

# CPMS<sup>1</sup> Messenger



a monthly newsletter for those completing the CPMS forms

October 2004

By Ben Kahn, CPMS aficionado, OMHAS

Vol. 11, No. 10

## Who ya' gonna call?



### Janelle Jeggli

503-945-6186  
A&D CMHPs 26-27;  
MH CMHPs 20-27;  
paper forms, Eform,  
training;  
[janelle.a.jeggli@state.or.us](mailto:janelle.a.jeggli@state.or.us)

### Margaret Okel

503-945-5891  
A&D CMHPs 01-25;  
paper forms;  
[margaret.okel@state.or.us](mailto:margaret.okel@state.or.us)

### Marie Wheeler

503-945-6673  
A&D CMHPs 29-39;  
MH CMHPs 01-19, 29-39;  
[marie.wheeler@state.or.us](mailto:marie.wheeler@state.or.us)

### Rhea Rodriguez

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

## Send your CPMS forms to:

### CPMS OASIS

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

## eXPRS Payment System

The Department of Human Services is developing a new Internet based payment system call eXPRS that will be as simple to use as on-line banking. The new system will be used by organizations that provide Developmental Disability and selected Mental Health and Addiction Treatment Services. Providers that deliver services under a contract with a community mental health program or a direct contract with the Department will also use this new system. eXPRS will not, however, replace provider payments made through the Oregon Health Plan.



Development of the system has progressed more slowly than planned. As a result, implementation will be phased-in over the next two fiscal years. There will be two major releases, one in July 2005 and another in July 2006. The release in July 2005 will affect those providers offering one or more of the following services:

<a href="#">DD 50 Residential Facilities</a>	<a href="#">DD 51 Supported Living Services</a>
<a href="#">DD 54 Employment and Community Inclusion</a>	<a href="#">DD 141 State Operated Community Program</a>
<a href="#">MH 30 Psychiatric Security Review Board (PSRB)</a>	<a href="#">A&amp;D 61 Adult Residential Treatment</a>
<a href="#">A&amp;D 62 Residential for Dependent Children</a>	<a href="#">A&amp;D 71 Youth Residential Treatment</a>

Services that are not paid through eXPRS in FY 2005-06 will be scheduled for implementation in July 2006.

The system will generate payment between 2 days and 2 weeks after the provider requests payment. The payment will be for the actual services provided, rather than an estimated payment. Cash flow will be improved due to payment promptness and accuracy.

For more information, please see

[www.dhs.state.or.us/policy/spd/transmit/im/2004/im04055.pdf](http://www.dhs.state.or.us/policy/spd/transmit/im/2004/im04055.pdf)

By the way, "eXPRS" stands for **EX**press **P**ayment and **R**eporting System.

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

## Training Available

Give us a call



Due to popular demand, we have added two additional **Mental Health** CPMS Trainings.

The CPMS Paper Forms Training lasts 3 hours and you receive Continuing Education Units (CEUs) for attending. The training covers the following items:

- Why we need the data
- Enrollment forms
- How to do corrections
- Termination forms
- Other forms
- Monthly reports
- And other items



We will be in Salem on November 3<sup>rd</sup>, and in

Portland on November 4<sup>th</sup>. We hope to see you there. For more information please see the last page of this newsletter.

## Happy Anniversary!

(Mental Health CPMS)

The newly revised mental health CPMS forms have been around for a year now. We appreciate those that are using these much-improved forms for enrolling and discharging consumers served in their mental health treatment facilities. These forms are color coded (upper left hand corner). They also have a Revision Number of "10/03" in the bottom right hand corner.

A scan of a yellow CPMS form titled "CLIENT PROCESS MONITORING SYSTEM". The form has a smiley face drawn on it with black lines for eyes and a curved line for a mouth. The form contains various fields and checkboxes for data entry.

After December 31, 2004, we will no longer accept the old mental health CPMS forms. And that includes old forms submitted electronically. Please be sure to use the color-coded forms. If you need more forms, please give Rhea a call at 503.945.5760. Thanks.

## A&D CPMS Eform

Many of you are using the Alcohol and Drug CPMS Eform software -- thank you! We would like to know how many of you are using the CPMS Eform on a network. We would like to find out how it's working on a network and any tricks of the trade you use to get it to run more efficiently. Please give Piet a call at 503.945.5960.



## Attention: A&D Residential Treatment Providers

You will no longer receive a Residential Turnaround Report (TSR). Instead, starting this month, you will get the Monthly Management Report (MMR). The MMR looks a little like the TSR. It shows all your clients that are currently open. However, you do not report services on the MMR. You do not need to send the MMR back to us. If there are errors on the report, for example, we keyed the case number wrong, you can make a copy, make the correction (red ink) and send the copy back to us. We hope you find this new report more helpful.



