

Enter an MSD (PAS-48NN) for Outpatient and Opioid Treatment Programs

Summary

NOTE: Due to the dynamics of state government and the changing needs for the OASAS CDS (Client Data System), some items in this User Guide might have been removed from the live CDS. Similarly, some new information may appear in the live system that is not reflected in this User Guide. To find the most updated versions of CDS forms and instructions, click the Forms and Instructions tab on the page [OASAS Applications Home](#), located under CDS Documentation.

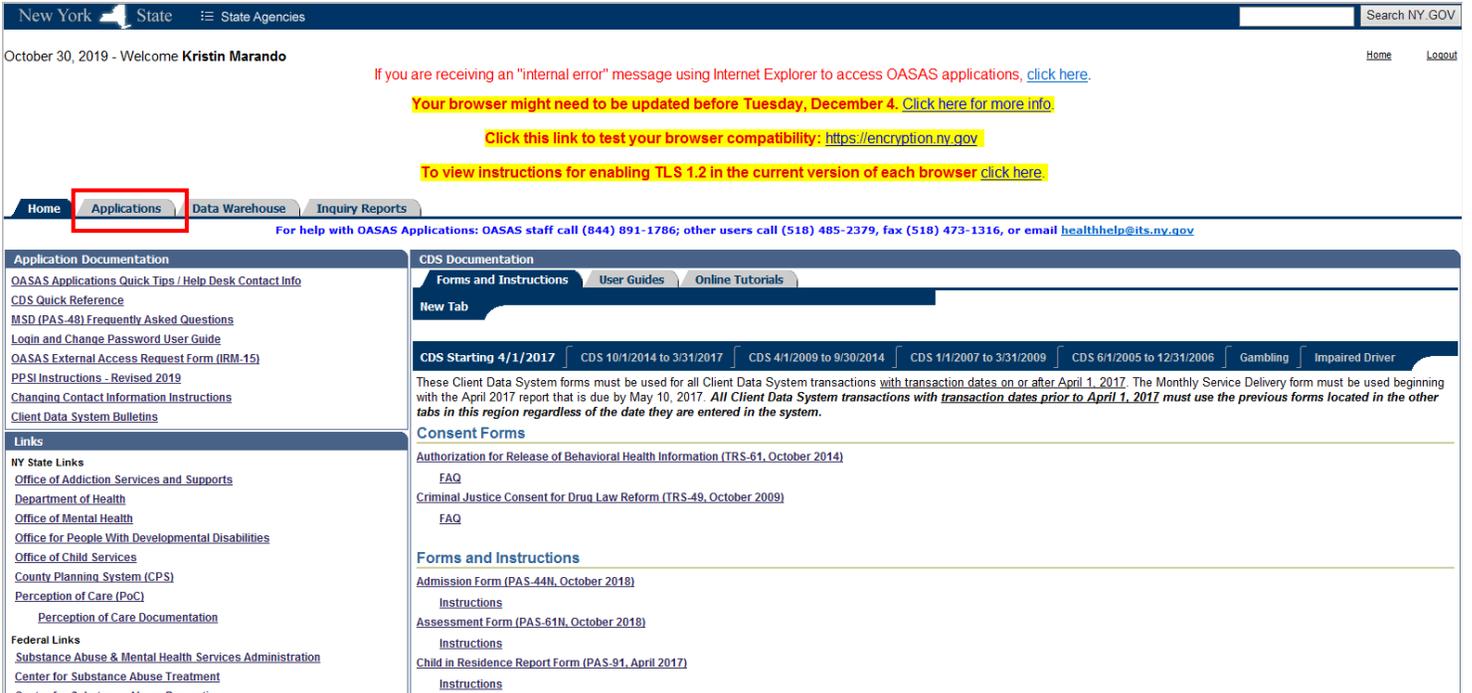
This User Guide will show you how to enter the MSD Report for Outpatient or Opioid Treatment programs into the CDS System.

There are three sections in this User Guide:

- Locate MSD Reports
- Enter (Edit) MSD Data
- Save MSD Report

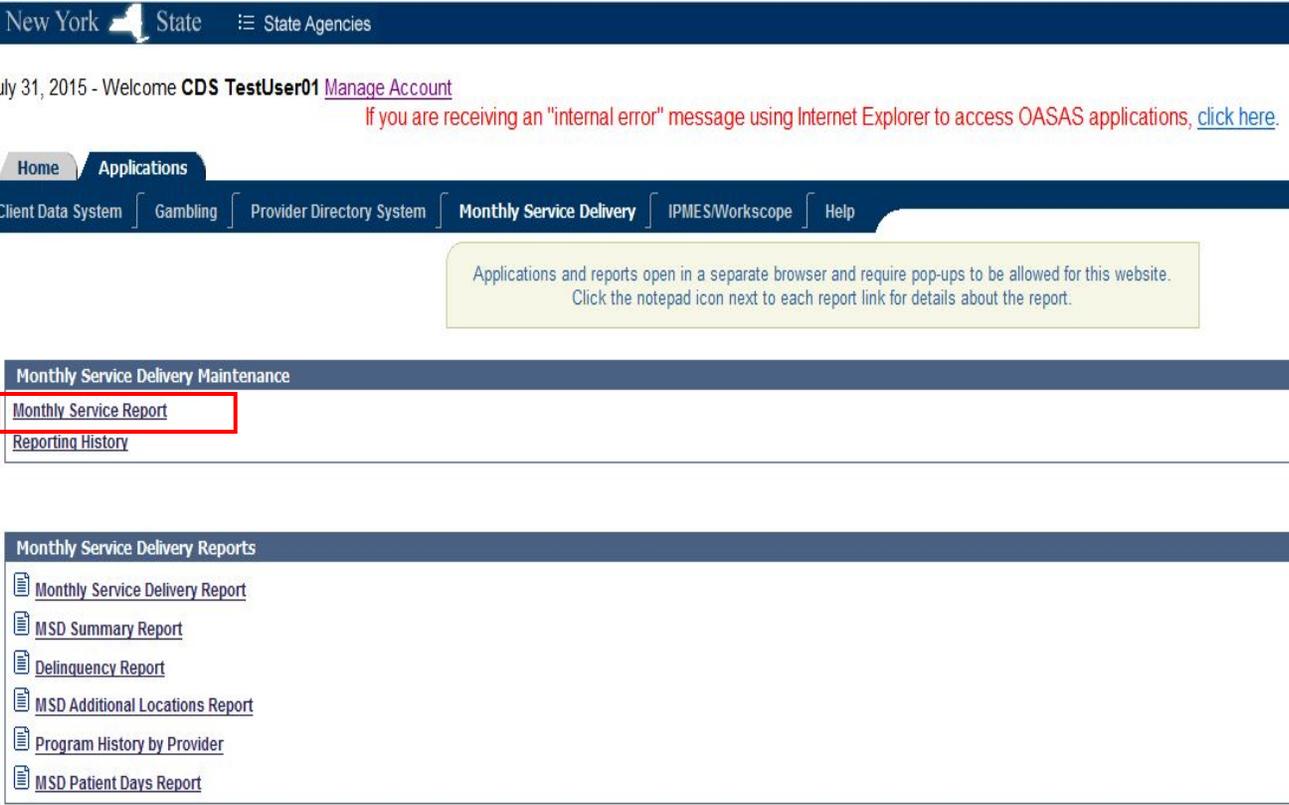
NOTE: It would be helpful to be logged into the OASAS Client Data System application to better follow this User Guide. For more information on logging into the OASAS Client Data System application, please review the Login and Change Password Tutorial or User Guide on the OASAS Applications Home page, located at https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS.

Locate MSD Reports

Step	Instructions	Image
1a	<p>First, click on the Applications tab to go to the <i>OASAS Applications</i> page.</p>	 <p>The screenshot shows the OASAS website interface. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, a message reads 'October 30, 2019 - Welcome Kristin Marando'. A warning message states: 'If you are receiving an "internal error" message using Internet Explorer to access OASAS applications, click here.' Below the warning, there are two yellow highlighted links: 'Your browser might need to be updated before Tuesday, December 4. Click here for more info.' and 'Click this link to test your browser compatibility: https://encryption.ny.gov'. A third yellow highlighted link reads: 'To view instructions for enabling TLS 1.2 in the current version of each browser click here.' The main navigation menu includes 'Home', 'Applications' (highlighted with a red box), 'Data Warehouse', and 'Inquiry Reports'. Below the navigation, there is a help message: 'For help with OASAS Applications: OASAS staff call (844) 891-1786; other users call (518) 485-2379, fax (518) 473-1316, or email healthhelp@its.ny.gov'. The page is divided into two main sections: 'Application Documentation' and 'CDS Documentation'. The 'Application Documentation' section includes links for 'OASAS Applications Quick Tips / Help Desk Contact Info', 'CDS Quick Reference', 'MSD (PAS-48) Frequently Asked Questions', 'Login and Change Password User Guide', 'OASAS External Access Request Form (IRM-15)', 'PPSI Instructions - Revised 2019', 'Changing Contact Information Instructions', and 'Client Data System Bulletins'. The 'CDS Documentation' section includes 'Forms and Instructions', 'User Guides', and 'Online Tutorials'. Below these, there are tabs for 'New Tab', 'CDS Starting 4/1/2017', 'CDS 10/1/2014 to 3/31/2017', 'CDS 4/1/2009 to 9/30/2014', 'CDS 1/1/2007 to 3/31/2009', 'CDS 6/1/2005 to 12/31/2006', 'Gambling', and 'Impaired Driver'. A note states: 'These Client Data System forms must be used for all Client Data System transactions with transaction dates on or after April 1, 2017. The Monthly Service Delivery form must be used beginning with the April 2017 report that is due by May 10, 2017. All Client Data System transactions with transaction dates prior to April 1, 2017 must use the previous forms located in the other tabs in this region regardless of the date they are entered in the system.' The 'Consent Forms' section includes 'Authorization for Release of Behavioral Health Information (TRS-61, October 2014)' with an 'FAQ' link, and 'Criminal Justice Consent for Drug Law Reform (TRS-49, October 2009)' with an 'FAQ' link. The 'Forms and Instructions' section includes 'Admission Form (PAS-44N, October 2018)' with 'Instructions', 'Assessment Form (PAS-61N, October 2018)' with 'Instructions', and 'Child in Residence Report Form (PAS-91, April 2017)' with 'Instructions'. The 'Links' section includes 'NY State Links' (Office of Addiction Services and Supports, Department of Health, Office of Mental Health, Office for People With Developmental Disabilities, Office of Child Services, County Planning System (CPS), Perception of Care (PoC), Perception of Care Documentation) and 'Federal Links' (Substance Abuse & Mental Health Services Administration, Center for Substance Abuse Treatment).</p>

Enter an MSD (PAS-48N) for Outpatient and Methadone Programs User Guide

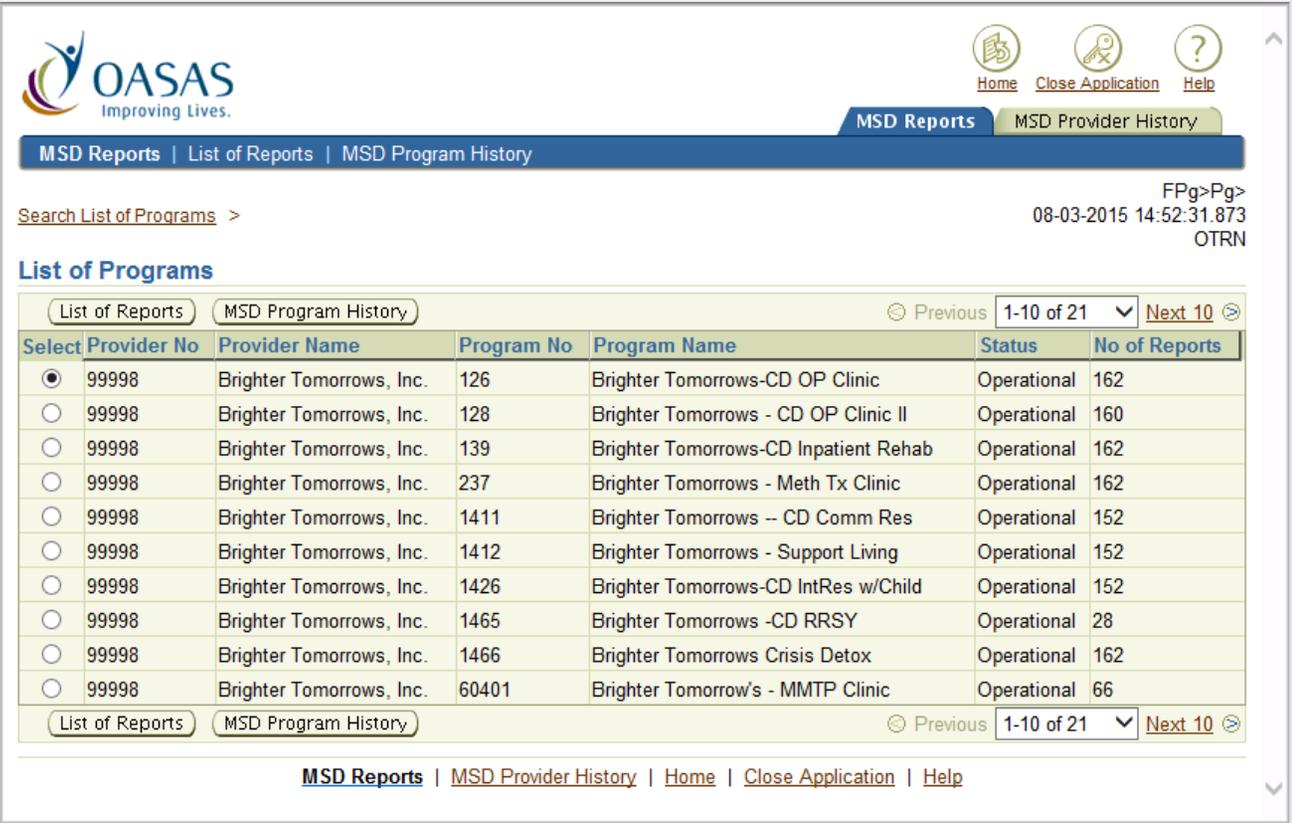
Step	Instructions	Image
1b	Next, click the “ Monthly Service Delivery ” sub-tab to access the “ <i>Monthly Service Delivery</i> ” page.	

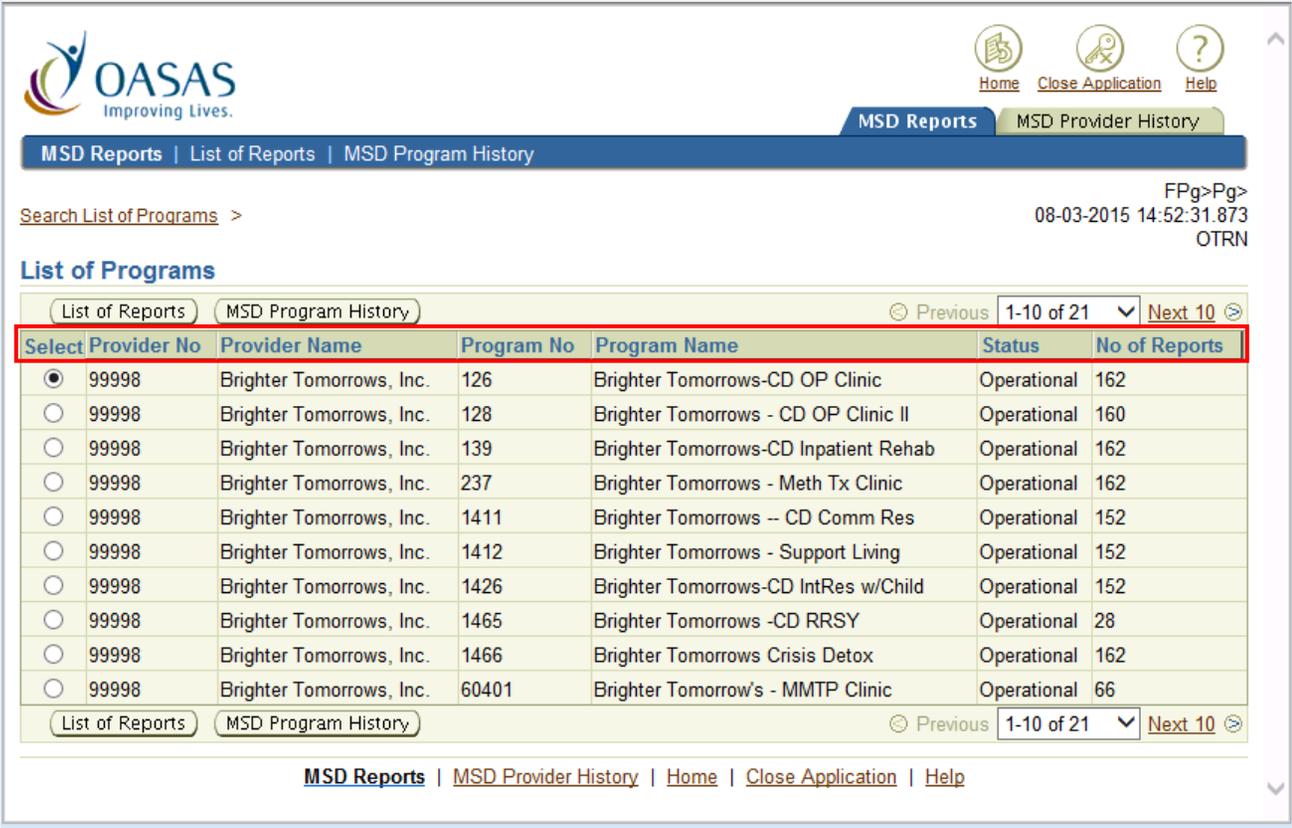
Step	Instructions	Image
2	<p>From the “<i>Monthly Service Delivery</i>” page, you will then click the Monthly Service Report link to open the “<i>Search List of Programs</i>” page. This page will open in a separate window.</p>	 <p>The screenshot shows the OASAS website interface. At the top, there is a header for 'New York State' and 'State Agencies'. Below this, a date 'July 31, 2015' and a user name 'CDS TestUser01' are displayed, along with a 'Manage Account' link. A red text message states: 'If you are receiving an "internal error" message using Internet Explorer to access OASAS applications, click here.' A navigation bar includes 'Home' and 'Applications' tabs. Under 'Applications', there are links for 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery', 'IPMES/Workscope', and 'Help'. A yellow box contains a message: 'Applications and reports open in a separate browser and require pop-ups to be allowed for this website. Click the notepad icon next to each report link for details about the report.' Below this, there are two main sections: 'Monthly Service Delivery Maintenance' and 'Monthly Service Delivery Reports'. In the 'Maintenance' section, the 'Monthly Service Report' link is highlighted with a red rectangular box, and 'Reporting History' is also visible. The 'Reports' section lists several report types with notepad icons: 'Monthly Service Delivery Report', 'MSD Summary Report', 'Delinquency Report', 'MSD Additional Locations Report', 'Program History by Provider', and 'MSD Patient Days Report'.</p>

