

# CPMS<sup>1</sup> Messenger

a timely newsletter for those completing the CPMS forms

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## Questions? Give us a call



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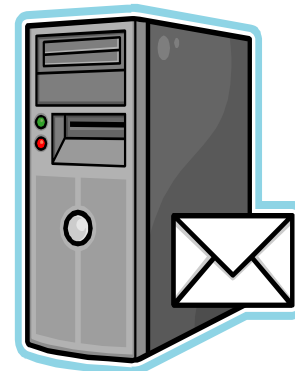
## The Letter !

By the end of last month we sent every Mental Health and Alcohol and Drug Treatment Provider a letter stating that as of July 1<sup>st</sup>, 2009 we all have to make the switch to submit CPMS data electronically. We also stated that many of you already have made that step and we are truly thankful you did in order to improve the quality of data and efficiency.

We have mentioned in this medium in the past that the solution we offer for free is our "E-form" a small compact MS Access based application. Or if you work with your own data gathering system we can supply you with the definition of the file we want you to create using your own software system.

To accommodate all the providers who in the near future will be switching to the E-form, we are planning on giving several free training opportunities. We hope to visit all the different regions of Oregon but much depends on the demand.

Please call or e-mail Stan Usher (503-945-5891, [stan.usher@state.or.us](mailto:stan.usher@state.or.us)) as soon as possible. The sooner we have an idea of where and how many people need training the better we can set up our training schedule. We are no longer doing paper training, just E-form. In last month's Messenger I already mentioned training in Klamath Falls on April 2<sup>nd</sup>. Please contact Barbara Clark (541-883-3471 ext. 1014). There might be a few spots left. We will continue to provide training through April and May and if necessary June. It will be a 4 hour class and you can earn 4 CEU credits. Although the E-form application for A&D and MH have a lot of similarities they are not the same. The look and feel and how to operate are the same but the forms and content are not. For those of you doing dual diagnosis you know what I am talking about. The training will roughly be 50% of the time about how to work the E-form and the other half about the forms, fields and data they contain.



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

## Corrections!

Let's say you discovered a mistake in a CPMS E-form record, but you already exported it to us. What do you do?

Making corrections is easy. There are five simple steps that you need to follow:

1. **Print** the CPMS form that needs correcting.

2. Using a **RED pen, check and date** the top left



“Correction Box”

3. In **RED**, neatly **draw a line** through the incorrect data and **write the correct information** as close to the incorrect data as possible.

21 MARITAL STATUS	
1 – NEVER MARRIED	
2 – MARRIED	
3 – WIDOWED	
4 – DIVORCED	
5 – SEPARATED	
<del>1</del>	2

4. **Send** us the correction.

5. Use the **Edit** function to correct the Electronic-form

## I HAVE A QUESTION

Q: *Can clients be opened for services under more than one provider at the same time?*

A: Clients can be open in more than one provider at the same time if those two providers are providing different services. For example, a client may be receiving outpatient services, and at the same time experience a crisis episode. The crisis service would be reported under a different provider number.



Q: *We have children simultaneously getting medical and MH services at the same time - can they be enrolled in MH services if they also get medical services?*

A: Yes, they can be enrolled in CPMS while they are also receiving medical services.

Q: *We have had clients offended by the “old-fashioned” codes for employment and race/ethnicity. We would like to see these codes changed.*

A: Thank you for the suggestion. We will make a note and see if we can modify these codes. Please keep in mind that we are required to apply to federal rules and regulations.

Q: *How long can we leave a youth client in our youth service provider number and what would be the termination code for administratively moving a youth into adult services?*

A: Sometimes you may enroll a youth client in your youth provider number on CPMS, and during treatment they turn 18 years old. In this situation you can keep a client in youth treatment until their services are finished.

Q: *We have situations where we need to cut back on caseloads, but some of the clients we are going to cut don't want to end services. What is the most accurate termination type (box 48) code to use for these?*

A: Termination Type Code 70 – Client Placed in Recovery Support Services is used for clients that are no longer in active treatment, but are still seen once or twice a year. Active treatment is defined as having a treatment contact once every 90 days for Mental Health and once every 30 days for addiction treatment.

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 [pier.j.vermeer@state.or.us](mailto:pier.j.vermeer@state.or.us)