



I cannot tell a lie. I did not double check to make sure all boxes were filled out correctly before I sent in my CPMS form.

CPMS Messenger

a newsletter for those completing the CPMS forms

February 2004

By Ben Kahn, CPMS Connoisseur, OMHAS

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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.

CPMS Trainings!

We have received many phone calls and e-mails wanting to know when we will begin the CPMS trainings again in 2004. Well, good news! We will be on the road again in April. We look forward to seeing you. We have tentatively scheduled 13 trainings across the state.

Date	Location	Type
4/13	Hillsboro	A&D
4/20	Salem	A&D
5/18	Eugene	A&D
5/19	Roseburg	A&D
5/20	Medford	A&D

6/8	Pendleton	A&D
6/9	Baker City	A&D
6/10	Bend	A&D
7/8	Salem	MH
7/20	Gresham	MH
7/27	Bend	MH
7/28	Eugene	MH
7/29	Medford	MH

Since we just did the Mental Health CPMS Trainings last fall, we will hold off with more Mental Health Trainings until July of this year.

The trainings will focus on the paper forms in the first few hours (8:30 am – 11:30 am). Then we will move to electronic forms (E-Form) in the afternoon (1:00 pm – 5:00 pm).

Attendance at the training is free. **Note: the Mental Health CPMS Trainings will not have an afternoon component.**



This is an opportunity for those new to CPMS to learn about the correct way to send us information on the clients they serve.

Up to 8 hours of Continuing Education Units (CEU) are awarded to attendees.

Included in next months' CPMS Messenger will be a CPMS Training flyer that

allows you to register for the training of your choice.



For now, just make sure to mark your calendar and reserve the appropriate day.

We are fortunate to be able to use money from a Federal Data Infrastructure Grant to fund these trainings. More trainings will be added if necessary. If you have any questions, please give Ben a call.



Debbie's Dig:

“Several providers are making copies of the Monthly Management Report (MMR) and returning it to me with termination dates written on it. The only way to discharge a client is by filling out the termination form and sending it in to us. Please don't send us your MMRs, unless you find an error with the information. Thanks.”

Debbie keys thousands of CPMS forms every month. Any assistance in making her job easier is greatly appreciated.

Where do we send our CPMS forms?

Send your CPMS forms to:

CPMS OASIS

500 Summer St. NE E86
Salem, OR 97301-1118
Fax 503-945-6199

If YOU use the Mental Health CPMS forms please read on . . .

Included with this newsletter is *Appendix E: DSM-IV Diagnosis Codes Corresponding to Diagnostic Impression Categories*. This will help you as you fill out the Mental Health CPMS forms (boxes 92 and 120

“Diagnostic Impression”). Please insert this page into your Mental Health CPMS Manual.

“When is the Next CPMS Training?”

April 13th in Hillsboro!
(A&D CPMS)

Questions from the Mental Health CPMS Trainings

Many of you had questions at the Mental Health CPMS



Trainings held last fall. We have the answers! We put a few in each newsletter.

Q) *What do we code for box 19 Race/Ethnicity if someone identifies with Hispanic, but cannot specify “Mexican” or Puerto Rican” or “Cuban”?*

A) Please use code '09 – Other Hispanic’.

Q) *What do I put in box 19 – Race/Ethnicity for a client who is mixed race?*

A) Please use code ‘11 – Other Race/Ethnicity’.

Q) *I am confused about box 22 – Living Arrangement.*

What is the difference between:

*09 – Residential Treatment Facility/Home; and
28 – Other Residential Facility/Group Home?*

A) As stated in the Mental Health CPMS Manual: “use code 09 - residential treatment facility when OMHAS licenses the facility. Otherwise use code 28 – Other Residential Facility/Group Home.” For more information on these two codes and other Living Arrangement codes see page 43 in the Mental Health CPMS Manual.

Q) *We sometimes don't get the Diagnostic Impression (Box 92) or the Level of Functioning (Box 75) until 45 days after the client begins treatment. How should we code those two boxes?*

A) We really need you to give us the Diagnostic Impression and the Level of Functioning at enrollment. If you don't have that information available, you can code box 92 as '18 – Unknown' for the Primary Diagnosis. And code a '000' in the Level of Functioning (Inadequate Information). Once you get the correct information for these two enrollment form

boxes, please send in a correction to the original enrollment form.

Q) *What if a client sends some of her/his income to support extended family members in another country - how many dependents in box 23, do I code?*

A) In box 23 we want you to enter the total number of people in each age group that are dependent on the monthly household income indicated in box 17. If a client is sending his income to another location to support his family, please include those family members. We ask that you limit your dependents to immediate family members.

Q) *If I have a client already enrolled in my Basic Services provider number, and then they need Residential Treatment for a short time frame. Can I keep them open in Basic Services while I open them in Residential Services?*

A) We want you to close the client out of Basic Services before opening them in Residential services (different provider number).

MMRs R a Changin'

Starting next month, there will be changes



to the Monthly Management Report. Some services, both A&D and MH, require that you use one form with both enrollment and termination information on it. Services that use this "short form" include:

- Alcohol and Drug Detox
- DUII Education
- Marijuana Diversion Education
- Mental Health Crisis Services
- Mental Health PASSR Services
- Mental Health Pre-Commitment Services

So starting next month, the MMRs for these services will change just a bit. These reports will now show clients whose forms processed during the previous month. This is a little different than before. We hope this gives you a better idea of the clients we've processed during the past month. If you have any questions, please contact Janelle.

Who ya' gonna call?

Give us a call if you have questions about your CPMS forms.



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MH CPMS

Questions and Concerns;

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A&D CPMS

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Do you actually read this every month? Is it helpful? Do you have an idea for a future newsletter? Call me. Ben Kahn, Research Facilitator, Dept. of Human Services, Health Services - Office of Mental Health and Addiction Services, 503.945.6196, or ben.kahn@state.or.us