

CPMS Messenger



A timely newsletter for those completing the CPMS forms
JULY 2013 Prepared by Piet Vermeer & the CPMS Data Team, AMH

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**Questions?
Problems?
Just give us a call**

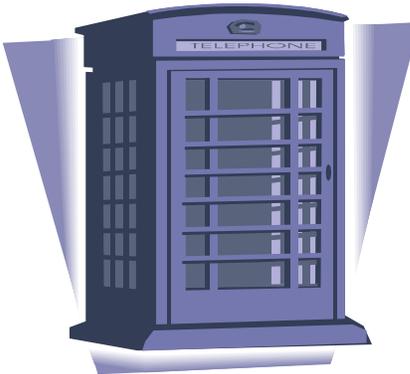


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CPMS NOT OVER YET!

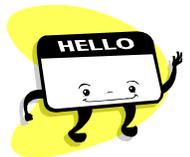
Lately we have been giving out a lot of information about new systems, new projects, new data, new business flows, electronic health records, electronic data interchange, web e-form and much, much more. Some of you might be a bit overwhelmed and or confused by this bombardment of information.

Some of you might think you heard that you don't have to send CPMS data anymore. This is not true. Until you hear otherwise, keep these data records coming. The replacement project is going strong but has not been completed. Until then, WE NEED THAT CPMS DATA!

Issues the CPMS Data unit runs into:

SAME NAME

The Birth Name field on CPMS forms refers to the client's last name at birth. It is most frequently used for clients whose last names have changed at some point due to marriage (maiden name), adoption, etc. If the client's last name has never changed, or if the client's last name at the time of birth is not known, please *repeat the client's current last name* in this field. Any name entered into the Birth Name field (including "Same" or "Unknown") will be read by the state's CPMS database as an actual name and recorded as an alias.



Exporting Files

REMEMBER when doing an export from your CPMS e-form, IT IS A 2 -STEP PROCESS. The e-form does not automatically send AMH the export file when you create an export. Instead it creates a text file that will have a "_V400.txt" for Alcohol & Drug or a "_V110.txt" for Mental Health at the end of the file. You then have to attach this text file to an email and send to

CPMS.OASIS@STATE.OR.US



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

Thinking about OWITS?

If the article in the last CPMS Messenger about reasons why you should consider OWITS has peaked your interest, but you are still on the fence about joining. Here is a list of Agencies that are fully implemented. Maybe they are in your neighborhood and you can ask them about their experiences.



- Choices Recovery (Prineville)
 - Center for Addiction Counseling Services
 - Josephine County Community Corrections
 - Pendleton Cottages
 - Umatilla County Community Corrections
 - Wallowa Valley Center for Wellness
 - White Bird Clinic
 - Clear Paths
 - Pelton Project
- If you would like to read a little more about the system use the COMPASS link shown on the right.

How to make Corrections!

Let's say you discovered a mistake in a CPMS E-form record, or we ask you to make a correction but you already exported it to us. What do you do?



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.
4. **Send** us the correction(fax or mail).
5. Use the **Edit** function to correct the Electronic-form.



COMPASS info:

Everything you need wanted to know about COMPASS, (but were afraid to ask), as well as assistance with the transition can be found on the informative **COMPASS WEB PAGE**. This web page lists upcoming webinars providers can attend, documents to assist providers with implementation and other information. Just go to: <http://www.oregon.gov/OHA/amh/pages/compass/index.aspx>

Additionally, the COMPASS team is here to answer your questions. Contact Piet Vermeer at piet.j.vermeer@state.or.us or 503-945-5960 and he will answer your question or direct you to the right person.

Website location!

Our manuals and e-form applications can be found at:

<http://www.oregon.gov/DHS/mentalhealth/tools-providers.shtml#usermanuals>

Previous versions of the Messenger can be found at:

http://www.oregon.gov/DHS/addiction/resource_center.shtml#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, Senior Systems Analyst, AMH, 503-945-5960 or piet.j.vermeer@state.or.us