



CPMS¹ Messenger

a timely newsletter for those completing the CPMS forms

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Questions? Give us a call



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What the heck is an MMR?

And what are we supposed to do with it?

Each month we send you a green bar report called the Monthly Management Report (MMR). It shows all your clients that are currently open in CPMS for your program. If a client isn't on the list, it means we haven't received the enrollment form, yet. Or we've received it, but it has errors and we are trying to resolve those errors. This verification report should be reviewed each month. If there are errors on the report, for example, if we keyed the case number wrong, make a copy, make the correction with red ink, and send the copy back to us. Otherwise, you do not need to send the MMR back to us.

If you see a client on the report that has been discharged, you will need to fill out a CPMS termination form and send it to us. If you are sure you have already filled out the form and sent it to us, please send us a copy of that form. Once the client is terminated, they will no longer appear on the MMR.



If you have questions, please don't hesitate to call.

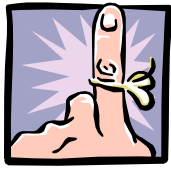
Special Training coming up in Klamath Falls!

We accommodated a special request from Lutheran Communities Services to visit their facility and give E-form training. It will be Thursday, April 2nd A&D E-form in the morning from 8:30 – 11:30 and MH E-form from 1:00 to 4:00 in the afternoon. The reason this is in the messenger is that in order to try for maximum impact of the trainings they opened it to other providers in the region. If you would like to attend, call: Barbara Clark 541-883-3471 ext. 1014.

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

Don't forget me!

Box 47 - Payor Code is the box that is most frequently left blank.



Please review your termination form to make sure

that Payor Code is filled out *before* you send us the form. Also, be sure to only use valid codes in this box. A list of valid codes is found on the back of the Termination Form.



Mailing Labels

We are always looking at ways to save money. One way is to streamline the mailings of Monthly Management Reports (MMR). If you are receiving reports from our office, and they are coming in two or more separate envelopes, please let us know.

We would like to send all your reports in the same large manila envelope. The best way to let us know would be to return the label to us with the corrections marked in red. You can also call or email Dianna.

Mental Health Crisis Q&A

Q) What if I get a Crisis phone call and I handle it over the phone. Do I need to fill out the CPMS Crisis/Evaluation form?

A) We do not need you to fill out the CPMS Crisis/Evaluation form if you do not see the client. It would be very difficult for you to get the information to fill out the form without a face-to-face contact.

Q) Do I need to fill out a Crisis/Evaluation form each time the same client is in and out of crisis while in my program? How soon should I send them in?

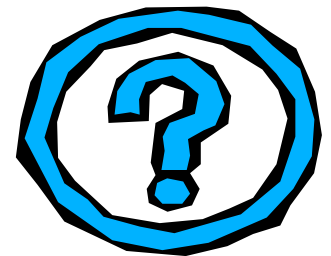
A) If the break in services between crisis episodes is less than one day, you can just use one form. If the time between crisis' episodes is one day or greater, fill out another Evaluation form for that new episode. Please send them in within seven (7) days of the last contact date. Even if the client is already enrolled in your Basic Services program, you need to fill out the Crisis CPMS form also, if they have a crisis. This helps us determine where additional services are needed.

Q) What if there are multiple crisis episodes close in time, but not related to each other?

A) In this case you would treat the multiple crisis episodes that are close in time (less than one day) as one episode.

Q) If the client that is enrolled in Crisis has private insurance, do we still need to fill out the CPMS?

A) Yes, CPMS Evaluation forms must be filled out on all clients receiving crisis services, regardless of the insurance type or primary payer.



Q) Are "Screenings" considered Crisis Evaluations? Do I need to fill out a CPMS form?

A) If a client is not in Crisis, and you are doing a screening to determine if the client is appropriate for mental health treatment, you do not need to fill out the CPMS Crisis/Evaluation form, But, once the client enters treatment, that client must be enrolled on CPMS under basic services or residential services.

Q) What is a definition for "short-term" support as used to decide on whether or not to fill out a crisis form?

A) Short-term support is 5 days or less.

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