

# *Enter an MSD (PAS-48NC) for Crisis 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 [OASAS Applications Home](#) page, located under CDS Documentation.

This User Guide will show you how to access and enter a program's Monthly Service Delivery (MSD) data (i.e., taken from the Monthly Service Delivery Report Form – Crisis Services Programs). It will also show the user how to enter the MSD Report for Crisis programs into the CDS System.

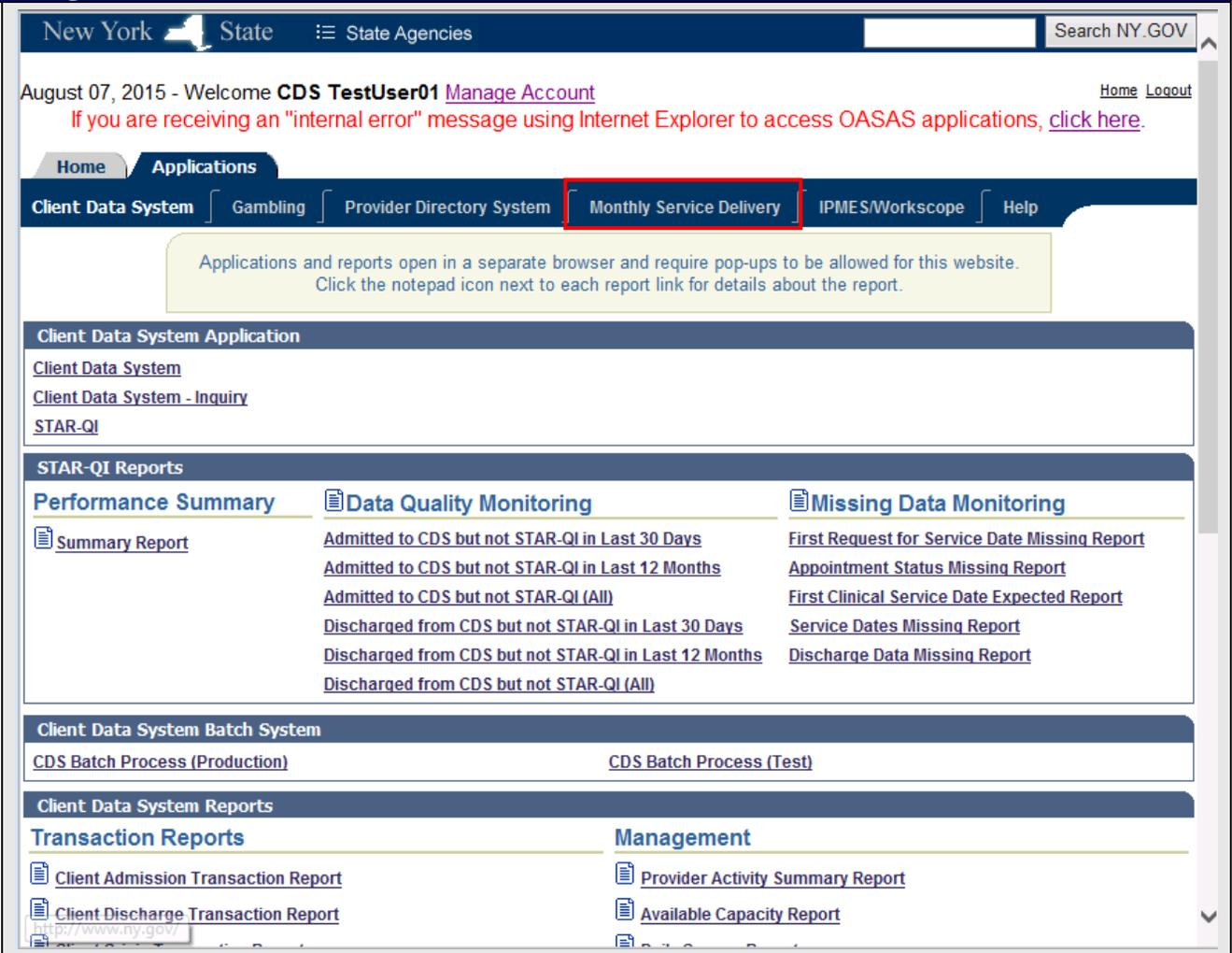
There are three sections in this User Guide:

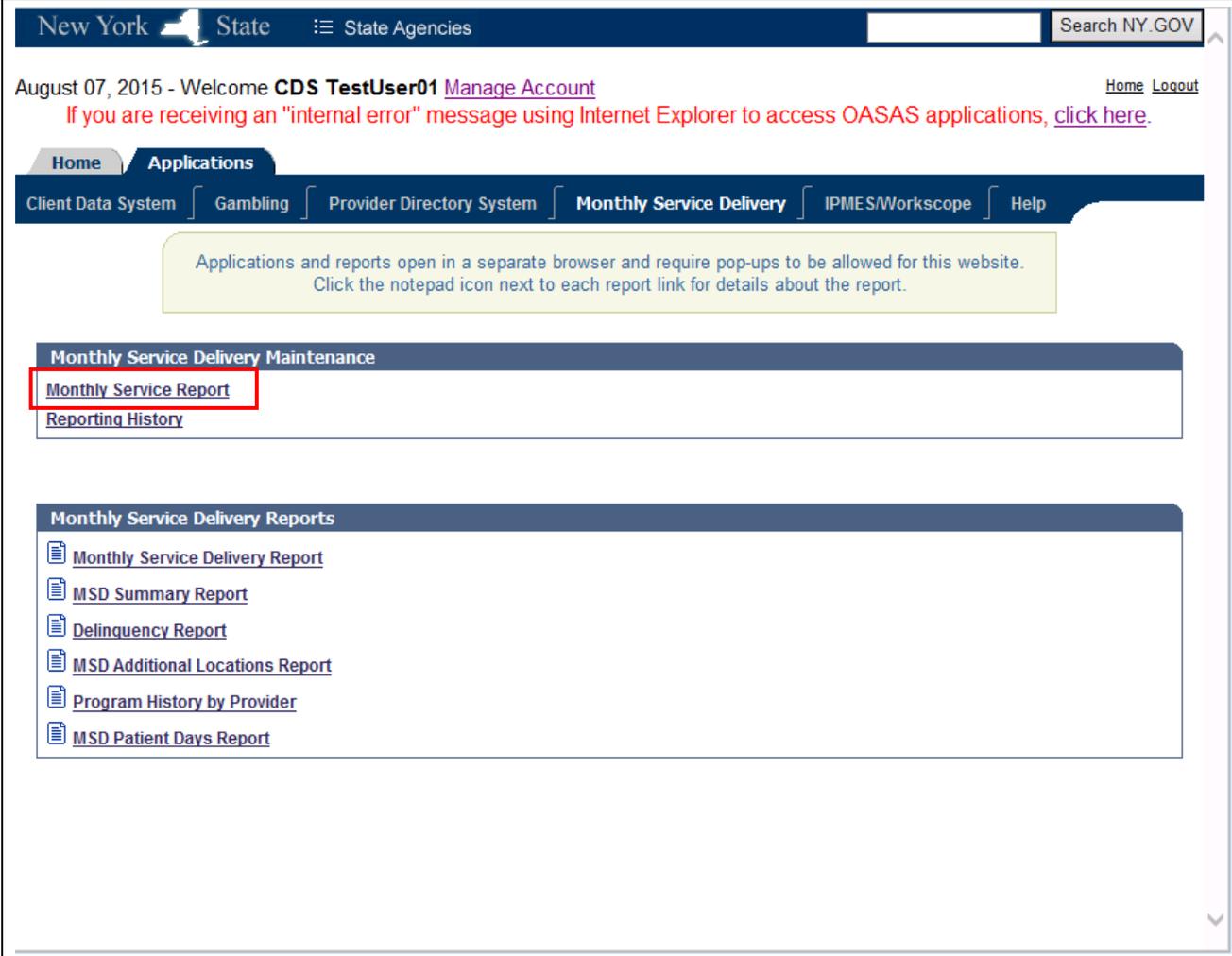
- Locate MSD Reports
- Enter (Edit) MSD Data
- Save MSD Report

**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>.

## Locate MSD Reports

Step	Instructions	Image
1a	<p>First, click on the <b>Applications</b> tab to go to the <i>OASAS Applications</i> page.</p>	<p>The screenshot shows the OASAS Applications page. At the top, there is a header with 'New York State' and 'State Agencies'. Below that, a welcome message for Kristin Marando is displayed. A navigation bar contains 'Home', 'Applications' (highlighted with a red box), 'Data Warehouse', and 'Inquiry Reports'. Below the navigation bar, there is a section for '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'. There is also a 'Links' section with 'NY State Links' and 'Federal Links'. On the right side, there is a 'CDS Documentation' section with 'Forms and Instructions', 'User Guides', and 'Online Tutorials'. Below that, there is a 'Consent Forms' section with 'Authorization for Release of Behavioral Health Information (TRS-61, October 2014)' and 'Criminal Justice Consent for Drug Law Reform (TRS-49, October 2009)'. Finally, there is a 'Forms and Instructions' section with 'Admission Form (PAS-44N, October 2018)', 'Assessment Form (PAS-61N, October 2018)', and 'Child in Residence Report Form (PAS-91, April 2017)'. A red box highlights the 'Applications' tab in the navigation bar.</p>

Step	Instructions	Image
1b	Next, click the “ <b>Monthly Service Delivery</b> ” sub-tab to access the “ <i>Monthly Service Delivery</i> ” page.	 <p>The screenshot shows the OASAS website interface. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, a user is logged in as '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.' The main navigation menu includes 'Home', 'Applications', 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery' (highlighted with a red box), 'IPMES/Workscope', and 'Help'. A yellow box contains the instruction: '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.' The 'Client Data System Application' section lists 'Client Data System', 'Client Data System - Inquiry', and 'STAR-QI'. The 'STAR-QI Reports' section is divided into three columns: 'Performance Summary' (with a 'Summary Report' link), 'Data Quality Monitoring' (with links for 'Admitted to CDS but not STAR-QI in Last 30 Days', 'Admitted to CDS but not STAR-QI in Last 12 Months', 'Admitted to CDS but not STAR-QI (All)', 'Discharged from CDS but not STAR-QI in Last 30 Days', 'Discharged from CDS but not STAR-QI in Last 12 Months', and 'Discharged from CDS but not STAR-QI (All)'), and 'Missing Data Monitoring' (with links for 'First Request for Service Date Missing Report', 'Appointment Status Missing Report', 'First Clinical Service Date Expected Report', 'Service Dates Missing Report', and 'Discharge Data Missing Report'). The 'Client Data System Batch System' section shows 'CDS Batch Process (Production)' and 'CDS Batch Process (Test)'. The 'Client Data System Reports' section is split into 'Transaction Reports' (with 'Client Admission Transaction Report' and 'Client Discharge Transaction Report') and 'Management' (with 'Provider Activity Summary Report' and 'Available Capacity Report').</p>

Step	Instructions	Image
2	From the “ <i>Monthly Service Delivery</i> ” page, you will then click the <b>Monthly Service Report</b> link to open the “ <i>Search List of Programs</i> ” page. This page will open in a separate window in the live system.	 <p>New York State State Agencies Search NY.GOV</p> <p>August 07, 2015 - Welcome <b>CDS TestUser01</b> <a href="#">Manage Account</a> <a href="#">Home</a> <a href="#">Logout</a></p> <p>If you are receiving an "internal error" message using Internet Explorer to access OASAS applications, <a href="#">click here</a>.</p> <p>Home Applications</p> <p>Client Data System Gambling Provider Directory System <b>Monthly Service Delivery</b> IPMES/Workscope Help</p> <p>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.</p> <p><b>Monthly Service Delivery Maintenance</b></p> <p><b>Monthly Service Report</b></p> <p><a href="#">Reporting History</a></p> <p><b>Monthly Service Delivery Reports</b></p> <ul style="list-style-type: none"><li><a href="#">Monthly Service Delivery Report</a></li><li><a href="#">MSD Summary Report</a></li><li><a href="#">Delinquency Report</a></li><li><a href="#">MSD Additional Locations Report</a></li><li><a href="#">Program History by Provider</a></li><li><a href="#">MSD Patient Days Report</a></li></ul>

