and press firmly. You are going through 4 copies.



NO MORE OLD A&D FORMS!

The grace period we established for receiving old A&D Enrollment forms (revision date 01/05) is coming to an end. We set the ending date for receiving A&D Enrollment on December 31st 2007. **This rule is set for enrollments only.** A&D Enrollments coming in after 12/31/2007 on old A&D forms will no longer be accepted. We will be sending those forms back as a belated Holiday gift. If you need new forms please call Bonnie Landers at 504-945-6188. The new forms have a revision date of 07/07 in the bottom right corner.



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