

# *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.

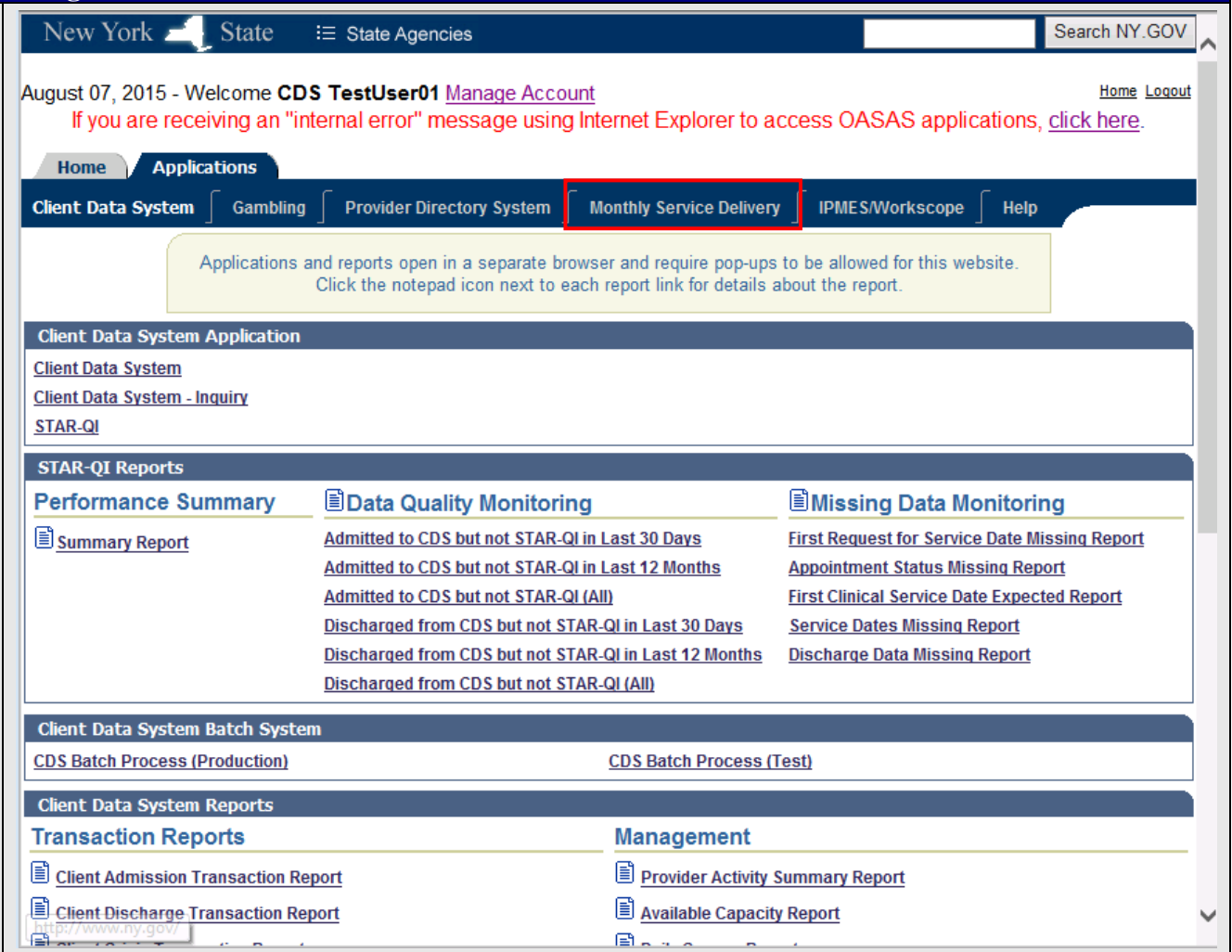
There are three sections in this User Guide:

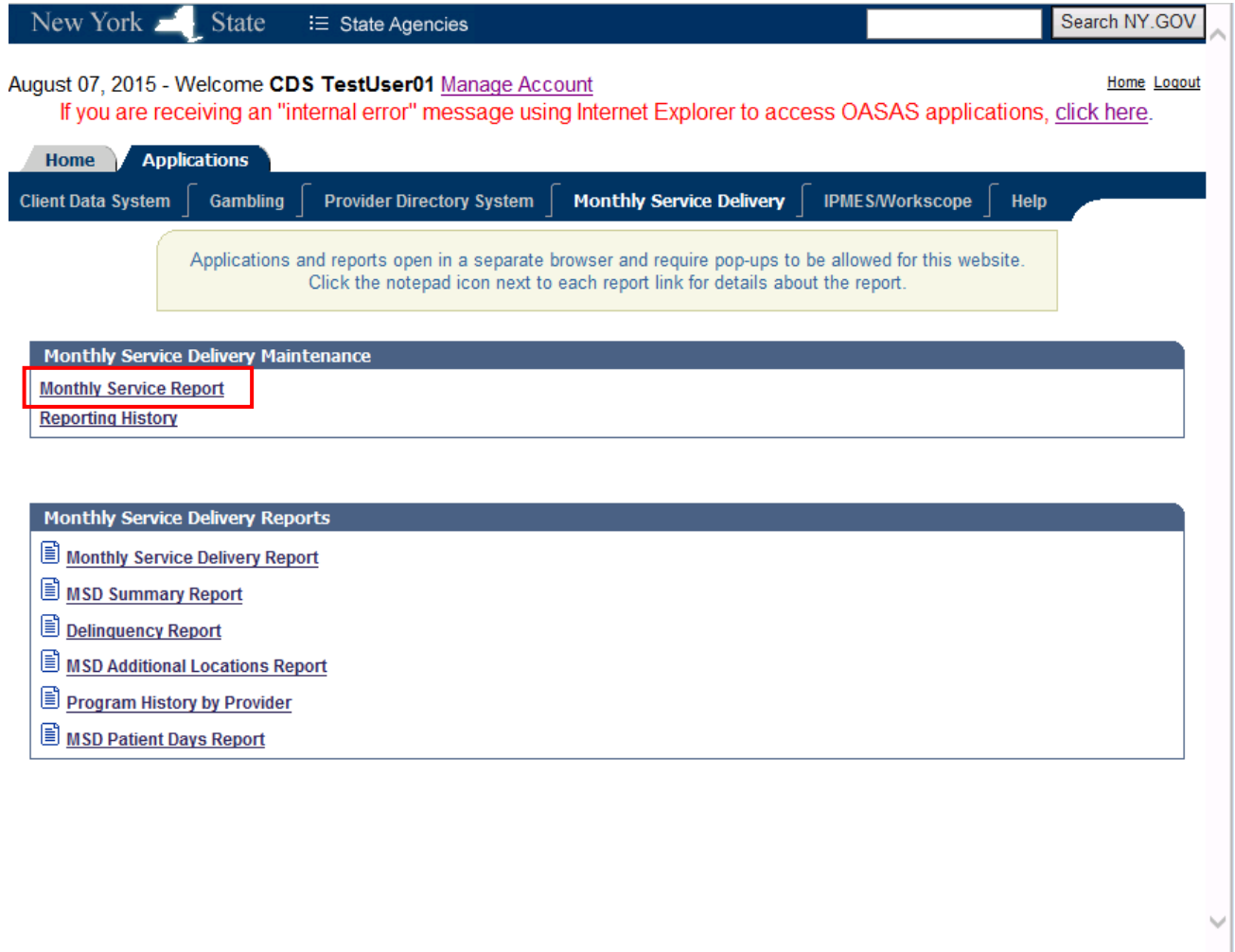
- Locate MSD Reports
- Enter (Edit) MSD Data
- Save MSD Report

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

Step	Instructions	Image
2	<p>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>	 <p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with "New York State" and "State Agencies" links, along with a search box labeled "Search NY.GOV". Below this, a welcome message reads "August 07, 2015 - Welcome CDS TestUser01" with a "Manage Account" link and "Home Logout" options. A red text warning states: "If you are receiving an 'internal error' message using Internet Explorer to access OASAS applications, click here." A secondary navigation bar includes "Home" and "Applications" tabs, with "Applications" selected. Below this, a menu lists various systems: "Client Data System", "Gambling", "Provider Directory System", "Monthly Service Delivery" (highlighted), "IPMES/Workscope", and "Help". A yellow informational box notes: "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 main content area is divided into two sections. The first section, titled "Monthly Service Delivery Maintenance", contains two links: "Monthly Service Report" (highlighted with a red box) and "Reporting History". The second section, titled "Monthly Service Delivery Reports", lists several report types with notepad icons: "Monthly Service Delivery Report", "MSD Summary Report", "Delinquency Report", "MSD Additional Locations Report", "Program History by Provider", and "MSD Patient Days Report".</p>