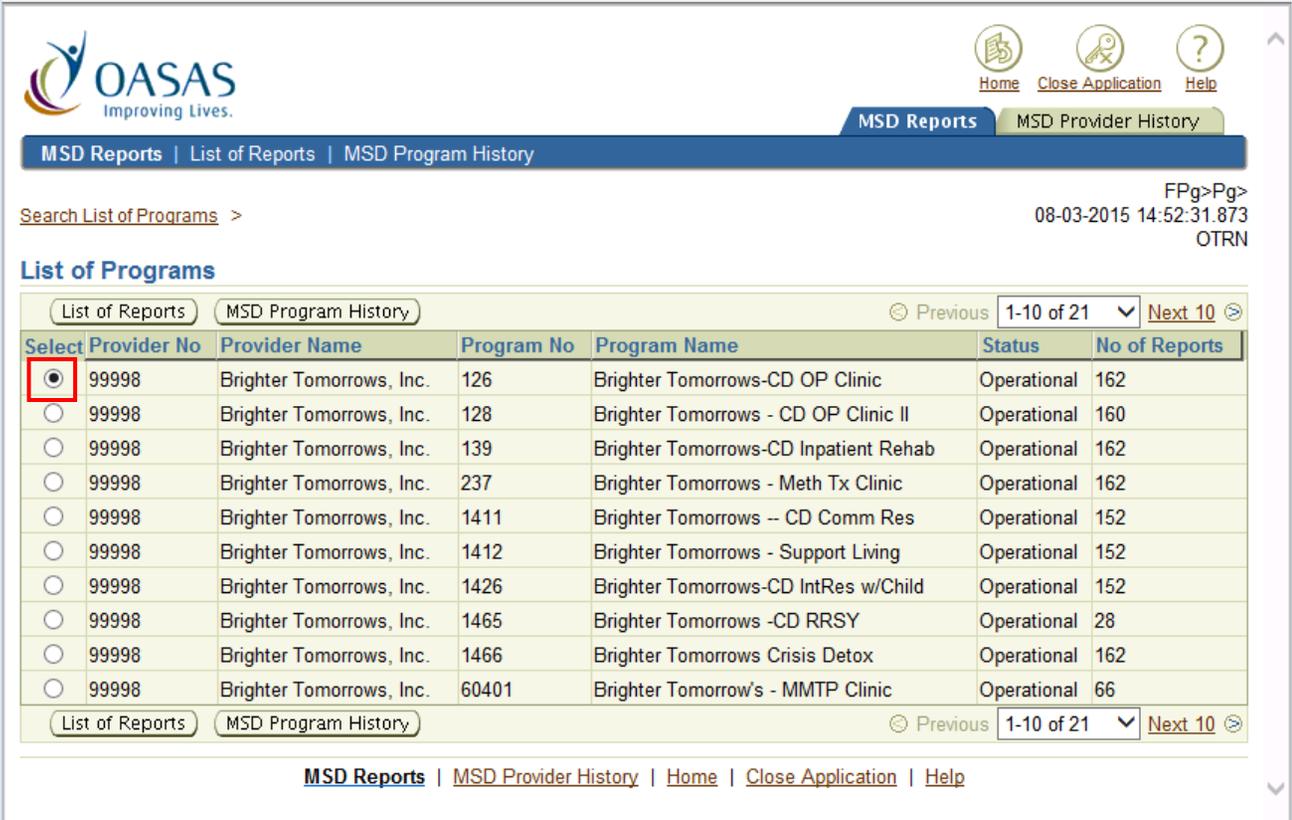
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3	<p>Now you see the “<i>Search List of Programs</i>” page, where you can enter program-level search criteria (e.g., Program No. or Status) to limit your search and produce either one program record or a list of programs for your provider that meet the Status criteria.</p> <p>If you are a provider, your provider will be chosen for you already.</p> <p>Leaving Program No. and Status search fields blank will list all programs for your provider.</p>	

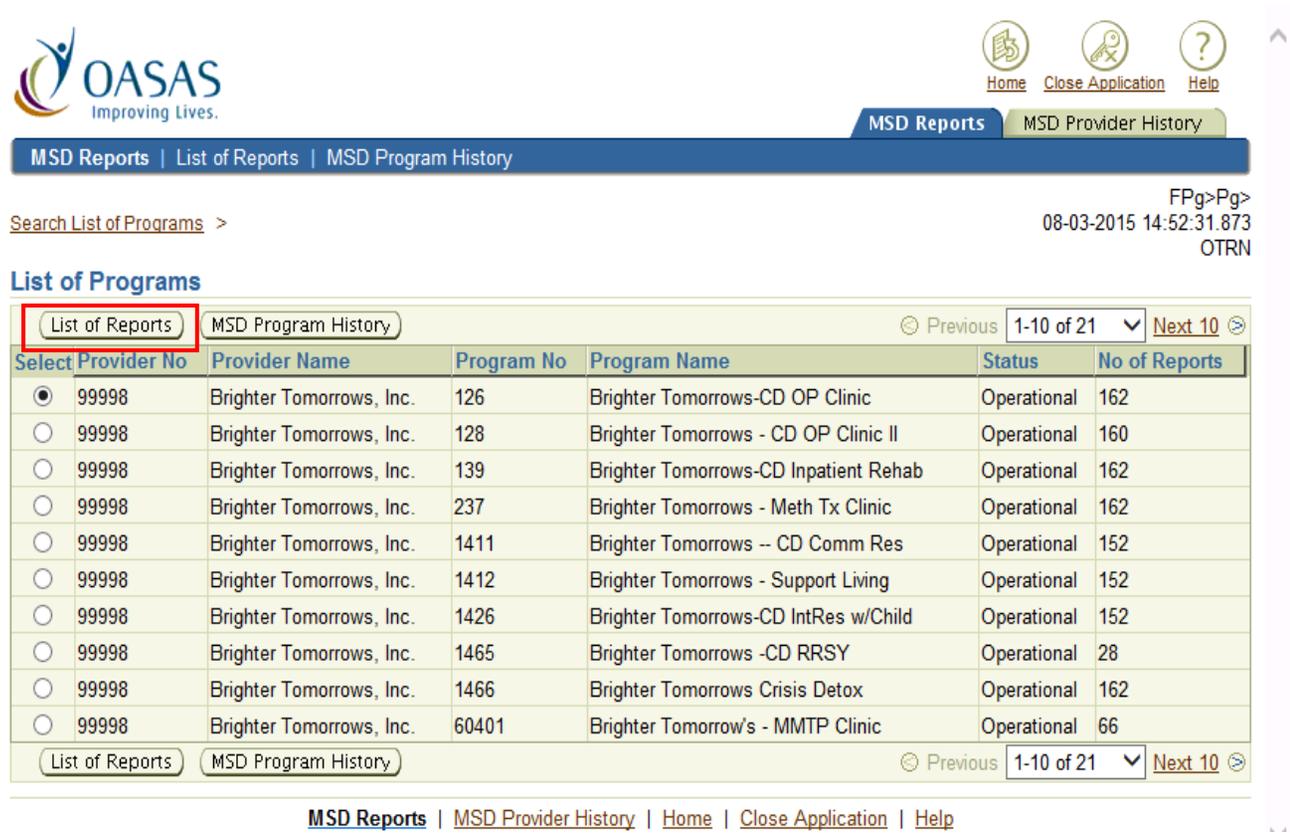
Step

Step	Instructions	Image
4	<p>In this example, “Operational” is selected from the Status dropdown list. This Status is the most commonly used criterion.</p> <p>Once all desired criteria selections are made, click the Find button to display a resulting list of all programs meeting the selection criteria for your provider.</p> <p>This example will result in displaying all operational programs for the provider Brighter Tomorrows, Inc.</p>	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. To the right are navigation icons for Home, Close Application, and Help. Below these is a breadcrumb trail showing 'MSD Reports' and 'MSD Provider History'. The main heading is 'Search List of Programs'. There are two rows of search criteria: 'Provider No : 99999' and 'Provider Name : Anonymous Provider'; 'Program No : [input field]' and 'Program Name : [input field]'. A 'Status' dropdown menu is set to 'Operational' and is highlighted with a red box. Below the search fields are 'Find' and 'Clear' buttons, with the 'Find' button also highlighted with a red box. At the bottom, there is a secondary breadcrumb trail: 'MSD Reports MSD Provider History Home Close Application Help'.</p>

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5	<p>Here you see the resulting “<i>List of Programs</i>” page, which contains the provider’s programs selected by the criteria chosen in the “<i>Search List of Programs</i>” page (i.e., all operational programs for provider Brighter Tomorrows, Inc.).</p> <p>If you have a long list of programs, you could either revise the search criteria to limit the list or sort the list results according to one criterion (i.e., field).</p>	 <p>The screenshot displays the OASAS 'List of Programs' interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History'. Below this, a search bar and a 'Search List of Programs' link are present. The main content is a table titled 'List of Programs' with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>60401</td> <td>Brighter Tomorrow's - MMTP Clinic</td> <td>Operational</td> <td>66</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there is a footer with navigation links: 'MSD Reports MSD Provider History Home Close Application Help'. The page also shows a timestamp '08-03-2015 14:52:31.873' and 'OTRN'.</p>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	60401	Brighter Tomorrow's - MMTP Clinic	Operational	66
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6	<p>You can sort the list of programs on this page by clicking any shaded <i>column</i> heading to sort by that field. This allows you to sort by any criteria visible on the page, e.g., Provider No, Provider Name, Program No, Program Name, Status, or No of Reports.</p> <p>You would click the shaded column heading once to sort by the results of that field in ascending order. If you wanted to reverse the order of the sort (i.e., descending order), you would click the same shaded column heading again.</p> <p>In this “List of Programs” page, the programs are already sorted in ascending order by Program No (by default), so no further sorting is needed.</p> <p>NOTE: For an example of how to sort data records, see the “Enter Transactions from Client Management and Change Provider ID or Tracking ID” Tutorial or related User Guide.</p>	 <p>The screenshot displays the OASAS 'List of Programs' interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search bar and a timestamp '08-03-2015 14:52:31.873 OTRN' are visible. The main content area features a table with the following columns: 'Select', 'Provider No', 'Provider Name', 'Program No', 'Program Name', 'Status', and 'No of Reports'. The 'Program No' column is highlighted in a light blue shade. The table lists 10 programs, all from 'Brighter Tomorrows, Inc.', with various program names and report counts. At the bottom of the table, there are navigation links for 'Home', 'Close Application', and 'Help'.</p> <table border="1" data-bbox="630 527 1858 909"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>60401</td> <td>Brighter Tomorrow's - MMTP Clinic</td> <td>Operational</td> <td>66</td> </tr> </tbody> </table>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	60401	Brighter Tomorrow's - MMTP Clinic	Operational	66
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7	<p>If there are more programs listed other than your own, you will first have to select your specific program before listing the MSD Reports.</p> <p>To select a specific program from the list, first click the <i>Select</i> radio button (○) for the program.</p> <p>The first program in the list is initially selected by default.</p>	 <p>The screenshot displays the OASAS 'List of Programs' interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search bar and a 'Search List of Programs' link are present. The main content is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>60401</td> <td>Brighter Tomorrow's - MMTP Clinic</td> <td>Operational</td> <td>66</td> </tr> </tbody> </table> <p>Navigation options include 'List of Reports' and 'MSD Program History' buttons, and a dropdown menu showing '1-10 of 21' with a 'Next 10' link.</p>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	60401	Brighter Tomorrow's - MMTP Clinic	Operational	66
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8	Once the program is selected, click the List of Reports button to view the list of MSD Reports for the selected program.	 <p>The screenshot shows the OASAS interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History'. Below this is a search bar and a 'List of Programs' section. The 'List of Reports' button is highlighted with a red box. Below the button is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>60401</td> <td>Brighter Tomorrow's - MMTP Clinic</td> <td>Operational</td> <td>66</td> </tr> </tbody> </table>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	60401	Brighter Tomorrow's - MMTP Clinic	Operational	66
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9	<p>On the “<i>List of Reports</i>” page, you now see the program’s list of MSD Reports sorted by Report Date, with the most recent MSDs listed first (i.e., listed from most to least recent).</p> <p>NOTE: You cannot complete an MSD until all previous MSD Reports are first completed. In this example, MSDs must be completed beginning with 12/2014, then 01/2015, then 02/2015, etc. (i.e., in that order).</p>	 <p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and the tagline 'Improving Lives.' On the right side of the navigation bar, there are icons for Home, Close Application, and Help. Below the navigation bar, there are tabs for 'MSD Reports' and 'MSD Provider History'. The main content area shows the 'List of Reports' for the provider '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. The reports are listed in a table with columns for 'Select', 'Report Date', and 'Status'. The reports are sorted by date in descending order. The 06/2015 report is selected and has a 'New' status. The 12/2014 report has a 'Hold' status, and reports from 09/2014 to 01/2015 are marked as 'Complete'. There are 'Update', 'Previous', and 'Next 10' buttons for navigating through the reports.</p> <table border="1" data-bbox="632 544 1251 1036"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>06/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>05/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>04/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>03/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>02/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>01/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>12/2014</td> <td>Hold</td> </tr> <tr> <td><input type="radio"/></td> <td>11/2014</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>10/2014</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>09/2014</td> <td>Complete</td> </tr> </tbody> </table>	Select	Report Date	Status	<input checked="" type="radio"/>	06/2015	New	<input type="radio"/>	05/2015	New	<input type="radio"/>	04/2015	New	<input type="radio"/>	03/2015	New	<input type="radio"/>	02/2015	New	<input type="radio"/>	01/2015	New	<input type="radio"/>	12/2014	Hold	<input type="radio"/>	11/2014	Complete	<input type="radio"/>	10/2014	Complete	<input type="radio"/>	09/2014	Complete
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Step	Instructions	Image
10	<p>To move rapidly between groups of MSDs, you can use several methods:</p> <ol style="list-style-type: none"> 1. Click “Next 10” (or “Previous 10”) as many times as needed to move through the MSDs in groups of 10. The initial group shown contains the most recent MSDs (i.e., 1-10). Using ‘Next 10’ to move through MSDs is probably the easiest method for most situations. 2. Click on the Selected Records dropdown list to select a specific group of MSDs (e.g., 1-10 of 234, 11-20 of 234, 21-30 of 234). 	<p>The screenshot shows the OASAS web interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right are navigation icons for Home, Close Application, and Help. Below these are tabs for 'MSD Reports' and 'MSD Provider History'. A breadcrumb trail reads 'MSD Reports List of Reports MSD Program History'. The main content area shows 'Search List of Programs > List of Programs >' and a timestamp 'FPg>Pg>SD1> 07-31-2015 14:01:57.742'. The title is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table is displayed with columns 'Select Report Date' and 'Status'. The table contains 10 rows of data. Above the table are controls: 'Update', 'Previous', a dropdown menu showing '1-10 of 234', and 'Next 10'. The dropdown and 'Next 10' are highlighted with red boxes. A second set of these controls is visible below the table. At the bottom of the page are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

Step	Instructions	Image
11	<p>3. Click on the “Show All” option at the top of the Selected Records dropdown list to scroll down through the program’s complete listing of MSDs.</p> <p>For this example, the option at the top of the dropdown list would read “Show All 234,” since there are 234 MSDs for this selected program. Choosing this option would allow you to scroll down through the complete listing of MSDs.</p> <p>NOTE: To view the oldest group of MSDs (i.e., at the end of the list), you can either click on the column heading Report Date to re-sort the program’s MSDs in ascending order (so they are listed from the oldest to newest) or select the last group in the Selected Records dropdown list.</p>	

Step	Instructions	Image
12	<p>This example shows one of the available methods to move between pages of MSDs.</p> <p>Click on the “Next 10” to see the next most recent group of ten MSDs (from 08/2014 to 11/2013). If needed, you can continue to click on the “Next 10” to cycle through the groups of MSDs.</p> <p>NOTE: You can use the “Next 10” link located at both the top and bottom of the page.</p>	 <p>The screenshot shows the OASAS web application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation links for Home, Close Application, and Help. Below the logo, there are tabs for MSD Reports and MSD Provider History. The main content area is titled 'List of Reports' and shows the provider/program as '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table of reports is displayed with columns for 'Select Report Date' and 'Status'. The table shows reports from 06/2015 to 09/2014. The 'Next 10' link is highlighted in red at both the top and bottom of the table. The page also includes a search bar and a timestamp '07-31-2015 14:01:57.742'.</p>