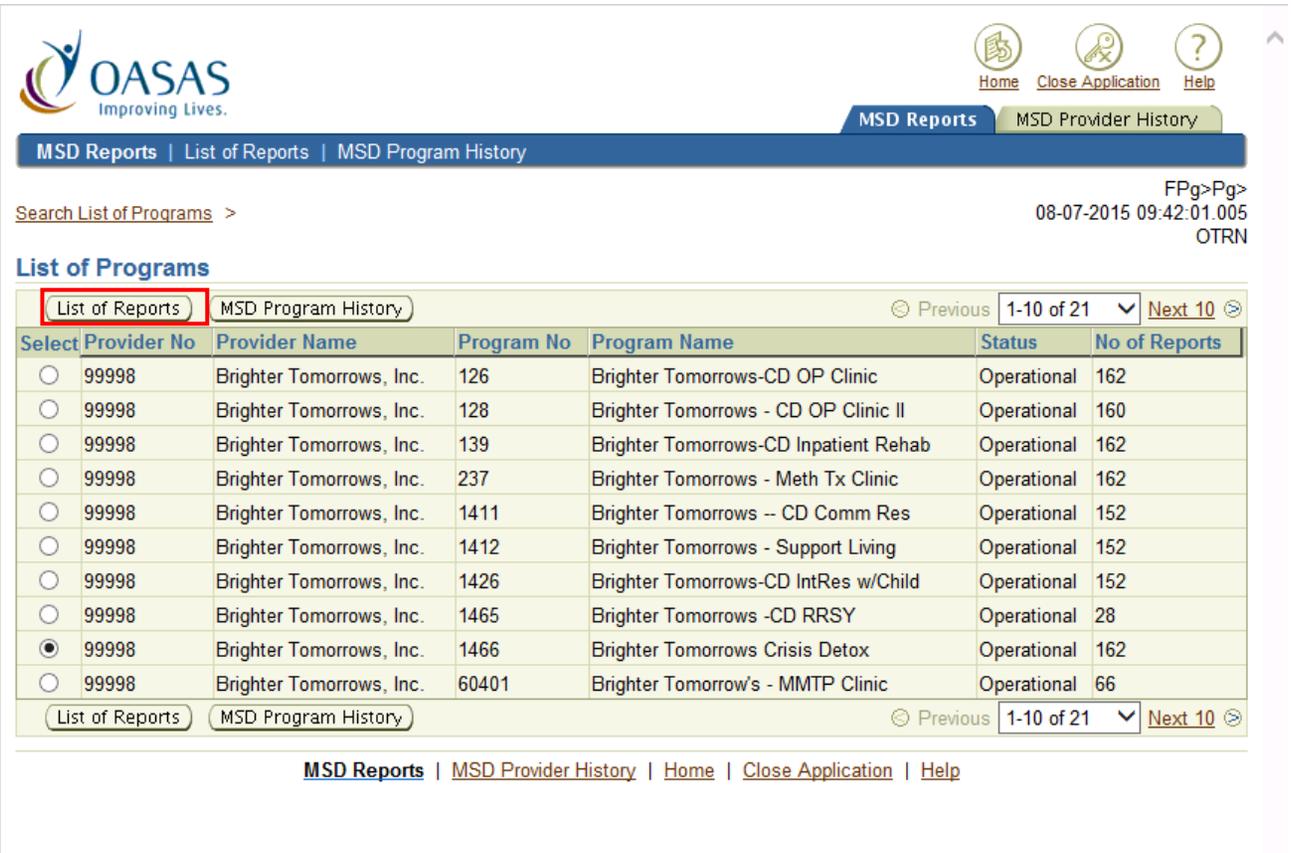
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<p><b>3</b></p>	<p>Now you see the “<i>Search List of Programs</i>” page, where you can enter program-level search criteria (e.g., <a href="#">Program No.</a> or <a href="#">Status</a>) to limit your search and produce either one program record or a list of programs for your provider that meet the <a href="#">Status</a> criteria.</p> <p>Leaving <a href="#">Program No.</a> and <a href="#">Status</a> search fields blank will list all programs for your provider.</p> <p>In the live system, your provider will be filled in automatically. In this example, the provider shown is “Brighter Tomorrows, Inc.”</p>	<p>The screenshot displays the OASAS 'Search List of Programs' 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'. The main content area shows the following search results:</p> <ul style="list-style-type: none"> <li>Provider No : 99998</li> <li>Provider Name : Brighter Tomorrows, Inc.</li> <li>Program No : <input type="text"/></li> <li>Program Name :</li> <li>Status : <input type="text"/></li> </ul> <p>The 'Program No.' and 'Status' input fields are enclosed in a red rectangular box. At the bottom of the search area, there are 'Find' and 'Clear' buttons. A footer navigation bar includes links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'. In the top right corner, there is a timestamp: '09-25-2009 15:54:58.356' and the text 'FPg&gt;' and 'OTRN'.</p>

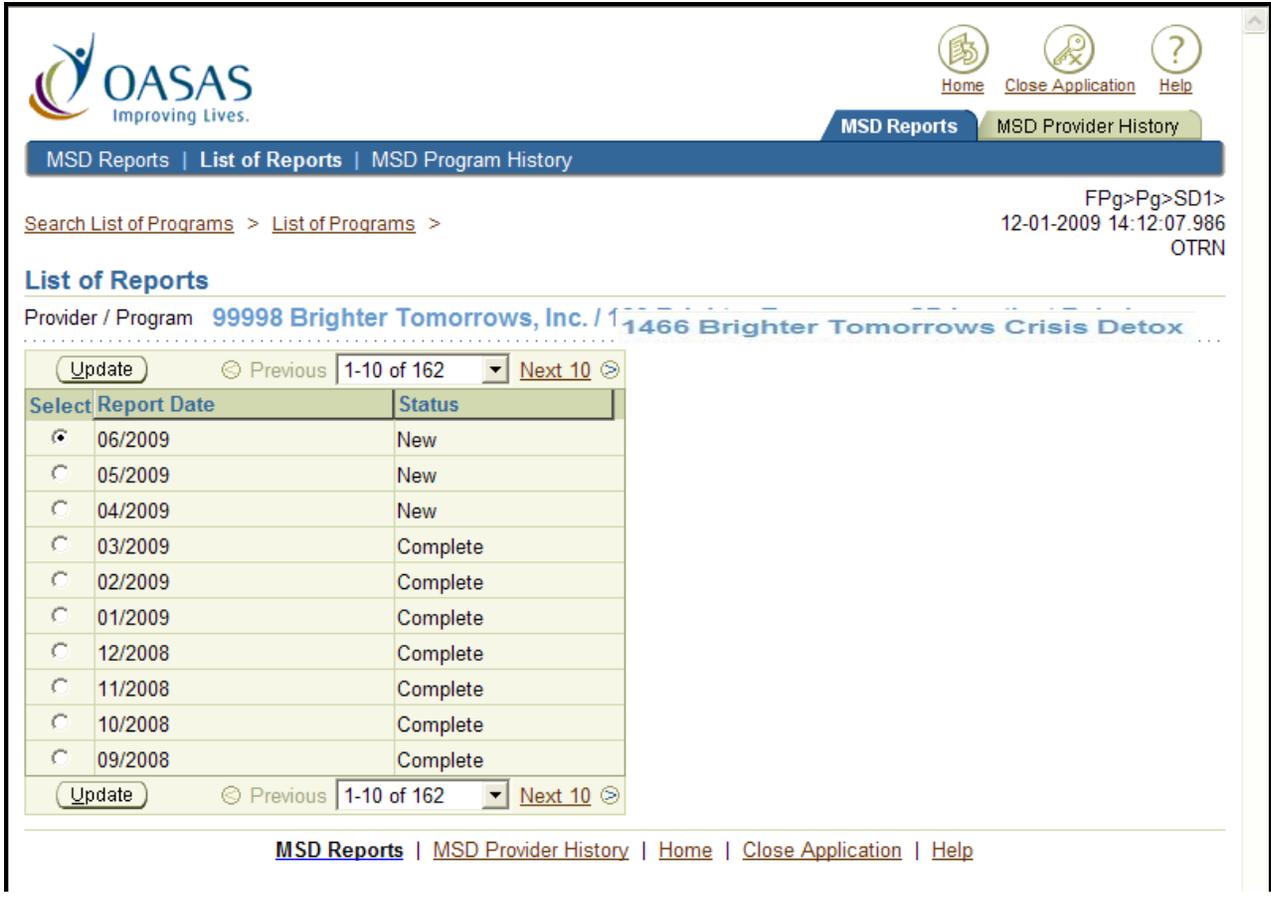
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4	<p>In this example, “Operational” is selected from the <a href="#">Status</a> dropdown list. This <a href="#">Status</a> is the most commonly used criterion.</p> <p>Once all desired criteria selections are made, click the <b>Find</b> button to display a resulting list of all programs meeting the selection criteria for your provider.</p> <p>This example will result in displaying all operational programs for the provider Brighter Tomorrows, Inc.</p>	 <p>The screenshot 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 are two tabs: "MSD Reports" and "MSD Provider History". The main content area is titled "Search List of Programs". It contains several input fields: "Provider No : 99998", "Provider Name : Brighter Tomorrows, Inc.", "Program No : [empty]", and "Program Name :". A dropdown menu for "Status" is set to "Operational" and is highlighted with a red box. At the bottom right of the search area, there are "Find" and "Clear" buttons, with the "Find" button also highlighted with a red box. A footer at the bottom of the page contains the text: "MSD Reports   MSD Provider History   Home   Close Application   Help".</p>

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<p><b>5</b></p> <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 had a long list of programs, you could either revise the search criteria to limit the list or sort the list results according to one criterion (i.e., field).</p>		<p>The screenshot displays the OASAS 'List of Programs' interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search link 'Search List of Programs &gt;' is present. 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> </tbody> </table> <p>At the bottom of the screenshot, there are navigation links: 'MSD Reports   MSD Provider History   Home   Close Application   Help'. The top right corner shows 'FPg&gt;Pg&gt;' and the date/time '12-01-2009 14:11:41.204 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
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<p><b>6</b></p> <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., <a href="#">Provider No</a>, <a href="#">Provider Name</a>, <a href="#">Program No</a>, <a href="#">Program Name</a>, <a href="#">Status</a>, or <a href="#">No of Reports</a>.</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 “<i>List of Programs</i>” page, the programs are already sorted in ascending order by <a href="#">Program No</a>. This is the default order, so no further sorting is needed in this example.</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.</p>		<p>The screenshot shows the OASAS interface with the 'List of Programs' page. The page header includes the OASAS logo and navigation links (Home, Close Application, Help). Below the header, there are tabs for 'MSD Reports' and 'MSD Provider History'. A search bar is present with the text 'Search List of Programs &gt;'. The main content area displays a table titled 'List of Programs' with two tabs: 'List of Reports' and 'MSD Program History'. The table has columns for 'Select', 'Provider No', 'Provider Name', 'Program No', 'Program Name', 'Status', and 'No of Reports'. The 'Program No' column is highlighted in blue. The table lists 10 programs from Brighter Tomorrows, Inc. with various program names and report counts. At the bottom of the page, there are navigation links: 'MSD Reports   MSD Provider History   Home   Close Application   Help'. The date and time '12-01-2009 14:11:41.204' and 'OTRN' are displayed in the top right corner.</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> </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
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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 Select <b>radio button</b> (○) for the program.</p> <p>The first program in the list is initially selected by default (e.g., the CD OP Clinic for provider Brighter Tomorrows). In this example, clicking the last Select <b>radio button</b> would enable you to choose Program No. 1466, the Crisis Detox program.</p>	<p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a search bar and a 'List of Programs' section. The 'List of Programs' section 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 checked="" 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>	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 checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162
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<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 checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162																																																																		

Step	Instructions	Image
8	Once the program is selected, click the <b>List of Reports</b> button to view the list of MSD Reports for the program.	 <p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a breadcrumb trail: 'MSD Reports   List of Reports   MSD Program History'. A search bar is present with the text 'Search List of Programs &gt;'. 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 table lists 10 programs, all from 'Brighter Tomorrows, Inc.'. The program 'Brighter Tomorrows Crisis Detox' (Program No 1466) is selected, indicated by a radio button. Below the table, there are navigation controls including 'Previous', '1-10 of 21', and 'Next 10'. At the bottom of the screenshot, there is a footer with links: 'MSD Reports   MSD Provider History   Home   Close Application   Help'.</p>

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 <b>Report Date</b>, 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 for 4/2009, 5/2009, and then for 6/2009 (i.e., in that order).</p>	 <p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows 'Search List of Programs &gt; List of Programs &gt;'. The main heading is 'List of Reports' for provider '99998 Brighter Tomorrows, Inc.' and program '1466 Brighter Tomorrows Crisis Detox'. A table lists reports by date and status. The 06/2009 report is selected (indicated by a radio button) and has a status of 'New'. All other reports from 05/2009 down to 09/2008 are marked as 'Complete'. Navigation controls include 'Update', 'Previous', '1-10 of 162', and 'Next 10' buttons.</p> <table border="1" data-bbox="709 540 1312 1003"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>06/2009</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>05/2009</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>04/2009</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>03/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>02/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>01/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>12/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>11/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>10/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>09/2008</td> <td>Complete</td> </tr> </tbody> </table>	Select	Report Date	Status	<input checked="" type="radio"/>	06/2009	New	<input type="radio"/>	05/2009	New	<input type="radio"/>	04/2009	New	<input type="radio"/>	03/2009	Complete	<input type="radio"/>	02/2009	Complete	<input type="radio"/>	01/2009	Complete	<input type="radio"/>	12/2008	Complete	<input type="radio"/>	11/2008	Complete	<input type="radio"/>	10/2008	Complete	<input type="radio"/>	09/2008	Complete
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<input type="radio"/>	11/2008	Complete																																	
<input type="radio"/>	10/2008	Complete																																	
<input type="radio"/>	09/2008	Complete																																	

Step	Instructions	Image
<p><b>10</b></p>	<p>To move rapidly between groups of MSDs, you can use several methods:</p> <ol style="list-style-type: none"> <li>1. Click “<b>Next 10</b>” (or “<b>Previous 10</b>”) 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.</li> <li>2. Click on the Selected Records dropdown list to select a specific group of MSDs (e.g., 1-10 of 162, 11-20 of 162, 21-30 of 162).</li> </ol>	<p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and the tagline 'Improving Lives.'. To the right of the logo are icons for Home, Close Application, and Help. Below this is a secondary navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. The main content area shows the 'List of Reports' for a specific provider/program. The breadcrumb trail indicates the user is in 'Search List of Programs &gt; List of Programs &gt;'. The provider/program name is '99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. Below the name are navigation buttons: 'Update', 'Previous', a dropdown menu showing '1-10 of 162', and 'Next 10'. The 'Next 10' button is highlighted with a red box. The table below has two columns: 'Select Report Date' and 'Status'. The first row is selected (radio button checked) and shows '06/2009' and 'New'. Other rows show dates from 05/2009 to 09/2008 with statuses 'New' or 'Complete'. At the bottom of the page, there is another set of navigation buttons: 'Update', 'Previous', '1-10 of 162', and 'Next 10'. The footer contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

