

CPMS¹ Messenger



a timely newsletter for those completing the CPMS forms

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Upgrade going well!

The move to A&D E-forms 4.0.0 is going very well. We have been struggling with PC's that are running on VISTA and MS OFFICE 2007 but so far almost all of the problems have been solved. There are still some providers that are in the process of upgrading their own system. The latest news on that issue is that the contractors performing the upgrade are getting close to being done. In other words don't panic if you do not have the new self help box on your internal form or computer system, but make sure the change is being worked on. Remember it is all about the new self help box at enrollment and changed codes at termination.

Z = None
M = 1-3 Times per Month
O = 1-2 Times per Week
T = 3-4 Times per Week
D = Daily

124 SELF HELP
Frequency of Self Help Attendance 30 Days Before Enrollment
<input type="text"/>

For those of you who might have missed it, the A&D E-form upgrade information is available on the DHS Website.
<http://egov.oregon.gov/DHS/mentalhealth/publications/main.shtml>

No more paper!

As of July 6th we have started to return paper enrollment forms. The CPMS program has officially gone paperless. We are no longer accepting paper Enrollment Forms. Paper Termination Forms related to previous accepted enrollments are still allowed. We know these are challenging times and budget cuts are affecting all of us, so one of the measures management



decided to take is to completely switch our CPMS program from paper to electronic. It might take a little while to get used to it but we feel that in the long run it will be easier for all of us. Another great advantage will be improvement of the quality of our data.

¹ 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.



To

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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 beginning to run reports for the 07/09 legislative session and want to be sure we are reporting accurate information.

Number Nine



We use the information you send us on the CPMS forms to make strategic decisions. In order to be able to make informed decisions, good behavioral health information on all the clients you serve is vital. Many times we must answer questions about how a reduction in funds would affect services to clients. If we don't have complete data, we cannot answer the questions accurately.

On the enrollment form a code 9 or 99 is not allowed in any of the boxes. We did this on purpose. This way we don't get useless data. Our E-form will not let you enter any unknown at enrollment. On the termination form, unknown codes are allowed, but we'd like you to do the best you can to get the actual information before using a **9** or **99**. And remember, if termination type is 03 Treatment Complete you will never be able to use an unknown code for any of the boxes. Which is another built-in edit in our E-form?

WANT TRAINING?

This spring and beginning of summer we drove all around the state to help all of you to be prepared for the new paperless era of CPMS. We enjoyed every minute of it. Sometimes we make long days with all the traveling and we have restless nights in unfamiliar hotel beds but plenty of fun to make up for these minor inconveniences. We know in the provider world there will always be turn over in personnel. For that reason we would like find out if there is a demand for training and what kind. We recently did a 2 hour training for a large group of counselors about why and what codes are to when in the CPMS system. If that is something you would like to see happen at you facility let me or your CPMS contact know. Or if you have several new people starting on the E-form and they need to be trained send us an e-mail. We currently do not have any trainings scheduled but if there is a group of at least 10 people in the same region we will do our best to set something up. For individual or very small group training there is the option of a "GoToMeeting". This is a meeting/training via the internet. You might have heard of a thing called a Webinar. This is something similar.



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