Step	Instructions	Image																																																																					
13	<p>To choose a group of MSDs using the Selected Records dropdown list, click on the dropdown list to open it and then select the desired group of MSDs from the list.</p> <p>In this example, the Selected Records dropdown list is used to reselect the most recent group of MSDs, although you could instead click on “Previous 10” to do the same thing.</p> <p>The opened Selected Records dropdown list shown here lists the groups of MSDs that can be selected. Each group of ten MSDs is listed along with the total number of monthly reporting periods (MSDs) for that program (i.e., MSDs “1-10 of 234”).</p>	<p>The screenshot shows the OASAS web application interface. The browser address bar displays the URL: https://apps.oasas.ny.gov/msd/faces/pages/ProgramTable.jspx. The page title is "List of Reports". The OASAS logo is visible in the top left corner, with the tagline "Improving Lives.". Navigation tabs for "MSD Reports" and "MSD Provider History" are present. The breadcrumb trail indicates the current location: "Search List of Programs > List of Programs > List of Reports". The provider information is "99999 Anonymous Provider / 126 OUTPATIENT CLINIC". The page title is "List of Reports". The "Selected Report Date" dropdown menu is open, showing a list of report date ranges from 06/2015 to 09/2014. The "1-10 of 234" option is highlighted. The page also includes "Update", "Previous", and "Next 10" buttons.</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> <th>MSDs</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 06/2015</td> <td>New</td> <td>21-30 of 234</td> </tr> <tr> <td><input type="radio"/> 05/2015</td> <td>New</td> <td>31-40 of 234</td> </tr> <tr> <td><input type="radio"/> 04/2015</td> <td>New</td> <td>41-50 of 234</td> </tr> <tr> <td><input type="radio"/> 03/2015</td> <td>New</td> <td>51-60 of 234</td> </tr> <tr> <td><input type="radio"/> 02/2015</td> <td>New</td> <td>61-70 of 234</td> </tr> <tr> <td><input type="radio"/> 01/2015</td> <td>New</td> <td>71-80 of 234</td> </tr> <tr> <td><input type="radio"/> 12/2014</td> <td>New</td> <td>81-90 of 234</td> </tr> <tr> <td><input type="radio"/> 11/2014</td> <td>New</td> <td>91-100 of 234</td> </tr> <tr> <td><input type="radio"/> 10/2014</td> <td>New</td> <td>101-110 of 234</td> </tr> <tr> <td><input type="radio"/> 09/2014</td> <td>New</td> <td>111-120 of 234</td> </tr> <tr> <td><input type="radio"/> 08/2014</td> <td>New</td> <td>121-130 of 234</td> </tr> <tr> <td><input type="radio"/> 07/2014</td> <td>New</td> <td>131-140 of 234</td> </tr> <tr> <td><input type="radio"/> 06/2014</td> <td>New</td> <td>141-150 of 234</td> </tr> <tr> <td><input type="radio"/> 05/2014</td> <td>Complete</td> <td>151-160 of 234</td> </tr> <tr> <td><input type="radio"/> 04/2014</td> <td>Complete</td> <td>161-170 of 234</td> </tr> <tr> <td><input type="radio"/> 03/2014</td> <td>Complete</td> <td>171-180 of 234</td> </tr> <tr> <td><input type="radio"/> 02/2014</td> <td>Complete</td> <td>181-190 of 234</td> </tr> <tr> <td><input type="radio"/> 01/2014</td> <td>Complete</td> <td>191-200 of 234</td> </tr> <tr> <td><input type="radio"/> 12/2013</td> <td>Complete</td> <td>201-210 of 234</td> </tr> <tr> <td><input type="radio"/> 11/2013</td> <td>Complete</td> <td>211-220 of 234</td> </tr> <tr> <td><input type="radio"/> 10/2013</td> <td>Complete</td> <td>221-230 of 234</td> </tr> <tr> <td><input type="radio"/> 09/2013</td> <td>Complete</td> <td>231-234 of 234</td> </tr> </tbody> </table>	Select Report Date	Status	MSDs	<input checked="" type="radio"/> 06/2015	New	21-30 of 234	<input type="radio"/> 05/2015	New	31-40 of 234	<input type="radio"/> 04/2015	New	41-50 of 234	<input type="radio"/> 03/2015	New	51-60 of 234	<input type="radio"/> 02/2015	New	61-70 of 234	<input type="radio"/> 01/2015	New	71-80 of 234	<input type="radio"/> 12/2014	New	81-90 of 234	<input type="radio"/> 11/2014	New	91-100 of 234	<input type="radio"/> 10/2014	New	101-110 of 234	<input type="radio"/> 09/2014	New	111-120 of 234	<input type="radio"/> 08/2014	New	121-130 of 234	<input type="radio"/> 07/2014	New	131-140 of 234	<input type="radio"/> 06/2014	New	141-150 of 234	<input type="radio"/> 05/2014	Complete	151-160 of 234	<input type="radio"/> 04/2014	Complete	161-170 of 234	<input type="radio"/> 03/2014	Complete	171-180 of 234	<input type="radio"/> 02/2014	Complete	181-190 of 234	<input type="radio"/> 01/2014	Complete	191-200 of 234	<input type="radio"/> 12/2013	Complete	201-210 of 234	<input type="radio"/> 11/2013	Complete	211-220 of 234	<input type="radio"/> 10/2013	Complete	221-230 of 234	<input type="radio"/> 09/2013	Complete	231-234 of 234
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14	<p>In this example, you now see the first group of MSDs 1-10 that were reselected from the Selected Records dropdown list (i.e., from 06/2015 to 09/2014).</p> <p>If desired, you could continue to select any group from the Selected Records dropdown list.</p>	 <p>The screenshot displays the OASAS interface for viewing a list of reports. At the top, the OASAS logo and navigation links (Home, Close Application, Help) are visible. Below the logo, there are tabs for 'MSD Reports' and 'MSD Provider History'. A breadcrumb trail shows 'MSD Reports List of Reports MSD Program History'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A search bar is present with the text 'Search List of Programs > List of Programs >'. The report list table has the following data:</p> <table border="1" data-bbox="695 618 1325 1073"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input type="radio"/></td><td>06/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>05/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>04/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>03/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>02/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>01/2015</td><td>New</td></tr> <tr><td><input checked="" type="radio"/></td><td>12/2014</td><td>Hold</td></tr> <tr><td><input type="radio"/></td><td>11/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/></td><td>10/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/></td><td>09/2014</td><td>Complete</td></tr> </tbody> </table> <p>At the bottom of the page, there are navigation links: 'MSD Reports MSD Provider History Home Close Application Help'.</p>	Select	Report Date	Status	<input type="radio"/>	06/2015	New	<input type="radio"/>	05/2015	New	<input type="radio"/>	04/2015	New	<input type="radio"/>	03/2015	New	<input type="radio"/>	02/2015	New	<input type="radio"/>	01/2015	New	<input checked="" type="radio"/>	12/2014	Hold	<input type="radio"/>	11/2014	Complete	<input type="radio"/>	10/2014	Complete	<input type="radio"/>	09/2014	Complete
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Step	Instructions	Image																																	
15	<p>To complete or update a particular MSD Report, you need to select the specific MSD that you want to edit and then click the Update button to display the MSD report.</p> <p>First, select the MSD to be edited by clicking the Select radio button for that MSD. In this example, the MSD for 01/2015 is selected.</p>	 <p>The screenshot displays the OASAS web interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows 'MSD Reports List of Reports MSD Program History'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table lists reports from 09/2014 to 06/2015. The '01/2015' row is selected, with a red box highlighting the radio button. The table columns are 'Select', 'Report Date', and 'Status'. Navigation controls include 'Update', 'Previous', '1-10 of 234', and 'Next 10' buttons.</p> <table border="1" data-bbox="688 560 1333 1063"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input type="radio"/></td><td>06/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>05/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>04/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>03/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>02/2015</td><td>New</td></tr> <tr><td><input checked="" type="radio"/></td><td>01/2015</td><td>New</td></tr> <tr><td><input type="radio"/></td><td>12/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/></td><td>11/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/></td><td>10/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/></td><td>09/2014</td><td>Complete</td></tr> </tbody> </table>	Select	Report Date	Status	<input type="radio"/>	06/2015	New	<input type="radio"/>	05/2015	New	<input type="radio"/>	04/2015	New	<input type="radio"/>	03/2015	New	<input type="radio"/>	02/2015	New	<input checked="" type="radio"/>	01/2015	New	<input type="radio"/>	12/2014	Complete	<input type="radio"/>	11/2014	Complete	<input type="radio"/>	10/2014	Complete	<input type="radio"/>	09/2014	Complete
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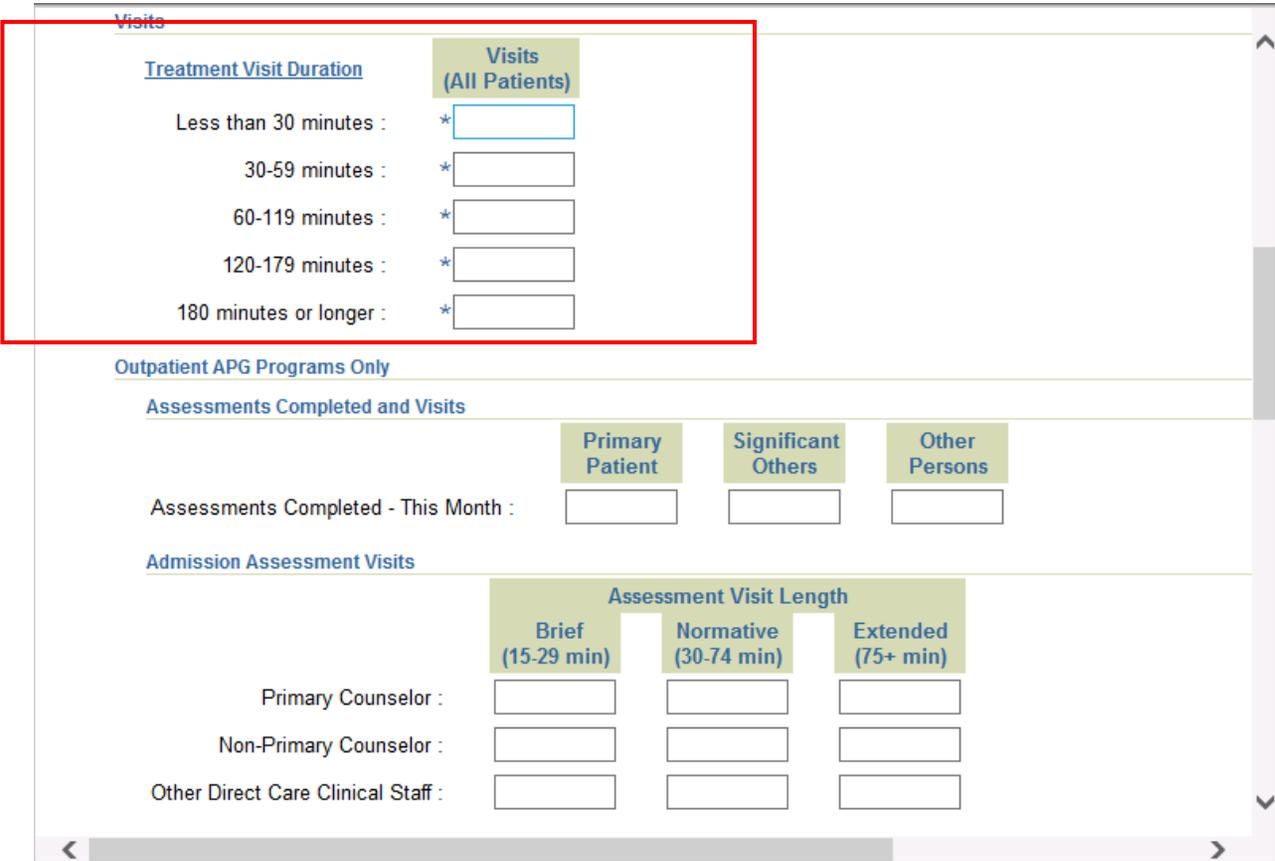
Step	Instructions	Image																						
16	<p>Once you have selected the MSD, click the Update button to open the selected MSD report. It is located above the group of MSDs listed on the “<i>List of Reports</i>” page.</p>	 <p>The screenshot shows the OASAS interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History'. Below this, there is a search bar and a breadcrumb trail: 'MSD Reports > List of Reports > MSD Program History'. The main heading is 'List of Reports' for '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table of reports is displayed with columns 'Select Report Date' and 'Status'. The 'Update' button is highlighted with a red box. The table contains the following data:</p> <table border="1" data-bbox="688 560 1333 1063"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> 06/2015</td><td>New</td></tr> <tr><td><input type="radio"/> 05/2015</td><td>New</td></tr> <tr><td><input type="radio"/> 04/2015</td><td>New</td></tr> <tr><td><input type="radio"/> 03/2015</td><td>New</td></tr> <tr><td><input type="radio"/> 02/2015</td><td>New</td></tr> <tr><td><input checked="" type="radio"/> 01/2015</td><td>New</td></tr> <tr><td><input type="radio"/> 12/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/> 11/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/> 10/2014</td><td>Complete</td></tr> <tr><td><input type="radio"/> 09/2014</td><td>Complete</td></tr> </tbody> </table>	Select Report Date	Status	<input type="radio"/> 06/2015	New	<input type="radio"/> 05/2015	New	<input type="radio"/> 04/2015	New	<input type="radio"/> 03/2015	New	<input type="radio"/> 02/2015	New	<input checked="" type="radio"/> 01/2015	New	<input type="radio"/> 12/2014	Complete	<input type="radio"/> 11/2014	Complete	<input type="radio"/> 10/2014	Complete	<input type="radio"/> 09/2014	Complete
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17	<p>You then see the “<i>Edit MSD Report</i>” page for that selected MSD (e.g., for 01/2015). This page allows you to perform initial entry of a new MSD or to edit existing MSD data.</p> <p>When filling out an MSD Report for the first time, you will see that some of the information is already calculated from OASAS’ Client Data System (CDS), while other information must be entered by your program staff.</p> <p>NOTE: To simply view and/or print a report on existing MSDs, it is best to use the <i>Monthly Service Delivery Report</i> link found under the section Monthly Service Delivery Reports.</p>	<p>The screenshot displays the OASAS application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs > List of Programs > List of Reports >'. The main heading is 'Edit MSD Report 01/2015'. There are 'Save' and 'Run MSD Report' buttons. A section titled 'Select Report 01/2015' includes a note: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. Below this, report details are listed: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 126, Program Name: OUTPATIENT CLINIC, and Report Date: 01/2015. A section titled 'Part 822 Programs' contains a table for 'Census and Waiting List Information'.</p> <table border="1"> <thead> <tr> <th></th> <th>Primary Patients</th> <th>Significant Others</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>111</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>1</td> <td>0</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>0</td> <td>0</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>112</td> <td>1</td> </tr> <tr> <td>Applicants on Waiting List - End of Month :</td> <td>4</td> <td></td> </tr> </tbody> </table>		Primary Patients	Significant Others	No. in Treatment - Beginning of Month :	111	1	No. Admitted/Transferred to this PRU - This Month :	1	0	No. Discharged/Transferred from this PRU - This Month :	0	0	No. in Treatment - End of Month :	112	1	Applicants on Waiting List - End of Month :	4	
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18	<p>When you are entering data in the live system, you will need to scroll down this “Edit MSD Report” page to view and enter the required information.</p> <p>To navigate between fields in the form, you can either click into the appropriate field box or use the Tab key to move to the next field.</p> <p>For more information on completing this form, please see the appropriate Monthly Service Delivery Report Instructions found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p>	<p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a breadcrumb trail: 'Search List of Programs > List of Programs > List of Reports >'. The main heading is 'Edit MSD Report 01/2015'. There are 'Save' and 'Run MSD Report' buttons. Below the heading, it says 'Select Report 01/2015' and provides a link to instructions. The report details are: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 126, Program Name: OUTPATIENT CLINIC, Report Date: 01/2015. The 'Part 822 Programs' section includes a table for 'Census and Waiting List Information'.</p> <table border="1"> <thead> <tr> <th></th> <th>Primary Patients</th> <th>Significant Others</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>111</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>1</td> <td>0</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>0</td> <td>0</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>112</td> <td>1</td> </tr> <tr> <td>Applicants on Waiting List - End of Month :</td> <td>4</td> <td></td> </tr> </tbody> </table>		Primary Patients	Significant Others	No. in Treatment - Beginning of Month :	111	1	No. Admitted/Transferred to this PRU - This Month :	1	0	No. Discharged/Transferred from this PRU - This Month :	0	0	No. in Treatment - End of Month :	112	1	Applicants on Waiting List - End of Month :	4	
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Edit (Enter) MSD Data

Step	Instructions	Image																		
19	<p>The first section of data is prefilled by the system and consists of <i>Census and Waiting List Information</i>, including the number of primary clients and significant others in treatment (beginning and end of month), the number admitted (or transferred in) or discharged (or transferred out) during the month, and the number of applicants on the Waiting List at the end of the month.</p> <p>When entering a new MSD, these data are calculated automatically by the system based on Admission/Transfer-In, Discharge/Transfer-Out, and Waiting List transactions in the Client Data System (CDS). If new transactions are added to the CDS after the MSD has been completed, this Census information will be recalculated automatically.</p>	 <p>The screenshot displays the OASAS application interface for editing an MSD report for 01/2015. The page includes the OASAS logo, navigation buttons (Home, Close Application, Help), and a breadcrumb trail: MSD Reports > List of Reports > MSD Program History. The main heading is 'Edit MSD Report 01/2015'. Below this, there are buttons for 'Save' and 'Run MSD Report'. The 'Select Report' dropdown is set to '01/2015'. A note states: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. The report details are: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 126, Program Name: OUTPATIENT CLINIC, Report Date: 01/2015. The 'Part 822 Programs' section contains a table titled 'Census and Waiting List Information' with the following data:</p> <table border="1" data-bbox="751 850 1667 1146"> <thead> <tr> <th></th> <th>Primary Patients</th> <th>Significant Others</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>111</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>1</td> <td>0</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>0</td> <td>0</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>112</td> <td>1</td> </tr> <tr> <td>Applicants on Waiting List - End of Month :</td> <td>4</td> <td>0</td> </tr> </tbody> </table>		Primary Patients	Significant Others	No. in Treatment - Beginning of Month :	111	1	No. Admitted/Transferred to this PRU - This Month :	1	0	No. Discharged/Transferred from this PRU - This Month :	0	0	No. in Treatment - End of Month :	112	1	Applicants on Waiting List - End of Month :	4	0
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20	<p>The next section, Visits, requires data regarding client visits to the program, broken down by length of visit.</p> <p>NOTE: Programs can report no more than one visit per client per day. The duration of treatment visit counted for a client should reflect the total amount of time the client received treatment services in the program on a given day (e.g., if a client attends an individual and a group session [one hour each] in one day, he/she would be counted in the category “120-179 minutes”).</p>	 <p>The screenshot shows the 'Visits' section of a software interface. A red box highlights the 'Treatment Visit Duration' table, which is used for reporting visit lengths. Below this, there are sections for 'Outpatient APG Programs Only', including 'Assessments Completed and Visits' and 'Admission Assessment Visits'.</p> <table border="1" data-bbox="705 196 1459 537"> <thead> <tr> <th colspan="2">Treatment Visit Duration</th> <th>Visits (All Patients)</th> </tr> </thead> <tbody> <tr> <td>Less than 30 minutes :</td> <td>*</td> <td><input type="text"/></td> </tr> <tr> <td>30-59 minutes :</td> <td>*</td> <td><input type="text"/></td> </tr> <tr> <td>60-119 minutes :</td> <td>*</td> <td><input type="text"/></td> </tr> <tr> <td>120-179 minutes :</td> <td>*</td> <td><input type="text"/></td> </tr> <tr> <td>180 minutes or longer :</td> <td>*</td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Outpatient APG Programs Only</p> <p>Assessments Completed and Visits</p> <table border="1" data-bbox="1260 617 1711 722"> <thead> <tr> <th></th> <th>Primary Patient</th> <th>Significant Others</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>Assessments Completed - This Month :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Admission Assessment Visits</p> <table border="1" data-bbox="1186 771 1669 1006"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Assessment Visit Length</th> </tr> <tr> <th>Brief (15-29 min)</th> <th>Normative (30-74 min)</th> <th>Extended (75+ min)</th> </tr> </thead> <tbody> <tr> <td>Primary Counselor :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Non-Primary Counselor :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Other Direct Care Clinical Staff :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Treatment Visit Duration		Visits (All Patients)	Less than 30 minutes :	*	<input type="text"/>	30-59 minutes :	*	<input type="text"/>	60-119 minutes :	*	<input type="text"/>	120-179 minutes :	*	<input type="text"/>	180 minutes or longer :	*	<input type="text"/>		Primary Patient	Significant Others	Other Persons	Assessments Completed - This Month :	<input type="text"/>	<input type="text"/>	<input type="text"/>		Assessment Visit Length			Brief (15-29 min)	Normative (30-74 min)	Extended (75+ min)	Primary Counselor :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Non-Primary Counselor :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other Direct Care Clinical Staff :	<input type="text"/>	<input type="text"/>	<input type="text"/>
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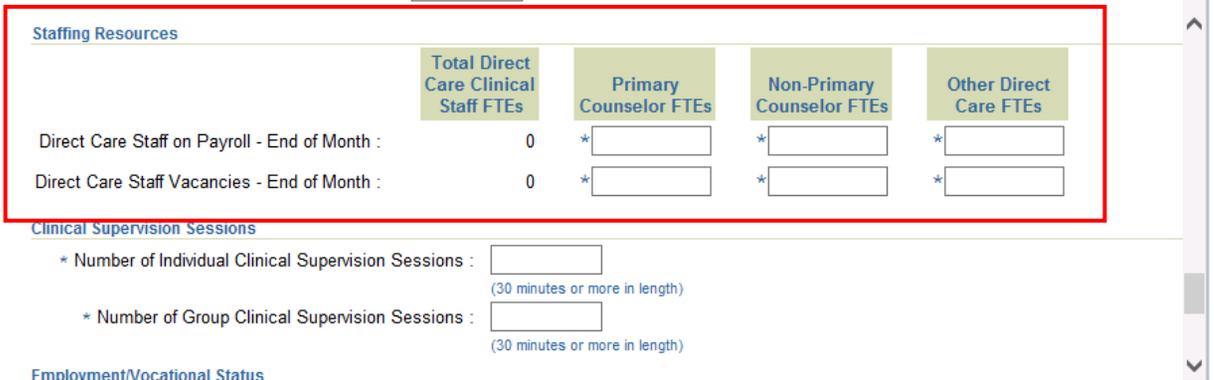
Step	Instructions	Image
21	<p>This “Assessments Completed and Visits” section requires data entry of three fields of assessment information for Primary Clients, Significant Others, and Other Persons.</p> <p>NOTE: Other Persons are those persons who are assessed but are not admitted for treatment services because they are inappropriate for this program or because they refuse treatment.</p> <p>This section is to be completed by all Outpatient programs.</p>	<p>The screenshot shows the 'Visits' section of the software interface. It is divided into several parts:</p> <ul style="list-style-type: none"> Visits (All Patients): A table with columns for duration and a single input field. The durations are: Less than 30 minutes, 30-59 minutes, 60-119 minutes, 120-179 minutes, and 180 minutes or longer. Outpatient APG Programs Only: A section highlighted with a red box. It contains a sub-section 'Assessments Completed and Visits' with three columns: 'Primary Patient', 'Significant Others', and 'Other Persons'. Below these columns is a row for 'Assessments Completed - This Month' with three corresponding input fields. Admission Assessment Visits: A section with a table for 'Assessment Visit Length'. The columns are 'Brief (15-29 min)', 'Normative (30-74 min)', and 'Extended (75+ min)'. The rows are 'Primary Counselor', 'Non-Primary Counselor', and 'Other Direct Care Clinical Staff', each with three input fields.