Step	Instructions	Image
<p><b>11</b></p>	<p>Click on the “<b>Show All</b>” option and then scroll down through the complete group of MSDs using the mouse and scroll bar or the PageDown key.</p> <p>For this example, the option at the top of the dropdown list reads “<b>Show All 162,</b>” since there are 162 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 <b>Report Date</b> 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 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs &gt; List of Programs &gt;'. The main heading is 'List of Reports' for 'Provider / Program 99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table displays report dates from 06/2009 to 09/2008. A dropdown menu is open over the '1-10 of 162' group, with 'Show All 162' highlighted. The 'Report Date' column header is also highlighted. Navigation buttons for 'Update', 'Previous', and 'Next 10' are visible at the top and bottom of the table.</p>

Step	Instructions	Image																						
<p><b>12</b></p> <p>This example shows one of the available methods to move between pages of MSDs.</p> <p>Click on the “<b>Next 10</b>” to view the next most recent group of MSDs (from 11/2007 to 08/2008) in the list. If needed, you can continue to click on the “<b>Next 10</b>” to cycle through the groups of MSDs.</p> <p>NOTE: You can find the “<b>Next 10</b>” link 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 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs &gt; List of Programs &gt;'. The main heading is 'List of Reports' for 'Provider / Program 99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table lists reports from 06/2009 to 09/2008. The pagination controls at the top and bottom of the table show '1-10 of 162' and a 'Next 10' link, which is highlighted with a red box in both instances.</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>06/2009</td><td>New</td></tr> <tr><td>05/2009</td><td>New</td></tr> <tr><td>04/2009</td><td>New</td></tr> <tr><td>03/2009</td><td>Complete</td></tr> <tr><td>02/2009</td><td>Complete</td></tr> <tr><td>01/2009</td><td>Complete</td></tr> <tr><td>12/2008</td><td>Complete</td></tr> <tr><td>11/2008</td><td>Complete</td></tr> <tr><td>10/2008</td><td>Complete</td></tr> <tr><td>09/2008</td><td>Complete</td></tr> </tbody> </table>	Select Report Date	Status	06/2009	New	05/2009	New	04/2009	New	03/2009	Complete	02/2009	Complete	01/2009	Complete	12/2008	Complete	11/2008	Complete	10/2008	Complete	09/2008	Complete
Select Report Date	Status																							
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Step	Instructions	Image																																		
<p><b>13</b></p> <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 original, most recent group of MSDs, although you could also click on <b>“Previous 10”</b> to do the same thing.</p> <p>The opened Selected Records dropdown list shown here lists the groups of MSDs that can be selected and highlights the one currently selected. Each group of ten MSDs is listed along with the total number of monthly reporting periods (MSDs) for that program. In this example, one would choose MSDs “1-10 of 162” to go back to the previous list.</p>		<p>The screenshot displays the OASAS 'List of Reports' page for provider/program '99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A dropdown menu is open, showing a list of report date ranges from '06/2009' to '09/2008'. The '1-10 of 162' option is highlighted in blue. The interface includes navigation buttons such as 'Update', 'Previous', and 'Next 10'.</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Range</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 06/2009</td> <td>1-10 of 162</td> </tr> <tr> <td><input type="radio"/> 05/2009</td> <td>21-30 of 162</td> </tr> <tr> <td><input type="radio"/> 04/2009</td> <td>31-40 of 162</td> </tr> <tr> <td><input type="radio"/> 03/2009</td> <td>41-50 of 162</td> </tr> <tr> <td><input type="radio"/> 02/2009</td> <td>51-60 of 162</td> </tr> <tr> <td><input type="radio"/> 01/2009</td> <td>61-70 of 162</td> </tr> <tr> <td><input type="radio"/> 12/2008</td> <td>71-80 of 162</td> </tr> <tr> <td><input type="radio"/> 11/2008</td> <td>81-90 of 162</td> </tr> <tr> <td><input type="radio"/> 10/2008</td> <td>91-100 of 162</td> </tr> <tr> <td><input type="radio"/> 09/2008</td> <td>101-110 of 162</td> </tr> <tr> <td></td> <td>111-120 of 162</td> </tr> <tr> <td></td> <td>121-130 of 162</td> </tr> <tr> <td></td> <td>131-140 of 162</td> </tr> <tr> <td></td> <td>141-150 of 162</td> </tr> <tr> <td></td> <td>151-160 of 162</td> </tr> <tr> <td></td> <td>161-162 of 162</td> </tr> </tbody> </table>	Select Report Date	Range	<input checked="" type="radio"/> 06/2009	1-10 of 162	<input type="radio"/> 05/2009	21-30 of 162	<input type="radio"/> 04/2009	31-40 of 162	<input type="radio"/> 03/2009	41-50 of 162	<input type="radio"/> 02/2009	51-60 of 162	<input type="radio"/> 01/2009	61-70 of 162	<input type="radio"/> 12/2008	71-80 of 162	<input type="radio"/> 11/2008	81-90 of 162	<input type="radio"/> 10/2008	91-100 of 162	<input type="radio"/> 09/2008	101-110 of 162		111-120 of 162		121-130 of 162		131-140 of 162		141-150 of 162		151-160 of 162		161-162 of 162
Select Report Date	Range																																			
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	151-160 of 162																																			
	161-162 of 162																																			

Step	Instructions	Image																						
<p><b>14</b></p> <p>In this example, you now see the first group of MSDs <b>1-10</b> that were reselected from the Selected Records dropdown list (i.e., from 09/2008 to 06/2009).</p> <p>If desired, you could continue to select any group from the Selected Records dropdown list.</p>		<p><b>OASAS</b> Improving Lives.</p> <p>Home Close Application Help</p> <p>MSD Reports MSD Provider History</p> <p>MSD Reports   List of Reports   MSD Program History</p> <p>Search List of Programs &gt; List of Programs &gt;</p> <p>FPg&gt;Pg&gt;SD1&gt; 12-01-2009 14:12:07.986 OTRN</p> <p><b>List of Reports</b></p> <p>Provider / Program <b>99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox</b></p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 06/2009</td> <td>New</td> </tr> <tr> <td><input type="radio"/> 05/2009</td> <td>New</td> </tr> <tr> <td><input type="radio"/> 04/2009</td> <td>New</td> </tr> <tr> <td><input type="radio"/> 03/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 02/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 01/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 12/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 11/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 10/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 09/2008</td> <td>Complete</td> </tr> </tbody> </table> <p>MSD Reports   MSD Provider History   Home   Close Application   Help</p>	Select Report Date	Status	<input checked="" type="radio"/> 06/2009	New	<input type="radio"/> 05/2009	New	<input type="radio"/> 04/2009	New	<input type="radio"/> 03/2009	Complete	<input type="radio"/> 02/2009	Complete	<input type="radio"/> 01/2009	Complete	<input type="radio"/> 12/2008	Complete	<input type="radio"/> 11/2008	Complete	<input type="radio"/> 10/2008	Complete	<input type="radio"/> 09/2008	Complete
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<input type="radio"/> 10/2008	Complete																							
<input type="radio"/> 09/2008	Complete																							

**Step 15**    **Instructions**

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.

First, select the MSD to be edited by clicking the Select **radio button** for that MSD. In this example, the MSD for 04/2009 is selected.

**Image**

OASAS  
Improving Lives.

Home    Close Application    Help

MSD Reports    MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs >

FPg>Pg>SD1>  
12-01-2009 14:12:07.986  
OTRN

**List of Reports**

Provider / Program **99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox**

Update    Previous    1-10 of 162    Next 10

Select Report Date	Status
<input type="radio"/> 06/2009	New
<input type="radio"/> 05/2009	New
<input checked="" type="radio"/> 04/2009	New
<input type="radio"/> 03/2009	Complete
<input type="radio"/> 02/2009	Complete
<input type="radio"/> 01/2009	Complete
<input type="radio"/> 12/2008	Complete
<input type="radio"/> 11/2008	Complete
<input type="radio"/> 10/2008	Complete
<input type="radio"/> 09/2008	Complete

Update    Previous    1-10 of 162    Next 10

MSD Reports | MSD Provider History | Home | Close Application | Help

Step	Instructions	Image																						
16	Once you have selected the MSD, click the <b>Update</b> 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>The screenshot shows the OASAS web 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 &gt; List of Programs &gt;'. The main heading is 'List of Reports'. Underneath, the provider information is displayed: 'Provider / Program 99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table lists reports by 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"/> 06/2009</td><td>New</td></tr> <tr><td><input type="radio"/> 05/2009</td><td>New</td></tr> <tr><td><input checked="" type="radio"/> 04/2009</td><td>New</td></tr> <tr><td><input type="radio"/> 03/2009</td><td>Complete</td></tr> <tr><td><input type="radio"/> 02/2009</td><td>Complete</td></tr> <tr><td><input type="radio"/> 01/2009</td><td>Complete</td></tr> <tr><td><input type="radio"/> 12/2008</td><td>Complete</td></tr> <tr><td><input type="radio"/> 11/2008</td><td>Complete</td></tr> <tr><td><input type="radio"/> 10/2008</td><td>Complete</td></tr> <tr><td><input type="radio"/> 09/2008</td><td>Complete</td></tr> </tbody> </table>	Select Report Date	Status	<input type="radio"/> 06/2009	New	<input type="radio"/> 05/2009	New	<input checked="" type="radio"/> 04/2009	New	<input type="radio"/> 03/2009	Complete	<input type="radio"/> 02/2009	Complete	<input type="radio"/> 01/2009	Complete	<input type="radio"/> 12/2008	Complete	<input type="radio"/> 11/2008	Complete	<input type="radio"/> 10/2008	Complete	<input type="radio"/> 09/2008	Complete
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<input type="radio"/> 11/2008	Complete																							
<input type="radio"/> 10/2008	Complete																							
<input type="radio"/> 09/2008	Complete																							

Step	Instructions	Image																		
<p><b>17</b></p>	<p>You then see the “<i>Edit MSD Report</i>” page for that selected MSD. In this example, we have selected 12/2014. 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 for editing an MSD report. At the top, the OASAS logo and navigation links (Home, Close Application, Help) are visible. The main header includes 'MSD Reports' and 'MSD Provider History'. The current page title is 'Edit MSD Report 12/2014'. Below the title, there are navigation links for 'Search List of Programs', 'List of Programs', and 'List of Reports'. The report details are as follows:</p> <ul style="list-style-type: none"> <li>Provider No : 99999, Provider Name : Anonymous Provider</li> <li>Program No : 51, Program Name : CRISIS DETOX</li> <li>Report Date : 12/2014</li> </ul> <p>The 'Crisis Services Programs' section includes a table for 'Census, Patient Days, and Visits' with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Total All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month</td> <td>3</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month</td> <td>4</td> </tr> <tr> <td>No. in Treatment - End of Month</td> <td>0</td> </tr> </tbody> </table> <p>The 'Primary Service Activity' section shows:</p> <ul style="list-style-type: none"> <li>Patient Days (Inpatient/Residential) : 50</li> <li>Ambulatory Visits :</li> </ul> <p>The 'Medically Managed Detoxification' section includes a table for 'Total All Clients' with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Total All Clients</th> </tr> </thead> <tbody> <tr> <td>Number of Days in Observation Beds</td> <td>5</td> </tr> <tr> <td>Number of Days in Medically-Managed Detox Beds</td> <td>4</td> </tr> <tr> <td>Number of Days in Medically-Supervised Withdrawal Beds</td> <td>9</td> </tr> </tbody> </table> <p>At the bottom, there is a 'Staffing Resources' section with a table showing 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'.</p>	Total All Clients		No. in Treatment - Beginning of Month	1	No. Admitted/Transferred to this PRU - This Month	3	No. Discharged/Transferred from this PRU - This Month	4	No. in Treatment - End of Month	0	Total All Clients		Number of Days in Observation Beds	5	Number of Days in Medically-Managed Detox Beds	4	Number of Days in Medically-Supervised Withdrawal Beds	9
Total All Clients																				
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No. Discharged/Transferred from this PRU - This Month	4																			
No. in Treatment - End of Month	0																			
Total All Clients																				
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Step	Instructions	Image
<p><b>18</b></p>	<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 <b>Tab</b> key to move to the next field.</p> <p>For more information on completing this form, please see the appropriate <a href="#">Monthly Service Delivery Report Instructions</a> found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p>	

