



CPMS¹ Messenger

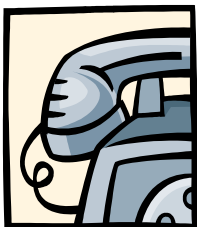
a timely newsletter for those completing the CPMS forms

March 2008

Prepared by Piet Vermeer & the CPMS Data Team, AMH Vol. 15, No. 3

Questions?

Give us
a call



**Dianna
Bernards**

503-945-6186
MH CMHPs 12-25, & 27
dianna.m.bernards@state.or.us

Bonnie Landers

503-945-6188
Order Forms & Manuals
A&D CMHPs 01-09 & 20-25
bonnie.h.landern@state.or.us

Mary Herrle

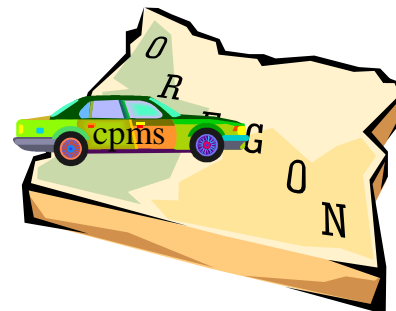
503-945-6673
A&D CMHPs 10-19, 26-27; MH CMHPs 01-10
mary.c.herrle@state.or.us

Stan Usher

503-945-5891
A&D CMHPs, 29-39; MH
CMHPs 26, 29-39
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CPMS Trainings!

We are working on our 2008 Mental Health and Addiction Services CPMS Training calendar! We are planning to be traveling across this great state beginning this spring. We look forward to meeting all of you. These trainings give us an opportunity to not only provide instruction, but also to receive constructive feedback and ideas from you.



The trainings will focus on the paper forms in the first few hours (8:30 am – 12 noon). Then we will move to electronic forms (E-Form) in the afternoon (1:00 pm – 4:30 pm). Attendance at the training is free.

This is an opportunity for those new to CPMS to learn the correct way to fill out the proper forms and send us the information on the clients you serve. It can also function as a refresher course for those who have been working with CPMS for a longer period of time. Up to 8 hours of Continuing Education Units (CEU) are awarded to attendees.



Since we will be offering both “mental health” and “alcohol and drug” CPMS trainings, please be sure to let us know which training you would like.

We are fortunate to be able to use money from a Federal Data Infrastructure Grant to fund these trainings. If you have any questions, please give Stan Usher a call, 503-945-5891. Stan is our keeper of the records of the training requests.

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

Recycle old A&D Forms

In the previous edition of the CPMS Messenger I wrote an article about the old forms going out of style, because of a new federal requirement called "recent arrests". This is just a reminder to please recycle A&D forms that do not have "revision date 07/07" on the bottom right corner of the form.



New forms can be ordered by e-mailing Bonnie at:

bonnie.h.landars@state.or.us

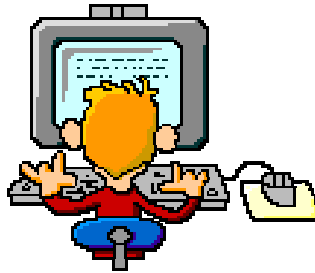
If you don't have e-mail just give her a call at:

(503) 945-6188

White or Yellow copy not both!

Last month we explained that from now on that the data unit can be made very happy by only receiving **White** copies of forms. With that article I might have confused some of you. Recently we have received white **and** yellow copies of the same form. This causes great concern and we started wondering what is in your clients file. We hope you have a copy of one of them otherwise you are in violation of the rules that there always has to be a copy of the CPMS form in the clients file.

How Do I Get My CPMS Forms into the State Computer System Sooner?



About 6,500 paper forms arrive monthly. We use the information that you send us to produce management and legislative reports. It is imperative that your CPMS enrollment and termination forms arrive to our office in a timely fashion. You must send us the enrollment forms within seven (7) working days of enrollment. A week or two late, and

you may miss a cutoff for a crucial report. Here are a few suggestions to make sure your paper forms get into the system sooner.

1. Use the E-form. The E-form only allows for submission of complete and accurate data. E-form data is uploaded to the mainframe usually the same day we receive it. The E-form is available to both Alcohol and Drug Abuse and Mental Health Treatment providers.
2. Check the copy of the form, before you send it to us. Is it readable? Are all the boxes filled out completely? If we receive forms with empty boxes, we will have to send it back to you.
3. Do not staple your forms together. It is easier for us to key them into the mainframe if they come in separated.
4. If we send a form back because of incomplete or unreadable information, please return the form quickly with the requested information. Remember this is a clarification, not a correction. Please do not check the correction box.



Thank you for your help!

Be sure to send your completed CPMS forms to:

CPMS OASIS

500 Summer St. NE E86

Salem, OR 97301-1118

Fax: 503-945-6199

I hope you find this newsletter helpful. Any ideas to improve it are greatly appreciated. – Piet Vermeer, Research Facilitator, OMHAS, 503-945-5960 or piet.j.vermeer@state.or.us