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22	<p>The next section under the heading of Visits should reflect the number of admission assessment visits that were performed during the month. This is broken down by Primary Counselor, Non-Primary Counselor, and Other Direct Care Clinical Staff. Each staffing category is further broken by duration of the visit.</p> <p>Assessment visits consist of pre-admission evaluation, level of care determination, and the collection of information to determine the need for treatment and the appropriate level of care.</p>	<p>Visits</p> <p><u>Treatment Visit Duration</u></p> <table border="1"> <thead> <tr> <th></th> <th>Visits (All Patients)</th> </tr> </thead> <tbody> <tr> <td>Less than 30 minutes :</td> <td>* <input type="text"/></td> </tr> <tr> <td>30-59 minutes :</td> <td>* <input type="text"/></td> </tr> <tr> <td>60-119 minutes :</td> <td>* <input type="text"/></td> </tr> <tr> <td>120-179 minutes :</td> <td>* <input type="text"/></td> </tr> <tr> <td>180 minutes or longer :</td> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Outpatient APG Programs Only</p> <p><u>Assessments Completed and Visits</u></p> <table border="1"> <thead> <tr> <th></th> <th>Primary Patient</th> <th>Significant Others</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>Assessments Completed - This Month :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><u>Admission Assessment Visits</u></p> <table border="1"> <thead> <tr> <th></th> <th colspan="3">Assessment Visit Length</th> </tr> <tr> <th></th> <th>Brief (15-29 min)</th> <th>Normative (30-74 min)</th> <th>Extended (75+ min)</th> </tr> </thead> <tbody> <tr> <td>Primary Counselor :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Non-Primary Counselor :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Other Direct Care Clinical Staff :</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Visits (All Patients)	Less than 30 minutes :	* <input type="text"/>	30-59 minutes :	* <input type="text"/>	60-119 minutes :	* <input type="text"/>	120-179 minutes :	* <input type="text"/>	180 minutes or longer :	* <input type="text"/>		Primary Patient	Significant Others	Other Persons	Assessments Completed - This Month :	<input type="text"/>	<input type="text"/>	<input type="text"/>		Assessment Visit Length				Brief (15-29 min)	Normative (30-74 min)	Extended (75+ min)	Primary Counselor :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Non-Primary Counselor :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other Direct Care Clinical Staff :	<input type="text"/>	<input type="text"/>	<input type="text"/>
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23	<p>Visits continues with Counseling Sessions. This section is also broken down by staffing type, i.e. Primary, Non-Primary, and Other Direct Care Clinical Staff. Individual sessions are further broken down by duration: Brief or Normative. The number entered for Group Counseling should reflect the number of counseling group sessions facilitated by staff NOT the number of clients that attended the groups.</p> <p>NOTE: Due to the rules associated with counting visits and sessions, totaling the number of each type of session will not equal the number of treatment visits.</p>	<p>The screenshot shows a data entry form with the following structure:</p> <table border="1"> <thead> <tr> <th colspan="4">Counseling Sessions</th> </tr> <tr> <th></th> <th colspan="2">Individual Counseling</th> <th>Group Counseling</th> </tr> <tr> <th></th> <th>Brief (25-44 min)</th> <th>Normative (45+ min)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Primary Counselor :</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Non-Primary Counselor :</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Other Direct Care Clinical Staff :</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">Other Ambulatory Patient Group Services</th> </tr> <tr> <th></th> <th>Total</th> <th>Partial (2-4 hrs)</th> <th>Full (Over 4 hrs)</th> </tr> </thead> <tbody> <tr> <td>Outpatient Rehabilitation :</td> <td>0</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Screening/Brief Intervention/Brief Treatment :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Medication Administration Observation :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Medication Management Routine/Complex :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Collateral Visit :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Complex Care Coordination :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Peer Support (30 min or longer) :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Intensive Outpatient Service (IOS) :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Physical Health Services :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Psychiatric Assessment :</td> <td>* <input type="text"/></td> <td></td> <td></td> </tr> </tbody> </table>	Counseling Sessions					Individual Counseling		Group Counseling		Brief (25-44 min)	Normative (45+ min)		Primary Counselor :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Non-Primary Counselor :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Other Direct Care Clinical Staff :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Other Ambulatory Patient Group Services					Total	Partial (2-4 hrs)	Full (Over 4 hrs)	Outpatient Rehabilitation :	0	* <input type="text"/>	* <input type="text"/>	Screening/Brief Intervention/Brief Treatment :	* <input type="text"/>			Medication Administration Observation :	* <input type="text"/>			Medication Management Routine/Complex :	* <input type="text"/>			Collateral Visit :	* <input type="text"/>			Complex Care Coordination :	* <input type="text"/>			Peer Support (30 min or longer) :	* <input type="text"/>			Intensive Outpatient Service (IOS) :	* <input type="text"/>			Physical Health Services :	* <input type="text"/>			Psychiatric Assessment :	* <input type="text"/>		
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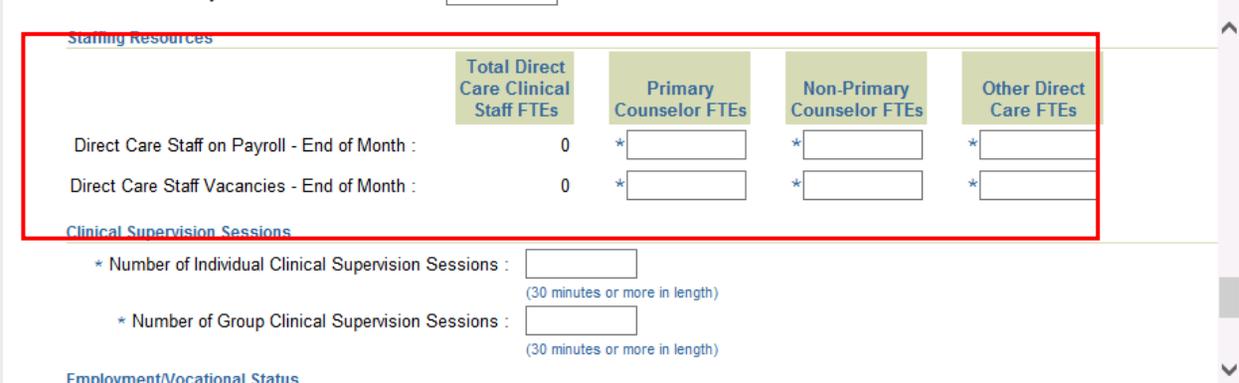
Step	Instructions	Image
24	<p>This section should be completed by all Part 822 programs regardless of payor source.</p> <p>Enter the total number of services provided (not visits) during the month for each of the APG services listed.</p>	<p>The screenshot shows a web-based data entry interface. The top section is titled 'Counseling Sessions' and contains three columns: 'Individual Counseling' (subdivided into 'Brief (25-44 min)' and 'Normative (45+ min)') and 'Group Counseling'. Below these are rows for 'Primary Counselor', 'Non-Primary Counselor', and 'Other Direct Care Clinical Staff', each with three input fields marked with an asterisk. The bottom section is titled 'Other Ambulatory Patient Group Services' and is enclosed in a red rectangular box. It has three columns: 'Total', 'Partial (2-4 hrs)', and 'Full (Over 4 hrs)'. The 'Total' column for 'Outpatient Rehabilitation' is pre-filled with the number '0'. Below this are rows for 'Screening/Brief Intervention/Brief Treatment', 'Medication Administration Observation', 'Medication Management Routine/Complex', 'Collateral Visit', 'Complex Care Coordination', 'Peer Support (30 min or longer)', 'Intensive Outpatient Service (IOS)', 'Physical Health Services', and 'Psychiatric Assessment', each with an input field marked with an asterisk. Navigation arrows are visible at the bottom of the form.</p>

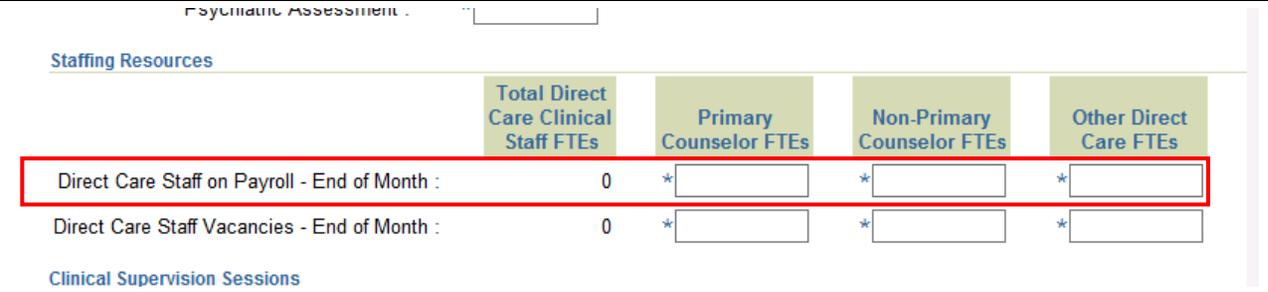
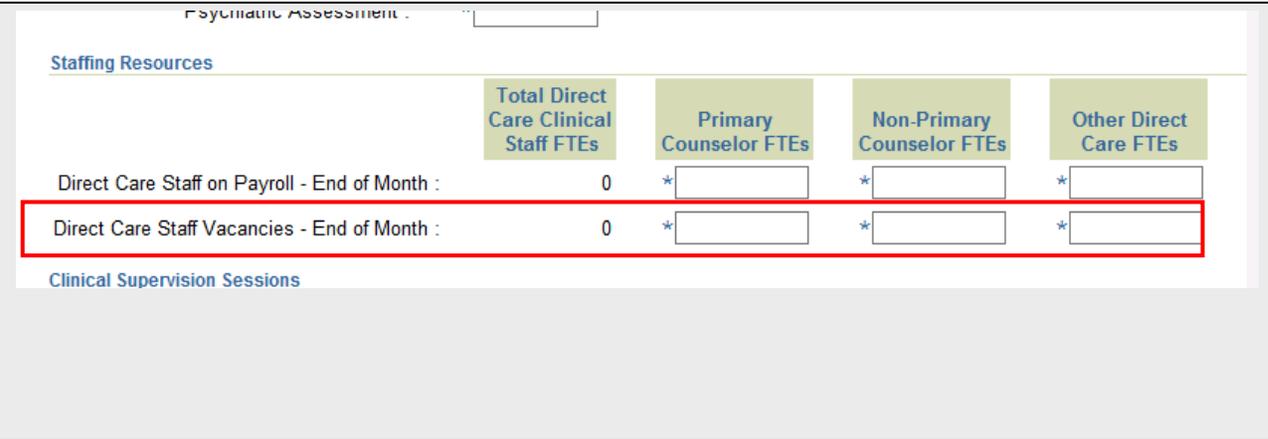
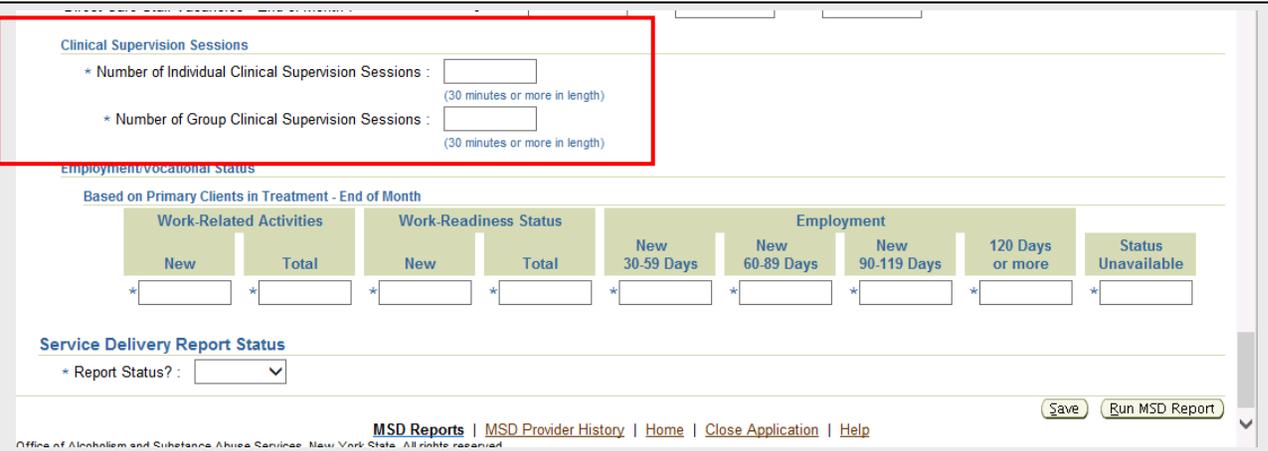
Step	Instructions	Image
25	<p>This next section, Staffing Resources, requires programs to enter data for direct care staff on payroll and for direct care staff vacancies at the end of the month. These staffing resources are measured in terms of FTEs (full-time equivalents).</p> <p>Programs must enter data into the field boxes in both rows (i.e., for Direct Care Staff on Payroll – End of Month and Direct Care Staff Vacancies – End of Month).</p>	

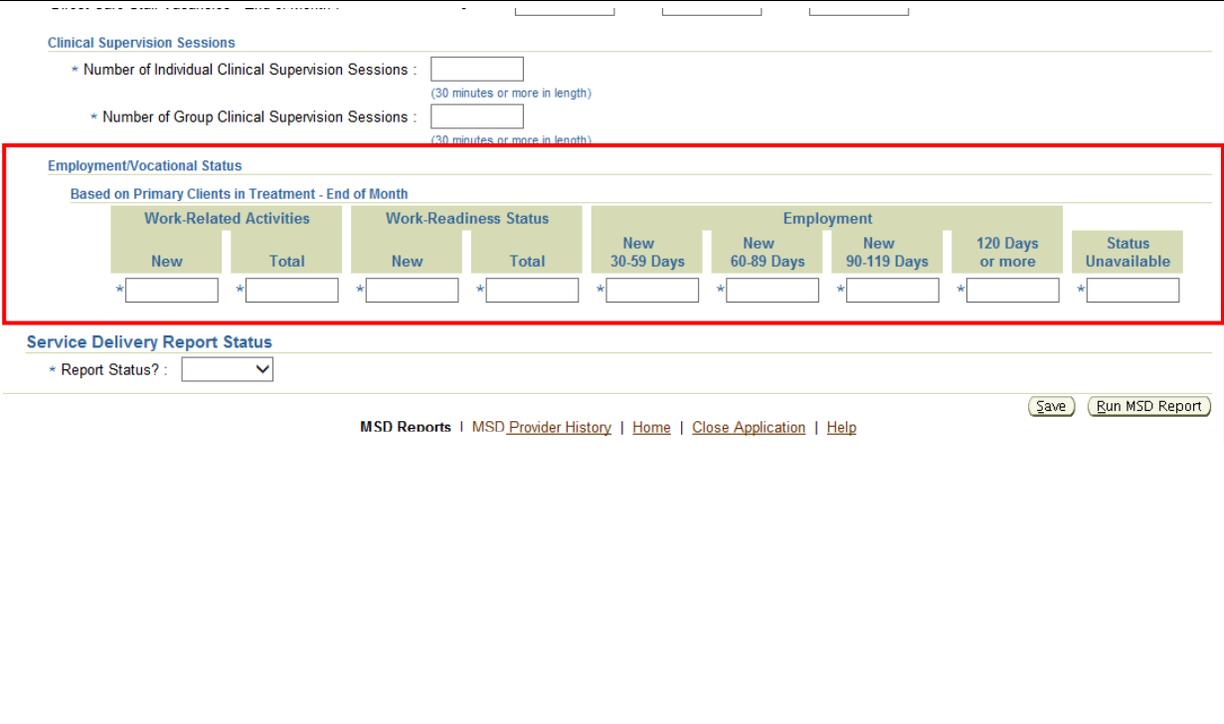
Step	Instructions	Image															
26	<p>When determining Staffing Resources, it is important to keep several things in mind.</p> <p><i>Direct Care Staff</i> are qualified health professionals and other staff providing direct clinical treatment services. They may include counselors, social workers, psychologists, psychiatrists, physicians, physician’s assistants, nurses, nurse practitioners, vocational counselors, rehabilitation counselors, occupational therapists, and therapeutic recreational specialists and includes aides and assistants to each of them as well as generic non-degreed or non-credentialed staff providing direct care.</p> <p>“Primary Counselor” is defined as a paid clinical staff member who has an assigned client caseload and who has primary responsibility for managing the treatment of those clients.</p> <p>“Other Direct Care Staff” are paid clinical staff who are not Primary Counselors as defined above.</p> <p>NOTE: Administrative, support staff, and overnight aides are generally not considered Direct Care Staff.</p>	 <p>The screenshot shows a web-based form for entering staffing resources. The 'Staffing Resources' section is highlighted with a red border. It features a table with the following structure:</p> <table border="1"> <thead> <tr> <th></th> <th>Total Direct Care Clinical Staff FTEs</th> <th>Primary Counselor FTEs</th> <th>Non-Primary Counselor FTEs</th> <th>Other Direct Care FTEs</th> </tr> </thead> <tbody> <tr> <td>Direct Care Staff on Payroll - End of Month :</td> <td>0</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>0</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Below the table, there are two sections for 'Clinical Supervision Sessions':</p> <ul style="list-style-type: none"> * Number of Individual Clinical Supervision Sessions : <input type="text"/> (30 minutes or more in length) * Number of Group Clinical Supervision Sessions : <input type="text"/> (30 minutes or more in length) <p>The bottom section is 'Employment/Vocational Status'.</p>		Total Direct Care Clinical Staff FTEs	Primary Counselor FTEs	Non-Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	0	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	0	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
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Step	Instructions	Image
27	<p>NOTE: “Direct clinical treatment services” are direct services to one or more clients who have been admitted to a program and include examination, diagnosis, evaluation, treatment or rehabilitation. Direct Clinical Treatment Services do not include the initial assessment prior to admission to treatment.</p>	<p>The screenshot displays the 'Staffing Resources' section of a software interface. It features a table with four columns: 'Total Direct Care Clinical Staff FTEs', 'Primary Counselor FTEs', 'Non-Primary Counselor FTEs', and 'Other Direct Care FTEs'. The first two rows of data are 'Direct Care Staff on Payroll - End of Month' and 'Direct Care Staff Vacancies - End of Month', both with a value of 0. Each cell in the table has a small asterisk icon and a text input field. Below the table is the 'Clinical Supervision Sessions' section, which includes two rows: '* Number of Individual Clinical Supervision Sessions' and '* Number of Group Clinical Supervision Sessions'. Each row has a text input field and a note '(30 minutes or more in length)'. The bottom of the screenshot shows the beginning of the 'Employment/Vocational Status' section.</p>