Step	Instructions	Image
<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>If searching for a specific program use the program number. Only use status if you do not know the program number or searching for a list of programs of a specific operational status.</p>	<p>The screenshot displays the OASAS 'Search List of Programs' page. 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 page shows search results for Provider No: 99998 and Provider Name: Brighter Tomorrows, Inc. The 'Program No' and 'Status' search fields are highlighted with a red box. At the bottom, there are 'Find' and 'Clear' buttons, and a footer with navigation links: MSD Reports   MSD Provider History   Home   Close Application   Help.</p>

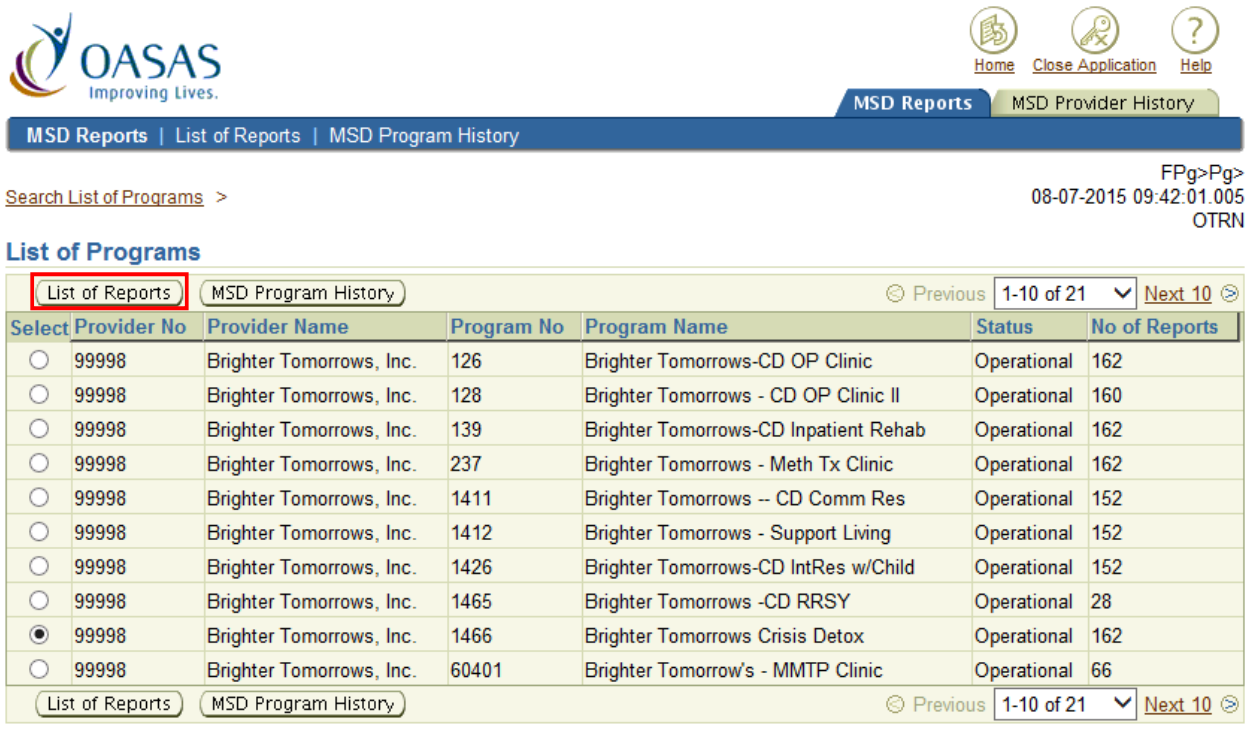
Step	Instructions	Image
	<p>4. If searching for a list of programs of a specific operational status select an option from the drop down list for Status. In this example, “Operational” is selected from the <a href="#">Status</a> dropdown list. This <a href="#">Status</a> is the most commonly used criterion. 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 shows the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". To the right are navigation icons for Home, Close Application, and Help. Below these are tabs for "MSD Reports" and "MSD Provider History". The main content area is titled "Search List of Programs". It contains search fields for "Provider No" (99998) and "Provider Name" (Brighter Tomorrows, Inc.), and "Program No" and "Program Name" fields. A "Status" dropdown menu is highlighted with a red box and set to "Operational". Below the search fields are "Find" and "Clear" buttons, with the "Find" button also highlighted with a red box. At the bottom of the search area, there are links for "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help". The top right corner shows the user's session information: "FPg&gt; 12-01-2009 14:09:45.718 OTRN".</p>