## Edit (Enter) MSD Data

Step	Instructions	Image																		
<p><b>19a</b></p>	<p>The first section of data is prefilled by the system. This consists of <i>Census</i> including the number of all clients in treatment (beginning and end of month), admitted (or transferred in) or discharged (or transferred out) during the month, and the number of client days.</p> <p><b>Patient Days</b> and <b>Ambulatory Visits</b> are shown under the section “Primary Service Activity.”</p>	<p>The screenshot displays the OASAS application interface for editing an MSD report for December 2014. The page title is "Edit MSD Report 12/2014". The user is logged in as "Anonymous Provider" for program "CRISIS DETOX". The report date is 12/2014. The main data section is titled "Census, Patient Days, and Visits" and is highlighted with a red box. It includes the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Census, Patient Days, and Visits</th> </tr> <tr> <th></th> <th>Total All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month</td> <td>3</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month</td> <td>4</td> </tr> <tr> <td>No. in Treatment - End of Month</td> <td>0</td> </tr> <tr> <th colspan="2">Primary Service Activity</th> </tr> <tr> <td>Patient Days (Inpatient/Residential)</td> <td>50</td> </tr> <tr> <td>Ambulatory Visits</td> <td></td> </tr> </tbody> </table> <p>Below this section, there are sections for "Medically Managed Detoxification" and "Staffing Resources". The "Medically Managed Detoxification" section shows: Total All Clients, Number of Days in Observation Beds: 5, Number of Days in Medically-Managed Detox Beds: 4, and Number of Days in Medically-Supervised Withdrawal Beds: 9. The "Staffing Resources" section shows: Total FTEs, Primary Counselor FTEs, and Other Direct Care FTEs.</p>	Census, Patient Days, and Visits			Total All Clients	No. in Treatment - Beginning of Month	1	No. Admitted/Transferred to this PRU - This Month	3	No. Discharged/Transferred from this PRU - This Month	4	No. in Treatment - End of Month	0	Primary Service Activity		Patient Days (Inpatient/Residential)	50	Ambulatory Visits	
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<p><b>19b</b></p>	<p>When entering a new MSD for a program, the Census, Patient Days, and Visits are calculated automatically by the system based on Admission/Transfer-In, Discharge/Transfer-Out, and Waiting List transactions in the Client Data System (CDS).</p> <p>If new transactions are added to the CDS after the MSD has been completed, this Census information (and certain other fields as well) will be recalculated automatically.</p>	<p>The screenshot shows the OASAS web 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 &gt; List of Programs &gt; List of Reports &gt;'. The main heading is 'Edit MSD Report 12/2014'. There are 'Save' and 'Run MSD Report' buttons. The report details are: Provider No.: 99999, Provider Name: Anonymous Provider, Program No.: 51, Program Name: CRISIS DETOX, Report Date: 12/2014. A red box highlights the 'Census Services Programs' section, which contains the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Census, Patient Days, and Visits</th> </tr> <tr> <th></th> <th>Total All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>3</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>4</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>0</td> </tr> </tbody> </table> <p>Below this, the 'Primary Service Activity' section shows: Patient Days (Inpatient/Residential) : 50 and Ambulatory Visits : .</p> <p>Further down, the 'Medically Managed Detoxification' section shows: Number of Days in Observation Beds : 5, Number of Days in Medically-Managed Detox Beds : 4, and Number of Days in Medically-Supervised Withdrawal Beds : 9.</p> <p>The 'Staffing Resources' section at the bottom shows: Total FTEs, Primary Counselor FTEs, and Other Direct Care FTEs.</p>	Census, Patient Days, and Visits			Total All Clients	No. in Treatment - Beginning of Month :	1	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	0
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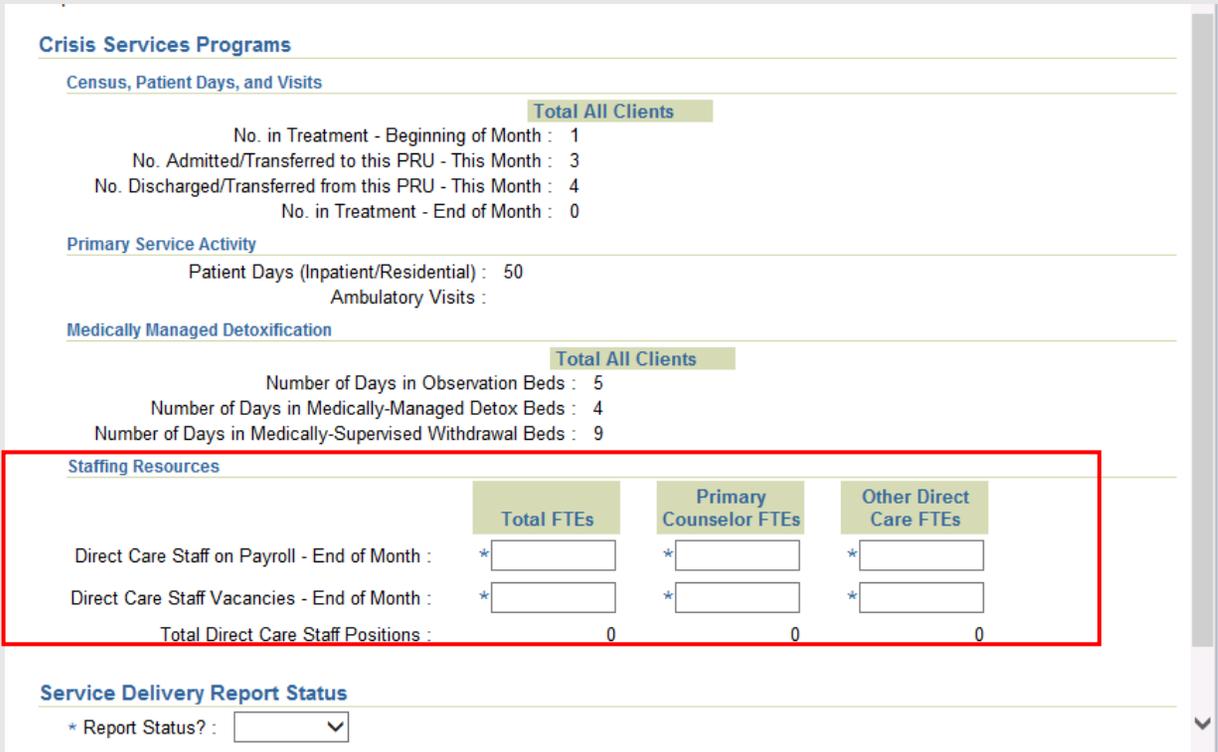
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21	<p>Data under the heading “Medically Managed Detoxification,” which contains three fields also prefills. These data are calculated from the Crisis Episode (Admission/Discharge) form.</p>	<p><b>Crisis Services Programs</b></p> <p><u>Census, Patient Days, and Visits</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>No. in Treatment - Beginning of Month : 1          No. Admitted/Transferred to this PRU - This Month : 3          No. Discharged/Transferred from this PRU - This Month : 4          No. in Treatment - End of Month : 0</p> <p><u>Primary Service Activity</u></p> <p>Patient Days (Inpatient/Residential) : 50          Ambulatory Visits :</p> <p><b>Medically Managed Detoxification</b></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>Number of Days in Observation Beds : 5          Number of Days in Medically-Managed Detox Beds : 4          Number of Days in Medically-Supervised Withdrawal Beds : 9</p> <p><u>Staffing resources</u></p> <table border="1"> <thead> <tr> <th></th> <th>Total FTEs</th> <th>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>* <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>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>Service Delivery Report Status</b></p> <p>* Report Status? : <input type="text" value="v"/></p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Total Direct Care Staff Positions :	0	0	0
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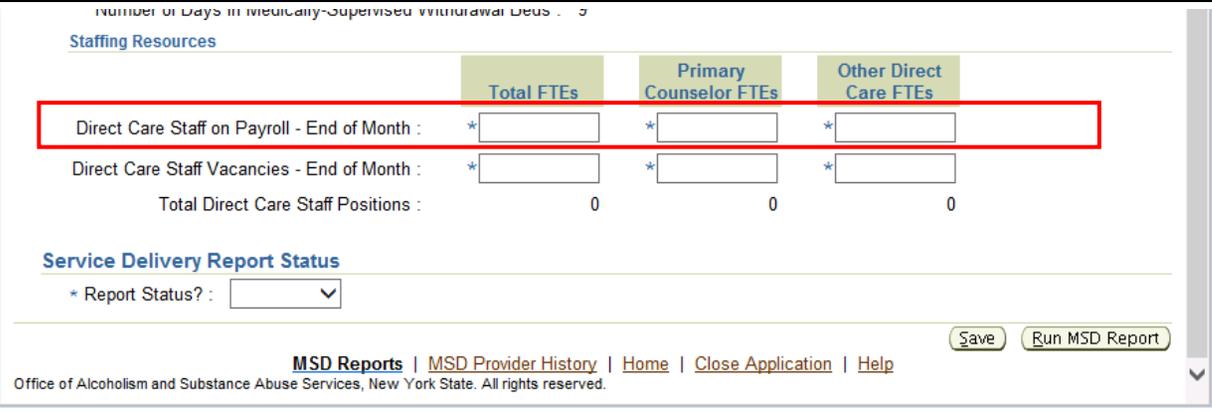
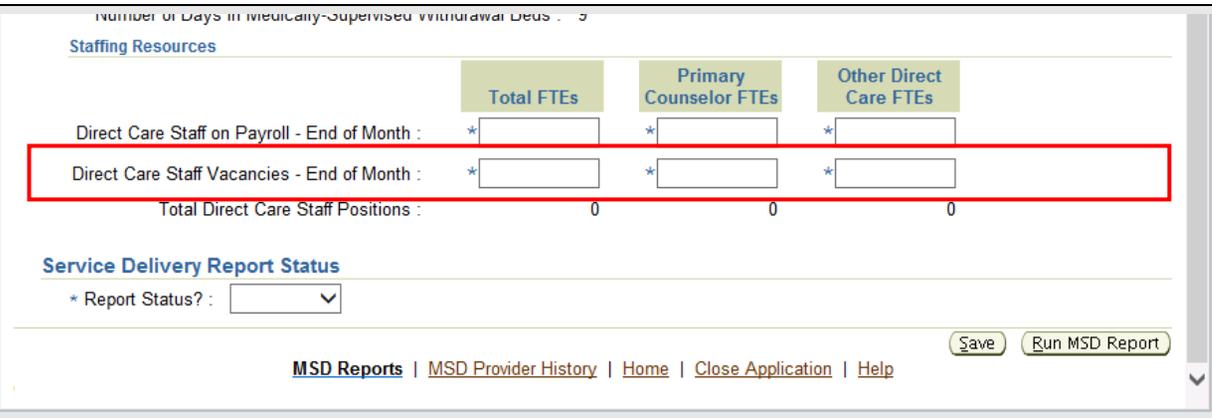
Step	Instructions	Image																
22	<p>This next section, Staffing Resources, requires programs to enter data for direct care staff on payroll and for direct care staff vacancies at the end of the month. These staffing resources are measured in terms of FTEs (full-time equivalents).</p> <p>Programs must enter data into the field boxes in both rows (i.e., for <a href="#">Direct Care Staff on Payroll – End of Month</a> and <a href="#">Direct Care Staff Vacancies – End of Month</a>). This also includes the data for the two <a href="#">Total FTEs</a> column fields on the left, which should equal the sum of the related numbers entered in the <a href="#">Primary Counselor FTEs</a> and <a href="#">Other Direct Care FTEs</a> fields in their respective rows.</p> <p>NOTE: If the data totals are not consistent with these other two columns, you will receive an error when saving the data. Make sure these numbers accurately reflect the program’s staffing for the month.</p>	<p>The screenshot displays the 'Crisis Services Programs' report. It is divided into several sections: 'Census, Patient Days, and Visits', 'Primary Service Activity', 'Medically Managed Detoxification', 'Staffing Resources', and 'Service Delivery Report Status'. The 'Staffing Resources' section is highlighted with a red border and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Total FTEs</th> <th>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>* <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>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Other data visible in the screenshot includes:</p> <ul style="list-style-type: none"> <li><b>Census, Patient Days, and Visits:</b> Total All Clients. No. in Treatment - Beginning of Month : 1; No. Admitted/Transferred to this PRU - This Month : 3; No. Discharged/Transferred from this PRU - This Month : 4; No. in Treatment - End of Month : 0.</li> <li><b>Primary Service Activity:</b> Patient Days (Inpatient/Residential) : 50; Ambulatory Visits :</li> <li><b>Medically Managed Detoxification:</b> Total All Clients. Number of Days in Observation Beds : 5; Number of Days in Medically-Managed Detox Beds : 4; Number of Days in Medically-Supervised Withdrawal Beds : 9.</li> <li><b>Service Delivery Report Status:</b> * Report Status? : <input type="text"/></li> </ul>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Total Direct Care Staff Positions :	0	0	0
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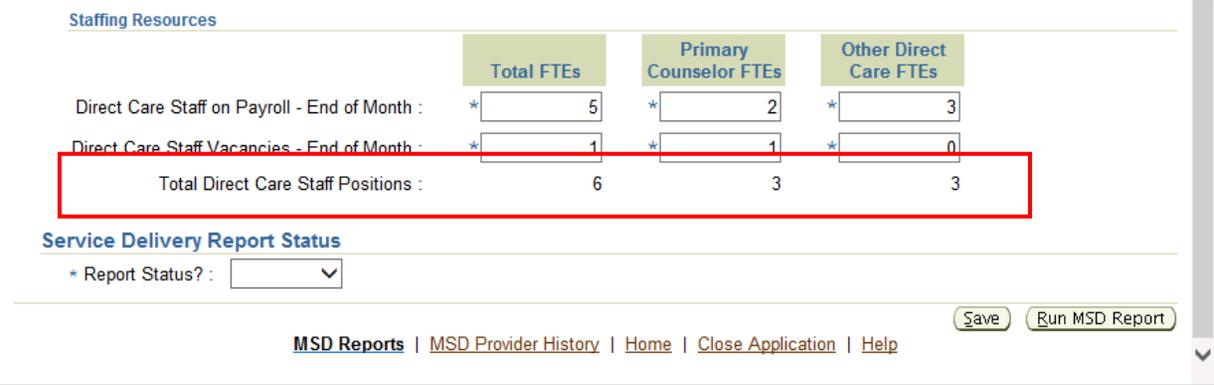
Step	Instructions	Image																
23	<p>When determining Staffing Resources, it is important to keep several things in mind.</p> <p><i>Direct Care Staff</i> are qualified health professionals and other staff providing direct clinical treatment services. They may include counselors, social workers, psychologists, psychiatrists, physicians, physician’s assistants, nurses, nurse practitioners, vocational counselors, rehabilitation counselors, occupational therapists, and therapeutic recreational specialists and includes aides and assistants to each of them as well as generic non-degreed or non-credentialed staff providing direct care.</p> <p>Primary Counselor is defined as a paid clinical staff member who has an assigned client caseload and who has primary responsibility for managing the treatment of those clients.</p> <p>Other Direct Care Staff are paid clinical staff who are not Primary Counselors as defined above.</p> <p>NOTE: Administrative, support staff, and overnight aides are <u>not</u> considered Direct Care Staff.</p>	<p><b>Crisis Services Programs</b></p> <hr/> <p><u>Census, Patient Days, and Visits</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>No. in Treatment - Beginning of Month : 1          No. Admitted/Transferred to this PRU - This Month : 3          No. Discharged/Transferred from this PRU - This Month : 4          No. in Treatment - End of Month : 0</p> <hr/> <p><u>Primary Service Activity</u></p> <p>Patient Days (Inpatient/Residential) : 50          Ambulatory Visits :</p> <hr/> <p><u>Medically Managed Detoxification</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>Number of Days in Observation Beds : 5          Number of Days in Medically-Managed Detox Beds : 4          Number of Days in Medically-Supervised Withdrawal Beds : 9</p> <hr/> <p><u>Staffing Resources</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="background-color: #d9ead3;">Total FTEs</th> <th style="background-color: #d9ead3;">Primary Counselor FTEs</th> <th style="background-color: #d9ead3;">Other Direct Care FTEs</th> </tr> </thead> <tbody> <tr> <td>Direct Care Staff on Payroll - End of Month :</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>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <hr/> <p><u>Service Delivery Report Status</u></p> <p>* Report Status? : <input type="text" value="v"/></p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Total Direct Care Staff Positions :	0	0	0
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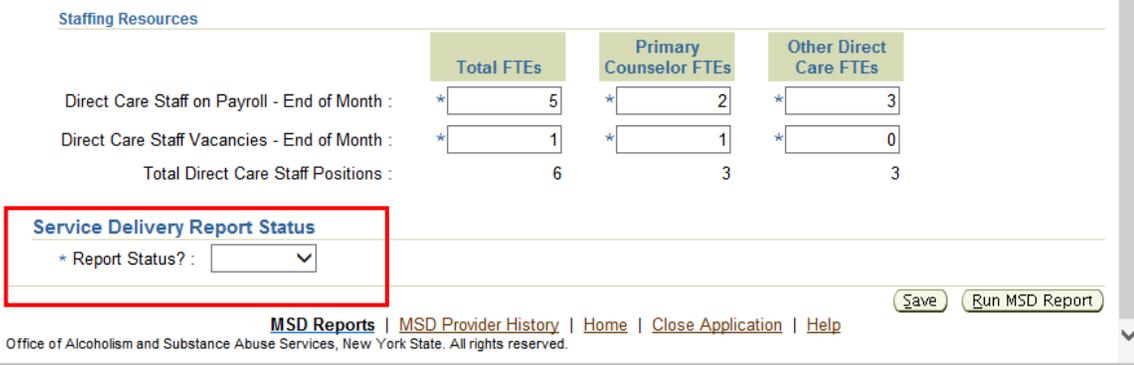
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24	<p>NOTE: Direct Clinical Treatment Services are direct services to one or more clients who have been admitted to a Program and include examination, diagnosis, evaluation, treatment or rehabilitation. Direct Clinical Treatment Services do not include the initial assessment prior to admission to treatment.</p>	<p><b>Crisis Services Programs</b></p> <p><u>Census, Patient Days, and Visits</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>No. in Treatment - Beginning of Month : 1          No. Admitted/Transferred to this PRU - This Month : 3          No. Discharged/Transferred from this PRU - This Month : 4          No. in Treatment - End of Month : 0</p> <p><u>Primary Service Activity</u></p> <p>Patient Days (Inpatient/Residential) : 50          Ambulatory Visits :</p> <p><u>Medically Managed Detoxification</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>Number of Days in Observation Beds : 5          Number of Days in Medically-Managed Detox Beds : 4          Number of Days in Medically-Supervised Withdrawal Beds : 9</p> <p><u>Staffing Resources</u></p> <table border="1"> <thead> <tr> <th></th> <th>Total FTEs</th> <th>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>* <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>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td><b>Total Direct Care Staff Positions :</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>0</b></td> </tr> </tbody> </table> <p><u>Service Delivery Report Status</u></p> <p>* Report Status? : <input type="text" value="v"/></p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	<b>Total Direct Care Staff Positions :</b>	<b>0</b>	<b>0</b>	<b>0</b>
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25	<p>For each of the three <b>Direct Care Staff on Payroll - End of Month</b> 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 <b>Direct Care Staff Vacancies - End of Month</b> 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><b>Crisis Services Programs</b></p> <p><u>Census, Patient Days, and Visits</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>No. in Treatment - Beginning of Month : 1      No. Admitted/Transferred to this PRU - This Month : 3      No. Discharged/Transferred from this PRU - This Month : 4      No. in Treatment - End of Month : 0</p> <p><u>Primary Service Activity</u></p> <p>Patient Days (Inpatient/Residential) : 50      Ambulatory Visits :</p> <p><u>Medically Managed Detoxification</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>Number of Days in Observation Beds : 5      Number of Days in Medically-Managed Detox Beds : 4      Number of Days in Medically-Supervised Withdrawal Beds : 9</p> <p><u>Staffing Resources</u></p> <table border="1"> <thead> <tr> <th></th> <th>Total FTEs</th> <th>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>* <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>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><u>Service Delivery Report Status</u></p> <p>* Report Status? : <input type="text"/></p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Total Direct Care Staff Positions :	0	0	0
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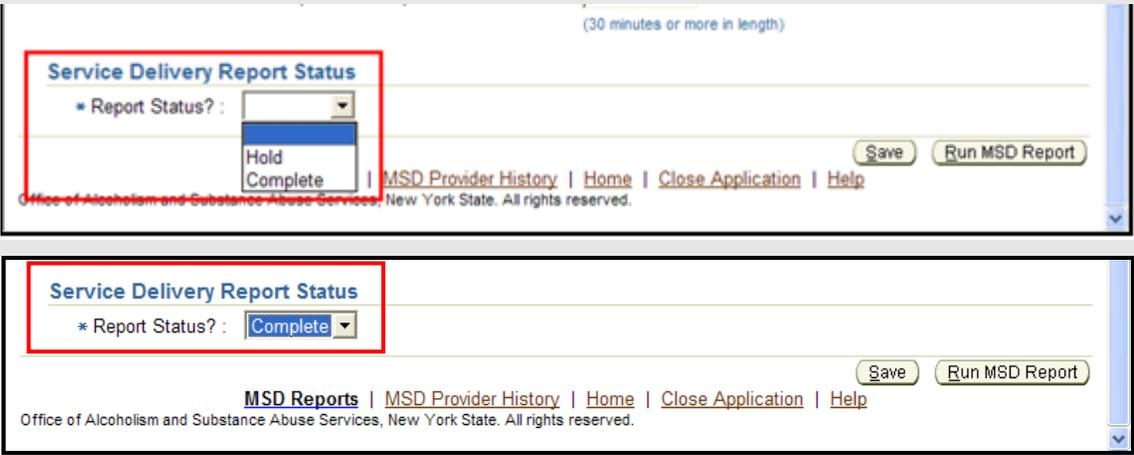
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26	<p>To understand how FTEs are calculated, assume that a normal work week for a Primary Counselor at a program is 40 hours per week. Of four Primary Counselors, two worked full-time (2.0 FTE), a third worked 20 hours per week (0.5 FTE), and the fourth worked 15 hours per week (0.375 FTE). You would enter a total 2.88 FTEs in the <a href="#">Primary Counselor FTEs</a> field. That is 2.875 rounded to the nearest HUNDREDTH.</p> <p>For 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 tutorial.</p>	 <p><b>Crisis Services Programs</b></p> <p><u>Census, Patient Days, and Visits</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>No. in Treatment - Beginning of Month : 1      No. Admitted/Transferred to this PRU - This Month : 3      No. Discharged/Transferred from this PRU - This Month : 4      No. in Treatment - End of Month : 0</p> <p><u>Primary Service Activity</u></p> <p>Patient Days (Inpatient/Residential) : 50      Ambulatory Visits :</p> <p><u>Medically Managed Detoxification</u></p> <p style="text-align: right;"><b>Total All Clients</b></p> <p>Number of Days in Observation Beds : 5      Number of Days in Medically-Managed Detox Beds : 4      Number of Days in Medically-Supervised Withdrawal Beds : 9</p> <p><u>Staffing Resources</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="background-color: #d9ead3;">Total FTEs</th> <th style="background-color: #d9ead3;">Primary Counselor FTEs</th> <th style="background-color: #d9ead3;">Other Direct Care FTEs</th> </tr> </thead> <tbody> <tr> <td>Direct Care Staff on Payroll - End of Month :</td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td><b>Total Direct Care Staff Positions :</b></td> <td style="text-align: center;"><b>0</b></td> <td style="text-align: center;"><b>0</b></td> <td style="text-align: center;"><b>0</b></td> </tr> </tbody> </table> <p><u>Service Delivery Report Status</u></p> <p>* Report Status? : <input type="text" value=""/> ▼</p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	<b>Total Direct Care Staff Positions :</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>Total Direct Care Staff Positions :</b>	<b>0</b>	<b>0</b>	<b>0</b>															

