

Memorandum

To: All MOTS Users

From: MOTS Support

Date: November 7, 2014

Subject: Miscellaneous Communication

AMH and the MOTS team have some clarifications and friendly reminders to share with you.

E-cigarettes and Tobacco Use:

We recently had a question about electronic cigarettes and the Tobacco Use field in the Behavioral Health record. AMH has taken the stand that if someone uses electronic cigarettes, the answer to the Tobacco Use question should be 'Yes'.

Security and MOTS Access:

MOTS is web-based, so people can access it from any internet connected computer or tablet and it contains protected health information covered by HIPAA and 42CFR rules. It is the System Admins responsibility to be sure only employees who need access have access to MOTS. As soon as your staff no longer needs access to MOTS, please be sure to immediately remove their access. There are many reasons a person would no longer need access to MOTS: left employment, changed positions, current position duties changed, etc.

School Related Data: (relevant only to facilities providing services to children and young adults under 25)

Please use the following answers to correctly report school related information in MOTS:

Person is attending school:

Competitive Employment- choose 'Student' along with any other appropriate options
Academic Improvement- Yes, No, UNK (Unknown) are the only answer options you should use

Answer 'Yes' only if the child or young adult attended most days in the past 20 scheduled school days.

School Attendance Improvement- Yes, No, UNK (Unknown) are the only answer options you should use

Answer 'Yes' only if the child or young adult is producing schoolwork of acceptable quality for their ability level.

School Behavior Improvement- Yes, No, UNK (Unknown) are the only answer options you should use

Answer 'Yes' only if no suspension, expulsion or disciplinary referral in the past 20 scheduled school days.

Person is not attending school:

Competitive Employment- do not choose 'Student'

Academic Improvement- only use N/A (Not Applicable)

School Attendance Improvement- only use N/A (Not Applicable)

School Behavior Improvement- only use N/A (Not Applicable)

If you have questions or concerns please email them to MOTS.Support@state.or.us