

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

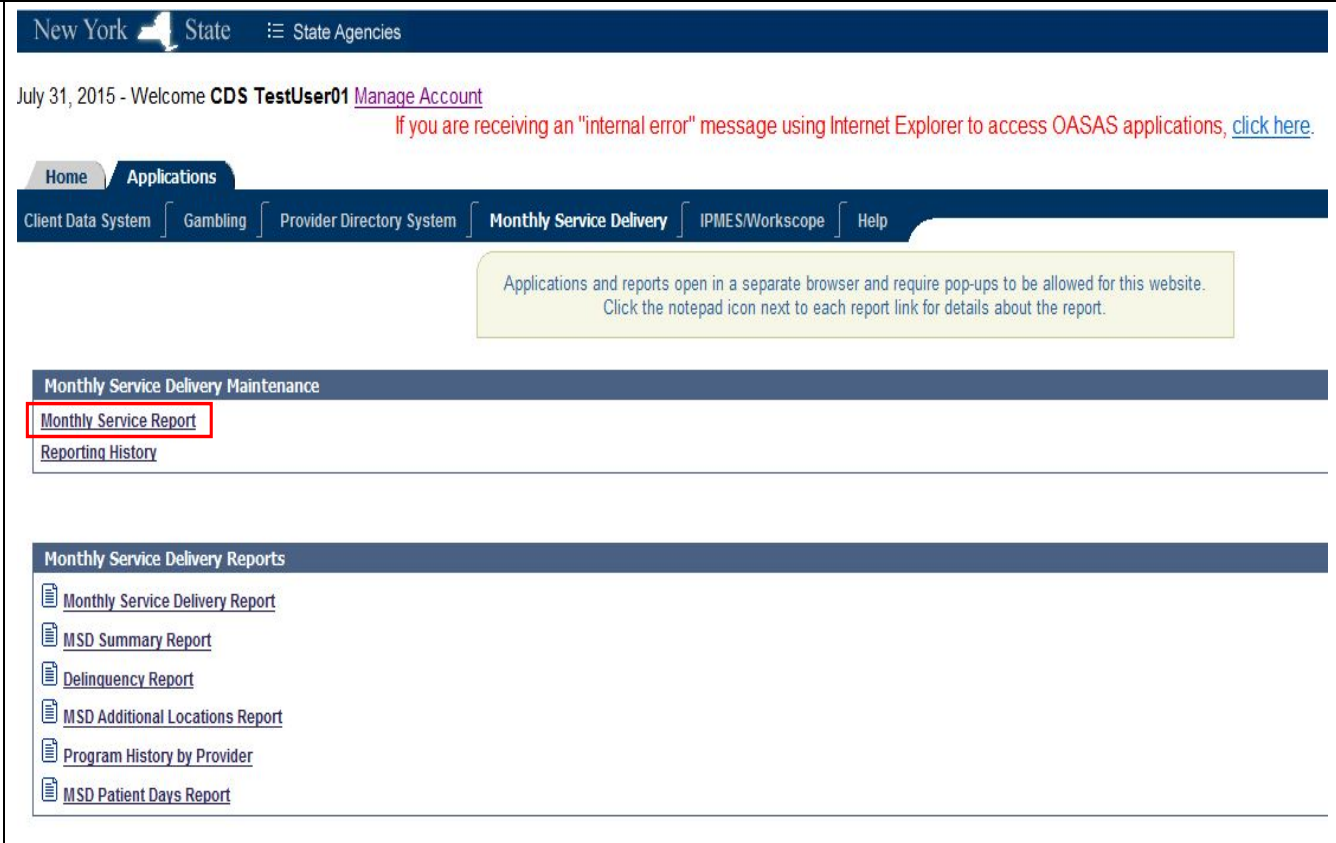
NOTE: It would be helpful to be logged into the OASAS Client Data System application to better follow this User Guide. For more information on logging into the OASAS Client Data System application, please review the Login and Change Password Tutorial or User Guide on the OASAS Applications Home page, 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 Applications page for New York State. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, a welcome message for Kristin Marando is displayed. A search bar is located in the top right corner. The main content area features a navigation menu with 'Home', 'Applications' (highlighted with a red box), 'Data Warehouse', and 'Inquiry Reports'. Below the navigation menu, there are two columns of links and documentation. The left column includes 'Application Documentation' with links like '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 right column includes 'CDS Documentation' with sub-tabs for 'Forms and Instructions', 'User Guides', and 'Online Tutorials'. Below these are sections for 'CDS Starting 4/1/2017', 'Consent Forms', and 'Forms and Instructions'.</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.	

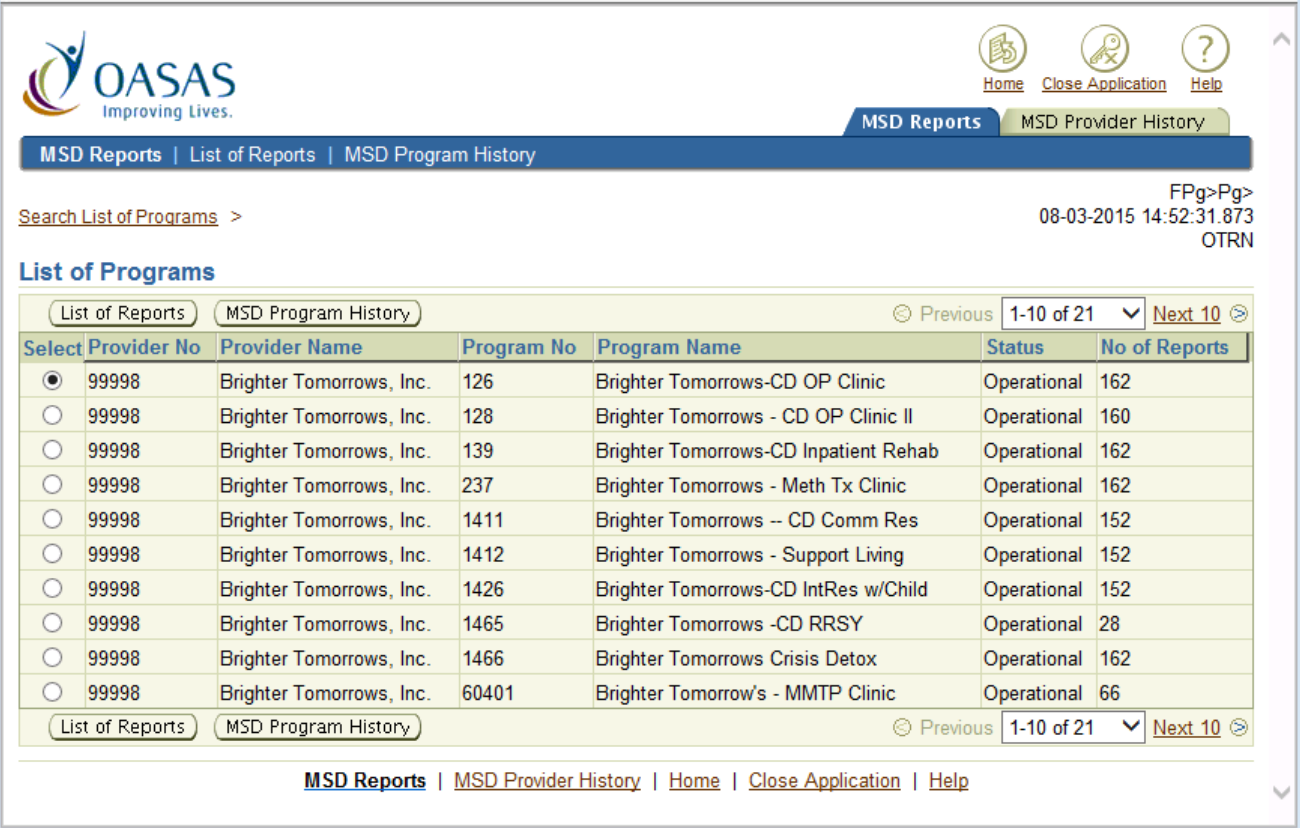
Step	Instructions	Image
2	<p>From the “<i>Monthly Service Delivery</i>” page, you will then click the Monthly Service Report link to open the “<i>Search List of Programs</i>” page. This page will open in a separate window.</p>	 <p>The screenshot shows the OASAS website interface. At the top, there is a header for 'New York State' with a menu icon and 'State Agencies'. Below this is a date and user information: 'July 31, 2015 - Welcome CDS TestUser01' 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 contains 'Home' and 'Applications' tabs. Below the tabs is a menu with '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.' Under the 'Monthly Service Delivery Maintenance' section, the 'Monthly Service Report' link is highlighted with a red rectangular box. Below this is a 'Reporting History' link. The 'Monthly Service Delivery Reports' section lists several report links, each with a notepad icon: 'Monthly Service Delivery Report', 'MSD Summary Report', 'Delinquency Report', 'MSD Additional Locations Report', 'Program History by Provider', and 'MSD Patient Days Report'.</p>

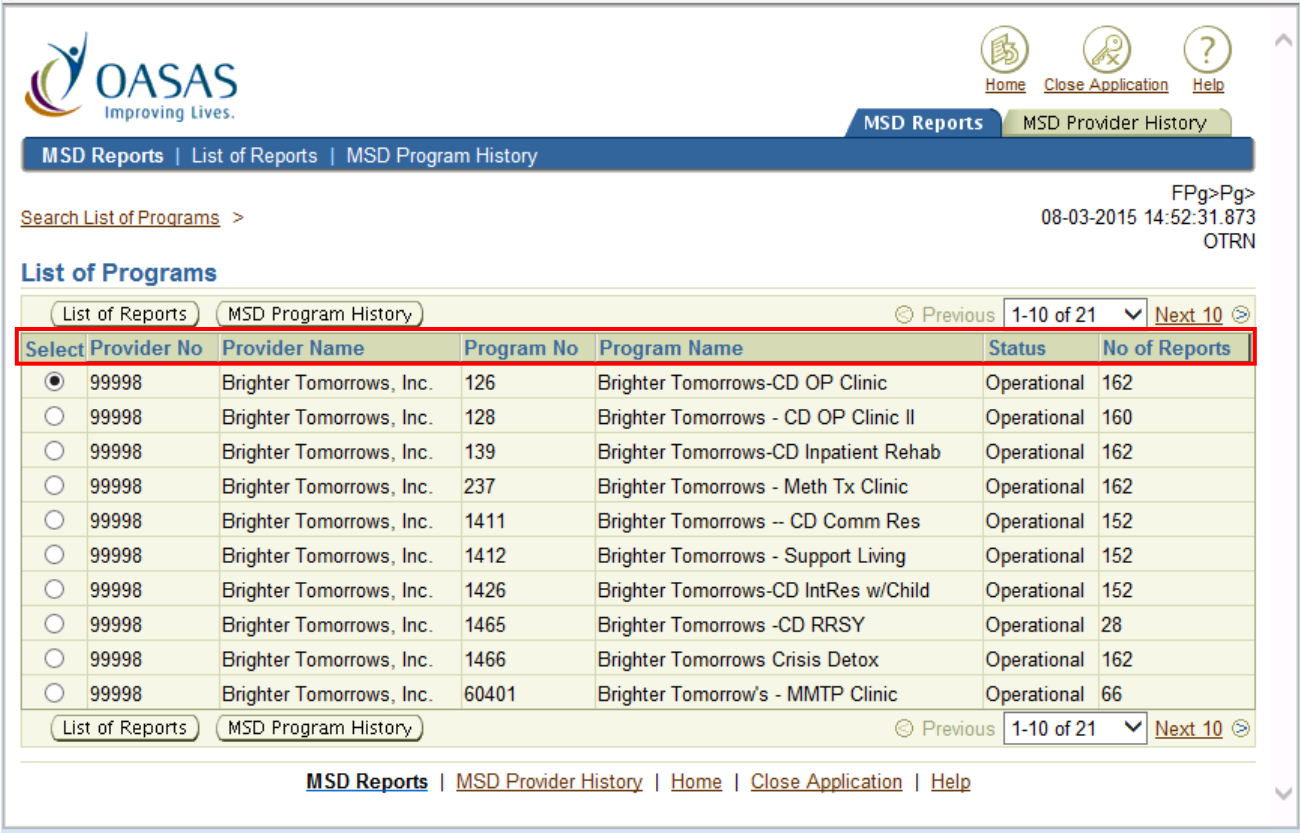
Step	Instructions
3	<p>Now you see the “<i>Search List of Programs</i>” page, where you can enter program-level search criteria (e.g., Program No. or Status) to limit your search and produce either one program record or a list of programs for your provider that meet the Status criteria.</p> <p>If you 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> <p>If searching for a specific program use the program number. Only use status if you do not know the program number or searching for a list of programs of a specific operational status.</p>

