



CPMS¹ Messenger

a timely newsletter for those completing the CPMS forms

April 2008

Prepared by Piet Vermeer & the CPMS Data Team, AMH

Vol. 15, No. 4

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.landiers@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
stan.usher@state.or.us

Extra, Extra, read all about it!

This month I am dedicating the messenger to our Data Unit. The Unit consists of the people listed on the left side of this page and Jean Morrison. They are a great group and working hard every day trying to get all the CPMS forms that you sent to DHS keyed into our system.

Trying to keep up with all the thousands of forms we receive every month is not an easy task. Especially the last several months have been hard. Janelle Jegglie, former team lead of the unit, accepted a promotion in the DHS organization which left a big void. The good news is that we now have Dianna in her place. As many of you know, Dianna already worked in the data unit, so we still have a vacant position. We are currently in the process of interviewing candidates to fill that current job opening. Other good news is that you can help make the quality of work of the data unit even better.



This month I will be writing about some common mistakes made while filling out the CPMS forms. Also you can read about the changes we made in July of 2007 on the A&D forms due to new NOMs (National Outcomes Measures) required by our Federal

Funding Partner. If you can keep all these tips and rules in mind next time you are filling out your CPMS forms I am sure the fax exchanges, e-mails, and phone calls will drastically reduce and even more work can be done by all. On this positive note, I would like to start with a review of some changes on the new forms, followed by a brief overview of some mistakes that occur more than others.



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

Changes on A&D form:

Box 122 and 123 "Recent Arrests" have been added.



We have changed several referral source codes to make A&D and MH (Mental Health) easier to compare.

E.g. Referral Source 47 is now 38, Payor Code 14 has merged into 08.

Please review the forms to make sure the code you are using is the correct one and not always the one you have used for years.

Some common mistakes:

One client should have one case number per provider.

"Never married" means "never married" and not "now single".

Dates are written in the wrong places. *Please read carefully which date goes into which box.*

Code "unknown" is used on the enrollment form. *Unknown is no longer accepted on the enrollment form.*

Pregnant Male. *Prenatal field for female can be 1 yes or 2 no. For male clients always use 3-Not Applicable.*

Total Arrests and DUII Arrests do not compute. *Total arrest always has to be equal or more than DUII arrests.*

Thank You for Your Diligence in Filling out the CPMS Forms

Top 10 Things You Do that We Appreciate

1. You write neatly.
2. When filling out the Name Box, you use UPPERCASE BLOCK LETTERS.
3. When we send a form back to you for clarification, you add the missing information and return it to us right away.
4. You press firmly with a ballpoint pen when filling out the CPMS forms.
5. You use the CPMS E-form.
6. You share the things you learn at the CPMS trainings with others in your office that couldn't attend.
7. You send your forms to us on-time.
8. You send us the Enrollment Form before you send us the Termination Form.
9. You return our phone calls.
10. You review the form before sending it in -- making sure that it is readable and that there are no blank boxes.



Confusion about the MMR

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 should be reviewed monthly. However, you do not report services on the MMR. And 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 of that page of the MMR, make the correction with red ink, and send it back to us. If you see a client on there that has been closed several months ago, you need to make sure a correct and complete CPMS termination form has been sent to us. Once you have sent the termination, within a few months they will disappear from the MMR. Due to a procedure change on our computer system we no longer show episode close dates on the list.



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