## MH Statistics

Fiscal Year 2003/2004

Referrals: Where are our MH clients coming from?

Adult Welfare	2%
Acute Care Fac.	4%
Child Welfare	5%
Court	1%
Dev. Disabilities	1%
Family/Friend	16%
Jail	1%
MH or A&D Tx. Service Provider	3%
MHO	1%
Other Commun. Agencies	6%
Parole/Probation	3%
Physician (PCP)	10%
Police	3%
Private Mental Health Practice	1%
School	5%
Self	16%
Other	3%
Unknown/None	19%

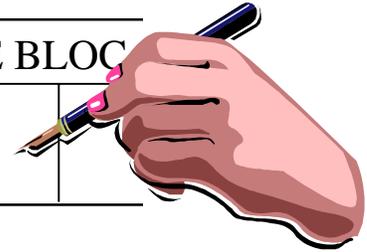
*Was any of this helpful? We hope so. If you have ideas for future newsletters, please call me. You can call me anything you like. But, I answer best to "Ben." -- Ben Kahn, Research Facilitator, OMHAS, 503-945-6196 or [ben.kahn@state.or.us](mailto:ben.kahn@state.or.us)*



## Names on the CPMS Forms

Box 6 on the CPMS form is the Client Name box. Here are a few helpful hints when filling in this box.

6 Name (USE UPPER CASE BLOCK LETTERS)				
Last				



- Please use UPPER CASE BLOCK LETTERS.
- Please write legibly. It's very important that you distinguish your 'U's from your 'V's, and your 'L's from your 'I's.
- Please fill in the Birth Name, even if it's the same as the last name. Don't write "Same" in the Birth Name boxes.
- Please spell out the name. For example, a last name of St. James, should be written in as SAINT JAMES.
- Avoid using punctuation. For example, a last name of O'Neal should be written as 'ONEAL'.

Remember to use a ball-point pen, and press firmly; you are going through multiple copies.

### When is the next CPMS Training?

We have scheduled a Mental Health CPMS Training  
 Wednesday, November 3 in Salem, &  
 Thursday, November 4 in Portland  
 (See the last page of this newsletter for more details).

### Who's Reading This Newsletter?



It has come to our attention that not all of the people who might benefit from this newsletter are getting an opportunity to read it. The CPMS Messenger is intended for those people who deal most directly with CPMS. This would include data coordinators, counselors, secretaries, office managers, etc. Please route the newsletter around to all pertinent/ interested staff.

# *The Office of Mental Health and Addiction Services Announces*



## Mental Health Client Process Monitoring System (CPMS) Statewide Training:

*“Getting the most  
out of CPMS”*

Wednesday, Nov. 3 – Salem  
Thursday, Nov. 4 – Portland

**Continuing Education Units are  
available!**

### ~~ AGENDA ~~

Training begins promptly at **8:30 am** and finishes by 12 noon. We will discuss the Mental Health CPMS paper forms with practice, as well as other monthly reports. Attendance at these trainings is **free**. However, please bring your own coffee, soda, snacks, etc. It’s important that you attend this training, as we need good data -- especially during these times -- to show the legislature that treatment works.

This training will be helpful to those who work with the Mental Health CPMS forms. We encourage counselors and data coordinators to attend.

**Note:** Since this is a hands-on training, space is limited. **Please register right away!**

To register, please call:

**Janelle Jegglie  
(503) 945-6186**

*Also, please let us know if you have  
any special needs.*

*If you are unable to attend either of these two mental health CPMS trainings, or need addiction services CPMS training, please give us a call and we will put your name on the list. When we get enough individuals on the list, we will hold another training.*

### **Two Locations:**

#### **Salem - Wednesday, Nov. 3, 2004**

**8:30 am**

4074 Winema Place

Building 53 - 2<sup>nd</sup> Floor – Rm 227

Salem, OR 97301

(Off Lancaster, near Chemeketa Community College. One street South on same side as the College.)

#### **Portland – Thursday, Nov. 4, 2004**

**8:30 am**

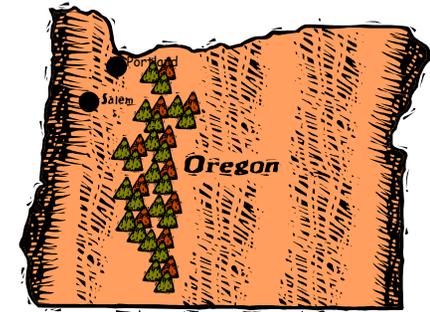
2446 SE Ladd Avenue

Main Conference Room

Portland, OR 97214

(Cross Streets: 20<sup>th</sup> and Division.

Arrive early to get a parking spot on the street.)



*NEED THIS IN AN ALTERNATE FORMAT? PLEASE CALL 503-945-5763.*