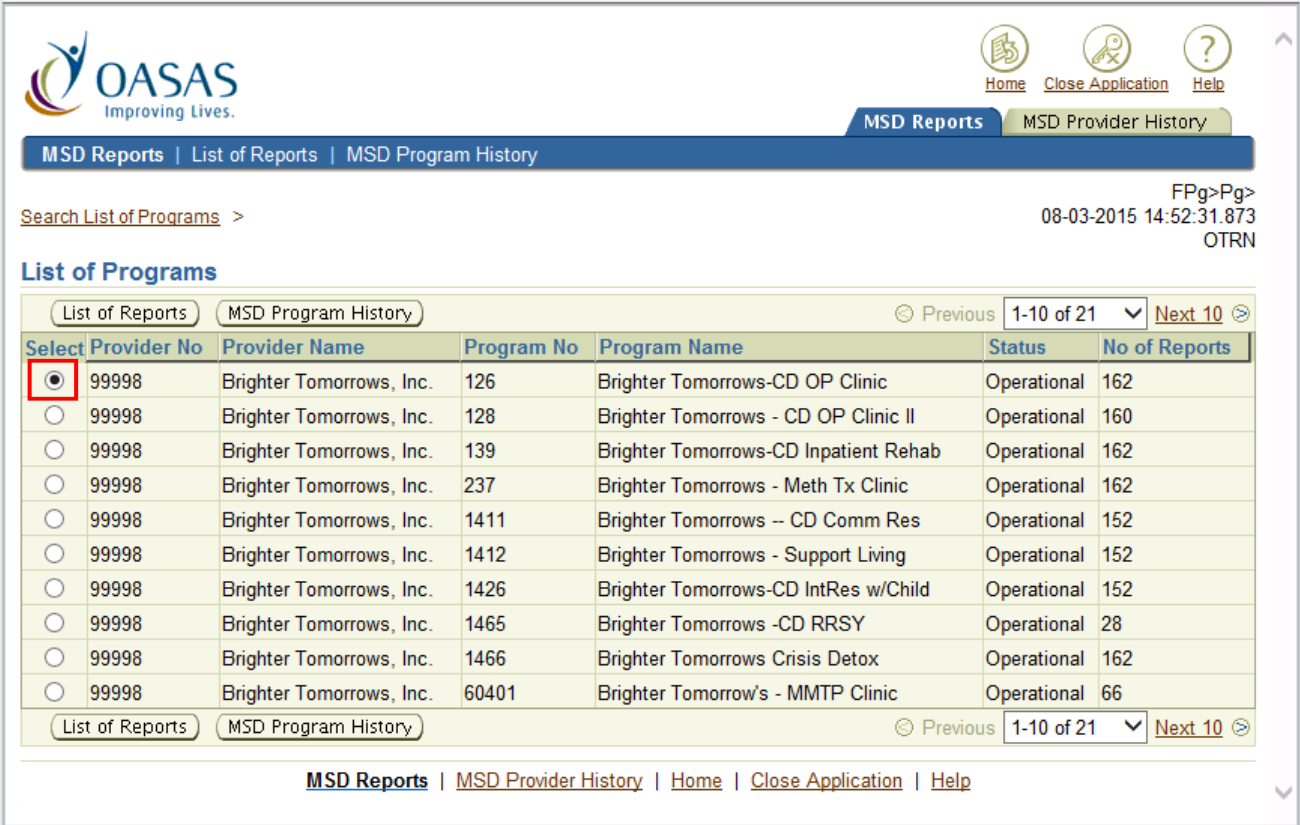
The screenshot displays the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". To the right are navigation icons for Home, Close Application, and Help. Below these are tabs for "MSD Reports" and "MSD Provider History". A date and time stamp "07-31-2015 13:46:38.473" is visible in the top right corner. The main heading is "Search List of Programs". Below this, there are search criteria: "Provider No : 99999" and "Provider Name : Anonymous Provider". A red box highlights the "Program No : [input field]" and "Status : [dropdown menu]" fields. At the bottom of the search area are "Find" and "Clear" buttons. The footer contains the text "Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved." and navigation links for "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help".

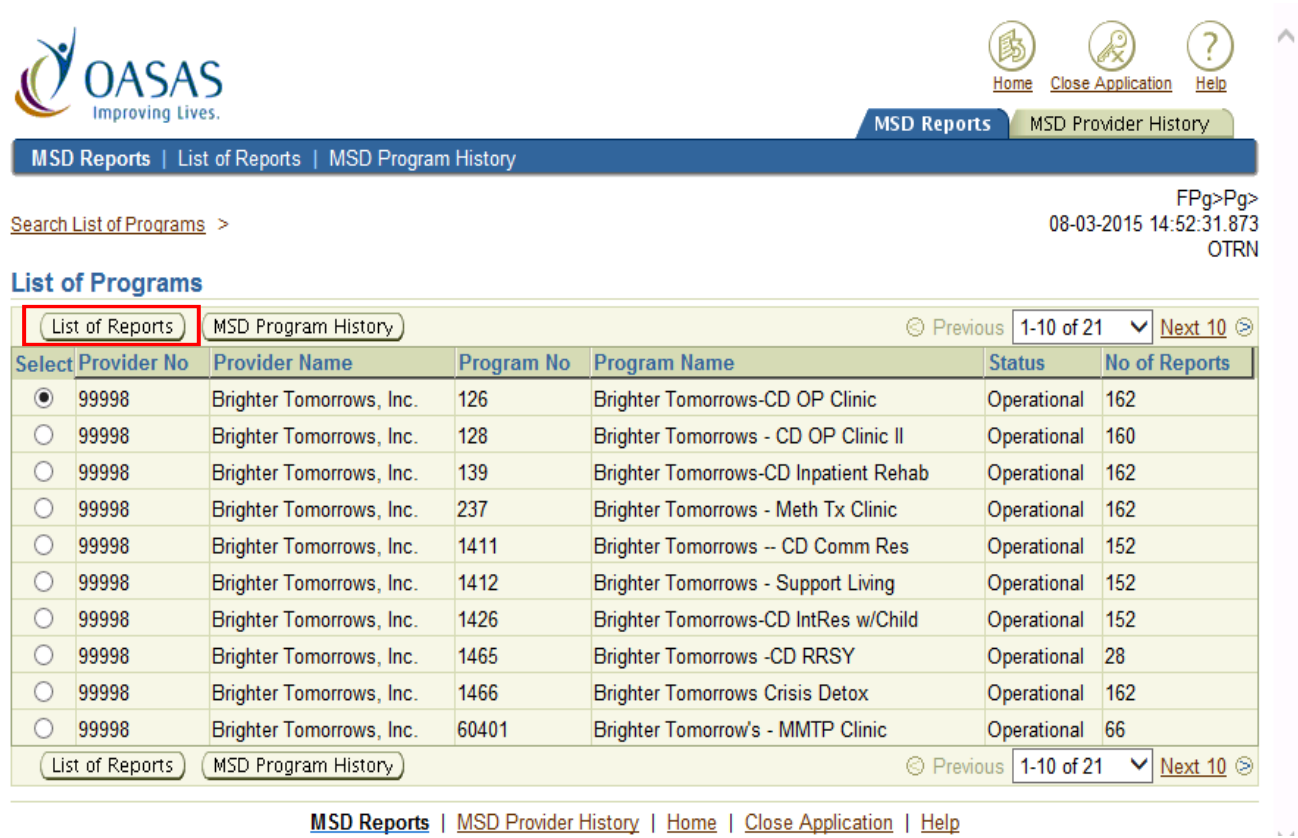
Step


Step	Instructions	Image
4	<p>If searching for a list of programs of a specific operational status select an option from the drop down list for Status.</p> <p>In this example, “Operational” is selected from the Status drop down 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>	


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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 interface for the 'List of Programs' page. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search bar is visible. The main content area features 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>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 contains 10 rows of data, all from 'Brighter Tomorrows, Inc.', with program numbers ranging from 126 to 60401. The 'Status' for all programs is 'Operational', and the 'No of Reports' varies from 28 to 162. Navigation controls for 'Previous' and 'Next 10' are located above and below the table.</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 shows the OASAS web application 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 the logo is a blue navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Underneath is a breadcrumb trail: 'MSD Reports List of Reports MSD Program History'. A search link 'Search List of Programs >' is on the left, and the user's session information 'FPg>Pg> 08-03-2015 14:52:31.873 OTRN' is on the right. The main content area is titled 'List of Programs' and contains a table with columns: Select, Provider No, Provider Name, Program No, Program Name, Status, and No of Reports. The first row is selected, indicated by a red square around the radio button. The table lists 11 programs from Brighter Tomorrows, Inc. with various program names and report counts. At the bottom of the table are navigation controls for 'Previous', '1-10 of 21', and 'Next 10'. A footer navigation bar at the very bottom contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

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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 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 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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<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																																																																									

Step	Instructions	Image
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 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 breadcrumb trail: 'MSD Reports > List of Reports > MSD Program History'. The main content area shows the 'List of Reports' for '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table lists reports from 06/2015 to 09/2014. The 06/2015 report is selected (radio button checked) and has a 'New' status. Other reports have 'New', 'Hold', or 'Complete' statuses. The page includes 'Update', 'Previous', and 'Next 10' buttons for navigation. At the bottom, there are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

