

MOTS Messenger



A timely newsletter for those using CPMS and/or MOTS Client Entry
MARCH 2014 Prepared by Piet Vermeer & the CPMS/MOTS Data Team, AMH Vol 21, No 3

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



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DRAFT Submission Status

Thank you for entering all those clients into the new MOTS system. We are seeing more and more providers entering their complete case load. The reactions we are getting is that the system is easy to use and works like a charm. In what seems like no time at all we had over 5,000 clients entered in the new system. During these few months we also made a few minor changes to the system. No major data issues, but more changes in the look and feel of the application. One of the issues we had was that when you go to the client search screen and performed a search, the result list would not indicate whether the client was still in **draft status** for the current treatment episode. That has been changed. Now you can see which episodes are in draft.

Speaking of draft, we have noticed that there are a number of treatment episodes that still have not been submitted and are in **draft**. These episodes are not officially registered in MOTS. Please review your list of clients. Complete and submit those that are still in **draft**.



Incorrect USER Name

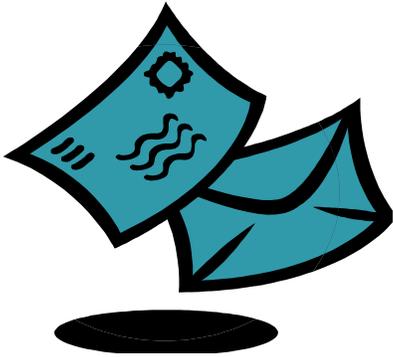
A different issue we discovered is that there are new **user names** showing up that are not consistent with the required protocol. A **user name** cannot be just made up by an administrator. It has to be requested through MOTS.support@state.or.us and set up by the AMH Help Desk. It will always start with the letter **P** and then **7 digits**, like **P1234567**. We understand that maybe the MOTS CE Training, where we work in the testing environment, might have confused some, but those made up logins are just for training. If you are using a login ID that does not follow the P number format and are entering clients, please stop. Contact us and we will help you fix this issue. If there is just a **user name** and no data entry done by that user, disable that user.

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

Don't Toss That

Envelope!

Please take a moment to look at the mailing label on the envelope that you received with the CPMS reports and newsletter. If you see anything wrong with the address or attention line please correct it (in red) and mail it back to CPMS OASIS, Attention Mary Herrle. If it just says "Data Coordinator" on the attention line and you want to change it to a real person, we can do that. Just write in the person's name. Thank you.



CONFIDENTIALITY NOTICE

This mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this mail in error, please return to the sender without reading, copying or disclosing its contents to any other person.

Thank you!

Close Your Clients

Because of the fact that we are moving to the MOTS data system, it is extremely vital that you close clients out of CPMS if they are no longer in active treatment. Active treatment is defined as a treatment contact once every **30** days for Substance Abuse or once every **90** days for Mental Health.

Another reason for keeping your data accurate and up to date is, and I am pretty sure that this is not really news to any of you, the



fact that we run reports for all levels of Management in State and Federal Government and want to be sure we are reporting good quality information. Here are some helpful hints to speed up the process of closing clients and correcting data.

When you are contacted by someone from our Data Team by phone, e-mail or fax, **please reply as soon as possible**. I know we all live busy lives and have a lot on our plate, but your input is very important. Certain situations require your knowledge. Let me give you an example of an issue we run into on a regular basis. The box for the **Birth name** is filled with "same", "unknown" or "none". These are all incorrect values. It should be the **Maiden name** for females or **Last name** usually for males unless the person was adopted at a younger age. We cannot just assume it is the same so we need your input.

Also very important for us is that we stay informed about **changes in personnel or facility or phone numbers** in order to maintain good open communications. PLEASE LET US KNOW!!!!

Website location!

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

<http://www.oregon.gov/OHA/amh/training/cpms/index.shtml>

Previous versions of the CPMS Messenger can be found at the same web address

All COMPASS related information can be found at:

<http://www.oregon.gov/OHA/amh/pages/compass/index.aspx>

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