Step	Instructions	Image
27	First, enter data into the three <b>Direct Care Staff on Payroll – End of Month</b> fields in the top row of the Staffing Resources section.	 <p>The screenshot shows the 'Staffing Resources' section of a web application. At the top, there is a header 'number of Days in medically-supervised withdrawal Dept : 0'. Below this is a table with three columns: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. The first row, 'Direct Care Staff on Payroll - End of Month', is highlighted with a red box and contains three input fields, each with an asterisk. The second row, 'Direct Care Staff Vacancies - End of Month', also has three input fields with asterisks. The third row, 'Total Direct Care Staff Positions', shows the values 0, 0, and 0. Below the table is a 'Service Delivery Report Status' section with a dropdown menu for '* Report Status?'. At the bottom right, there are 'Save' and 'Run MSD Report' buttons. The footer includes links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help', along with the text 'Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.'</p>
28	Next, enter data in the three <b>Direct Care Staff Vacancies – End of Month</b> fields in the middle row of the Staffing Resources section.	 <p>This screenshot is identical to the one above, showing the 'Staffing Resources' section. In this instance, the second row, 'Direct Care Staff Vacancies - End of Month', is highlighted with a red box. The rest of the interface, including the table structure, dropdown menu, and footer, remains the same.</p>

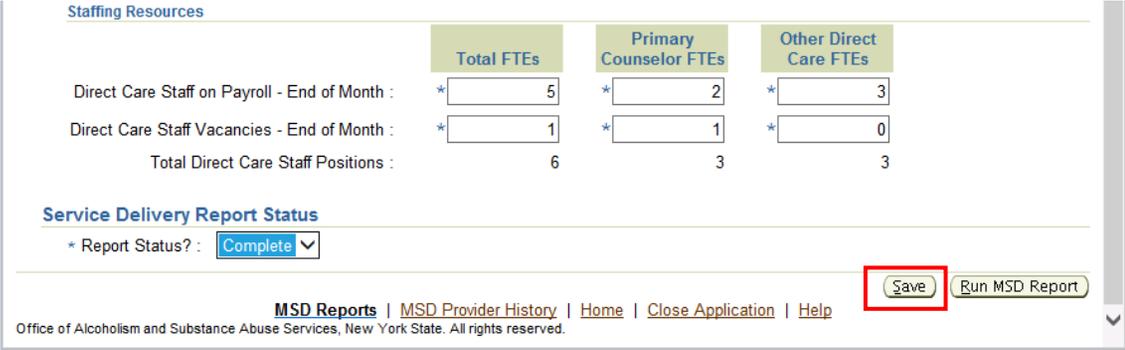
Step	Instructions	Image																
30	<p>The Total Direct Care Staff Positions is automatically calculated based on the data submitted in the prior rows of this section.</p>	 <p>The screenshot displays the 'Staffing Resources' section of a web application. It features a table with three columns: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. The data is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Total FTEs</th> <th>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>5</td> <td>2</td> <td>3</td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>1</td> <td>1</td> <td>0</td> </tr> <tr> <td><b>Total Direct Care Staff Positions :</b></td> <td><b>6</b></td> <td><b>3</b></td> <td><b>3</b></td> </tr> </tbody> </table> <p>Below the table is the 'Service Delivery Report Status' section, which includes a dropdown menu for 'Report Status?'. At the bottom right, there are buttons for 'Save' and 'Run MSD Report'. A navigation bar at the bottom contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	5	2	3	Direct Care Staff Vacancies - End of Month :	1	1	0	<b>Total Direct Care Staff Positions :</b>	<b>6</b>	<b>3</b>	<b>3</b>
	Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs															
Direct Care Staff on Payroll - End of Month :	5	2	3															
Direct Care Staff Vacancies - End of Month :	1	1	0															
<b>Total Direct Care Staff Positions :</b>	<b>6</b>	<b>3</b>	<b>3</b>															