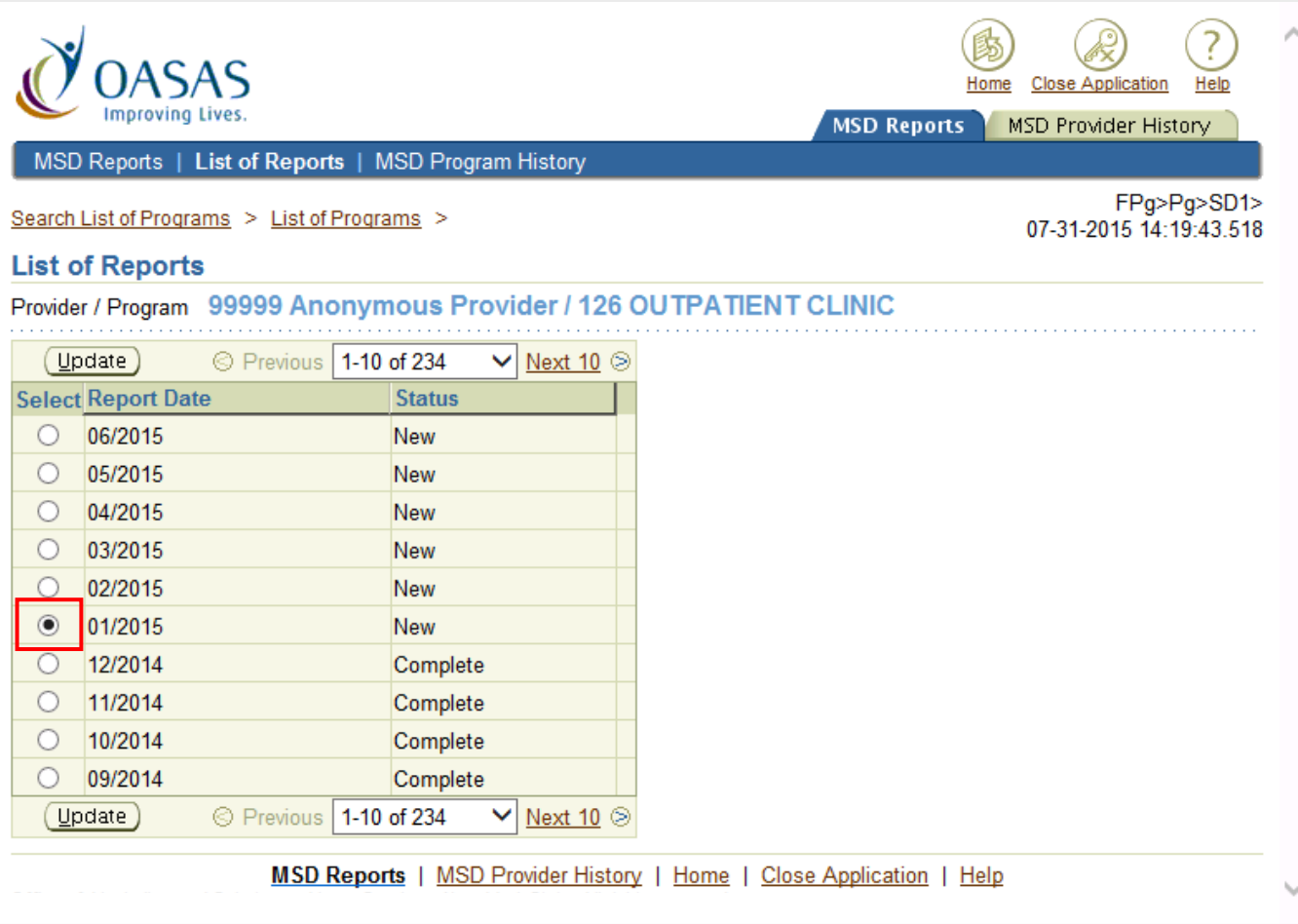
Step	Instructions	Image																						
10	<p>To move rapidly between groups of MSDs, you can use several methods:</p> <ol style="list-style-type: none"> 1. Click “Next 10” (or “Previous 10”) as many times as needed to move through the MSDs in groups of 10. The initial group shown contains the 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 application 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 is titled 'List of Reports' and shows the provider/program as '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A search path is shown: 'Search List of Programs > List of Programs >'. The report list has two rows of controls: the top row has 'Update', 'Previous', '1-10 of 234' (dropdown), and 'Next 10' (button), all highlighted with red boxes; the bottom row has 'Update', 'Previous', '1-10 of 234' (dropdown), and 'Next 10' (button). The table below has columns 'Select Report Date' and 'Status'. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input checked="" 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 type="radio"/> 01/2015</td><td>New</td></tr> <tr><td><input type="radio"/> 12/2014</td><td>Hold</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> <p>At the bottom of the page are navigation links: 'MSD Reports MSD Provider History Home Close Application Help'.</p>	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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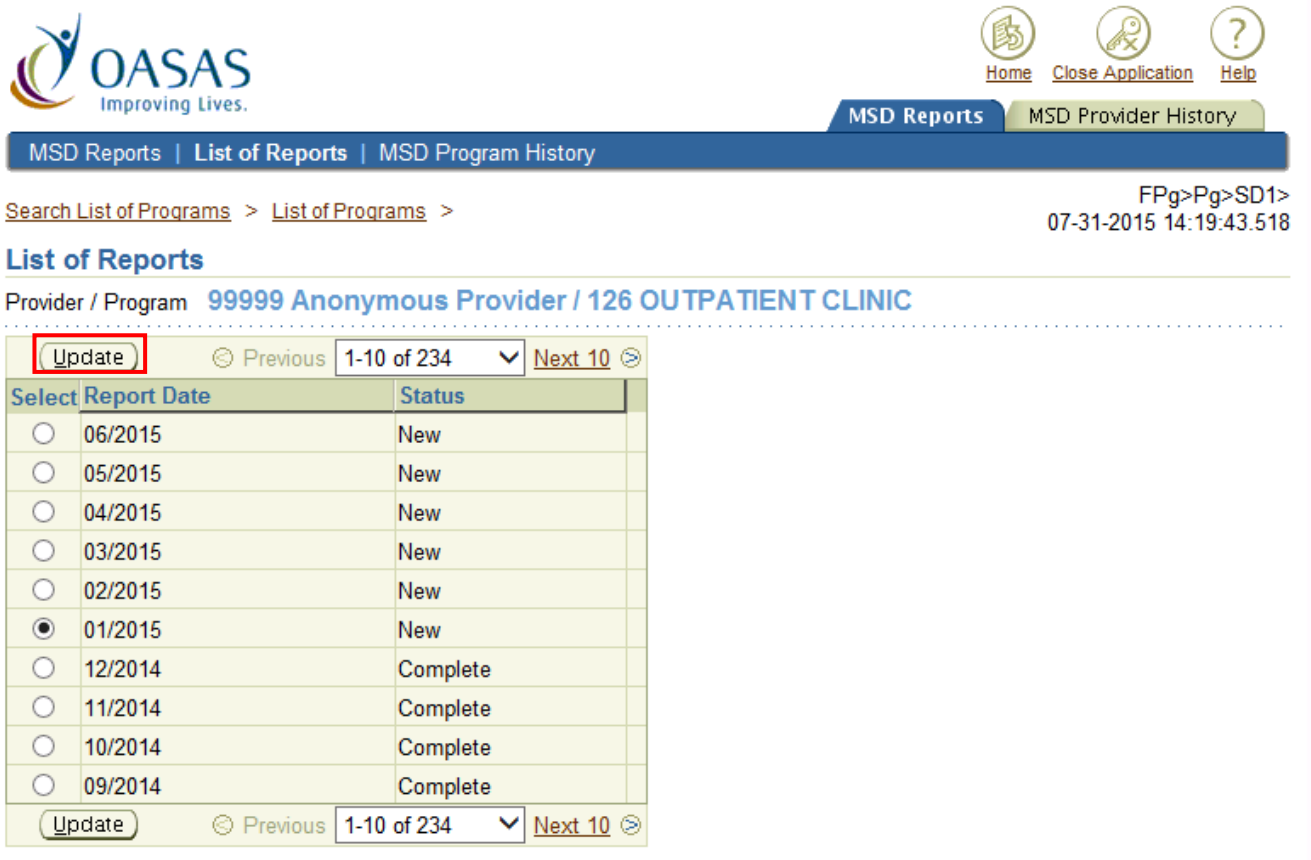
Step	Instructions	Image
11	<p>3. Click on the “Show All” option at the top of the Selected Records dropdown list to scroll down through the program’s complete listing of MSDs.</p> <p>For this example, the option at the top of the dropdown list would read “Show All 234,” since there are 234 MSDs for this 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>	<p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and the text 'Improving Lives.' Below this, there are tabs for 'MSD Reports' and 'MSD Provider History'. The main content area is titled 'List of Reports' and shows the provider information '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A dropdown menu is open, displaying 'Show All 234' at the top, which is highlighted with a red box. Below the dropdown, there is a table with columns for 'Select Report Date', 'Status', and a range of report numbers. The 'Select Report Date' column header is highlighted with a red box. The table lists report dates from 06/2015 to 09/2014, with statuses ranging from 'New' to 'Complete'. The last row of the table, '231-234 of 234', is highlighted with a red box. The browser address bar shows 'https://apps.oasas.ny.gov/msd/faces/pages/ProgramTable.jspx'.</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 navigation bar with the OASAS logo and the tagline 'Improving Lives.'. To the right, 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 is titled 'List of Reports' and shows the 'Provider / Program' as '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A search bar is visible with the text 'Search List of Programs > List of Programs >'. The table below has two columns: 'Select Report Date' and 'Status'. The table contains 10 rows of data, with the first row selected. The 'Next 10' link is highlighted in red in two locations: at the top and bottom of the table. The table shows reports from 06/2015 to 09/2014 with statuses ranging from 'New' to 'Complete'.</p> <table border="1" data-bbox="630 584 1249 998"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" 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 type="radio"/> 01/2015</td> <td>New</td> </tr> <tr> <td><input type="radio"/> 12/2014</td> <td>Hold</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 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																																																																					
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. At the top, there is a browser window with the URL https://apps.oasas.ny.gov/msd/faces/pages/ProgramTable.jspx. Below the browser window, the OASAS logo is visible with the tagline "Improving Lives.". Navigation tabs include "MSD Reports" and "MSD Provider History". The breadcrumb trail reads "Search List of Programs > List of Programs > List of Reports". The page title is "List of Reports". The provider information is "99999 Anonymous Provider / 126 OUTPATIENT CLINIC". A dropdown menu is open, showing a list of report date ranges and their corresponding status and total number of MSDs. The "1-10 of 234" option is highlighted. The dropdown menu also includes "Show All 234" and "Next 10" options. The main table lists report dates from 06/2015 to 09/2014, with status and total MSDs for each. The "1-10 of 234" option is highlighted in the dropdown menu.</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> <th>Total 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	Total 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 page title is 'List of Reports' and the provider/program is '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A search bar is present with the text 'Search List of Programs > List of Programs >'. The main content is a table with the following data:</p> <table border="1"> <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>Navigation controls at the bottom of the table include 'Update', 'Previous', 'Next 10', and a dropdown menu showing '1-10 of 234'. The footer of the page contains the text '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 shows 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 reads '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' report is selected, indicated by a radio button and a red box. The table has columns for '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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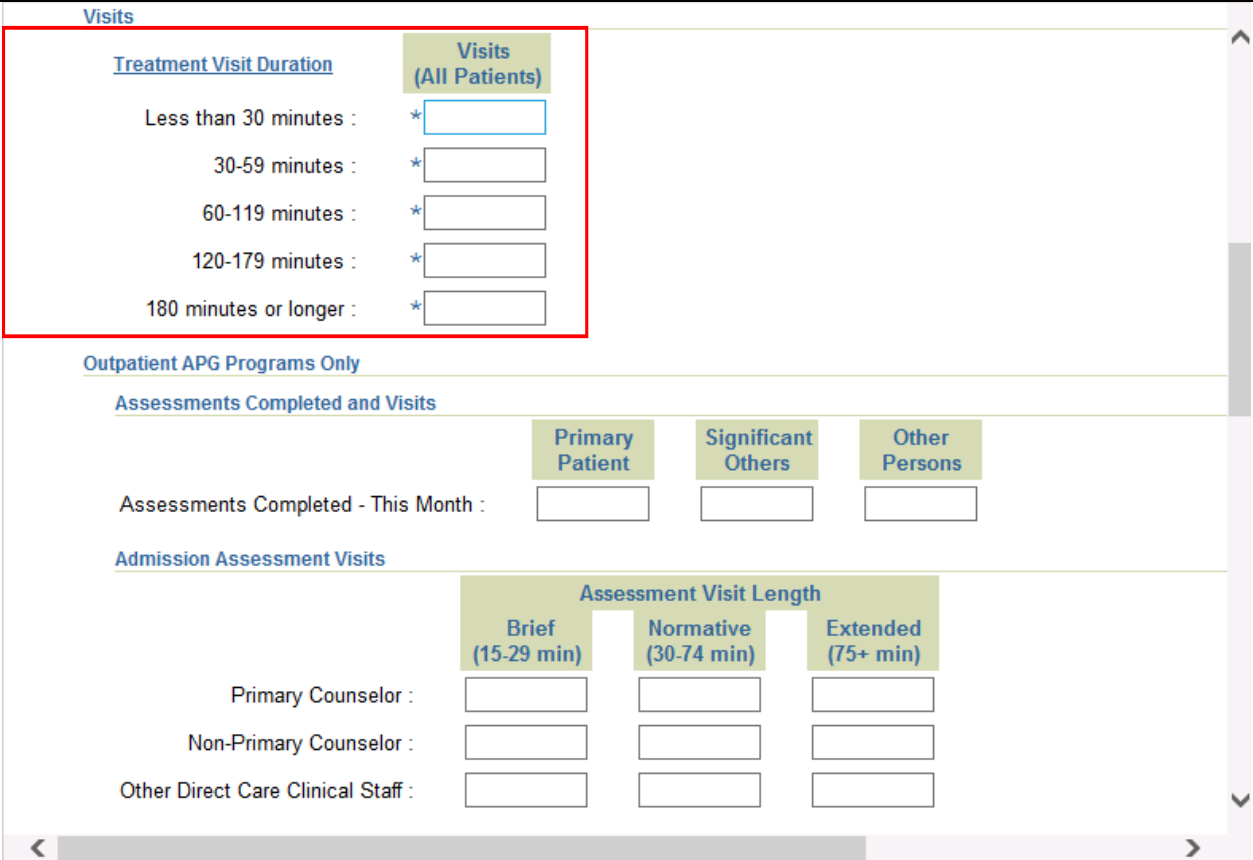
Step	Instructions	Image																						
16	<p>Once you have selected the MSD, click the Update button to open the selected MSD report. It is located above the group of MSDs listed on the “<i>List of Reports</i>” page.</p>	 <p>The screenshot shows the OASAS interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History'. Below this, there is a breadcrumb trail: '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 with columns 'Select Report Date' and 'Status'. The 'Update' button is highlighted with a red box. The table data is as follows:</p> <table border="1"> <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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<input type="radio"/> 12/2014	Complete																							
<input type="radio"/> 11/2014	Complete																							
<input type="radio"/> 10/2014	Complete																							
<input type="radio"/> 09/2014	Complete																							