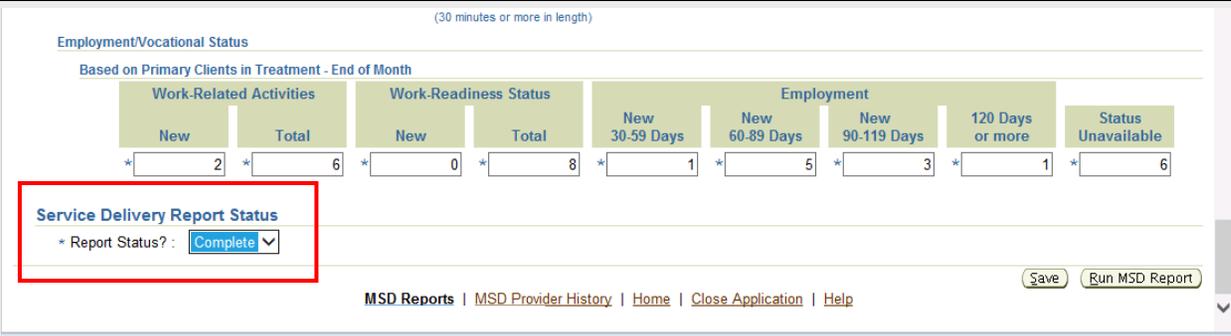
Step	Instructions	Image
28	<p>For each of the three Direct Care Staff on Payroll - End of Month fields (i.e., for Total FTEs, Primary Counselors FTEs, and Other Direct Care Staff FTEs), you must enter the number of direct care staff persons (i.e., FTEs) on the payroll at the end of the month to the nearest HUNDREDTH.</p> <p>The three Direct Care Staff Vacancies - End of Month fields are calculated and entered similarly except that these fields focus on staff vacancies rather than staff on payroll. These include both full-time and part-time vacant staff positions that, if filled, would have been available to provide treatment services.</p> <p>For each of these direct care staff “Vacancies” fields, you must enter the number of vacancies (i.e., FTEs) at the end of the month to the nearest HUNDREDTH.</p>	<p>The screenshot shows a web-based form titled "Staffing Resources". A red rectangular box highlights the main data entry area. This area contains a table with four columns: "Total Direct Care Clinical Staff FTEs", "Primary Counselor FTEs", "Non-Primary Counselor FTEs", and "Other Direct Care FTEs". There are two rows of data entry: "Direct Care Staff on Payroll - End of Month" and "Direct Care Staff Vacancies - End of Month". Each row has a value of "0" in the first column and three empty input boxes with an asterisk in the other columns. Below the table, there are sections for "Clinical Supervision Sessions" and "Employment/Vocational Status".</p>

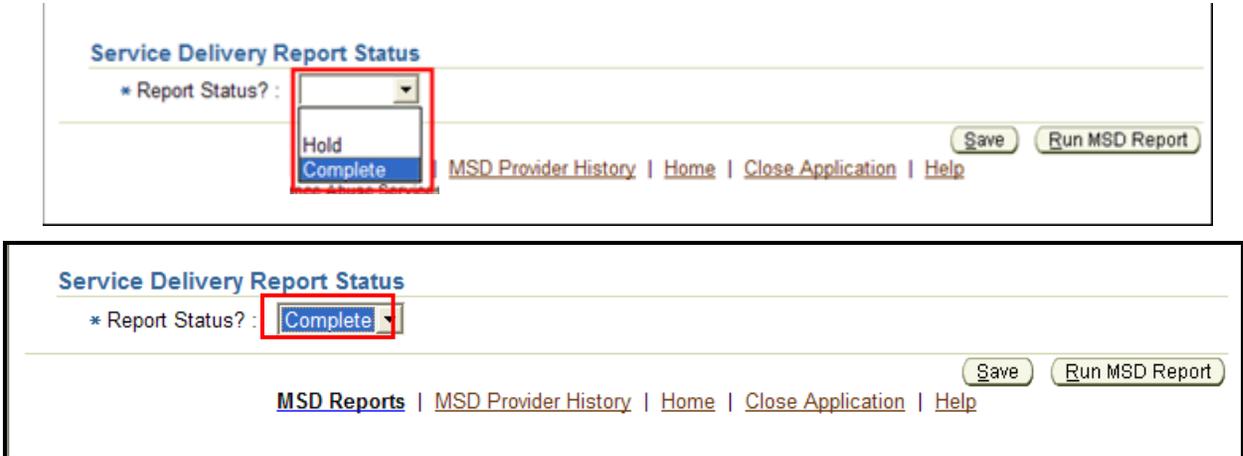
Step	Instructions	Image
29	<p>To understand how FTEs are calculated, assume that a normal work week for a Primary Counselor is 40 hours per week. If two Primary Counselors worked full-time (2.0 FTE), one worked 20 hours per week (0.5 FTE), and one worked 15 hours per week (0.375 FTE), you would enter 2.88 FTEs in the Primary Counselor FTEs field. That is 2.875 rounded to the nearest hundredth.</p> <p>For more details on how to calculate FTEs, see the Monthly Services Delivery Report Instructions located on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p> <p>NOTE: Any significant changes in FTEs from month to month often indicate data inaccuracies, unless there have been positions lost or gained during that time. This would be most noticeable when accessing the <i>MSD Program History</i> report.</p> <p>You will be shown how to access an <i>MSD Program History</i> report later in this User Guide.</p>	 <p>The screenshot shows a web-based form for entering staffing data. A red rectangular box highlights the 'Staffing Resources' section. This section contains a table with four columns: 'Total Direct Care Clinical Staff FTEs', 'Primary Counselor FTEs', 'Non-Primary Counselor FTEs', and 'Other Direct Care FTEs'. The first two rows of data are: 'Direct Care Staff on Payroll - End of Month' and 'Direct Care Staff Vacancies - End of Month', both with a value of 0. Each row has input fields for the other three categories, marked with an asterisk. Below the red box, there are two input fields for 'Clinical Supervision Sessions': '* Number of Individual Clinical Supervision Sessions' and '* Number of Group Clinical Supervision Sessions', both with a note '(30 minutes or more in length)'. At the bottom, there is a section for 'Employment/Vocational Status'.</p>

Step	Instructions	Image																											
30	Enter data into the three Direct Care Staff on Payroll – End of Month fields in the top row.	 <p>Psychiatric Assessment : <input type="text"/></p> <p>Staffing Resources</p> <table border="1"> <thead> <tr> <th></th> <th>Total Direct Care Clinical Staff FTEs</th> <th>Primary Counselor FTEs</th> <th>Non-Primary Counselor FTEs</th> <th>Other Direct Care FTEs</th> </tr> </thead> <tbody> <tr> <td>Direct Care Staff on Payroll - End of Month :</td> <td>0</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>0</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Clinical Supervision Sessions</p>		Total Direct Care Clinical Staff FTEs	Primary Counselor FTEs	Non-Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	0	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	0	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>												
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31	Next, enter data in the three Direct Care Staff Vacancies – End of Month fields in the Staffing Resources section. NOTE: The Total Direct Care Clinical Staff FTEs for both rows will automatically populate based on the data entered into the other categories for each row.	 <p>Psychiatric Assessment : <input type="text"/></p> <p>Staffing Resources</p> <table border="1"> <thead> <tr> <th></th> <th>Total Direct Care Clinical Staff FTEs</th> <th>Primary Counselor FTEs</th> <th>Non-Primary Counselor FTEs</th> <th>Other Direct Care FTEs</th> </tr> </thead> <tbody> <tr> <td>Direct Care Staff on Payroll - End of Month :</td> <td>0</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>0</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Clinical Supervision Sessions</p>		Total Direct Care Clinical Staff FTEs	Primary Counselor FTEs	Non-Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	0	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	0	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>												
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32	Next you see the section “Clinical Supervision Sessions”. This section consists of two fields that require data entry of the number of individual and group clinical supervision sessions conducted during the month that last for 30 minutes or more.	 <p>Clinical Supervision Sessions</p> <ul style="list-style-type: none"> * Number of Individual Clinical Supervision Sessions : <input type="text"/> (30 minutes or more in length) * Number of Group Clinical Supervision Sessions : <input type="text"/> (30 minutes or more in length) <p>Employment/vocational status</p> <p>Based on Primary Clients in Treatment - End of Month</p> <table border="1"> <thead> <tr> <th colspan="2">Work-Related Activities</th> <th colspan="2">Work-Readiness Status</th> <th colspan="4">Employment</th> <th>Status Unavailable</th> </tr> <tr> <th>New</th> <th>Total</th> <th>New</th> <th>Total</th> <th>New 30-59 Days</th> <th>New 60-89 Days</th> <th>New 90-119 Days</th> <th>120 Days or more</th> <th></th> </tr> </thead> <tbody> <tr> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Service Delivery Report Status</p> <ul style="list-style-type: none"> * Report Status? : <input type="text"/> <p>MSD Reports MSD Provider History Home Close Application Help</p> <p>Save Run MSD Report</p> <p>Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.</p>	Work-Related Activities		Work-Readiness Status		Employment				Status Unavailable	New	Total	New	Total	New 30-59 Days	New 60-89 Days	New 90-119 Days	120 Days or more		* <input type="text"/>								
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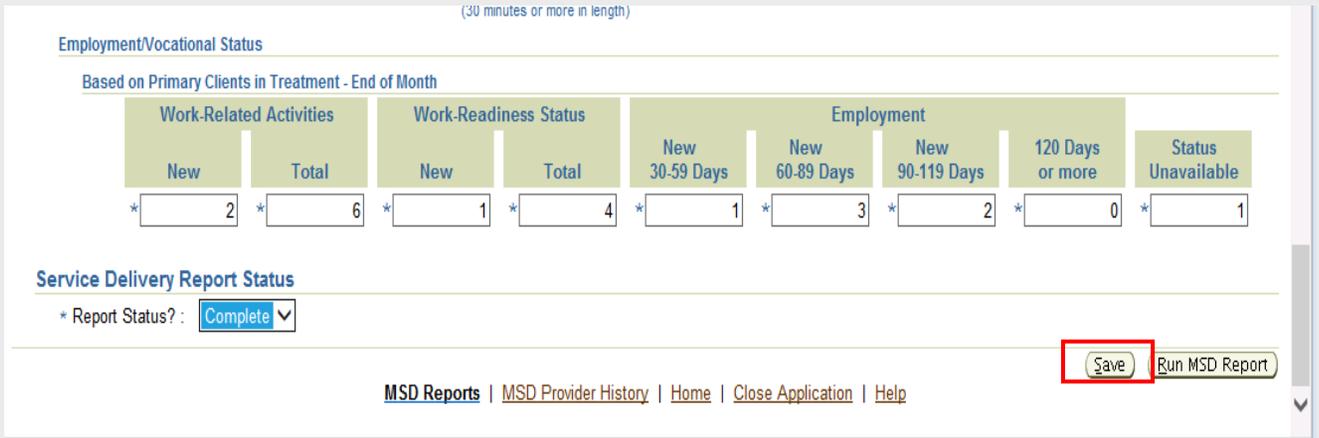
Step	Instructions	Image
33	<p>The “Employment/Vocational Status” section is required and displayed next for those programs with OASAS-funded vocational counselors or vocational service contractors.</p> <p>It consists of employment/vocational status data related to primary clients’ (end of month) work-related activities, work readiness status, and employment.</p> <p>For more detailed information on these fields, see the applicable Monthly Service Delivery Report Instructions (i.e., for reporting client visits). These are found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p>	 <p>The screenshot shows a web form for entering an MSD (PAS-48N). The 'Employment/Vocational Status' section is highlighted with a red border. This section is titled 'Based on Primary Clients in Treatment - End of Month' and contains a table with the following columns: 'Work-Related Activities' (subdivided into 'New' and 'Total'), 'Work-Readiness Status' (subdivided into 'New' and 'Total'), 'Employment' (subdivided into 'New 30-59 Days', 'New 60-89 Days', and 'New 90-119 Days'), '120 Days or more', and 'Status Unavailable'. Each of these sub-columns has a corresponding input field with an asterisk. Above this section are fields for 'Clinical Supervision Sessions' (individual and group) and a 'Service Delivery Report Status' dropdown menu. At the bottom right, there are 'Save' and 'Run MSD Report' buttons, and a navigation bar with links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

Step	Instructions	Image
34	<p>The final field on this form, Service Delivery Report Status, must be completed by entering one of two possible options:</p> <ul style="list-style-type: none"> • Hold indicates that you have partially completed the report, but it is not ready for submission. Choose this to save the record when you have only part of the information entered or you receive an error that requires obtaining more information before you can complete the form. • Complete indicates that you have finished the report. Choose “Complete” once the required information has been entered, so that OASAS will consider the MSD (PAS-48N) completed and received. <p>NOTE: A Report Status New indicates that you have not yet entered the MSD Report for that month. However, this option is not available in this Report Status dropdown list, but may appear in the “<i>List of Reports</i>” page if applicable.</p>	 <p>The screenshot shows a web form titled "Service Delivery Report Status". A dropdown menu is open for the field "* Report Status? :". The menu options are "Hold" and "Complete". The "Hold" option is highlighted in blue. To the right of the dropdown are two buttons: "Save" and "Run MSD Report". At the bottom of the form, there is a footer with the text "Office of Alcoholism and Substance Abuse Services" and "MSD Provider History Home Close Application Help" and "New York State. All rights reserved."</p>

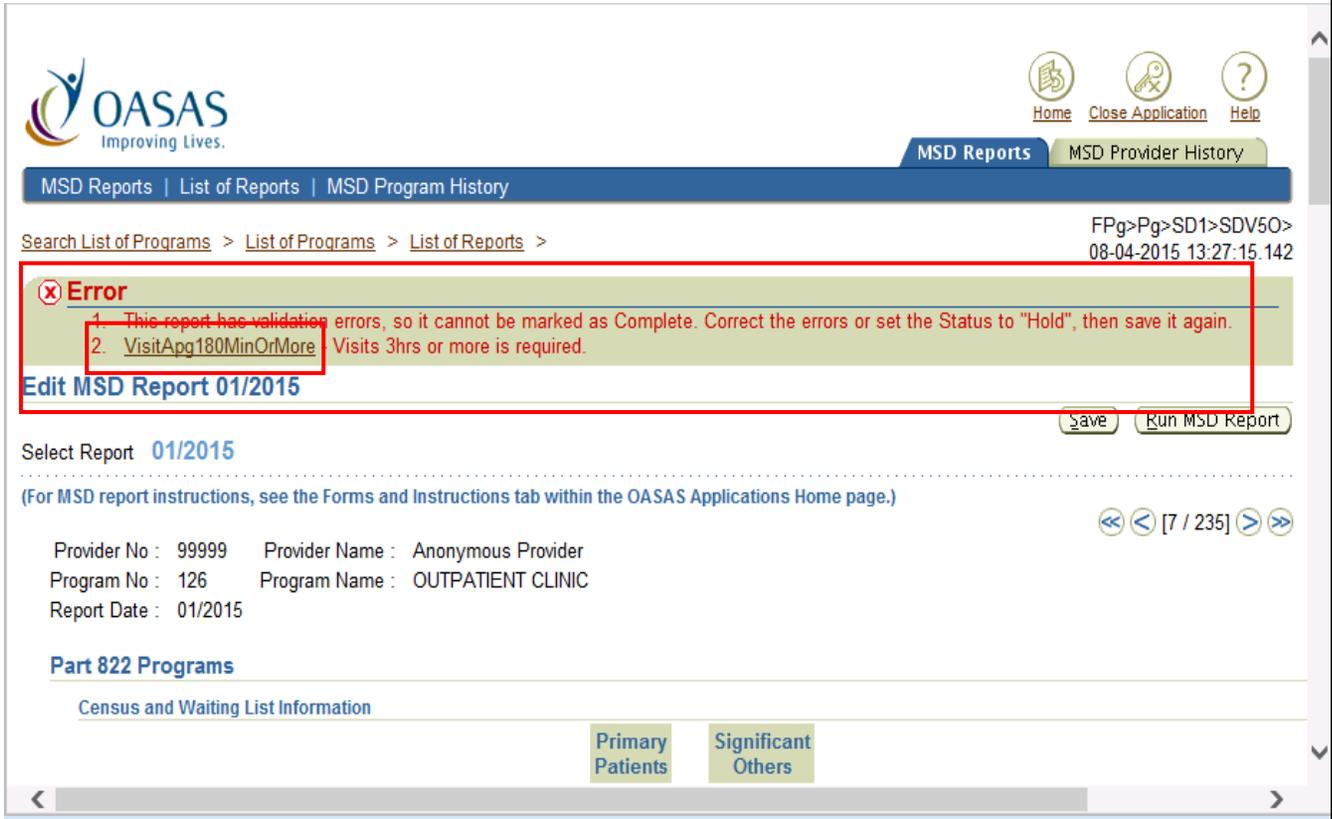
Step	Instructions	Image
35	<p>NOTE: You can edit a report at any time, but you cannot change the Report Status to “Complete” until all previous MSD reports are completed. If you try to complete and save an MSD without completing all prior ones, you will receive an error message similar to the following when saving the data.</p> <p>“You must complete the oldest incomplete report (1/2015) for this Program before completing this report.”</p> <p>If this happens, you must do the following:</p> <ol style="list-style-type: none"> 1) Change the Report Status to “Hold” and save the data 2) Complete and save the older incomplete MSD reports (from oldest to newest), and then 3) Return to this report to change the Report Status to “Complete” and resave its data. 	 <p>The screenshot shows a web-based report interface. At the top, it says "(30 minutes or more in length)". The main title is "Employment/Vocational Status". Below that, it says "Based on Primary Clients in Treatment - End of Month". The report is divided into three main sections: "Work-Related Activities", "Work-Readiness Status", and "Employment". Each section has "New" and "Total" columns. The "Employment" section has sub-columns for "New 30-59 Days", "New 60-89 Days", "New 90-119 Days", "120 Days or more", and "Status Unavailable". The values for these columns are: New 30-59 Days: 1, New 60-89 Days: 5, New 90-119 Days: 3, 120 Days or more: 1, Status Unavailable: 6. Below the data, there is a "Service Delivery Report Status" dropdown menu with "Complete" selected. At the bottom right, there are "Save" and "Run MSD Report" buttons. At the bottom left, there are navigation links: "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help".</p>

Step	Instructions	Image
36	<p>To enter the Report Status, open the dropdown list and select the appropriate status.</p> <p>In this example, a Report Status of Complete is being selected.</p>	 <p>The image contains two screenshots of a web form titled "Service Delivery Report Status".</p> <p>The top screenshot shows the form with a dropdown menu for "Report Status?". The menu is open, showing two options: "Hold" and "Complete". The "Complete" option is highlighted in blue. To the right of the dropdown are buttons for "Save" and "Run MSD Report". Below the form are navigation links: "MSD Provider History", "Home", "Close Application", and "Help".</p> <p>The bottom screenshot shows the same form, but the dropdown menu is closed. The "Report Status?" field now displays "Complete". The "Save" and "Run MSD Report" buttons are still present. The navigation links are also present, but the "MSD Reports" link is now visible on the left side of the navigation bar.</p>

