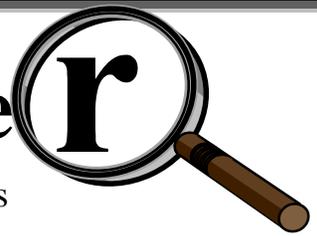




Me think it's a shame when the termination form is sent in before the enrollment.

# CPMS Messenger



a monthly newsletter for those completing the CPMS forms

March 2004

By Ben Kahn, CPMS Connoisseur, OMHAS

Vol. 11, No. 3

## Newsletter Design

We designed this newsletter for 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 finally have our 2004 CPMS calendar finalized. We will be traveling across this great state beginning in April. We look forward to meeting all of you. These trainings give us an opportunity to not only provide instruction, but also to receive feedback and get ideas from you. We have scheduled 14 trainings across the state. Please note the "Type" of training, as some are just for alcohol and drug treatment providers, and others are for mental health providers. And there is one, in Klamath Falls, that

is for both Alcohol and Drug and Mental Health. All trainings dates and locations are subject to change.

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
6/15	Klamath Falls	A&D MH
7/8	Salem	MH
7/20	Gresham	MH
7/27	Bend	MH
7/28	Eugene	MH
7/29	Medford	MH

The trainings will focus on the paper forms in the first few hours (8:30 am – 12 noon). Then we will move to electronic forms (E-Form) in the afternoon (1:00 pm – 5:00 pm).

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



This is an opportunity for those new to CPMS to learn 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 this newsletter is a CPMS Training registration form.

We are fortunate to be able to use money from a Federal Data Infrastructure Grant to fund these trainings. Questions? Please give Ben or Janelle a call.

First



**Can you read this?**

Neither can we. Please write legibly when filling out the forms.

## 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. These questions relate to the Mental Health Termination Form (0190).

**Q)** *In box 47 – Payor Code, what option do I choose for a client that is self-pay, but is on a sliding fee scale due to a grant?*

**A)** We want to know who paid the most. If the grant paid more than the client for treatment, please choose “67 – Other State/Federal Grant”. If the client paid for most, then use the code for Client – “01 - Client”.

**Q)** *In box 48 – Termination Type, what is the definition of “03 – Treatment is Complete”?*

**A)** If your client has met the majority of the goals outlined in their treatment plan and is no longer needing treatment in your facility, you can close them out as ‘03 – Treatment

Complete’. You might move them to a less intensive treatment at this point.

**Q)** *I have a client who turned 18 years old. Do I need to close him out of Youth Basic Services and re-open him in Adult Basic Services (under a different provider number?)?*

**A)** If a client turns 18 while in youth treatment, you may keep them in youth treatment services until their treatment episode is finished.

**Q)** *I’m confused about box 49 - Last Treatment Contact. Must it be a face-to-face type contact or can it be over the phone?*



**A)** The last treatment contact does not need to be face-to-face for mental health. Phone contact or other billable services are okay.

**Q)** *How soon must we get the Basic or Residential Services Termination Form to the State?*

**A)** You have 90 days from the last contact date to get us the form. We would prefer sooner if possible. The Enrollment form must

reach us within 7 days of the initial assessment / opening date.



**Q)** *There are times when we won’t have the answers for boxes 112, 113, and 114, the Youth Only Boxes, for our youth clients. If I code a Termination Type of “03 - Treatment is Complete,” can I put Unknowns in the Youth Only boxes?*

**A)** A termination type of “03 – Treatment is Complete” assumes that you have met regularly with your client and have been working with outside agencies to assist you in this endeavor. Please work with the school counselor or the parents to determine the answers to the three youth only boxes. We use data from these boxes to show the legislature that mental health treatment works and to request additional funding. As a last resort, you may code “9 – Unknown” if you cannot get information from the parents or school.

Note: Still have questions? Give us a call. Our phone numbers are on the last page of this newsletter.

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## Where do we send our CPMS forms?

Send your CPMS forms to:

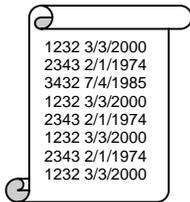
### CPMS OASIS

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

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## 3-Year Report

Recently, OMHAS sent to all our wonderful providers



(both A&D and MH) a list of clients who have been open three years or longer. The response has been overwhelming. We want to thank those providers who have already responded to this letter, either by phone or mail. Our purpose is to have the most accurate data in our system about clients in “active treatment”. This way we can confidently report back to the legislature and others on the services being provided. The award for “Speediest Response for Requested Information” goes to the Morrison Mental Health Center in Portland. We had their report returned with termination forms on our desk Monday, March 1<sup>st</sup>. THANK YOU!