Step	Instructions	Image
34	<p>Once you are done entering the remaining section of data for your program, the next step is to complete the final field, <a href="#">Service Delivery Report Status</a>. It must be completed by entering one of two possible options:</p> <ul style="list-style-type: none"> <li>• <b>Hold</b> 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.</li> <li>• <b>Complete</b> indicates that you have finished the report. Choose “<b>Complete</b>” once the required information has been entered so that OASAS will consider the MSD (PAS-48) completed and received.</li> </ul> <p>NOTE: <a href="#">Report Status New</a> indicates that you have not yet entered the MSD Report for that month. However, this option is not available in this <a href="#">Report Status</a> dropdown list, but may be shown in the “<i>List of Reports</i>” page if applicable.</p>	 <p>The screenshot shows a web form titled "Staffing Resources". It contains three columns of input fields for FTE counts: "Total FTEs", "Primary Counselor FTEs", and "Other Direct Care FTEs". The values entered are 5, 2, and 3 respectively. Below these are fields for "Direct Care Staff on Payroll - End of Month" (5), "Direct Care Staff Vacancies - End of Month" (1), and "Total Direct Care Staff Positions" (6). A red box highlights the "Service Delivery Report Status" dropdown menu, which is currently set to "Report Status?". At the bottom of the form are "Save" and "Run MSD Report" buttons, and a footer with navigation links and copyright information.</p>

Step	Instructions	Image
<p><b>35</b></p>	<p>NOTE: You can edit a report at any time, but you cannot change the <b>Report Status</b> to “<b>Complete</b>” 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 (11/2014) for this Program before completing this report.”</p> <p>If this happens, you must do the following:</p> <ol style="list-style-type: none"> <li>1) Change the <b>Report Status</b> to “<b>Hold</b>” and save the data</li> <li>2) Complete and save the older incomplete MSD reports (from oldest to newest), and then</li> <li>3) Return to this report to change the <b>Report Status</b> to “<b>Complete</b>” and resave its data.</li> </ol>	

Step	Instructions	Image
36	<p>To enter the <b>Report Status</b>, open the dropdown list and select the appropriate status.</p> <p>In this example, a <b>Report Status</b> of <b>Complete</b> is being selected.</p>	 <p>The image contains two screenshots of a web form titled "Service Delivery Report Status". The top screenshot shows the form with a dropdown menu for "Report Status?" open, displaying "Hold" and "Complete" as options. The bottom screenshot shows the same form with "Complete" selected in the dropdown menu. Both screenshots include a "Save" button, a "Run MSD Report" button, and a footer with the text "Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved." and navigation links: "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help".</p>

## Save MSD Report

Step	Instructions	Image
37	<p>Once you have entered the final field <a href="#">Report Status</a>, you will next save the data to finish the MSD data entry process.</p> <p>Click the <b>Save</b> button to save the data already entered.</p> <p>If you have set the <a href="#">Report Status</a> to “<b>Hold</b>” rather than to “<b>Complete</b>,” you are saving the incomplete data that you have entered so far.</p> <p>When you click the <b>Save</b> button to save an MSD report whose <a href="#">Report Status</a> was set to “<b>Complete</b>,” 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 <b>Save</b> button again.</p>	 <p>The screenshot shows the 'Staffing Resources' section with three columns: Total FTEs, Primary Counselor FTEs, and Other Direct Care FTEs. Below this is the 'Service Delivery Report Status' section with a dropdown menu set to 'Complete'. At the bottom right, the 'Save' button is highlighted with a red box, and the 'Run MSD Report' button is visible next to it. The footer includes navigation links and copyright information for the Office of Alcoholism and Substance Abuse Services, New York State.</p>

Step	Instructions	Image
<p><b>38</b></p> <p>There are several types of errors that can occur.</p> <p>Types of Errors:</p> <ul style="list-style-type: none"> <li>• Date-related errors, where earlier MSDs were not completed, so you cannot complete the current or later MSDs (i.e., cannot set <b>Report Status</b> to <b>“Complete”</b>).</li> <li>• Validation errors, where either a required field is left blank (not completed) or an invalid value is entered in a field.</li> <li>• Cross-edit errors, where there is conflict between the values entered in two or more fields (e.g., Total FTEs does not equal the sum of “primary client” and “significant other” FTE fields).</li> </ul>		 <p>The screenshot shows the OASAS web interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History'. Below that, a breadcrumb trail reads 'Search List of Programs &gt; List of Programs &gt; MSD Program History &gt; List of Reports &gt;'. An error message box is highlighted with a red border, containing the following text:</p> <p><b>✘ Error</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. <u>FteStaffVacanciesTotal</u> - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</li> <li>3. <u>FteStaffVacancies</u> - Direct Care Staff Vacancies - End of Month - Primary is required.</li> </ol> <p>Below the error message, there are buttons for 'Save' and 'Run MSD Report'. The page also displays report details for '12/2014', including Provider No (99999), Program No (51), and Report Date (12/2014). A table titled 'Crisis Services Programs' shows client statistics for 'Total All Clients'.</p>
<p><b>39</b></p> <p>If any required fields are left blank, you will first see a pop-up error message similar to the one shown here, indicating those blank fields that still require data. You must then go back to enter the missing data before correcting other errors.</p>		 <p>The screenshot shows a Windows Internet Explorer error dialog box. The title bar reads 'Windows Internet Explorer'. The dialog box contains a yellow warning triangle icon and the following text:</p> <p>Form validation failures: Report Status? : - A value must be selected.</p> <p>There is an 'OK' button at the bottom of the dialog box.</p>

Step	Instructions	Image
<p><b>40</b></p>	<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 general location of the error 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 <b>Save</b> button to finalize all corrective changes.</p>	<p>The screenshot shows the OASAS application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History'. Below this, a breadcrumb trail reads 'Search List of Programs &gt; List of Programs &gt; MSD Program History &gt; List of Reports &gt;'. The main content area displays an error message with a red 'X' icon and two numbered items. The 'Save' button is highlighted with a red box. Below the error message, the report details are shown: 'Provider No : 99999', 'Provider Name : Anonymous Provider', 'Program No : 51', 'Program Name : CRISIS DETOX', and 'Report Date : 12/2014'. The 'Crisis Services Programs' section is visible, with a table for 'Total All Clients' showing 'No. in Treatment - Beginning of Month : 1', 'No. Admitted/Transferred to this PRU - This Month : 3', 'No. Discharged/Transferred from this PRU - This Month : 4', and 'No. in Treatment - End of Month : 0'. Below this, the 'Primary Service Activity' section shows 'Patient Days (Inpatient/Residential) : 50' and 'Ambulatory Visits :'. The 'Medically Managed Detoxification' section is also visible at the bottom.</p>

Step	Instructions	Image										
<p><b>41</b></p>	<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><b>“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.”</b></p> <p>As the message indicates, you can change the <b>Report Status</b> to <b>“Hold”</b> if you are unable to fix the error at that time or you can correct it immediately and then resave the data as <b>“Complete.”</b></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 search path is shown: 'Search List of Programs &gt; List of Programs &gt; MSD Program History &gt; List of Reports &gt;'. A red box highlights an error message:</p> <ul style="list-style-type: none"> <li>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.</li> <li>2. FteStaffVacanciesTotal - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</li> </ul> <p>Below the error message, the 'Edit MSD Report 12/2014' form is visible. It includes a 'Select Report' dropdown set to '12/2014' and a '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)' note. The form displays the following information:</p> <ul style="list-style-type: none"> <li>Provider No : 99999    Provider Name : Anonymous Provider</li> <li>Program No : 51    Program Name : CRISIS DETOX</li> <li>Report Date : 12/2014</li> </ul> <p>The 'Crisis Services Programs' section is expanded to show 'Census, Patient Days, and Visits' data:</p> <table border="1"> <thead> <tr> <th colspan="2">Total All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>3</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>4</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>0</td> </tr> </tbody> </table> <p>Below this, the 'Primary Service Activity' section shows:</p> <ul style="list-style-type: none"> <li>Patient Days (Inpatient/Residential) : 50</li> <li>Ambulatory Visits :</li> </ul> <p>The bottom of the screenshot shows the 'Medically Managed Detoxification' section.</p>	Total All Clients		No. in Treatment - Beginning of Month :	1	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	0
Total All Clients												
No. in Treatment - Beginning of Month :	1											
No. Admitted/Transferred to this PRU - This Month :	3											
No. Discharged/Transferred from this PRU - This Month :	4											
No. in Treatment - End of Month :	0											

Step	Instructions	Image
<p><b>42</b></p>	<p>In this example, another error message indicates a problem with the field <a href="#">Direct Care Staff Vacancies – End of Month</a> under the <b>Total</b> column, which you will correct.</p> <p>“The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.”</p> <p>The error message indicates that the <b>Total</b> value is incorrect, although it could be any of the three fields in that row. In this User Guide example, we assume that the Total value is incorrect and must be corrected.</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 <b>FteStaffVacanciesTotal</b> to move to the section of the page containing that field (i.e., <a href="#">Direct Care Staff Vacancies – End of Month</a> under the <b>Total</b> column).</p>	 <p>The screenshot shows the OASAS (Improving Lives) MSD Reports interface. At the top, there are navigation links for Home, Close Application, and Help. Below that, there are tabs for MSD Reports and MSD Provider History. The breadcrumb trail indicates the user is in the MSD Program History &gt; List of Reports section. An error message is displayed, stating that the report has validation errors and cannot be marked as Complete. The second error message is highlighted with a red box: "2. FteStaffVacanciesTotal - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies." Below the error message, there are buttons for "Save" and "Run MSD Report". The report details show: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 51, Program Name: CRISIS DETOX, and Report Date: 12/2014. The "Crisis Services Programs" section is visible, with a sub-section for "Census, Patient Days, and Visits" showing client statistics for the month of 12/2014.</p>

Step	Instructions	Image
43	<p>After clicking the error link, click on the field in error, enter the correct value, and then press the <b>Tab</b> key.</p> <p>In this example, changing the first value (i.e., for <a href="#">Direct Care Staff Vacancies – End of Month</a> in the <b>Total</b> column) to <b>4</b> would be accepted as valid.</p>	<p>The screenshot displays a web application interface for 'Medically Managed Detoxification' and 'Staffing Resources'. It includes a table for 'Total All Clients' and a form for 'Staffing Resources' with columns for 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. The 'Direct Care Staff Vacancies - End of Month' field is highlighted with a red box and contains the value '0'. An error message states: 'The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.' The form also shows 'Total Direct Care Staff Positions' and 'Service Delivery Report Status'.</p>

Step	Instructions	Image
44	<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 <b>Save</b> button.</p> <p>Then click the <b>Save</b> button to save the completed MSD report.</p>	<p>The screenshot shows a web form for 'Medically Managed Detoxification'. It includes a 'Total All Clients' section with three rows of data: 'Number of Days in Observation Beds : 5', 'Number of Days in Medically-Managed Detox Beds : 4', and 'Number of Days in Medically-Supervised Withdrawal Beds : 9'. Below this is a 'Staffing Resources' table with three columns: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. The table contains two rows of input fields: 'Direct Care Staff on Payroll - End of Month' (with values 5, 2, 3) and 'Direct Care Staff Vacancies - End of Month' (with values 4, 1, 3). A red error message is present: 'The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.' Below the table, 'Total Direct Care Staff Positions' are listed as 9, 3, and 6. At the bottom, there is a 'Service Delivery Report Status' dropdown set to 'Complete', and a 'Save' button highlighted with a red box, next to a 'Run MSD Report' button. The footer includes navigation links and copyright information for the Office of Alcoholism and Substance Abuse Services, New York State.</p>

Step	Instructions	Image										
45	Once the change has been successfully completed for the Monthly Service Delivery transaction, the screen at the top will show the message “Transaction completed successfully!” as seen here.	 <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 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 &gt; List of Programs &gt; MSD Program History &gt; List of Reports &gt;". The user's session information is "FPg&gt;Pg&gt;PgH&gt;SD1&gt;SDV4C&gt; 08-07-2015 11:10:44.531". A green information box with a red border contains the message: "Transaction completed successfully!". Below this is the "Edit MSD Report 12/2014" section with "Save" and "Run MSD Report" buttons. The "Select Report" dropdown is set to "12/2014". A note states: "(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)". Report details are: "Provider No : 99999 Provider Name : Anonymous Provider", "Program No : 51 Program Name : CRISIS DETOX", and "Report Date : 12/2014". The "Crisis Services Programs" section includes a table for "Census, Patient Days, and Visits" with a "Total All Clients" header. The data is as follows:</p> <table border="1"> <thead> <tr> <th colspan="2">Total All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>3</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>4</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>0</td> </tr> </tbody> </table> <p>Below the table is the "Primary Service Activity" section.</p>	Total All Clients		No. in Treatment - Beginning of Month :	1	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	0
Total All Clients												
No. in Treatment - Beginning of Month :	1											
No. Admitted/Transferred to this PRU - This Month :	3											
No. Discharged/Transferred from this PRU - This Month :	4											
No. in Treatment - End of Month :	0											

Step	Instructions	Image										
<p><b>46</b></p>	<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.</p> <p>You can move to 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>	<thead> <tr> <th colspan="2">Total All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>3</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>4</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>0</td> </tr> </tbody>	Total All Clients		No. in Treatment - Beginning of Month :	1	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	0
Total All Clients												
No. in Treatment - Beginning of Month :	1											
No. Admitted/Transferred to this PRU - This Month :	3											
No. Discharged/Transferred from this PRU - This Month :	4											
No. in Treatment - End of Month :	0											

