

# 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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## Almost finished!

The move to A&D E-forms 4.0.0 is almost finished. We have had some issues 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 a few providers that are in the process of upgrading their own system. The latest news on that issue is they are getting close to being done. Thank you all for your cooperation and positive response to the subject matter. I know it is always extra work to make a change happen but we are sure it will be a big improvement for all of our organizations.

For the odd one out, who might have missed it, the A&D E-form upgrade information is available on the DHS Website. You can also find our manuals on the same page and a link to the Messenger past and present.

<http://egov.oregon.gov/DHS/mentalhealth/publications/main.shtml>



## CHECK YOUR NUMBERS!

During the last few months a phenomenon has been occurring more than we like. We are receiving records that have incorrect CMHP-PROVIDER number combinations. In the olden days we put those numbers on the paper forms and sometimes make a mistake. In current modern times with everything electronic we rely on our computer systems. The big problem that can occur is this: If it is incorrect in the system all the records come into our system with the wrong numbers. Therefore please check



your system to make sure the numbers are set up correctly, or ask your system administrator to verify the numbers. When there is doubt about the correct combinations you can always contact your Data Unit contact person.

<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"



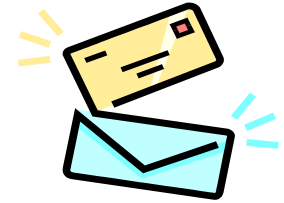
3. In **RED**, neatly **draw a line** through the incorrect data and **write the correct information** as close to the incorrect data as possible.

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

4. **Send** us the correction.

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

## **Don't Toss That Envelope!**



Please take a moment to look at the mailing label on the envelope that you received with the CPMS reports and newsletter. If you see anything wrong with the address or attention line please correct it (**in red**) and mail it back to CPMS OASIS, Attention Dianna Dobay. If we just have "Data Coordinator" on the attention line and you want to change it to a real person, we can do that. Just write in the person's name. Thank you.

### **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.*

## **Who to Enroll on CPMS?**

CPMS Manuals for Mental Health and Chemical Dependency differ a little on who gets enrolled in CPMS. Having different policies has created some confusion among providers, especially those who offer both services. Therefore a reminder of the CPMS policy.



The policy states that it is not necessary to enroll "Private Pay" clients in the AMH data systems, unless that private pay client is served in:

- Chemical Dependency DUII Programs
- Chemical Dependency Synthetic Opiate
- Mental Health Crisis Services
- Mental Health PASRR Services
- Mental Health Pre-Commitment Services
- Mental Health PSRB Services
- Mental Health PATH programs

Remember, all publicly funded clients still need to be enrolled in CPMS.

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)