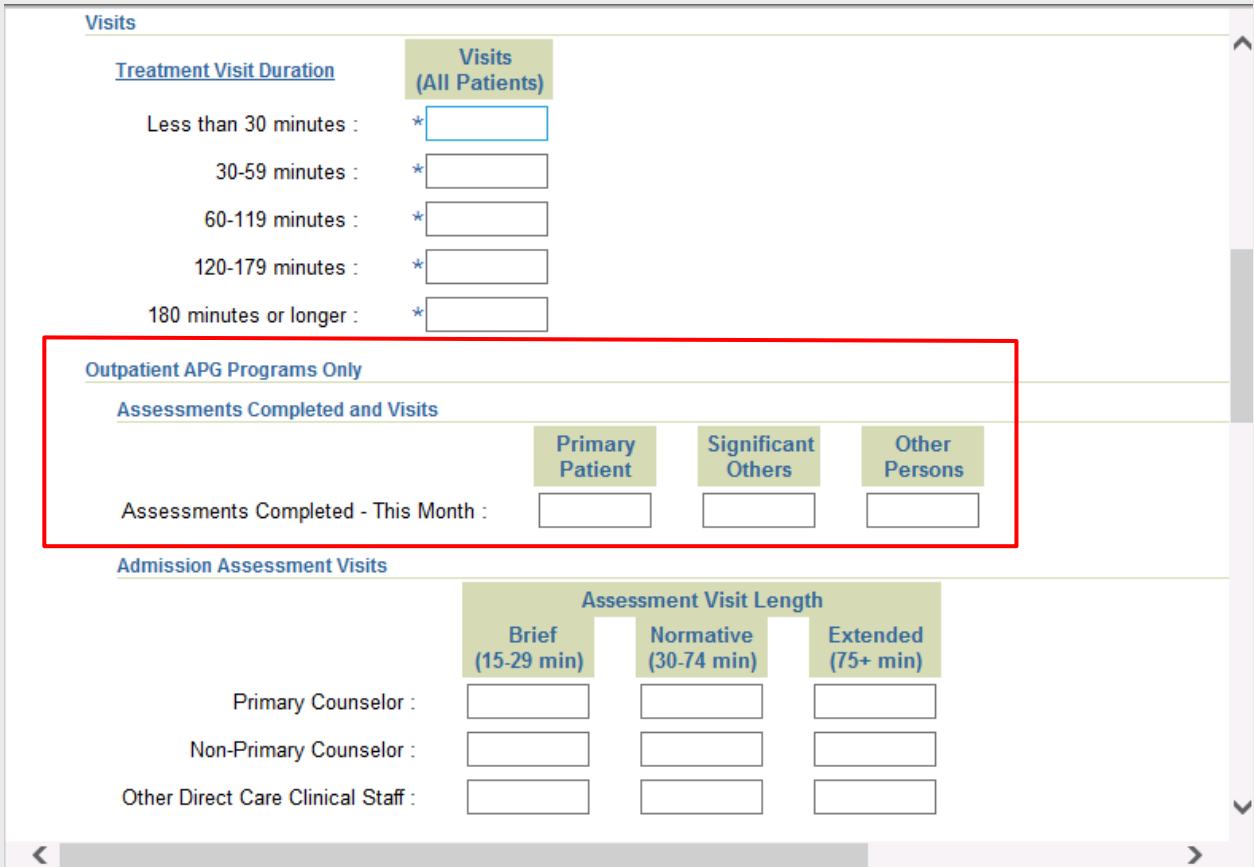
Step	Instructions	Image																		
17	<p>You then see the “<i>Edit MSD Report</i>” page for that selected MSD (e.g., for 01/2015). This page allows you to perform initial entry of a new MSD or to edit existing MSD data.</p> <p>When filling out an MSD Report for the first time, you will see that 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'. 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.)'. Metadata includes: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 126, Program Name: OUTPATIENT CLINIC, and Report Date: 01/2015. The 'Part 822 Programs' section contains a table titled '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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Step	Instructions	Image																		
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 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. The main heading is 'Edit MSD Report 01/2015'. There are buttons for 'Save' and 'Run MSD Report'. Below the heading, it says 'Select Report 01/2015' and provides a link to MSD report instructions. A summary of report details is shown: 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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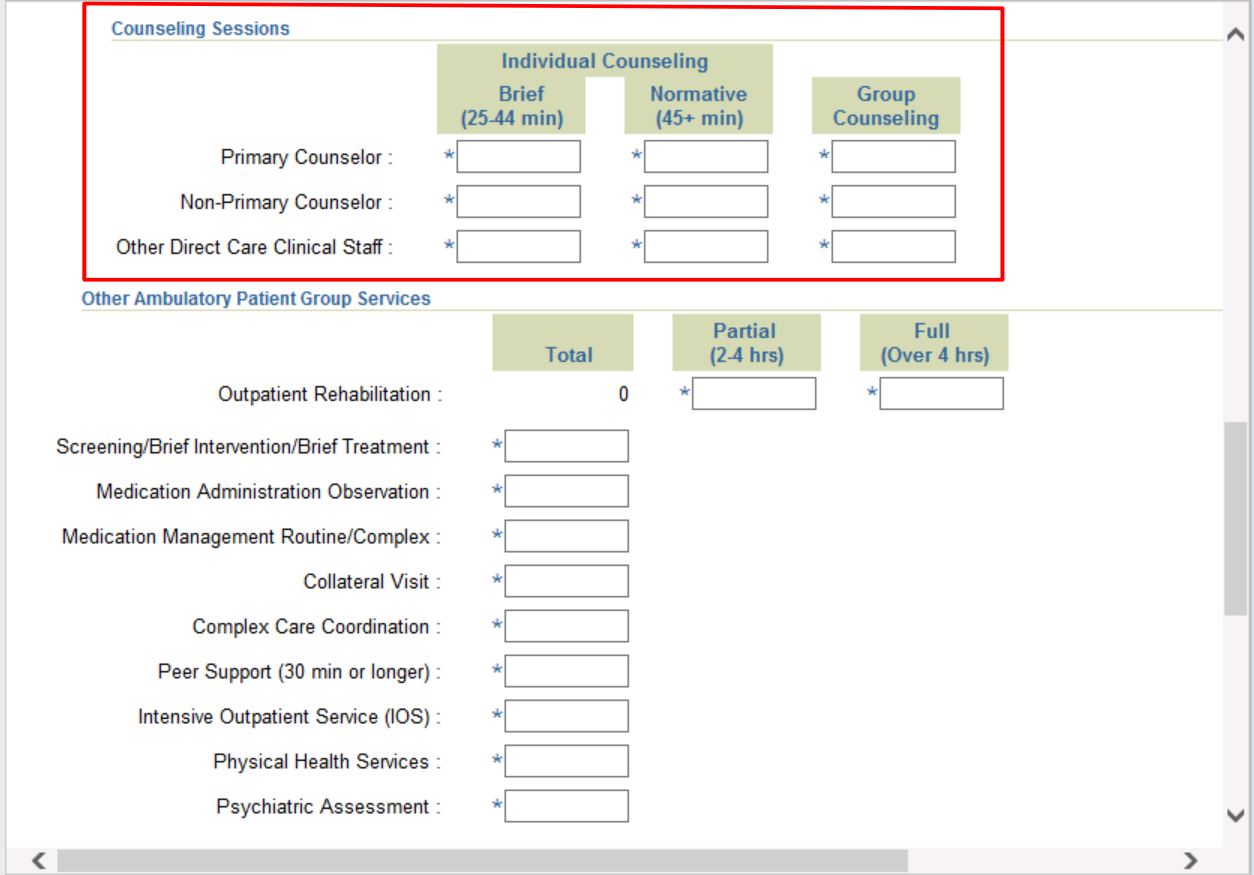
Edit (Enter) MSD Data

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 shows the OASAS application interface for editing an MSD report for 01/2015. The interface includes a navigation bar with 'MSD Reports' and 'MSD Provider History'. Below the navigation bar, there are breadcrumb links: 'Search List of Programs > List of Programs > List of Reports >'. The main content area is titled 'Edit MSD Report 01/2015' and includes a 'Select Report 01/2015' dropdown. Below this, there are buttons for 'Save' and 'Run MSD Report'. A section titled 'Part 822 Programs' contains a table titled 'Census and Waiting List Information' with columns for 'Primary Patients' and 'Significant Others'. The table data is as follows:</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>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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Step	Instructions	Image
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 the software interface. A red box highlights the 'Treatment Visit Duration' table, which is titled 'Visits (All Patients)'. This table has five rows representing different visit durations: 'Less than 30 minutes', '30-59 minutes', '60-119 minutes', '120-179 minutes', and '180 minutes or longer'. Each row has a star icon and an input field. Below this table, there are sections for 'Outpatient APG Programs Only'. The first section is 'Assessments Completed and Visits', which includes three columns: 'Primary Patient', 'Significant Others', and 'Other Persons'. Below these columns is a row for 'Assessments Completed - This Month' with three input fields. The second section is 'Admission Assessment Visits', which includes a table with three columns: 'Brief (15-29 min)', 'Normative (30-74 min)', and 'Extended (75+ min)'. Below these columns are three rows for 'Primary Counselor', 'Non-Primary Counselor', and 'Other Direct Care Clinical Staff', each with three input fields.</p>

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 includes the following elements:</p> <ul style="list-style-type: none"> Visits (All Patients): A table with columns for duration and a star icon, with input fields for each duration: <table border="1"> <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> </table> Outpatient APG Programs Only: A section highlighted with a red box, containing: <ul style="list-style-type: none"> Assessments Completed and Visits: A table with columns for 'Primary Patient', 'Significant Others', and 'Other Persons', and a row for 'Assessments Completed - This Month' with three input fields. Admission Assessment Visits: A table with columns for 'Assessment Visit Length' (Brief, Normative, Extended) and rows for 'Primary Counselor', 'Non-Primary Counselor', and 'Other Direct Care Clinical Staff', each with three input fields. 	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"/>
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Step	Instructions	Image
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>The screenshot shows a software interface with the following sections:</p> <ul style="list-style-type: none"> Visits (Section Header) Treatment Visit Duration (Section Header) Visits (All Patients) (Table Header) 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"/> Outpatient APG Programs Only (Section Header) Assessments Completed and Visits (Section Header) Primary Patient <input type="text"/> Significant Others <input type="text"/> Other Persons <input type="text"/> Assessments Completed - This Month : <input type="text"/> Admission Assessment Visits (Section Header, highlighted with a red border) Assessment Visit Length (Table Header) 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"/>