Step	Instructions	Image																																																																						
<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 visible. The main content area features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there are navigation links: 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'. The page also shows a timestamp '12-01-2009 14:11:41.204' and 'OTRN'.</p>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162
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																																																																		

Step	Instructions	Image																																																																						
<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. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a search bar and a date/time stamp. The main content area is titled 'List of Programs' and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> </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
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																																																																		



Step	Instructions	Image																																																																						
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 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 table below contains 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
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																																																																		

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 'List of Reports' button is highlighted with a red box. The table lists 10 programs, all from 'Brighter Tomorrows, Inc.', with various program names and report counts. The 'Brighter Tomorrows Crisis Detox' program (Program No 1466) has 162 reports and is selected with a radio button. At the bottom of the screenshot, there are navigation links: 'MSD Reports   MSD Provider History   Home   Close Application   Help'.</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 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> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>60401</td> <td>Brighter Tomorrow's - MMTP Clinic</td> <td>Operational</td> <td>66</td> </tr> </tbody> </table>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input 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	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	60401	Brighter Tomorrow's - MMTP Clinic	Operational	66
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 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																																																																									
<input type="radio"/>	99998	Brighter Tomorrows, Inc.	60401	Brighter Tomorrow's - MMTP Clinic	Operational	66																																																																									

Step	Instructions	Image																																	
9	<p>On the “<i>List of Reports</i>” page, you now see the program’s list of MSD Reports sorted by <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'. The provider information is '99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table lists reports with columns for 'Select', 'Report Date', and 'Status'. The first row (06/2009) is selected and has a status of 'New'. Subsequent rows (05/2009 to 09/2008) have a status of 'Complete'. Navigation controls include 'Update', 'Previous', '1-10 of 162', and 'Next 10' buttons.</p> <table border="1"> <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
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																																	

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 'List of Reports' page. 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 / Program 99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table lists reports from 09/2008 to 06/2009. The '1-10 of 162' dropdown and 'Next 10' button are highlighted with red boxes. The footer contains navigation links: 'MSD Reports   MSD Provider History   Home   Close Application   Help'.</p> <table border="1"> <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
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																																	