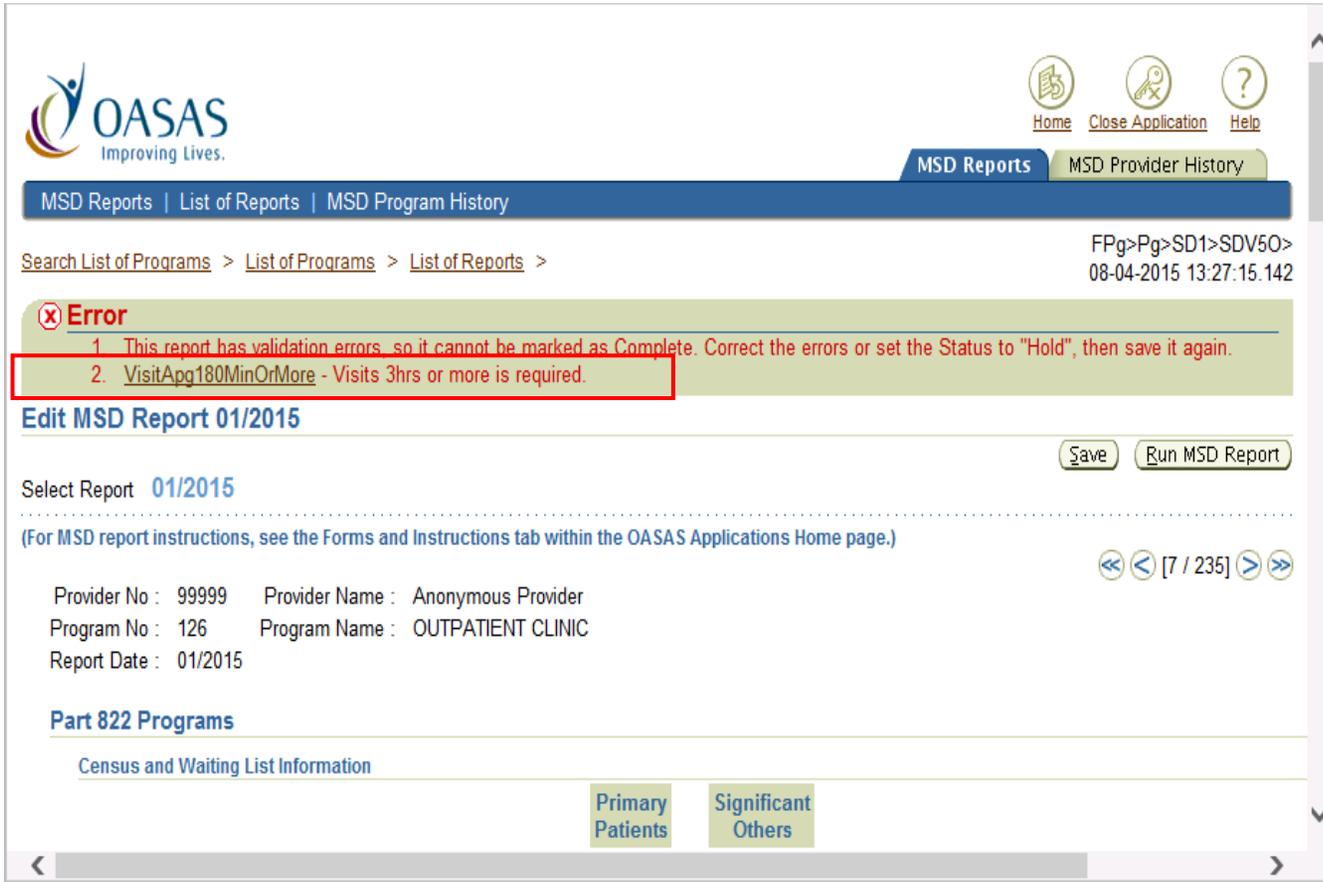
Save MSD Report

Step	Instructions	Image
37	<p>Once you have entered the final field Report Status, you will next save the data to finish the MSD data entry process.</p> <p>Click the Save button to save the data already entered.</p> <p>If you have set the Report Status to “Hold” rather than to “Complete,” you are saving the incomplete data that you have entered so far.</p> <p>When you click the Save button to save an MSD report whose Report Status was set to “Complete,” the system will check for errors. If there are any data entry errors made, error messages will be displayed. Then you must make the required changes to correct the errors and click the Save button again.</p>	 <p>The screenshot shows a web-based form for entering MSD data. At the top, it indicates a 30-minute or longer session. The main section is titled "Employment/Vocational Status" and is based on "Primary Clients in Treatment - End of Month". It features a table with columns for "Work-Related Activities", "Work-Readiness Status", and "Employment". The "Employment" section is further divided into "New 30-59 Days", "New 60-89 Days", "New 90-119 Days", "120 Days or more", and "Status Unavailable". Each cell contains a numerical value. Below this is the "Service Delivery Report Status" section, which includes a dropdown menu for "Report Status?" currently set to "Complete". At the bottom right, there are two buttons: "Save" (highlighted with a red box) and "Run MSD Report". A navigation bar at the bottom contains links for "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help".</p>

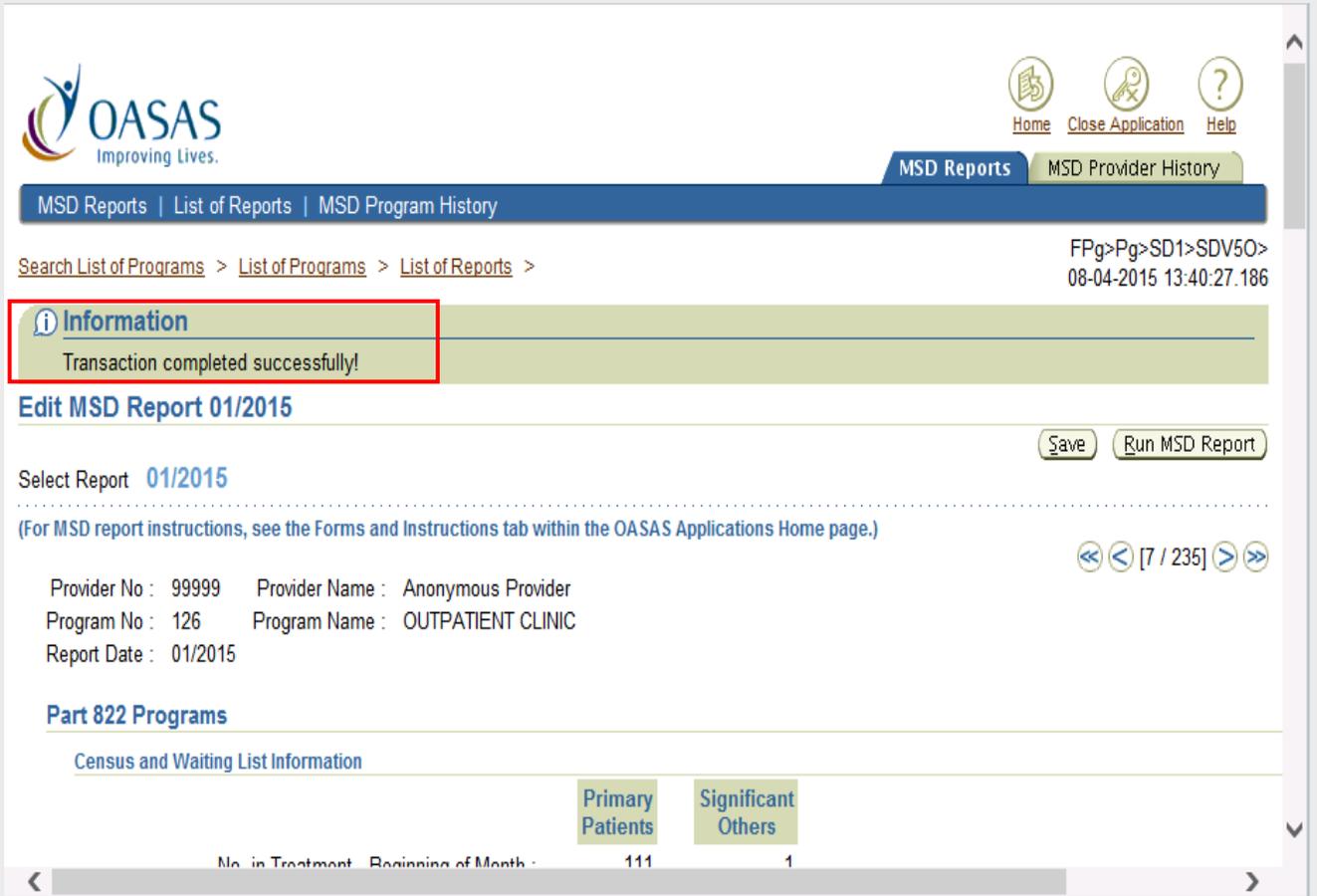
Step	Instructions	Image
38	<p>There are several types of errors that can occur.</p> <p><u>Types of Errors:</u></p> <ul style="list-style-type: none"> • Date-related errors, where earlier MSDs were not completed, so you cannot complete the current or later MSDs (i.e., cannot set Report Status to “Complete”) • Validation errors, where either a required field is left blank (not completed) or an invalid value is entered in a field. 	

Step	Instructions	Image
39	<p>Following any pop-up error messages that have since been corrected, a list of other validation error messages is displayed at the top of this page if applicable. The first part of each error message contains a link to the item in error (i.e., the underlined field name).</p> <p>Click the link to move to that item and correct the data. The field in error is preceded by a red “X” and the error message appears below it. Then, you must correct the error.</p> <p>Finally, click the Save button to finalize all corrective changes.</p>	 <p>The screenshot shows the OASAS application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs > List of Programs > List of Reports >'. The main content area displays an error message in a yellow box with a red border. The error message is: 'Error: 1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again. 2. VisitApg180MinOrMore Visits 3hrs or more is required.' The link 'VisitApg180MinOrMore' is underlined. Below the error message, there is a link 'Edit MSD Report 01/2015'. At the bottom of the error message box, there are 'Save' and 'Run MSD Report' buttons. The page also shows a 'Part 822 Programs' section with a link for 'Census and Waiting List Information' and buttons for 'Primary Patients' and 'Significant Others'.</p>

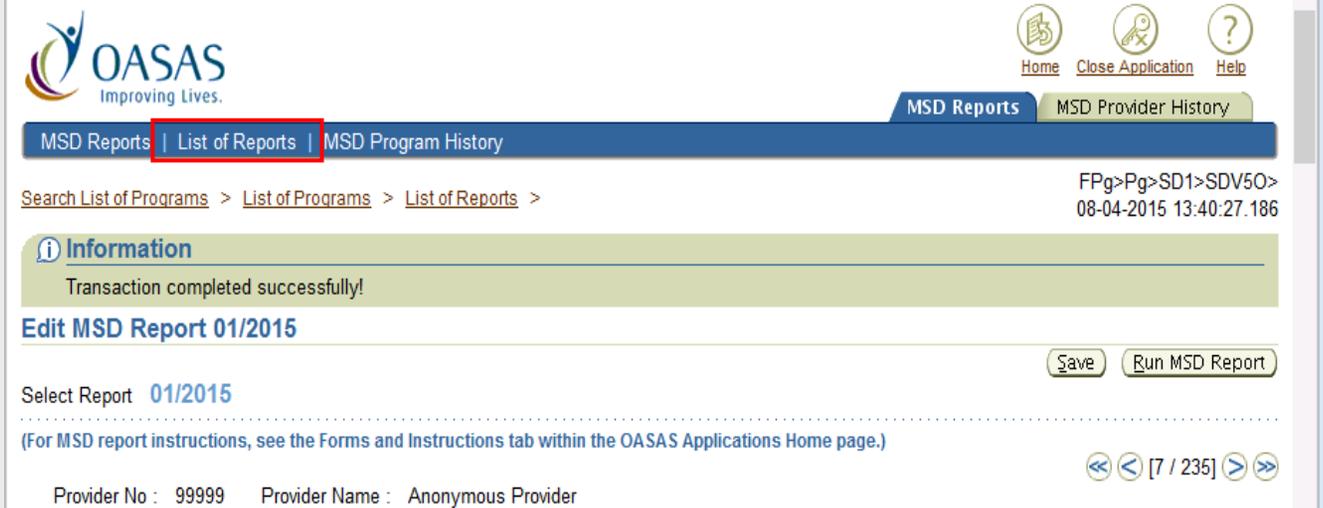
Step	Instructions	Image
40	<p>In this example, an error message appears at the top of the page, indicating that there are one or more validation errors.</p> <p>“This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to ‘Hold,’ then save it again.”</p> <p>As the message indicates, you could change the Report Status to “Hold” if you were unable to fix the error at this time or you can correct it now and then resave the data as “Complete.”</p>	<p>The screenshot displays the OASAS application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these are tabs for 'MSD Reports' and 'MSD Provider History'. A breadcrumb trail shows 'MSD Reports List of Reports MSD Program History'. A search path is visible: 'Search List of Programs > List of Programs > List of Reports >'. The user's session information is 'FPg>Pg>SD1>SDV50>' and the timestamp is '08-04-2015 13:27:15.142'. A prominent error message is shown in a green box with a red border and a red 'X' icon. The error text is: 'Error: 1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again. 2. VisitApp100MinOrMore - Visits 3hrs or more is required.' Below the error message, the page title is 'Edit MSD Report 01/2015'. There are 'Save' and 'Run MSD Report' buttons. A 'Select Report' dropdown is set to '01/2015'. A note states: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. Navigation arrows show the current page is 7 of 235. Report details include: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 126, Program Name: OUTPATIENT CLINIC, and Report Date: 01/2015. At the bottom, there are tabs for 'Part 822 Programs', 'Census and Waiting List Information', 'Primary Patients', and 'Significant Others'.</p>

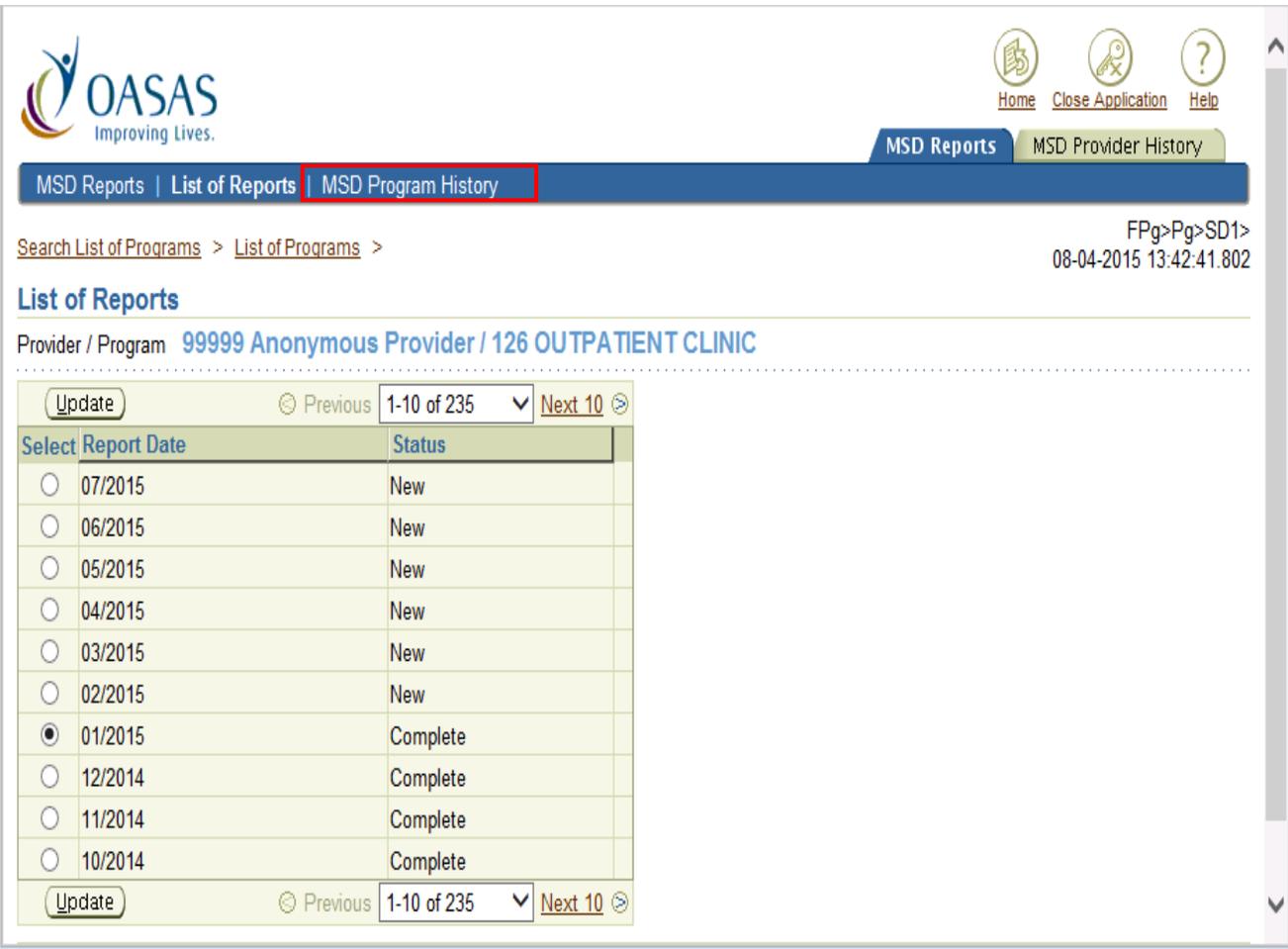
Step	Instructions	Image
41	<p>In this example, another error message indicates a problem with the field (Visits/Treatment Visit Duration/180 minutes or longer).</p> <p>“Visits of 3hrs or more required.”</p> <p>The error message indicates that the Total value is incorrect, although it could be any of the three fields in that row.</p> <p>To correct an error, first click the error link for that field in error to move to the section of the page containing that field.</p> <p>In this example, you would click the link VisitApg180MinOrMore to move to the section of the page containing that field.</p>	 <p>The screenshot shows the OASAS application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a breadcrumb trail: 'Search List of Programs > List of Programs > List of Reports >'. The main content area displays an error message in a green box with a red border: 'Error: 1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again. 2. VisitApg180MinOrMore - Visits 3hrs or more is required.' The second error message is highlighted with a red box. Below the error message, there is a section for 'Edit MSD Report 01/2015' with 'Save' and 'Run MSD Report' buttons. Further down, there is a section for 'Part 822 Programs' with 'Census and Waiting List Information' and 'Primary Patients' and 'Significant Others' buttons. The page also shows a search bar, a breadcrumb trail, and report details for '01/2015'.</p>