Step	Instructions	Image																																																																
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>Counseling Sessions</p> <table border="1"> <thead> <tr> <th></th> <th colspan="3">Individual Counseling</th> </tr> <tr> <th></th> <th>Brief (25-44 min)</th> <th>Normative (45+ min)</th> <th>Group Counseling</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> <p>Other Ambulatory Patient Group Services</p> <table border="1"> <thead> <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>		Individual Counseling				Brief (25-44 min)	Normative (45+ min)	Group Counseling	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"/>		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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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 data entry form with the following structure:</p> <p>Counseling Sessions</p> <table border="1"> <thead> <tr> <th></th> <th>Individual Counseling</th> <th></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> <p>Other Ambulatory Patient Group Services</p> <table border="1"> <thead> <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>		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"/>		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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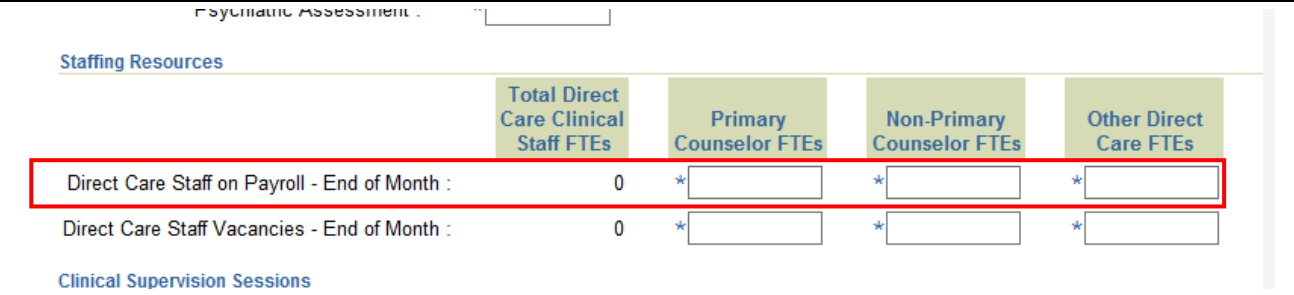
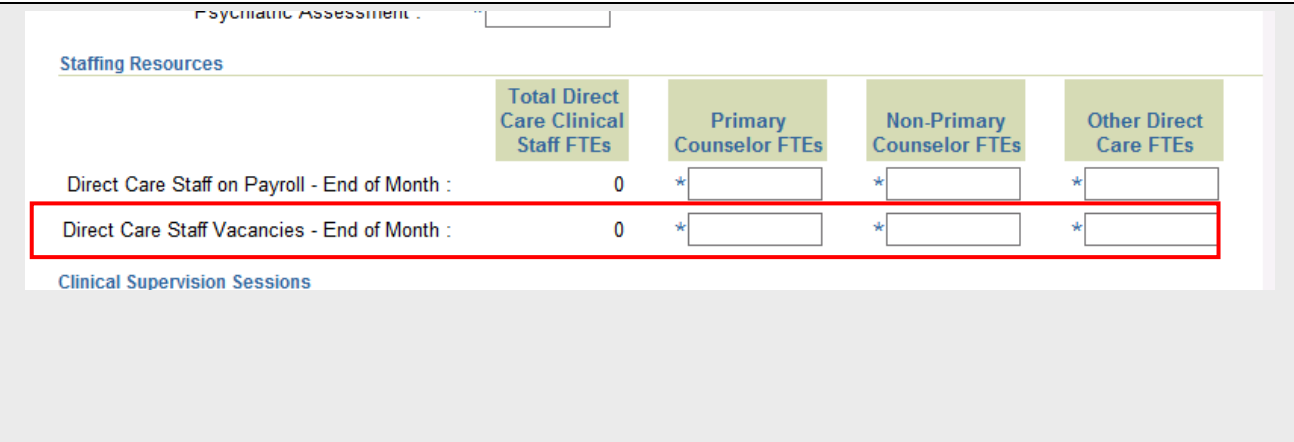
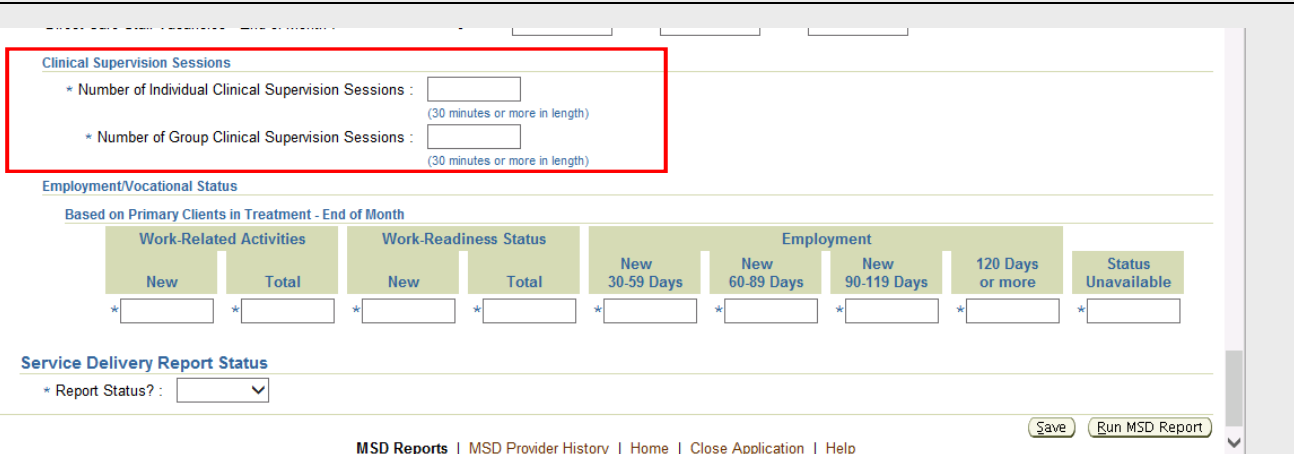
Step	Instructions	Image
25	<p>This next section, Staffing Resources, requires programs to enter data for direct care staff on payroll and for direct care staff vacancies at the end of the month. These staffing resources are measured in terms of FTEs (full-time equivalents).</p> <p>Programs must enter 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 or has a caseload but is not responsible for primary treatment of those clients.</p> <p>NOTE: Administrative, support staff, and overnight aides are generally not considered Direct Care Staff.</p>	

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 shows a web form with the following sections:</p> <ul style="list-style-type: none"> Staffing Resources: 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 are: <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> Clinical Supervision Sessions: <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) Employment/Vocational Status: (Section header visible at the bottom) 		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															
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 form with the following sections:</p> <ul style="list-style-type: none"> Staffing Resources (highlighted with a red box): <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> Clinical Supervision Sessions: <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) Employment/Vocational Status 		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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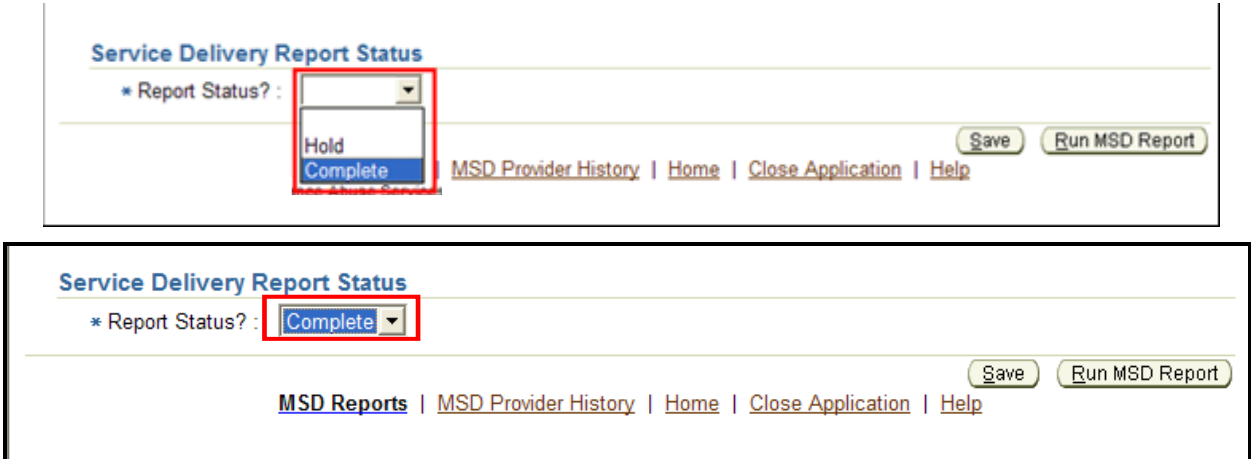
Step	Instructions	Image
29	<p>To understand how FTEs are calculated, assume that a normal work week for a Primary Counselor is 40 hours per week. If two Primary Counselors worked full-time (2.0 FTE), one worked 20 hours per week (0.5 FTE), and one worked 15 hours per week (0.375 FTE), you would enter 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>	

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>Psychiatric Assessment : <input type="text"/></p> <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> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Service Delivery Report Status</p> <p>* Report Status? : <input type="text"/></p> <p>MSD Reports MSD Provider History Home Close Application Help</p> <p>Save Run MSD Report</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"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
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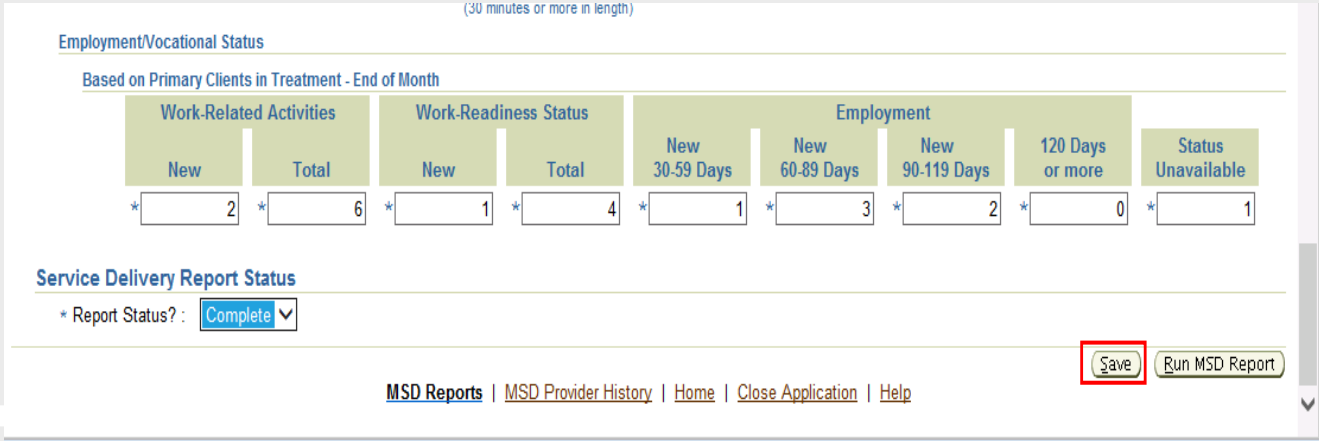
Step	Instructions	Image																											
33	<p>The “Employment/Vocational Status” section is required and displayed next for those programs with OASAS-funded vocational counselors or vocational service contractors.</p> <p>It consists of employment/vocational status data related to primary clients’ (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 with several sections. The 'Employment/Vocational Status' section is highlighted with a red border. It includes a sub-section 'Based on Primary Clients in Treatment - End of Month' with a table of input fields. Above this are 'Clinical Supervision Sessions' and 'Service Delivery Report Status' sections.</p> <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> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <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>	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"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
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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>	