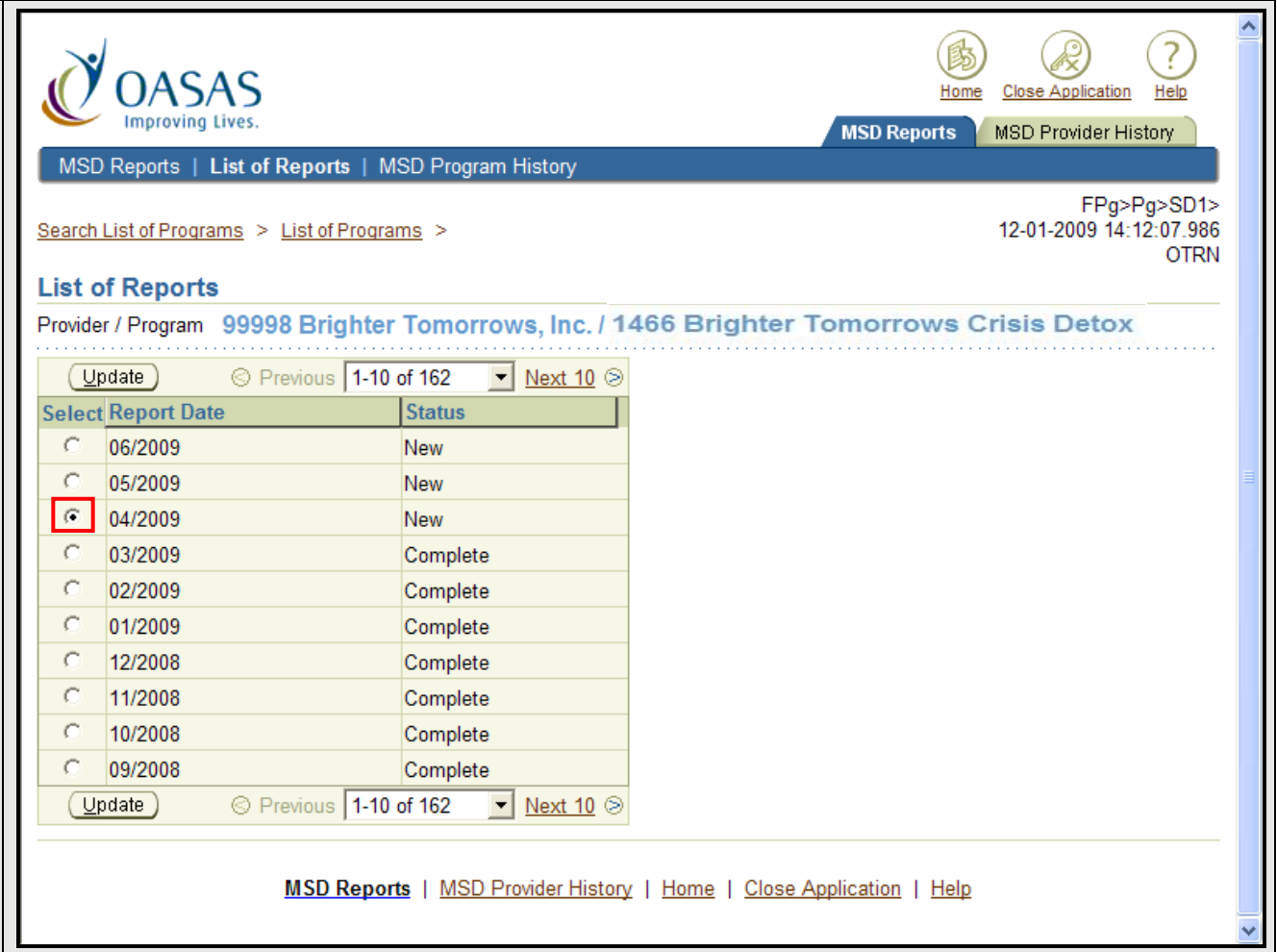
Step	Instructions	Image
<p><b>11</b></p>	<p>Click on the “<b>Show All</b>” option and then scroll down through the complete group of MSDs using the mouse and scroll bar or the PageDown key.</p> <p>For this example, the option at the top of the dropdown list reads “<b>Show All 162,</b>” since there are 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 is a breadcrumb trail: 'MSD Reports   List of Reports   MSD Program History'. A search bar contains '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 report dates from 06/2009 to 09/2008 with statuses like 'New' or 'Complete'. 'Next 10' links are highlighted in red at the top and bottom of the table. The footer contains 'MSD Reports   MSD Provider History   Home   Close Application   Help'.</p>

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 web application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation links for Home, Close Application, and Help. Below this is a breadcrumb trail: MSD Reports   List of Reports   MSD Program History. The main content area is titled 'List of Reports' and shows the provider/program as '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. Navigation buttons for 'Update', 'Previous', and 'Next 10' are visible at the top and bottom of the dropdown menu.</p>

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>The screenshot displays the OASAS 'List of Reports' 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', followed by the provider/program name: '99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table lists reports with columns for 'Select Report Date' and 'Status'. The 06/2009 report is selected. Navigation controls at the bottom of the table show '1-10 of 162' reports.</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>	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
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																							