As mentioned in the letter, it is important that you close CPMS clients if they are no longer in active treatment. Active treatment is defined as a treatment contact once every 30 days for A&D or once every 90 days for MH. Remember, if you bill the Oregon Health Plan for intermittent services, after you closed the client out of CPMS, you don’t need to reopen a CPMS, unless the client is again enrolled in active treatment. If you have further questions, please give Ben a call.

*P.S. We plan to produce this 3-year report on a regular basis. If you have clients that need to be terminated and you don’t do it now, you will probably hear from us again.*

## MMRs Have Changed . . . just a little



Starting this month there will be changes to the Monthly Management Report. Some services, both in Alcohol and Drug and in Mental Health, require that you use one form with both the 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

If you provide these services, you will notice that the MMR enclosed in this packet is a bit different. Reports for these services will now show clients whose forms processed during the previous month. This change was made so that you are aware of which forms processed. If you have any questions, please contact Janelle.

### “When is the Next CPMS Training?”

April 13<sup>th</sup> in Hillsboro!  
Juvenile Services Bldg

*It’s an A&D CPMS Training. For more information about upcoming CPMS Trainings see the enclosed flyer.*



## Attention PSRB Providers

Those of you that have clients under the jurisdiction of the Psychiatric Security Review Board (PSRB) provide critical services for consumers that help maintain the safety of the general public. You also assist these clients to reach goals related to recovery and a life after PSRB. A tool that the Office of Mental Health & Addiction Services (OMHAS) uses for budgeting these services is the CPMS. It has come to our attention that some PSRB providers are not filling out the CPMS forms correctly on their PSRB clients.

Please make sure to:

1. Use the Basic Service Enrollment & Termination Forms;
2. Use your PSRB provider number on those forms; and
3. Get us the Enrollment form within 7 days of the first treatment contact.

If you don't turn in your PSRB CPMS forms, it looks like we are not providing any services to these consumers. On the Enrollment form, please be sure to use referral code 25-

PSRB. If the client has been transferred or closed due to revocation or have reached the end of their jurisdiction, please fill out the termination form. If you have any questions about which provider numbers to use for your PSRB clients or other concerns regarding PSRB clients and CPMS, please give us a call. The result of your diligence in this area will be accurate and complete data needed for the future planning and funding of this unique population. Thank you for your attention to this matter. For specific questions about PSRB, please contact:

Tony Guillen  
PSRB Coordinator  
Systems Planning, OMHAS  
503-945-9423 voice  
[Anthony.Guillen@state.or.us](mailto:Anthony.Guillen@state.or.us)

### 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.

## Who ya' gonna call?

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



### DEBBIE PRESTON

503-945-6811  
MH CPMS  
Questions and Concerns;  
[deborah.preston@state.or.us](mailto:deborah.preston@state.or.us)

### JANELLE JEGGLIE

503-945-6186  
A&D CPMS  
CMHPs 1 - 19, 26, 27;  
paper forms, E-form, Trainings;  
[janelle.a.jeggli@state.or.us](mailto:janelle.a.jeggli@state.or.us)

### MARGARET OKEL

503-945-5891  
A&D CPMS  
CMHPs 20 - 25; paper forms;  
[margaret.okel@state.or.us](mailto:margaret.okel@state.or.us)

### MARIE WHEELER

503-945-6673  
A&D / MH CPMS  
CMHPs 29 - 39;  
[marie.wheeler@state.or.us](mailto:marie.wheeler@state.or.us)

### RHEA RODRIGUEZ

503-945-5760  
A&D / MH CPMS  
Form / Manual Orders;  
[rhea.r.rodriguez@state.or.us](mailto:rhea.r.rodriguez@state.or.us)

*Thank you for your emails and phone calls of encouragement and support. If you have ideas for future newsletters, please let me know. Ben Kahn, Research Facilitator, Office of Mental Health and Addiction Services, 503-945-6196 or [ben.kahn@state.or.us](mailto:ben.kahn@state.or.us)*