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)". Below that is the title "Employment/Vocational Status". Underneath is the subtitle "Based on Primary Clients in Treatment - End of Month". The main content area is divided into three sections: "Work-Related Activities", "Work-Readiness Status", and "Employment". Each section has "New" and "Total" columns. The "Employment" section is highlighted in green and includes sub-categories: "New 30-59 Days", "New 60-89 Days", "New 90-119 Days", "120 Days or more", and "Status Unavailable". Below these are input fields with asterisks and numbers: 2, 6, 0, 8, 1, 5, 3, 1, 6. A red box highlights a "Service Delivery Report Status" dropdown menu with "Complete" selected. At the bottom right are "Save" and "Run MSD Report" buttons. A footer contains links: "MSD Reports MSD Provider History Home Close Application Help".</p>

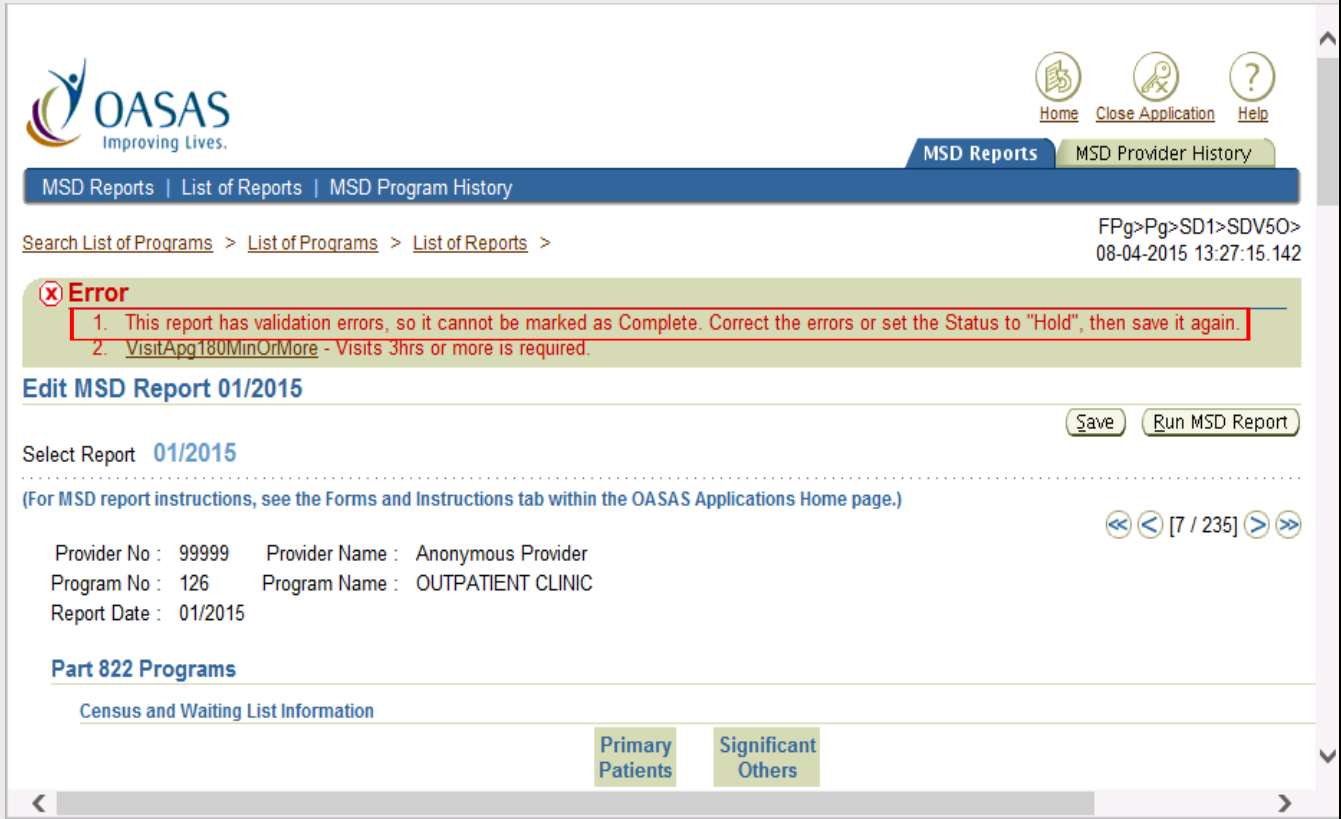
Step	Instructions	Image
36	<p>To enter the Report Status, open the dropdown list and select the appropriate status.</p> <p>In this example, a Report Status of Complete is being selected.</p>	 <p>The image contains two screenshots of a web form titled "Service Delivery Report Status".</p> <p>The top screenshot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

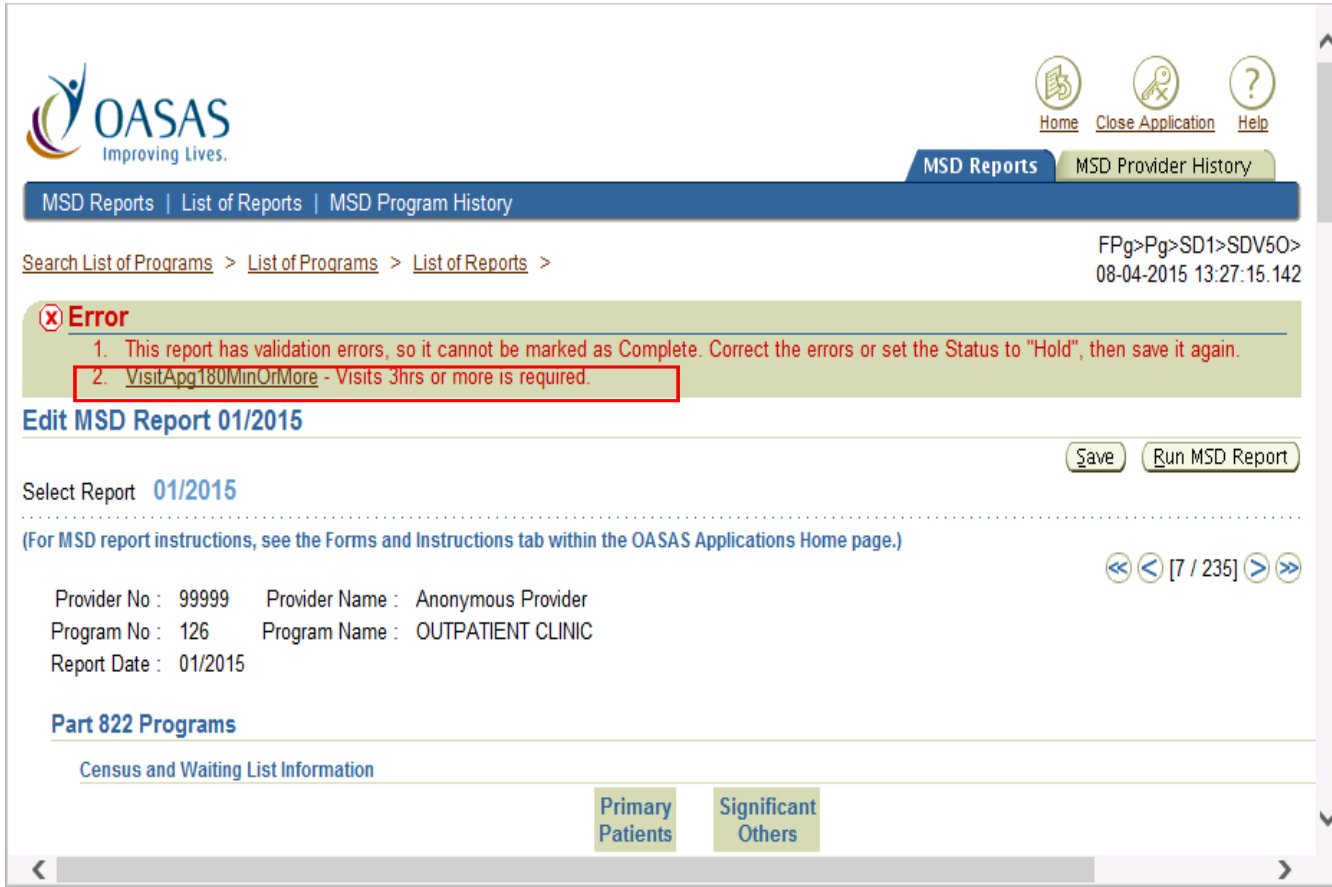
Save MSD Report

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 'Employment/Vocational Status' section is based on primary clients in treatment at the end of the 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. Below the table, there are input fields for each category, with asterisks indicating required fields. The 'Service Delivery Report Status' section has a dropdown menu for 'Report Status?' 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 includes links for MSD Reports, MSD Provider History, Home, Close Application, and Help.</p> <table border="1" data-bbox="800 383 1934 516"> <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>* 2</td> <td>* 6</td> <td>* 1</td> <td>* 4</td> <td>* 1</td> <td>* 3</td> <td>* 2</td> <td>* 0</td> <td>* 1</td> </tr> </tbody> </table>	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	* 2	* 6	* 1	* 4	* 1	* 3	* 2	* 0	* 1
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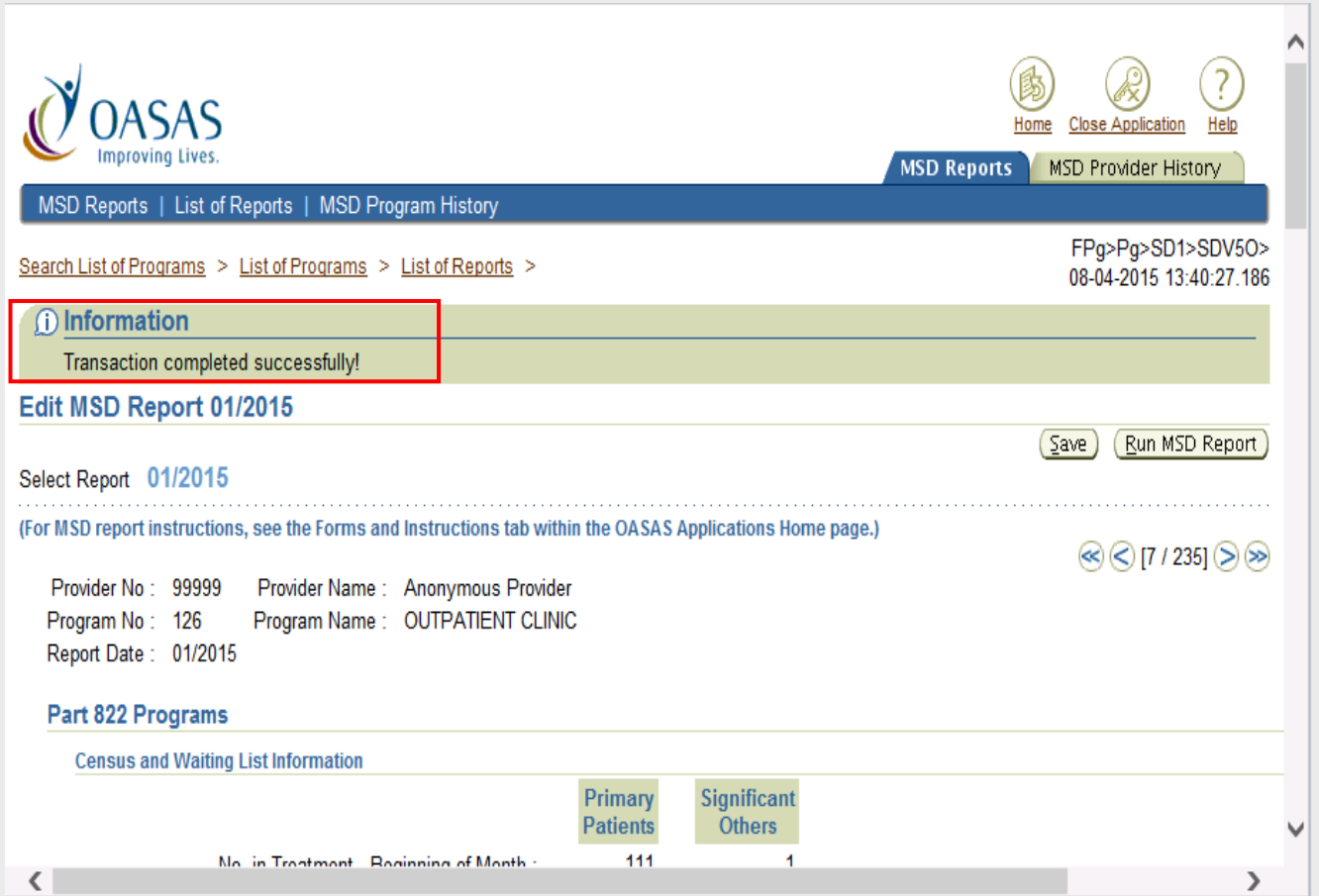
Step	Instructions	Image
38	<p>There are several types of errors that can occur.</p> <p><u>Types of Errors:</u></p> <ul style="list-style-type: none"> • Date-related errors, where earlier MSDs were not completed, so you cannot complete the current or later MSDs (i.e., cannot set Report Status to “Complete”) • Validation errors, where either a required field is left blank (not completed) or an invalid value is entered in a field. 	<p>The screenshot displays the OASAS application interface. At the top, there is a navigation bar with the OASAS logo and the tagline 'Improving Lives.' To the right of the logo are three icons: Home, Close Application, and Help. Below the navigation bar, there 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 main content area shows a red-bordered error message box with the following text: <ul style="list-style-type: none"> ✘ 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. Below the error message, the page title is 'Edit MSD Report 01/2015'. There are 'Save' and 'Run MSD Report' buttons. A section for 'Select Report 01/2015' includes a note: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. Report details are listed: <ul style="list-style-type: none"> Provider No : 99999 Provider Name : Anonymous Provider Program No : 126 Program Name : OUTPATIENT CLINIC Report Date : 01/2015 At the bottom, there is a section for 'Part 822 Programs' with a link for 'Census and Waiting List Information' and two buttons: 'Primary Patients' and 'Significant Others'. </p>