Step	Instructions	Image										
47	To return to the <i>List of Reports</i> page, click the <b>List of Reports</b> sub-tab near the top left side of the page (second row).	<p>The screenshot shows the OASAS web application interface. At the top, the OASAS logo is visible. Below it, a navigation bar contains 'MSD Reports', 'List of Reports' (highlighted with a red box), and 'MSD Program History'. A breadcrumb trail reads: Search List of Programs &gt; List of Programs &gt; MSD Program History &gt; List of Reports &gt;. An information banner states 'Transaction completed successfully!' and 'Edit MSD Report 12/2014'. There are 'Save' and 'Run MSD Report' buttons. The 'Select Report' dropdown is set to '12/2014'. A note indicates: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. Report details are listed: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 51, Program Name: CRISIS DETOX, Report Date: 12/2014. A section titled 'Crisis Services Programs' includes a table for 'Census, Patient Days, and Visits' with a sub-section for 'Total All Clients'.</p> <table border="1"> <thead> <tr> <th colspan="2">Total All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>1</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>3</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>4</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>0</td> </tr> </tbody> </table>	Total All Clients		No. in Treatment - Beginning of Month :	1	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	0
Total All Clients												
No. in Treatment - Beginning of Month :	1											
No. Admitted/Transferred to this PRU - This Month :	3											
No. Discharged/Transferred from this PRU - This Month :	4											
No. in Treatment - End of Month :	0											

Step	Instructions	Image
48	<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 <b>MSD Program History</b> sub-tab in the second row of tabs near the top of the page.</p>	<p>The screenshot displays the OASAS (Office of Alcoholism and Substance Abuse Services) interface. At the top, the OASAS logo is visible with the tagline 'Improving Lives.'. Navigation tabs include 'MSD Reports', 'List of Reports', and 'MSD Program History', with the latter being the active tab. Breadcrumb navigation shows the path: Search List of Programs &gt; List of Programs &gt; MSD Program History &gt;. The page title is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 51 CRISIS DETOX'. A table lists report dates from 07/2015 to 10/2014, with status indicators (New, Complete). The 12/2014 entry is selected. Navigation controls include 'Update', 'Previous', '1-10 of 235', and 'Next 10'.</p>

Step	Instructions	Image
<p><b>49</b></p>	<p>This <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 provider 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 interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows 'MSD Reports   List of Reports   MSD Program History'. The main content area is titled 'MSD Program History' and specifies the provider as '99999 Anonymous Provider / 51 CRISIS DETOX'. A table of data is presented with the following 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, Patient Days, Assmt Visits, Counseling Individual, and Counseling Group. The table contains 10 rows of data, with the most recent row (07/2015) showing 'New' status and zero values for most metrics, except for 2 Client Admits and 2 Client Discharges. The footer includes navigation links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help', along with the text 'Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.'</p>

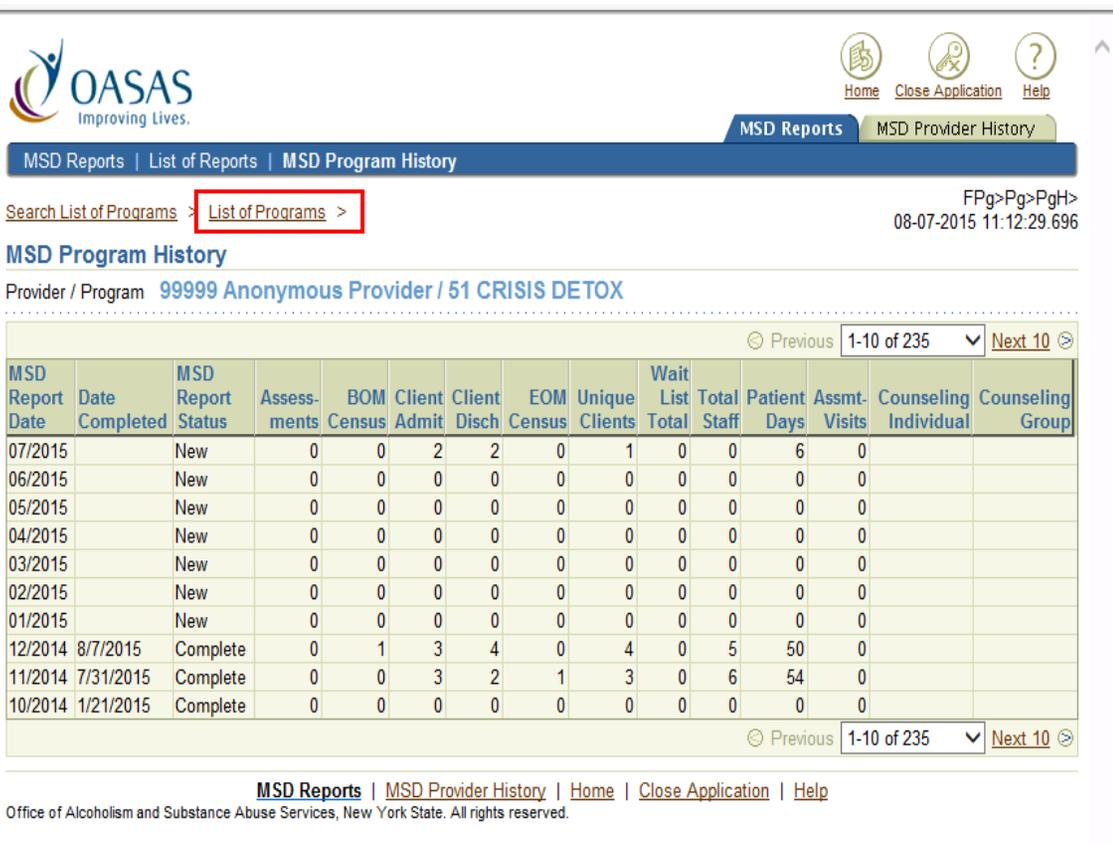
**Step 50** Instructions  
 To view MSD Program History data for other groups of MSD reporting months, you can move through the pages of MSD history data by the methods discussed earlier. You can change the viewable list of aggregate data for 10 MSD reporting periods at a time by using the Selected Records 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.

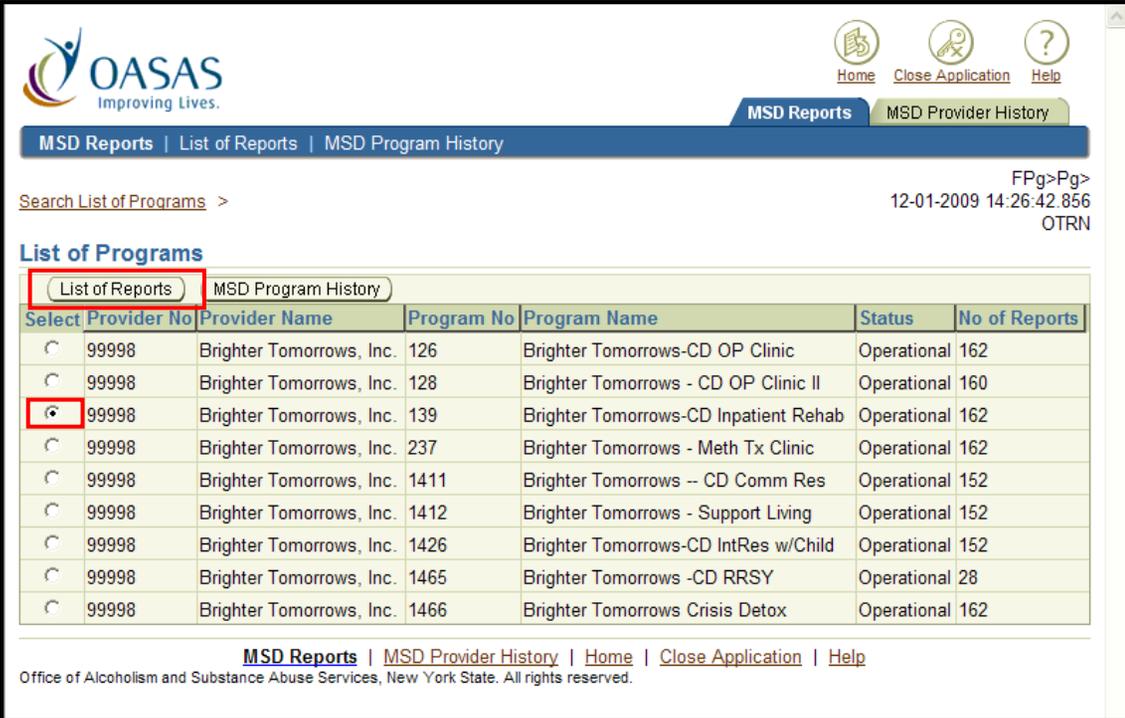
**Image**

The screenshot displays the OASAS (Office of Alcoholism and Substance Abuse Services) MSD Program History interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows 'MSD Reports | List of Reports | MSD Program History'. The main heading is 'MSD Program History' for 'Provider / Program 99999 Anonymous Provider / 51 CRISIS DETOX'. A table of MSD reports is shown, with a dropdown menu set to '1-10 of 235' and 'Next 10' button highlighted. The table data is as follows:

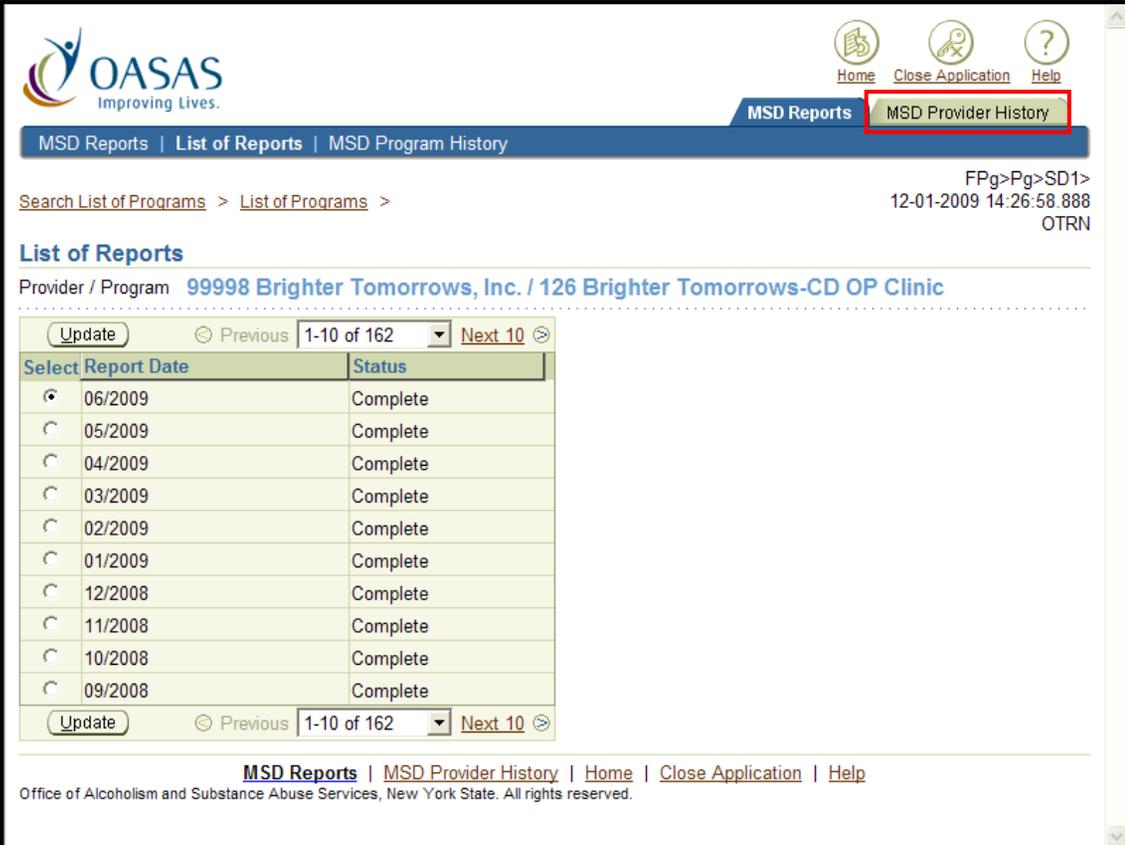
MSD Report Date	Date Completed	MSD Report Status	Assessments	BOM Census	Client Admit	Client Disch	EOM Census	Unique Clients	Wait List Total	Total Staff	Patient Days	Assmt Visits	Counseling Individual	Counseling Group
07/2015		New	0	0	2	2	0	1	0	0	6	0		
06/2015		New	0	0	0	0	0	0	0	0	0	0		
05/2015		New	0	0	0	0	0	0	0	0	0	0		
04/2015		New	0	0	0	0	0	0	0	0	0	0		
03/2015		New	0	0	0	0	0	0	0	0	0	0		
02/2015		New	0	0	0	0	0	0	0	0	0	0		
01/2015		New	0	0	0	0	0	0	0	0	0	0		
12/2014	8/7/2015	Complete	0	1	3	4	0	4	0	5	50	0		
11/2014	7/31/2015	Complete	0	0	3	2	1	3	0	6	54	0		
10/2014	1/21/2015	Complete	0	0	0	0	0	0	0	0	0	0		

