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# CPMS<sup>1</sup> Messenger

a timely newsletter for those completing the CPMS forms

MAY 2009

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## Questions? Give us a call



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## E-FORM TRAINING !

We are planning our training schedule for this spring starting at the end of April. Currently we have enough requests to plan training in Baker City, Pendleton, Portland Metro Area, Salem, Grants Pass, Medford, Roseburg, Eugene and Newport. These locations are not set yet. It depends if we can find a room where we can hold the training. If you have a room available and are willing to host a session please contact us.

As you might have noticed from the heading of this article the only training we are giving is E(lectronic) Forms. The sessions last around 3 hours. Sometimes a little longer, depending on the size and experience of the group. If you already are experienced in the paper form the electronic version will be fairly easy.

We are no longer offering paper form training since our paper form supply is running out. We actually are already almost out of the regular Adult forms, so please switch to E-forms. We have mentioned before that the solution we offer for free is our "E-form" a small compact MS Access based application. We have 2 applications. Version 3.4.0 is the latest one for Alcohol and Drug Treatment facilities. The other is version 1.0.1 for Mental Health Treatment Providers. 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.



Our main contact for training is Stan Usher (503-945-5891, [stan.usher@state.or.us](mailto:stan.usher@state.or.us)). Also you can contact Piet Vermeer (503-945-5960, [piet.j.vermeer@state.or.us](mailto:piet.j.vermeer@state.or.us)), or your regular data contact. The sooner we have an idea of where and how many people need training the better we can complete and perfect our training schedule.

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

## Newsletter Design

We designed this newsletter for both *Mental Health and Alcohol and Drug Treatment Providers*. The articles pertain to both *Mental Health and Alcohol and Drug* unless otherwise noted.

Thank you for taking the time to read this important piece of communication. Please **circulate** to all those who fill out or review CPMS forms.



## Close Your Clients

It is vital that you close clients off CPMS if they are no longer in active treatment. Active treatment is defined as a treatment contact once every **30** days for Alcohol and Drug or once every **90** days for Mental Health. We are running reports for the 09/11 legislative session and want to be sure we are reporting accurate information.

## 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.



## Mental Health Crisis Services

**The Red Cornered Form** is called the Mental Health Evaluation Services Enrollment and Termination Form (Form No: -0379) and is used for Preadmission Screening And Resident Review (PASRR) and crisis services. This article will focus on Crisis Services. A person may be enrolled in CPMS for Crisis Services only if the person meets all of the following criteria:

1. Has been screened and is believed to have a mental disorder as defined in the latest edition of the Diagnostic and Statistical Manual for Mental Disorders;
2. Is likely to experience a severe negative consequence if **immediate intervention** is not provided; and
3. Has been formally evaluated as specified in OAR 309-32-525 to 309-32-605<sup>2</sup> resulting in a written plan of action and case record.

Remember: Immediate intervention means that the person must be evaluated within a few hours and cannot wait until the next day for an appointment.

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

<sup>2</sup> Oregon Administrative Rules:  
See [http://arcweb.sos.state.or.us/rules/OARs\\_300/OAR\\_309/309\\_032.html](http://arcweb.sos.state.or.us/rules/OARs_300/OAR_309/309_032.html)