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>	

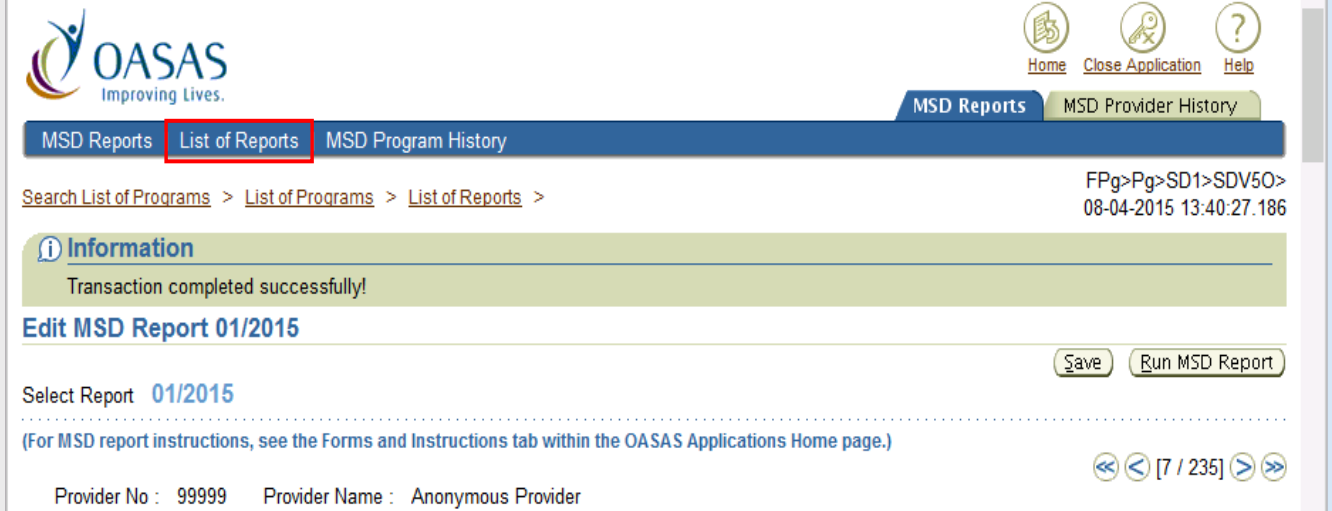
Step	Instructions	Image
40	<p>In this example, an error message appears at the top of the page, indicating that there are one or more validation errors.</p> <p>“This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to ‘Hold,’ then save it again.”</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 shows 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 reads 'MSD Reports List of Reports MSD Program History'. A search path is shown: '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 red error message box contains the text: '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. VisitApp180MinOrMore - Visits 3hrs or more is required.' Below the error is the title 'Edit MSD Report 01/2015' and buttons for 'Save' and 'Run MSD Report'. 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', 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 web application 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'. A search bar contains 'Search List of Programs > List of Programs > List of Reports >'. The user's session information is 'FPg>Pg>SD1>SDV5O>' and the timestamp is '08-04-2015 13:27:15.142'. A green error banner contains the following text: '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 banner is the title 'Edit MSD Report 01/2015' and two buttons: 'Save' and 'Run MSD Report'. A dropdown menu shows 'Select Report 01/2015'. A note says '(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 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' has two sub-sections: 'Census and Waiting List Information' and 'Primary Patients Significant Others'.</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>	
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>	

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 left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are 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 >'. The top right corner displays 'FPg>Pg>SD1>SDV50>' and the timestamp '08-04-2015 13:40:27.186'. A green information box contains the message 'Transaction completed successfully!'. Below this is the title 'Edit MSD Report 01/2015' and buttons for 'Save' and 'Run MSD Report'. The 'Select Report' section shows '01/2015'. A note says '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. At the bottom right, there are navigation arrows: a double left arrow, a single left arrow, '[7 / 235]', a single right arrow, and a double right arrow. The double arrows are highlighted with red boxes. Below this is a section for 'Part 822 Programs' with a sub-section 'Census and Waiting List Information'. A table shows 'Primary Patients' with a value of 111 and 'Significant Others' with a value of 1. At the very bottom, there are more navigation arrows and a partial table header: 'No. in Treatment Beginning of Month: 111 1'.</p>

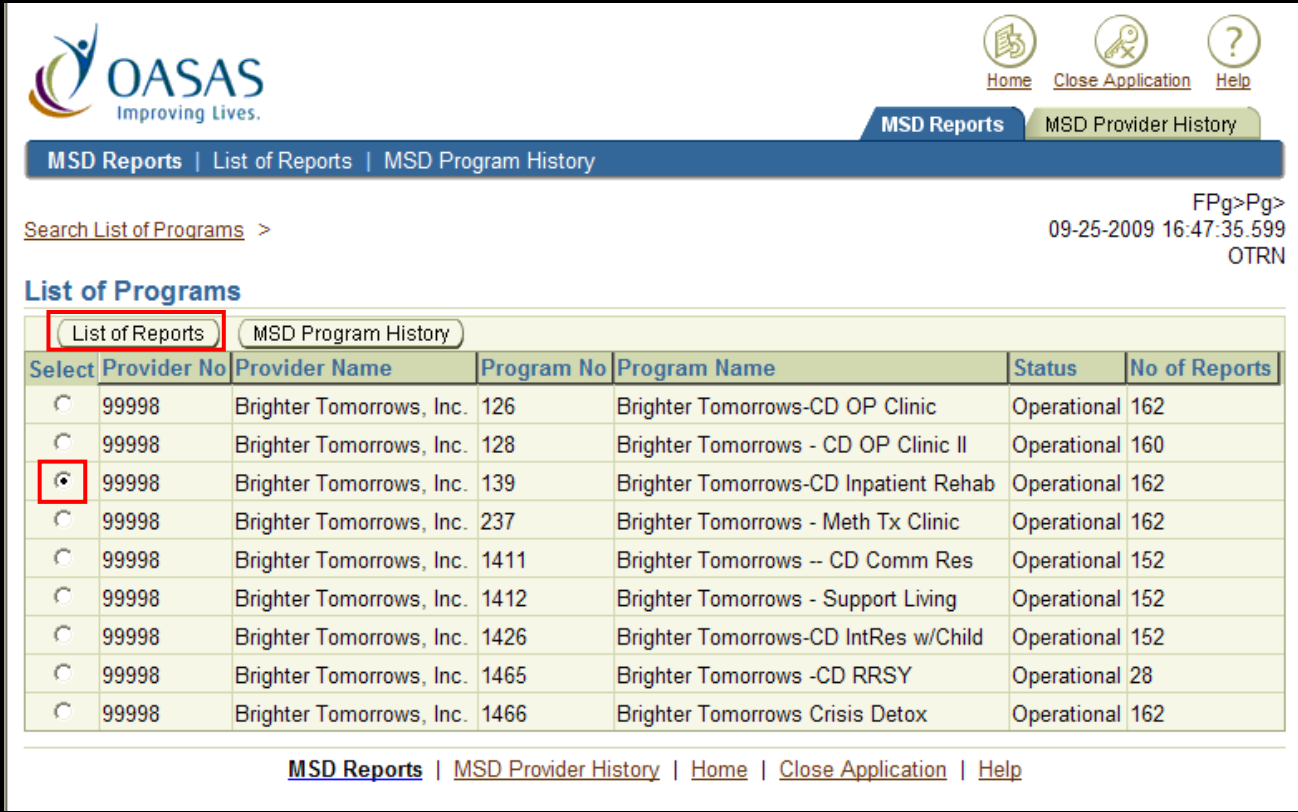
Step	Instructions	Image
46	To return to the <i>List of Reports</i> page, click the List of Reports sub-tab near the top left side of the page (second row).	 <p>The screenshot shows the OASAS application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. To the right are 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'. Underneath the navigation bar is a breadcrumb trail: 'Search List of Programs > List of Programs > List of Reports >'. On the right side of the breadcrumb trail, there is a session ID 'FPg>Pg>SD1>SDV5O>' and a timestamp '08-04-2015 13:40:27.186'. Below the breadcrumb trail is a green information banner with an 'i' icon and the text 'Transaction completed successfully!'. Underneath the banner is the heading 'Edit MSD Report 01/2015'. To the right of this heading are two buttons: 'Save' and 'Run MSD Report'. Below the heading is the text 'Select Report 01/2015'. A dotted line separates this from a note: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. At the bottom left, it says 'Provider No : 99999 Provider Name : Anonymous Provider'. At the bottom right, there are navigation arrows and a page indicator '[7 / 235]'.</p>