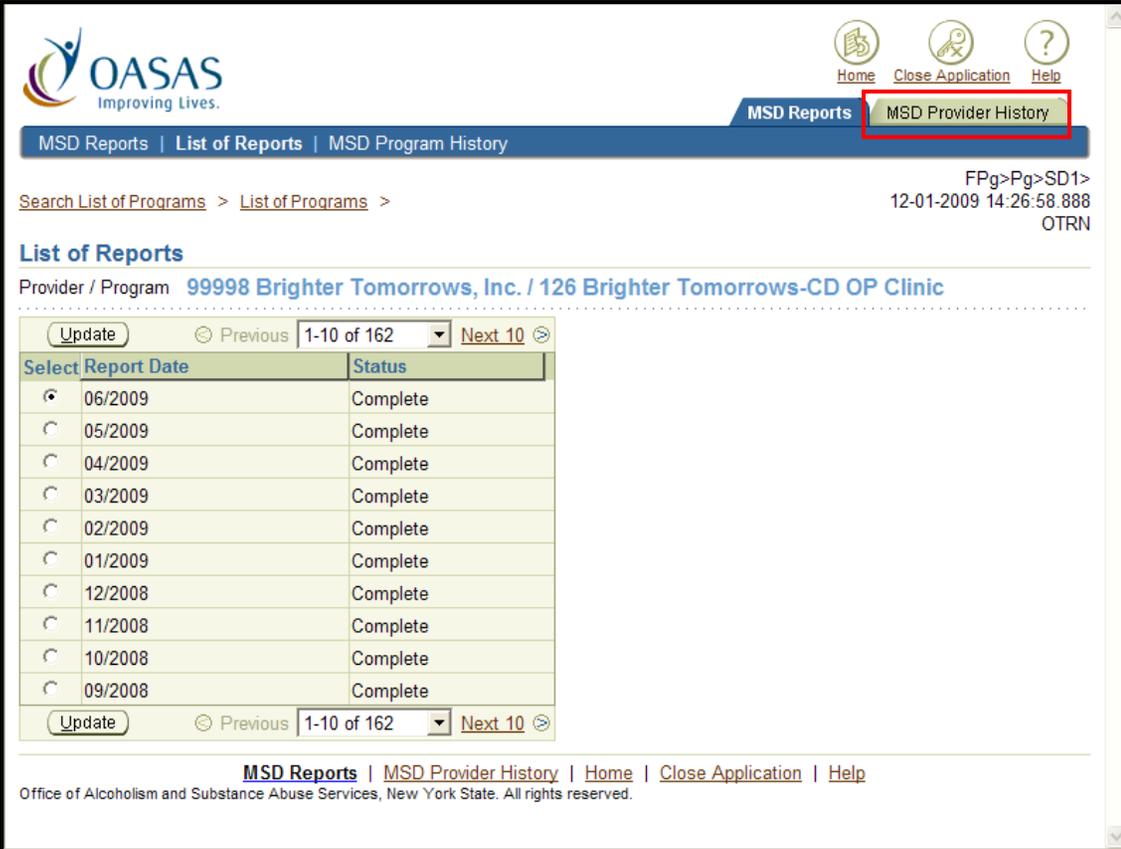
At the bottom of the page, there are navigation links: 'MSD Reports | MSD Provider History | Home | Close Application | Help' and a footer: 'Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.'

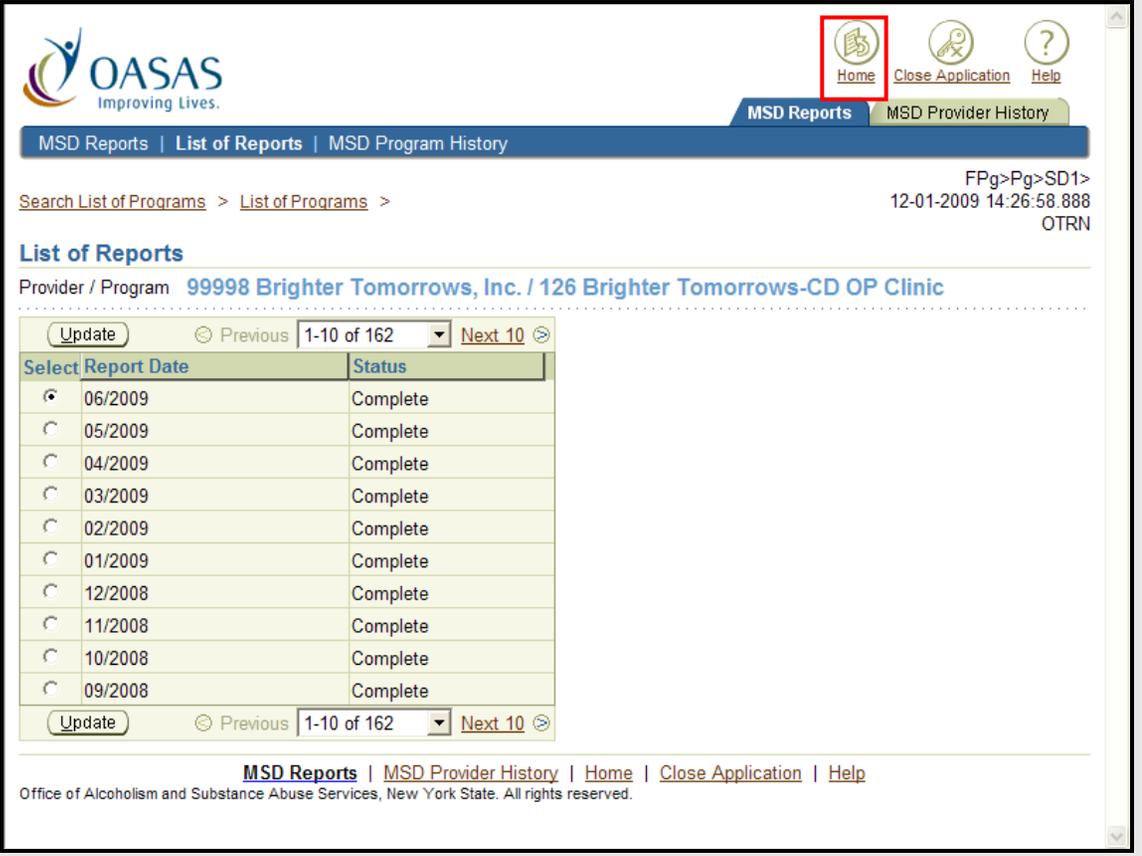
Step	Instructions	Image																																																																																																																																																																					
51	<p>If you need to enter MSD data for another program in your provider from this page, click the <b>List of Programs</b> 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 <b>List of Programs</b> 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, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a breadcrumb trail: 'Search List of Programs &gt; <b>List of Programs</b> &gt;'. The main heading is 'MSD Program History' for 'Provider / Program 99999 Anonymous Provider / 51 CRISIS DETOX'. A table displays MSD report data for various dates from 2014 to 2015. The table columns include: MSD Report Date, Date Completed, MSD Report Status, Assessments, BOM Census, Client Admit, Client Disch, EOM Census, Unique Clients, Wait List Total, Total Staff, Patient Days, Assmt Visits, Counseling Individual, and Counseling Group. The 'List of Programs' link in the breadcrumb is highlighted with a red box.</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>Patient Days</th> <th>Assmt Visits</th> <th>Counseling Individual</th> <th>Counseling Group</th> </tr> </thead> <tbody> <tr><td>07/2015</td><td></td><td>New</td><td>0</td><td>0</td><td>2</td><td>2</td><td>0</td><td>1</td><td>0</td><td>0</td><td>6</td><td>0</td><td></td><td></td></tr> <tr><td>06/2015</td><td></td><td>New</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>05/2015</td><td></td><td>New</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>04/2015</td><td></td><td>New</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>03/2015</td><td></td><td>New</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>02/2015</td><td></td><td>New</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>01/2015</td><td></td><td>New</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>12/2014</td><td>8/7/2015</td><td>Complete</td><td>0</td><td>1</td><td>3</td><td>4</td><td>0</td><td>4</td><td>0</td><td>5</td><td>50</td><td>0</td><td></td><td></td></tr> <tr><td>11/2014</td><td>7/31/2015</td><td>Complete</td><td>0</td><td>0</td><td>3</td><td>2</td><td>1</td><td>3</td><td>0</td><td>6</td><td>54</td><td>0</td><td></td><td></td></tr> <tr><td>10/2014</td><td>1/21/2015</td><td>Complete</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></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	Patient Days	Assmt Visits	Counseling Individual	Counseling Group	07/2015		New	0	0	2	2	0	1	0	0	6	0			06/2015		New	0	0	0	0	0	0	0	0	0	0			05/2015		New	0	0	0	0	0	0	0	0	0	0			04/2015		New	0	0	0	0	0	0	0	0	0	0			03/2015		New	0	0	0	0	0	0	0	0	0	0			02/2015		New	0	0	0	0	0	0	0	0	0	0			01/2015		New	0	0	0	0	0	0	0	0	0	0			12/2014	8/7/2015	Complete	0	1	3	4	0	4	0	5	50	0			11/2014	7/31/2015	Complete	0	0	3	2	1	3	0	6	54	0			10/2014	1/21/2015	Complete	0	0	0	0	0	0	0	0	0	0		
MSD Report Date	Date Completed	MSD Report Status	Assessments	BOM Census	Client Admit	Client Disch	EOM Census	Unique Clients	Wait List Total	Total Staff	Patient Days	Assmt Visits	Counseling Individual	Counseling Group																																																																																																																																																									
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11/2014	7/31/2015	Complete	0	0	3	2	1	3	0	6	54	0																																																																																																																																																											
10/2014	1/21/2015	Complete	0	0	0	0	0	0	0	0	0	0																																																																																																																																																											

Step	Instructions	Image																																																																						
52	<p>From the <i>List of Programs</i> page, you can then select another program in your provider that needed MSDs completed. You would click the Select <b>radio button</b> (○) and then click the <b>List of Reports</b> button to open the <i>List of Reports</i> page to view the list of MSD Reports for that program.</p> <p>To select another program that requires entry of MSD Report data, first click the Select <b>radio button</b> (○).</p> <p>Then click the <b>List of Reports</b> button to open the <i>List of Reports</i> page to view the list of MSD Reports for that program.</p>	 <p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a search bar and a 'List of Programs' section. A table lists various programs, each with a radio button for selection. The 'List of Reports' button is highlighted with a red box, and the radio button for the first program is also highlighted with a red box.</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>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162
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Step	Instructions	Image																						
<p><b>53</b></p>	<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 (i.e., 126 Brighter Tomorrows – CD OP Clinic).</p> <p>At this point, you can select a specific MSD report and click the <b>Update</b> button to complete or update the report.</p>	<p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below the navigation bar, the page title is 'List of Reports' and the provider/program is identified as '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table of reports is displayed with the following data:</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 06/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 05/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 04/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 03/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 02/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 01/2009</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 12/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 11/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 10/2008</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 09/2008</td> <td>Complete</td> </tr> </tbody> </table> <p>The 'Update' button is highlighted with a red box. The page also includes a footer with the text: 'MSD Reports   MSD Provider History   Home   Close Application   Help' and 'Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.'</p>	Select Report Date	Status	<input checked="" type="radio"/> 06/2009	Complete	<input type="radio"/> 05/2009	Complete	<input type="radio"/> 04/2009	Complete	<input type="radio"/> 03/2009	Complete	<input type="radio"/> 02/2009	Complete	<input type="radio"/> 01/2009	Complete	<input type="radio"/> 12/2008	Complete	<input type="radio"/> 11/2008	Complete	<input type="radio"/> 10/2008	Complete	<input type="radio"/> 09/2008	Complete
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<input type="radio"/> 11/2008	Complete																							
<input type="radio"/> 10/2008	Complete																							
<input type="radio"/> 09/2008	Complete																							

Step	Instructions	Image
54	<p>To view the provider's summary aggregate data for each MSD reporting period, click the <b>MSD Provider History</b> 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>	

Step	Instructions	Image
55	<p>Steps to access the <i>MSD Provider History</i> page of aggregate data for that provider:</p> <ol style="list-style-type: none"> <li>1. Click the <b>MSD Provider History</b> sub-tab to open the <i>Search Providers</i> page.</li> </ol> <p>From the <i>Search Providers</i> page (not shown):</p> <ol style="list-style-type: none"> <li>2. Either enter search criteria to limit your search results or leave all search fields blank to view all providers (to which you are allowed access).</li> <li>3. Click the <b>Find</b> button to display the provider search results.</li> <li>4. On the <i>Providers list</i> page, select the provider using the <b>Select</b> radio button (if not already selected).</li> <li>5. Click the <b>MSD Provider History</b> button to view the <i>MSD Provider History</i> page of aggregate data for that provider.</li> </ol>	 <p>The screenshot shows the OASAS (Office of Alcoholism and Substance Abuse Services) 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 is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. The 'MSD Provider History' tab is highlighted. Below the navigation bar, there is a breadcrumb trail: 'Search List of Programs &gt; List of Programs &gt;'. The main content area displays 'List of Reports' for '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table lists report dates from 09/2008 to 06/2009, all with a status of 'Complete'. The table has columns for 'Select Report Date' and 'Status'. Navigation controls include 'Update', 'Previous', '1-10 of 162', and 'Next 10' buttons.</p>

Step	Instructions	Image
56	To return to the <i>CDS Home</i> page to perform a different task, you would click the <b>Home</b> button at the top of the page.	 <p>The screenshot shows the OASAS web application interface. At the top right, there are three buttons: 'Home', 'Close Application', and 'Help'. The 'Home' button is highlighted with a red box. Below these buttons are tabs for 'MSD Reports' and 'MSD Provider History'. A navigation bar contains links for 'MSD Reports', 'List of Reports', and 'MSD Program History'. The main content area displays 'List of Reports' for '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table shows report dates from 09/2008 to 06/2009, all with a status of 'Complete'. The 'Home' button is located in the top right corner of the application header.</p>

Step	Instructions	Image
57	<p>If you are finished entering transactions, you can return to the <i>OASAS Applications</i> page by clicking the <b>Close Application</b> button to exit the application.</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 of the logo are three icons: Home, Close Application (highlighted with a red box), and Help. Below the navigation bar, there are tabs for 'MSD Reports' and 'MSD Provider History'. The main content area displays the 'List of Reports' for provider '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table lists report dates from 06/2009 to 09/2008, all with a status of 'Complete'. The '06/2009' row is selected. Navigation controls include 'Update', 'Previous', '1-10 of 162', and 'Next 10' buttons. At the bottom, there is a footer with the text 'MSD Reports   MSD Provider History   Home   Close Application   Help' and 'Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.'</p>