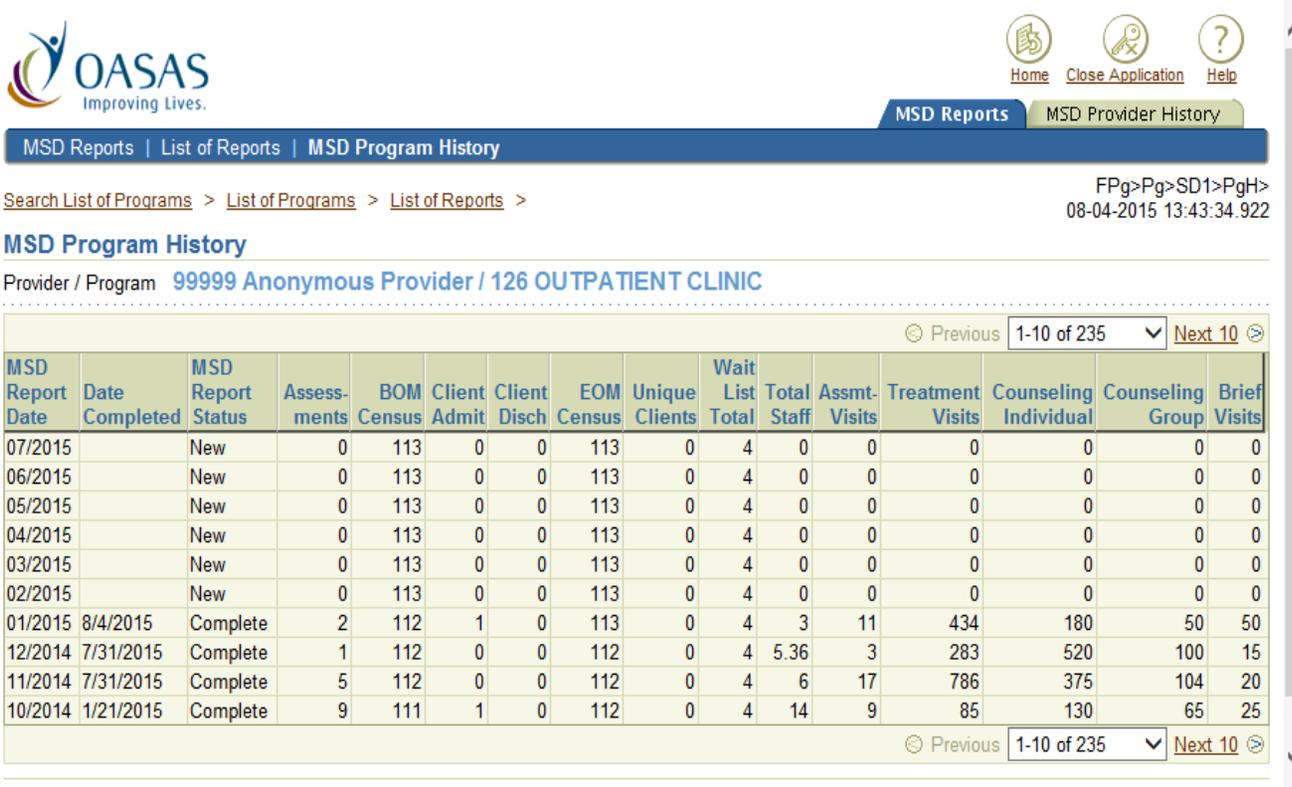
Step	Instructions	Image																											
42	<p>After clicking the error link, click on the field in error and enter the correct value.</p> <p>In this example, a required field was left blank, 180 minutes or longer. A value must appear in the required fields. If a service or duration of service was not provided, "0" must be entered.</p>	<p>No. in Treatment - End of Month : 112 1</p> <p>Applicants on Waiting List - End of Month : 4</p> <p>Visits</p> <p><u>Treatment Visit Duration</u></p> <table border="1"> <thead> <tr> <th></th> <th>Visits (All Patients)</th> </tr> </thead> <tbody> <tr> <td>Less than 30 minutes :</td> <td>* <input type="text" value="50"/></td> </tr> <tr> <td>30-59 minutes :</td> <td>* <input type="text" value="100"/></td> </tr> <tr> <td>60-119 minutes :</td> <td>* <input type="text" value="321"/></td> </tr> <tr> <td>120-179 minutes :</td> <td>* <input type="text" value="10"/></td> </tr> <tr> <td>180 minutes or longer :</td> <td>* <input type="text" value=""/> <small>Visits 3hrs or more is required.</small></td> </tr> </tbody> </table> <p>Outpatient APG Programs Only</p> <p>Assessments Completed and Visits</p> <table border="1"> <thead> <tr> <th></th> <th>Primary Patient</th> <th>Significant Others</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>Assessments Completed - This Month :</td> <td><input type="text" value="2"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> </tbody> </table>		Visits (All Patients)	Less than 30 minutes :	* <input type="text" value="50"/>	30-59 minutes :	* <input type="text" value="100"/>	60-119 minutes :	* <input type="text" value="321"/>	120-179 minutes :	* <input type="text" value="10"/>	180 minutes or longer :	* <input type="text" value=""/> <small>Visits 3hrs or more is required.</small>		Primary Patient	Significant Others	Other Persons	Assessments Completed - This Month :	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>							
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43	<p>Once you have corrected the last error and there are no other errors to correct, you will then save the data.</p> <p>First scroll down to the bottom or up to the top of the page to access the Save button.</p> <p>Then click the Save button to save the completed MSD report.</p>	<p>(30 minutes or more in length)</p> <p>Employment/Vocational Status</p> <p>Based on Primary Clients in Treatment - End of Month</p> <table border="1"> <thead> <tr> <th colspan="2">Work-Related Activities</th> <th colspan="2">Work-Readiness Status</th> <th colspan="5">Employment</th> </tr> <tr> <th>New</th> <th>Total</th> <th>New</th> <th>Total</th> <th>New 30-59 Days</th> <th>New 60-89 Days</th> <th>New 90-119 Days</th> <th>120 Days or more</th> <th>Status Unavailable</th> </tr> </thead> <tbody> <tr> <td>* <input type="text" value="2"/></td> <td>* <input type="text" value="6"/></td> <td>* <input type="text" value="1"/></td> <td>* <input type="text" value="4"/></td> <td>* <input type="text" value="1"/></td> <td>* <input type="text" value="3"/></td> <td>* <input type="text" value="2"/></td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="1"/></td> </tr> </tbody> </table> <p>Service Delivery Report Status</p> <p>* Report Status?: <input type="text" value="Complete"/></p> <p>Save Run MSD Report</p> <p>MSD Reports MSD Provider History Home Close Application Help</p>	Work-Related Activities		Work-Readiness Status		Employment					New	Total	New	Total	New 30-59 Days	New 60-89 Days	New 90-119 Days	120 Days or more	Status Unavailable	* <input type="text" value="2"/>	* <input type="text" value="6"/>	* <input type="text" value="1"/>	* <input type="text" value="4"/>	* <input type="text" value="1"/>	* <input type="text" value="3"/>	* <input type="text" value="2"/>	* <input type="text" value="0"/>	* <input type="text" value="1"/>
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Step	Instructions	Image
44	Once the change has been successfully completed for the Monthly Service Delivery transaction, the page at the top will show the message “Transaction completed successfully!” as seen here.	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". On the top right, there are navigation icons for Home, Close Application, and Help. Below these are tabs for "MSD Reports" and "MSD Provider History". A breadcrumb trail reads "MSD Reports List of Reports MSD Program History". A search path is shown: "Search List of Programs > List of Programs > List of Reports >". On the right side, there is a user session string: "FPg>Pg>SD1>SDV50> 08-04-2015 13:40:27.186". A green information box with a red border contains the message: "Transaction completed successfully!". Below this is a section titled "Edit MSD Report 01/2015" with "Save" and "Run MSD Report" buttons. The "Select Report" dropdown is set to "01/2015". A note states: "(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)". Navigation arrows show the current page is 7 of 235. Below this, report details are listed: "Provider No : 99999 Provider Name : Anonymous Provider", "Program No : 126 Program Name : OUTPATIENT CLINIC", and "Report Date : 01/2015". A section titled "Part 822 Programs" includes a sub-section "Census and Waiting List Information" with a table showing "Primary Patients" (111) and "Significant Others" (1).</p>

Step	Instructions	Image
45	<p>While you are viewing or editing an MSD form, you can move between opened MSD forms for that program without going back to the MSD Reports list by clicking the back and forward arrows at the top of the page. You can move one MSD at a time by clicking a single arrow or move to the very beginning or very end of the MSDs by clicking the double arrows.</p>	<p>The screenshot shows the OASAS application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation icons for Home, Close Application, and Help. Below this is a breadcrumb trail: MSD Reports List of Reports MSD Program History. A search path is shown: Search List of Programs > List of Programs > List of Reports >. The main content area displays 'Edit MSD Report 01/2015' with 'Save' and 'Run MSD Report' buttons. Below this, it says 'Select Report 01/2015' and '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. A navigation bar shows '<< [7 / 235] >>' with red boxes around the left and right arrows. The 'Part 822 Programs' section includes a table with columns for 'Primary Patients' and 'Significant Others'. The table shows 'No. in Treatment' and 'Beginning of Month' with values 111 and 1 respectively.</p>

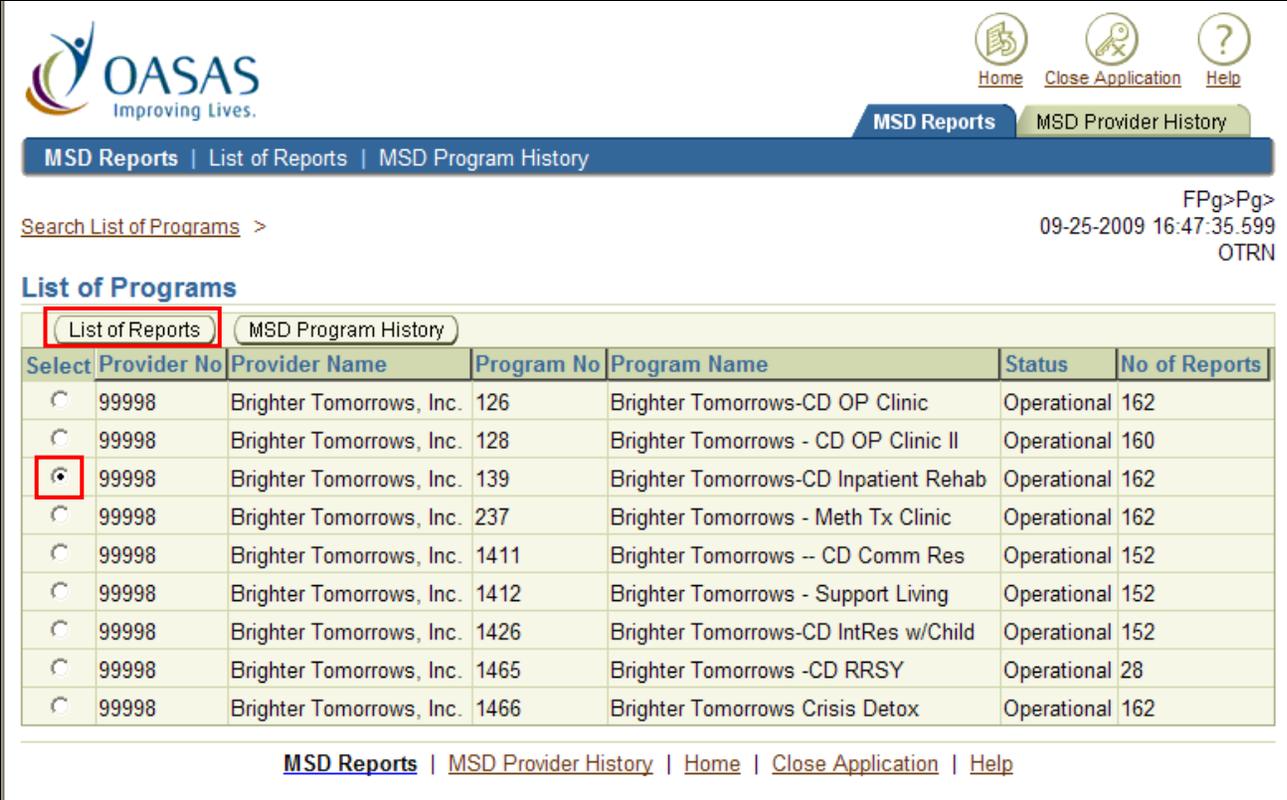
Step	Instructions	Image
46	To return to the <i>List of Reports</i> page, click the List of Reports sub-tab near the top left side of the page (second row).	 <p>The screenshot shows the OASAS application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. To the right are navigation icons for Home, Close Application, and Help. Below these is a blue navigation bar with three tabs: 'MSD Reports', 'List of Reports' (highlighted with a red box), and 'MSD Program History'. Below the navigation bar is a breadcrumb trail: 'Search List of Programs > List of Programs > List of Reports >'. On the right side, there is a user path 'FPg>Pg>SD1>SDV5O>' and a timestamp '08-04-2015 13:40:27.186'. A green information banner displays 'Transaction completed successfully!'. Below this is the heading 'Edit MSD Report 01/2015' with 'Save' and 'Run MSD Report' buttons. A 'Select Report' dropdown is set to '01/2015'. A note states '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. At the bottom, it shows 'Provider No : 99999' and 'Provider Name : Anonymous Provider'. Navigation arrows and a page indicator '[7 / 235]' are visible at the bottom right.</p>

