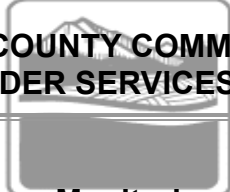


Governing Body:  MARION COUNTY COMMUNITY AND PROVIDER SERVICES (CAPS)	Function: INTEGRATED DELIVERY SYSTEM (IDS) HANDBOOK	
Subject: Client Process Monitoring System (CPMS)	Prepared By: CAPS	Original Date: 10/01/2007 Revised Date:

PURPOSE AND SIGNIFICANCE:

The Client Process Monitoring System (CPMS) is a State of Oregon processing system that tracks community-based treatment services for persons with mental illness, persons with developmental disabilities, and persons with substance abuse problems. CPMS Information is combined with information from other systems to create one integrated database under a single unique client identifier. The integrated database contains individual-specific data across programs statewide and provides a continuity of care picture for individual Members. The information allows the State Addictions and Mental Health Division (AMH) to manage publicly funded mental health services, respond to legislative inquiries, and demonstrate cost effectiveness under the federal requirement for the Oregon Health Plan (OHP) Medicaid Demonstration Project and Children's Health Program.

PROCESS AND/OR PROCEDURE:

IDS Providers are responsible for submitting CPMS data for anyone, adult, child, or adolescent, who receives services covered by public funds. Public funds include Medicaid, Medicare, OHP, and State, County, or Federal grant dollars.

An IDS Provider must complete CPMS form for each individual Member as part of both the enrollment and discharge processes. The Enrollment CPMS form should be included as part of the initial documentation completed for a Member at the first face-to-face appointment. The CPMS Termination form should be completed within 30 days of the last face-to-face contact for a planned discharge or 45 days from the last face-to-face contact for an unplanned discharge.

IDS Providers are responsible for submitting CPMS data to the AMH via electronic media in the specific format required. In cases of missing data or errors, the AMH will notify the agency of pended CPMS data. It is the responsibility of the agency to correct the pended data within 30 calendar of the notice.

AMH offers the services of a Database Analyst to assist with CPMS problems, issues, and/or revisions to the electronic format. IDS Providers are also encouraged to use the CPMS information and tools at <http://www.oregon.gov/DHS/mentalhealth/tools-providers.shtml>