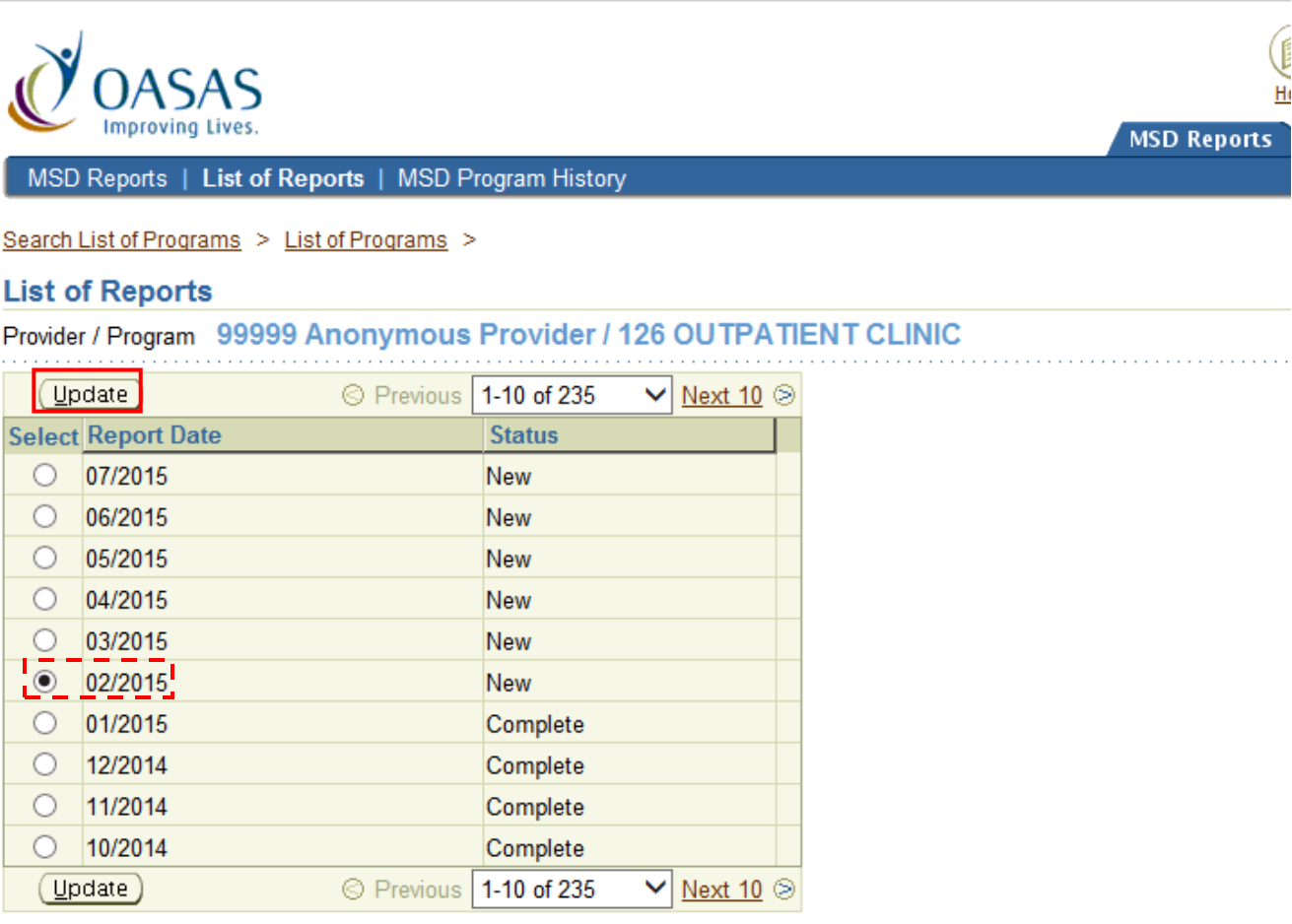
Step	Instructions	Image																																	
47	<p>Now you are back on the <i>List of Reports</i> page, which shows a sample list of 10 MSDs, including the MSD that you just left.</p> <p>From here, you can access the <i>MSD Program History</i> page by clicking the MSD Program History sub-tab 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 tabs for 'MSD Reports', 'List of Reports', and 'MSD Program History', with the latter being highlighted. A breadcrumb trail reads 'Search List of Programs > List of Programs >'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. Below this is a table with columns 'Select', 'Report Date', and 'Status'. The table contains 10 rows of data. The first 7 rows have a status of 'New', and the last 3 rows have a status of 'Complete'. The '01/2015' row is selected. Navigation controls for 'Previous', '1-10 of 235', and 'Next 10' are visible above and below the table.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input 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 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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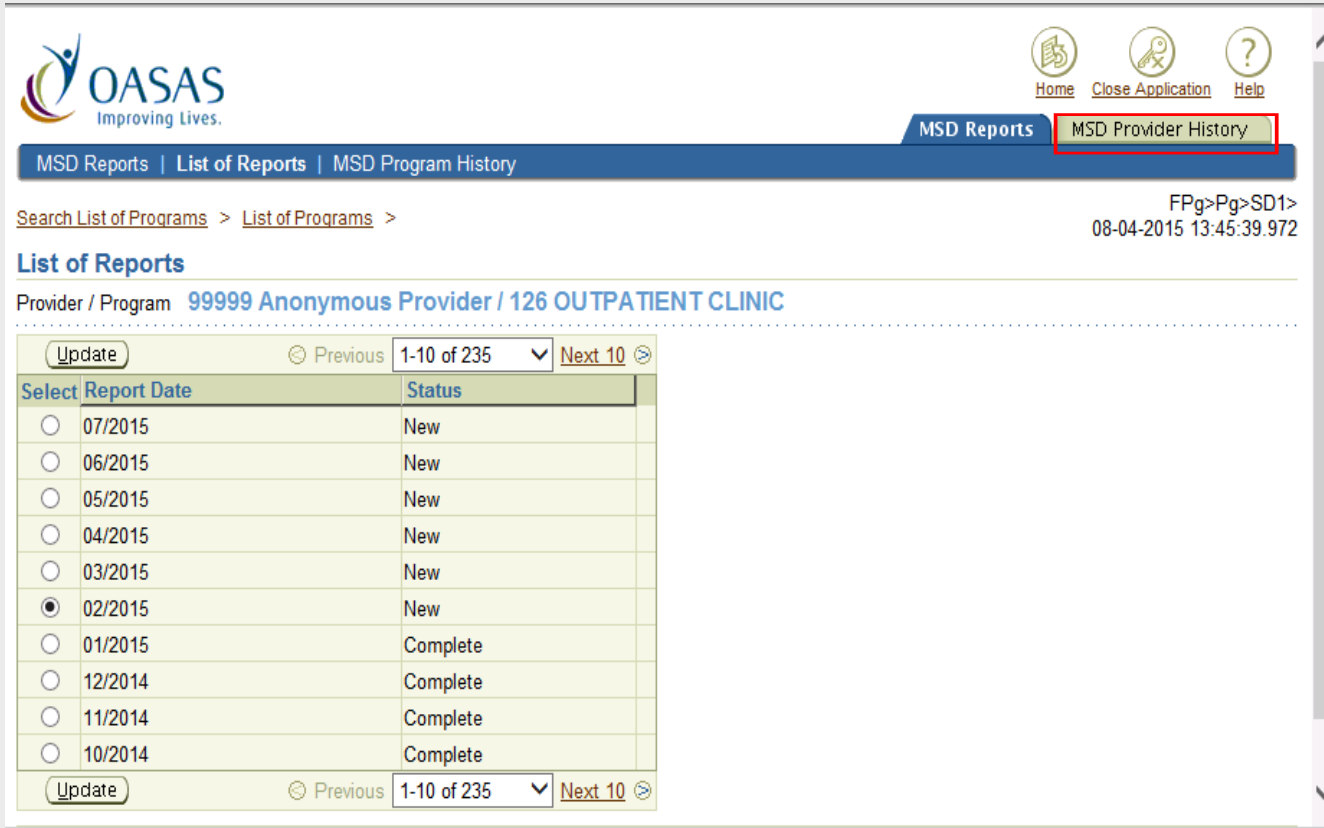
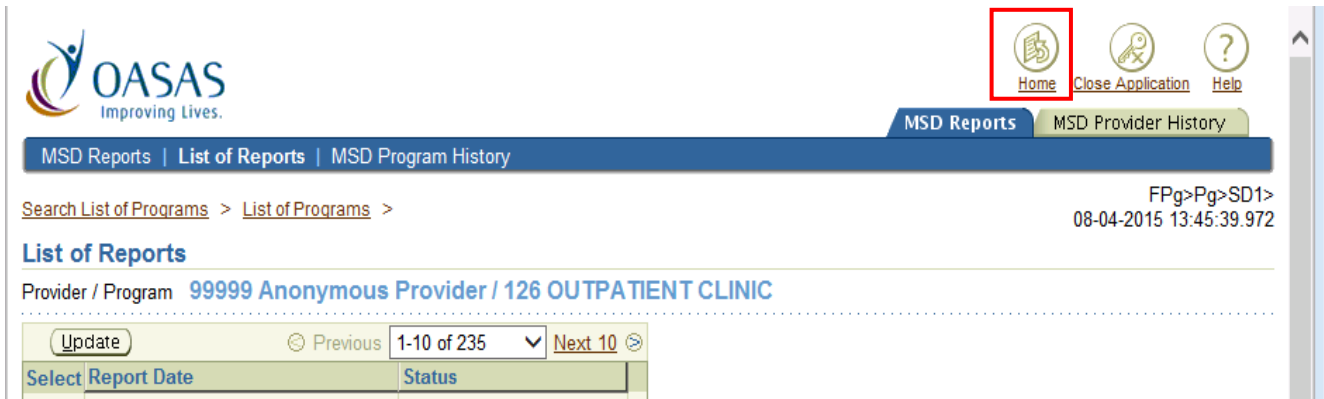
Step	Instructions	Image																																																																																																																																																																																
48	<p>The <i>MSD Program History</i> page allows you to view the program’s summary of aggregate data 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 with 17 columns and 10 rows of data is shown. The columns are: 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 data rows show varying levels of activity, with the most recent row (10/2014) showing 9 assessments, 111 BOM census, 1 client admit, 0 discharges, 112 EOM census, 0 unique clients, 4 wait list total, 14 total staff, 9 assessment visits, 85 treatment visits, 130 individual counseling sessions, 65 group counseling sessions, and 25 brief visits.</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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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 web application interface for viewing MSD Program History. The header includes the OASAS logo and navigation links for Home, Close Application, and Help. The main content area shows the 'MSD Program History' for '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table lists MSD reports from 10/2014 to 07/2015. The table columns are: 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 shows data for various months, with the most recent report (07/2015) being 'New' and having 0 assessments and 0 visits. The interface includes navigation controls for 'Previous' and 'Next 10' reports, and a dropdown menu indicating '1-10 of 235' reports are displayed.</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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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>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 are navigation icons for Home, Close Application, and Help. Below these is a blue breadcrumb trail: 'MSD Reports List of Reports MSD Program History'. The 'List of Programs' link in this trail is highlighted with a red box. To the right of the breadcrumb is a search bar and the text 'FPg>Pg>SD1>PgH>' and a timestamp '08-04-2015 13:43:34.922'. Below the breadcrumb is the title 'MSD Program History' and the provider/program name '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table follows 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. The first seven rows have 'New' status and zero visits. The last three rows have 'Complete' status and various visit counts. Navigation controls for 'Previous' and 'Next 10' are visible at the top and bottom of the table.</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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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 interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right are navigation links: Home, Close Application, and Help. Below these is a breadcrumb trail: MSD Reports List of Reports MSD Program 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 selected and highlighted with a red box) and 'MSD Program History'. Below the tabs 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 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 page, there are navigation links: MSD Reports MSD Provider History Home Close Application Help. In the top right corner, there is a user session indicator: 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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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 shows the OASAS 'List of Reports' interface. At the top, there is a navigation bar with 'MSD Reports List of Reports MSD Program History'. Below this, there are search links for 'List of Programs'. The main heading is 'List of Reports' for '99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table lists reports from 10/2014 to 07/2015. The '02/2015' report is selected, and the 'Update' button is highlighted with a red box. The table has columns for 'Select', 'Report Date', and 'Status'.</p> <table border="1" data-bbox="682 576 1480 1120"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input 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 checked="" type="radio"/></td> <td>02/2015</td> <td>New</td> </tr> <tr> <td><input 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 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 checked="" type="radio"/>	02/2015	New	<input 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
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 displays the OASAS 'MSD Provider History' page. At the top right, there are navigation icons for Home, Close Application, and Help. The 'MSD Provider History' tab is highlighted with a red box. Below the navigation bar, the page title is 'MSD Reports List of Reports MSD Program History'. A search area contains 'Search List of Programs > List of Programs >'. The main content area is titled 'List of Reports' and shows 'Provider / Program 99999 Anonymous Provider / 126 OUTPATIENT CLINIC'. A table with columns 'Select Report Date' and 'Status' is shown. The '02/2015' row is selected. The status for this row is 'New'. Other rows show dates from 10/2014 to 07/2015 with statuses ranging from 'Complete' to 'New'. Navigation controls like 'Update', 'Previous', and 'Next 10' are visible at the top and bottom of the table.</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, showing the OASAS 'MSD Provider History' page. The 'Home' button in the top right navigation area is highlighted with a red box.</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' (highlighted with a red box), and 'Help'. Below these icons are two tabs: 'MSD Reports' and 'MSD Provider History'. A blue navigation bar contains the text 'MSD Reports List of Reports MSD Program History'. Below this bar, there are links for 'Search List of Programs' and '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>