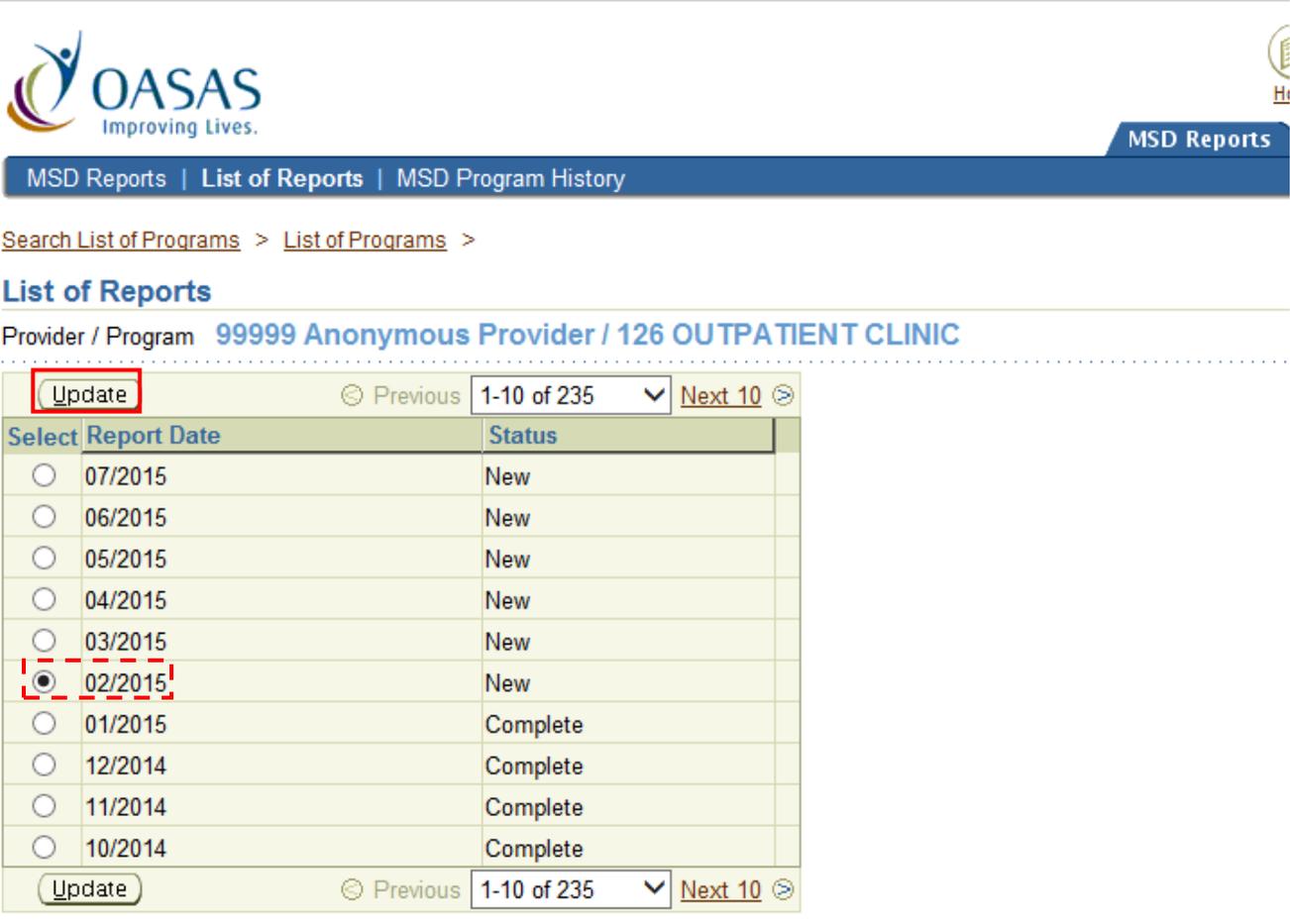
Step	Instructions	Image																																	
47	<p>Now you are back on the <i>List of Reports</i> page, which shows a sample list of 10 MSDs, including the MSD that you just left.</p> <p>From here, you can access the <i>MSD Program History</i> page by clicking the MSD Program History sub-tab in the second row of tabs near the top of the page.</p>	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these is a blue navigation bar with three tabs: 'MSD Reports', 'List of Reports', and 'MSD Program History'. The 'MSD Program History' tab is highlighted with a red border. Below the navigation bar, there is a search link 'Search List of Programs > List of Programs >' and a user/session identifier 'FPg>Pg>SD1> 08-04-2015 13:42:41.802'. The main heading is 'List of Reports'. Below this, it says 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. There is a table with three columns: 'Select', 'Report Date', and 'Status'. The table contains 10 rows of data. The first row (07/2015) is selected. The status for 01/2015 is 'Complete', while others are 'New'. At the bottom of the table, there are 'Update', 'Previous', '1-10 of 235', and 'Next 10' controls.</p> <table border="1" data-bbox="682 576 1312 1128"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>07/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>06/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>05/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>04/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>03/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>02/2015</td> <td>New</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>01/2015</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>12/2014</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>11/2014</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>10/2014</td> <td>Complete</td> </tr> </tbody> </table>	Select	Report Date	Status	<input checked="" type="radio"/>	07/2015	New	<input type="radio"/>	06/2015	New	<input type="radio"/>	05/2015	New	<input type="radio"/>	04/2015	New	<input type="radio"/>	03/2015	New	<input type="radio"/>	02/2015	New	<input checked="" type="radio"/>	01/2015	Complete	<input type="radio"/>	12/2014	Complete	<input type="radio"/>	11/2014	Complete	<input type="radio"/>	10/2014	Complete
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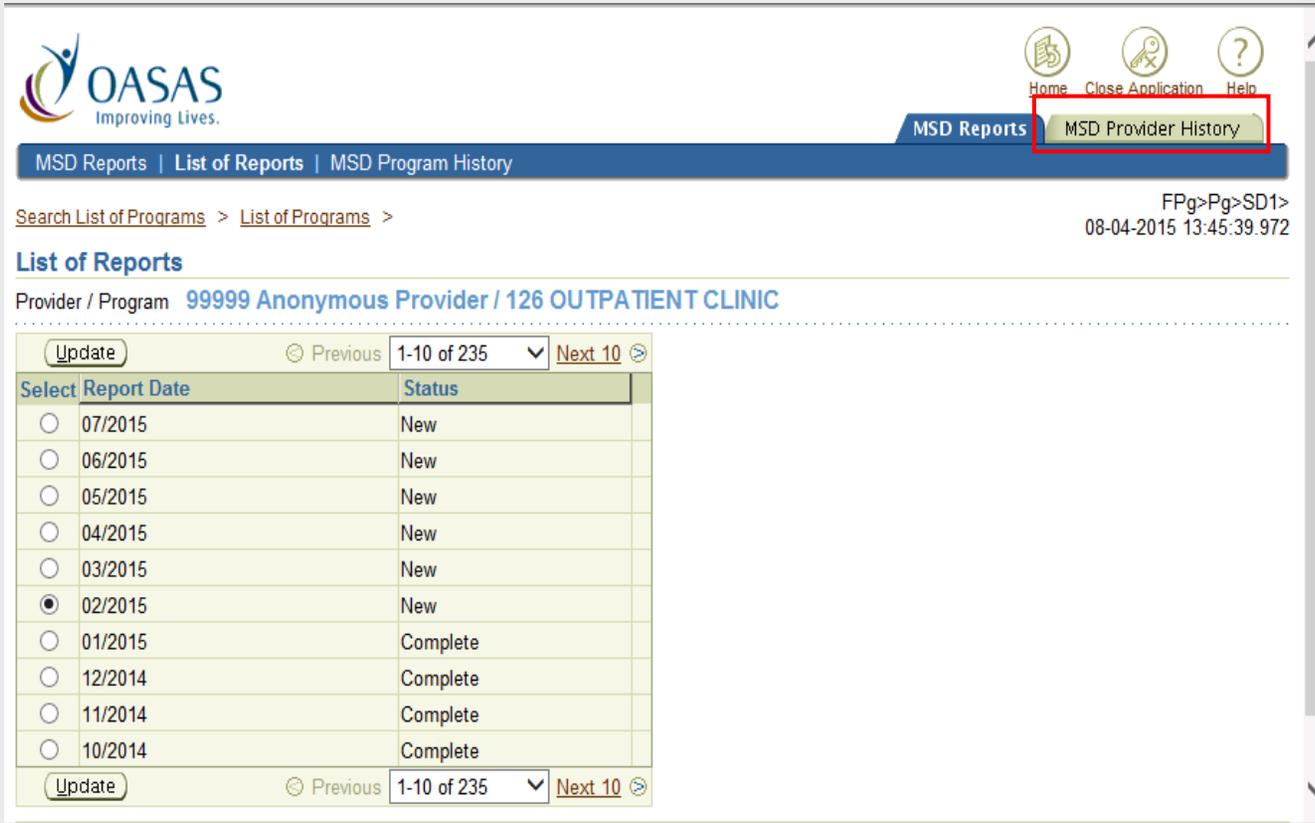
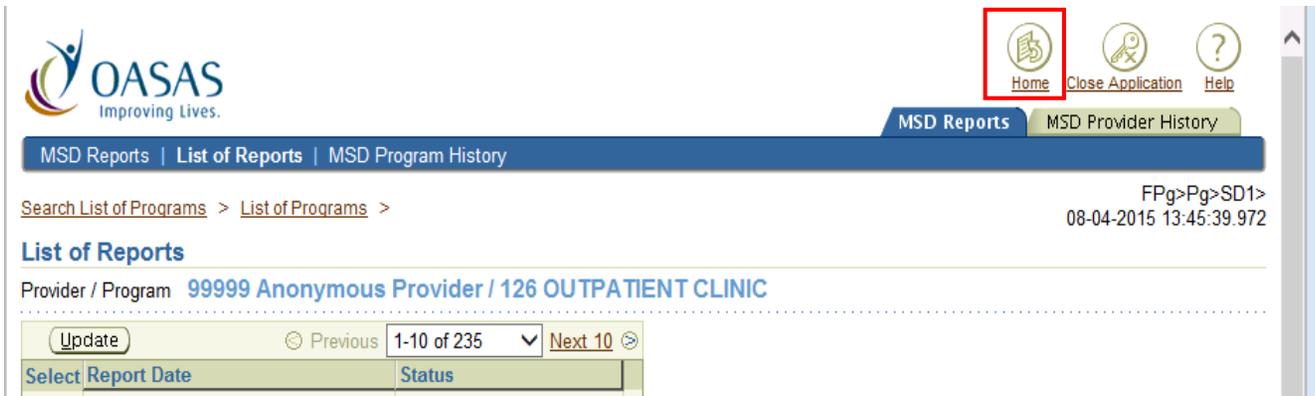
Step	Instructions	Image																																																																																																																																																																																
48	<p>The <i>MSD Program History</i> page allows you to view the program’s summary of aggregate data for each MSD reporting month. That is, each row contains selected aggregate data (e.g., number of assessments, beginning and end of month census, number of client admissions and discharges, total number staff, etc.) for each MSD reporting month listed. Each page shows program data for 10 MSD reporting periods.</p> <p>You can scan down the columns to see how the numbers vary from month to month to look for notable changes (e.g., for individual and group counseling sessions). Significant variations may suggest possible reporting errors.</p>	 <p>The screenshot displays the OASAS 'MSD Program History' page. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs > List of Programs > List of Reports >'. The main heading is 'MSD Program History' for 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table is shown with 17 columns: MSD Report Date, Date Completed, MSD Report Status, Assessments, BOM Census, Client Admit, Client Disch, EOM Census, Unique Clients, Wait List Total, Total Staff, Assmt Visits, Treatment Visits, Counseling Individual, Counseling Group, and Brief Visits. The table contains 10 rows of data, with the most recent row (10/2014) showing 9 assessments, 111 BOM census, 1 client admit, 0 discharges, 112 EOM census, 4 unique clients, 14 total staff, 9 assessment visits, 85 treatment visits, 130 individual counseling sessions, 65 group counseling sessions, and 25 brief visits. Navigation controls for 'Previous' and 'Next 10' are visible above and below the table.</p> <table border="1" data-bbox="682 552 1953 958"> <thead> <tr> <th>MSD Report Date</th> <th>Date Completed</th> <th>MSD Report Status</th> <th>Assessments</th> <th>BOM Census</th> <th>Client Admit</th> <th>Client Disch</th> <th>EOM Census</th> <th>Unique Clients</th> <th>Wait List Total</th> <th>Total Staff</th> <th>Assmt Visits</th> <th>Treatment Visits</th> <th>Counseling Individual</th> <th>Counseling Group</th> <th>Brief Visits</th> </tr> </thead> <tbody> <tr> <td>07/2015</td> <td></td> <td>New</td> <td>0</td> <td>113</td> <td>0</td> <td>0</td> <td>113</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>06/2015</td> <td></td> <td>New</td> <td>0</td> <td>113</td> <td>0</td> <td>0</td> <td>113</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>05/2015</td> <td></td> <td>New</td> <td>0</td> <td>113</td> <td>0</td> <td>0</td> <td>113</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>04/2015</td> <td></td> <td>New</td> <td>0</td> <td>113</td> <td>0</td> <td>0</td> <td>113</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>03/2015</td> <td></td> <td>New</td> <td>0</td> <td>113</td> <td>0</td> <td>0</td> <td>113</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>02/2015</td> <td></td> <td>New</td> <td>0</td> <td>113</td> <td>0</td> <td>0</td> <td>113</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>01/2015</td> <td>8/4/2015</td> <td>Complete</td> <td>2</td> <td>112</td> <td>1</td> <td>0</td> <td>113</td> <td>0</td> <td>4</td> <td>3</td> <td>11</td> <td>434</td> <td>180</td> <td>50</td> <td>50</td> </tr> <tr> <td>12/2014</td> <td>7/31/2015</td> <td>Complete</td> <td>1</td> <td>112</td> <td>0</td> <td>0</td> <td>112</td> <td>0</td> <td>4</td> <td>5.36</td> <td>3</td> <td>283</td> <td>520</td> <td>100</td> <td>15</td> </tr> <tr> <td>11/2014</td> <td>7/31/2015</td> <td>Complete</td> <td>5</td> <td>112</td> <td>0</td> <td>0</td> <td>112</td> <td>0</td> <td>4</td> <td>6</td> <td>17</td> <td>786</td> <td>375</td> <td>104</td> <td>20</td> </tr> <tr> <td>10/2014</td> <td>1/21/2015</td> <td>Complete</td> <td>9</td> <td>111</td> <td>1</td> <td>0</td> <td>112</td> <td>0</td> <td>4</td> <td>14</td> <td>9</td> <td>85</td> <td>130</td> <td>65</td> <td>25</td> </tr> </tbody> </table>	MSD Report Date	Date Completed	MSD Report Status	Assessments	BOM Census	Client Admit	Client Disch	EOM Census	Unique Clients	Wait List Total	Total Staff	Assmt Visits	Treatment Visits	Counseling Individual	Counseling Group	Brief Visits	07/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	06/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	05/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	04/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	03/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	02/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	01/2015	8/4/2015	Complete	2	112	1	0	113	0	4	3	11	434	180	50	50	12/2014	7/31/2015	Complete	1	112	0	0	112	0	4	5.36	3	283	520	100	15	11/2014	7/31/2015	Complete	5	112	0	0	112	0	4	6	17	786	375	104	20	10/2014	1/21/2015	Complete	9	111	1	0	112	0	4	14	9	85	130	65	25
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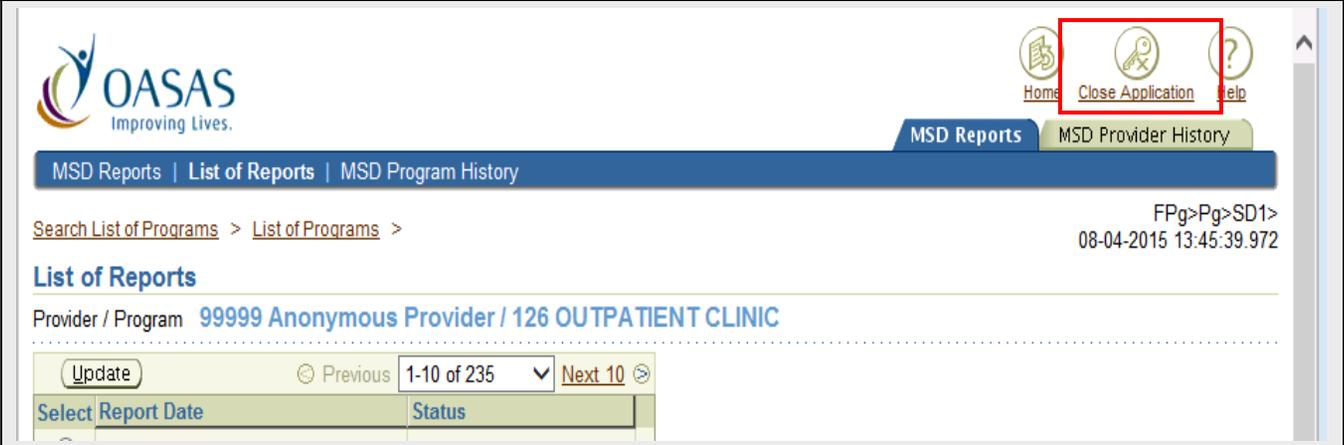
Step	Instructions	Image
49	<p>To view MSD Program History data for other groups of MSD reporting months, you can move through the pages of MSD history data by the methods discussed earlier. You can change the viewable list of aggregate data for 10 MSD reporting periods at a time by using the Selected Records dropdown list, clicking the backward and forward arrows, or clicking the “Previous 10” or “Next 10” buttons in the upper right side of the page.</p>	<p>The screenshot displays the OASAS MSD Program History report. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows 'Search List of Programs > List of Programs > List of Reports >'. The main title is 'MSD Program History' for 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table lists MSD reports from 10/2014 to 07/2015. The table has 17 columns: MSD Report Date, Date Completed, MSD Report Status, Assessments, BOM Census, Client Admit, Client Disch, EOM Census, Unique Clients, Wait List Total, Total Staff, Assmt Visits, Treatment Visits, Counseling Individual, Counseling Group, and Brief Visits. The 'Date Completed' column shows dates from 1/21/2015 to 8/4/2015. The 'MSD Report Status' column shows 'New' for reports from 02/2015 to 07/2015 and 'Complete' for reports from 10/2014 to 01/2015. The 'Assessments' column shows values from 1 to 9. The 'BOM Census' column shows values from 111 to 113. The 'Client Admit' and 'Client Disch' columns show values from 0 to 1. The 'EOM Census' column shows values from 112 to 113. The 'Unique Clients' column shows values from 0 to 1. The 'Wait List Total' column shows values from 4 to 4. The 'Total Staff' column shows values from 14 to 3. The 'Assmt Visits' column shows values from 9 to 11. The 'Treatment Visits' column shows values from 85 to 434. The 'Counseling Individual' column shows values from 130 to 520. The 'Counseling Group' column shows values from 65 to 100. The 'Brief Visits' column shows values from 25 to 50. At the top right of the table area, there are navigation controls: 'Previous', a dropdown menu showing '1-10 of 235', and 'Next 10' buttons, which are highlighted with a red box in the screenshot.</p>

Step	Instructions	Image																																																																																																																																																																																
50	<p>If you need to enter MSD data for another program in your provider from this page, click the List of Programs link in the breadcrumb area to directly access the <i>List of Programs</i> page and select from the list of programs.</p> <p>The breadcrumb links are at the top of the page and show you the pages that you went through to get to the current page. Using the breadcrumb links allows you to go back to previous pages and retain the choices you made there.</p> <p>For example, clicking on the List of Programs link will show you the list of programs that were selected based on your last program search.</p>	<p>MSD Program History</p> <p>Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC</p> <table border="1"> <thead> <tr> <th>MSD Report Date</th> <th>Date Completed</th> <th>MSD Report Status</th> <th>Assessments</th> <th>BOM Census</th> <th>Client Admit</th> <th>Client Disch</th> <th>EOM Census</th> <th>Unique Clients</th> <th>Wait List Total</th> <th>Total Staff</th> <th>Assmt Visits</th> <th>Treatment Visits</th> <th>Counseling Individual</th> <th>Counseling Group</th> <th>Brief Visits</th> </tr> </thead> <tbody> <tr><td>07/2015</td><td></td><td>New</td><td>0</td><td>113</td><td>0</td><td>0</td><td>113</td><td>0</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>06/2015</td><td></td><td>New</td><td>0</td><td>113</td><td>0</td><td>0</td><td>113</td><td>0</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>05/2015</td><td></td><td>New</td><td>0</td><td>113</td><td>0</td><td>0</td><td>113</td><td>0</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>04/2015</td><td></td><td>New</td><td>0</td><td>113</td><td>0</td><td>0</td><td>113</td><td>0</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>03/2015</td><td></td><td>New</td><td>0</td><td>113</td><td>0</td><td>0</td><td>113</td><td>0</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>02/2015</td><td></td><td>New</td><td>0</td><td>113</td><td>0</td><td>0</td><td>113</td><td>0</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>01/2015</td><td>8/4/2015</td><td>Complete</td><td>2</td><td>112</td><td>1</td><td>0</td><td>113</td><td>0</td><td>4</td><td>3</td><td>11</td><td>434</td><td>180</td><td>50</td><td>50</td></tr> <tr><td>12/2014</td><td>7/31/2015</td><td>Complete</td><td>1</td><td>112</td><td>0</td><td>0</td><td>112</td><td>0</td><td>4</td><td>5.36</td><td>3</td><td>283</td><td>520</td><td>100</td><td>15</td></tr> <tr><td>11/2014</td><td>7/31/2015</td><td>Complete</td><td>5</td><td>112</td><td>0</td><td>0</td><td>112</td><td>0</td><td>4</td><td>6</td><td>17</td><td>786</td><td>375</td><td>104</td><td>20</td></tr> <tr><td>10/2014</td><td>1/21/2015</td><td>Complete</td><td>9</td><td>111</td><td>1</td><td>0</td><td>112</td><td>0</td><td>4</td><td>14</td><td>9</td><td>85</td><td>130</td><td>65</td><td>25</td></tr> </tbody> </table>	MSD Report Date	Date Completed	MSD Report Status	Assessments	BOM Census	Client Admit	Client Disch	EOM Census	Unique Clients	Wait List Total	Total Staff	Assmt Visits	Treatment Visits	Counseling Individual	Counseling Group	Brief Visits	07/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	06/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	05/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	04/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	03/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	02/2015		New	0	113	0	0	113	0	4	0	0	0	0	0	0	01/2015	8/4/2015	Complete	2	112	1	0	113	0	4	3	11	434	180	50	50	12/2014	7/31/2015	Complete	1	112	0	0	112	0	4	5.36	3	283	520	100	15	11/2014	7/31/2015	Complete	5	112	0	0	112	0	4	6	17	786	375	104	20	10/2014	1/21/2015	Complete	9	111	1	0	112	0	4	14	9	85	130	65	25
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Step	Instructions	Image																																																																						
51	<p>From the <i>List of Programs</i> page, you can then select another program in your provider that needs MSDs completed (if applicable).</p> <p>To select another program that requires entry of MSD Report data, first click the Select radio button (○).</p> <p>Then click the List of Reports button to open the <i>List of Reports</i> page to view the list of MSD Reports for that program.</p>	 <p>The screenshot shows the OASAS web application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation links for Home, Close Application, and Help. Below the logo, there are tabs for 'MSD Reports' and 'MSD Provider History'. A search bar is present with the text 'Search List of Programs >'. The main content area is titled 'List of Programs' and contains two tabs: 'List of Reports' (which is highlighted with a red box) and 'MSD Program History'. Below the tabs is a table with the following data:</p> <table border="1" data-bbox="703 511 1953 933"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there are navigation links: 'MSD Reports MSD Provider History Home Close Application Help'. In the top right corner of the screenshot, there is a timestamp: 'FPg>Pg> 09-25-2009 16:47:35.599 OTRN'.</p>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162
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Step	Instructions	Image
52	<p>On the <i>List of Reports</i> page, you see a list of the ten most recent MSD reports for this newly selected program.</p> <p>At this point, you can select a specific MSD report and click the Update button to complete or update the report.</p>	 <p>The screenshot displays the OASAS 'List of Reports' interface. At the top, the OASAS logo and 'Improving Lives.' tagline are visible. Below the logo, there are navigation links for 'MSD Reports', 'List of Reports', and 'MSD Program History'. A search bar is present with the text 'Search List of Programs > List of Programs >'. The main heading is 'List of Reports', followed by the provider information 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table lists reports with columns for 'Select', 'Report Date', and 'Status'. The '02/2015' row is selected, and the 'Update' button is highlighted with a red box. The table shows reports from 10/2014 to 07/2015, with statuses ranging from 'Complete' to 'New'. Navigation controls for 'Previous', 'Next 10', and '1-10 of 235' are visible at the top and bottom of the table.</p>

Step	Instructions	Image
53	<p>To view your provider’s summary aggregate data for each MSD reporting period, click the MSD Provider History sub-tab to begin searching for and selecting the provider (if not already chosen) and then access the <i>MSD Provider History</i> page.</p> <p>This information is similar to that presented for MSD Program History, except that the data are aggregated at the provider level (i.e., combined data reported for all of that provider’s programs).</p> <p>Aggregated provider data are most useful when combining data from similar type programs. Additional information on viewing aggregate provider data can be found in the web-based training Reports Course.</p>	 <p>The screenshot shows the OASAS web application interface. At the top right, there are navigation icons for Home, Close Application, and Help. The 'MSD Reports' menu is open, and the 'MSD Provider History' sub-tab is highlighted with a red box. Below the navigation, there is a breadcrumb trail: 'MSD Reports List of Reports MSD Program History'. A search bar contains 'List of Programs > List of Programs >'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table lists report dates from 10/2014 to 07/2015 with status indicators (New, Complete). The date 02/2015 is selected. Navigation controls include 'Update', 'Previous', '1-10 of 235', and 'Next 10'.</p>
54	<p>To return to the “CDS Home” page to perform a different task, click the Home button at the top of the page.</p>	 <p>This screenshot is identical to the previous one, but the 'Home' button in the top right navigation area is highlighted with a red box, indicating the action to be taken.</p>

Step	Instructions	Image
55	<p>If you are finished entering transactions, you can return to the <i>OASAS Applications</i> page by clicking the Close Application button to exit the application.</p>	 <p>The screenshot shows the OASAS application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are three navigation icons: 'Home', 'Close Application', and 'Help'. The 'Close Application' icon, which depicts a person with a red 'X' over it, is highlighted with a red rectangular box. Below the navigation icons is a blue header bar with 'MSD Reports' and 'MSD Provider History' tabs. Underneath is a breadcrumb trail: 'MSD Reports List of Reports MSD Program History'. A search bar contains 'Search List of Programs > List of Programs >'. On the right side, the text 'FPg>Pg>SD1>' and the timestamp '08-04-2015 13:45:39.972' are visible. The main content area is titled 'List of Reports' and shows 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. Below this, there is a table with columns 'Select Report Date' and 'Status'. Above the table, there are controls for 'Update', 'Previous', '1-10 of 235', and 'Next 10'.</p>