Step	Instructions	Image																						
<p><b>15</b></p>	<p>To complete or update a particular MSD Report, you need to select the specific MSD that you want to edit and then click the <b>Update</b> button to display the MSD report.</p> <p>First, select the MSD to be edited by clicking the Select <b>radio button</b> for that MSD. In this example, the MSD for 04/2009 is selected.</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'. The current provider/program is '99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table displays a list of reports with columns for 'Select Report Date' and 'Status'. The report for '04/2009' is selected, indicated by a red square around its radio button. The status for this report is 'New'. Other reports range from '06/2009' (New) to '09/2008' (Complete). Navigation controls at the bottom of the table include 'Update', 'Previous', '1-10 of 162', and 'Next 10' buttons.</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
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																							

Step	Instructions	Image																						
16	<p>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>	<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'. The provider information is '99998 Brighter Tomorrows, Inc. / 1466 Brighter Tomorrows Crisis Detox'. A table of reports is displayed with columns for 'Select Report Date' and 'Status'. The 'Update' button is highlighted with a red box. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> 06/2009</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
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																							

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 web 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																				
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																			

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><a href="#">Patient Days</a> and <a href="#">Ambulatory Visits</a> are shown under the section “Primary Service Activity.”</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'. A '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.)'. The report details are: Provider No : 99999, Provider Name : Anonymous Provider, Program No : 51, Program Name : CRISIS DETOX, Report Date : 12/2014. The 'Crisis Services Programs' section is expanded to show 'Census, Patient Days, and Visits'. This section is highlighted with a red box and contains 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>Below this, the 'Primary Service Activity' section shows:</p> <table border="1"> <tbody> <tr> <td>Patient Days (Inpatient/Residential) :</td> <td>50</td> </tr> <tr> <td>Ambulatory Visits :</td> <td></td> </tr> </tbody> </table> <p>Other sections visible include 'Medically Managed Detoxification' with 'Total All Clients' data: 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. The 'Staffing Resources' section is partially visible at the bottom.</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	Patient Days (Inpatient/Residential) :	50	Ambulatory 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															
Patient Days (Inpatient/Residential) :	50															
Ambulatory Visits :																

Step	Instructions	Image
<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 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 as follows:</p> <ul style="list-style-type: none"> <li>Provider No : 99999</li> <li>Provider Name : Anonymous Provider</li> <li>Program No : 51</li> <li>Program Name : CRISIS DETOX</li> <li>Report Date : 12/2014</li> </ul> <p>The 'Crisis Services Programs' section is highlighted with a red box and contains the following data:</p> <ul style="list-style-type: none"> <li><b>Census, Patient Days, and Visits</b> (Total All Clients):             <ul style="list-style-type: none"> <li>No. in Treatment - Beginning of Month : 1</li> <li>No. Admitted/Transferred to this PRU - This Month : 3</li> <li>No. Discharged/Transferred from this PRU - This Month : 4</li> <li>No. in Treatment - End of Month : 0</li> </ul> </li> <li><b>Primary Service Activity</b>:             <ul style="list-style-type: none"> <li>Patient Days (Inpatient/Residential) : 50</li> <li>Ambulatory Visits :</li> </ul> </li> <li><b>Medically Managed Detoxification</b> (Total All Clients):             <ul style="list-style-type: none"> <li>Number of Days in Observation Beds : 5</li> <li>Number of Days in Medically-Managed Detox Beds : 4</li> <li>Number of Days in Medically-Supervised Withdrawal Beds : 9</li> </ul> </li> </ul> <p>At the bottom, there is a 'Staffing Resources' section with buttons for 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'.</p>

Step	Instructions	Image																								
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>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 'Medically Managed Detoxification' section is highlighted with a red border and contains 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>The 'Staffing Resources' section includes a table for FTEs:</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>*</td> <td>*</td> <td>*</td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>*</td> <td>*</td> <td>*</td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The 'Service Delivery Report Status' section has a dropdown menu for '* Report Status? :</p>	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 FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	*	*	*	Direct Care Staff Vacancies - End of Month :	*	*	*	Total Direct Care Staff Positions :	0	0	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 FTEs	Primary Counselor FTEs	Other Direct Care FTEs																							
Direct Care Staff on Payroll - End of Month :	*	*	*																							
Direct Care Staff Vacancies - End of Month :	*	*	*																							
Total Direct Care Staff Positions :	0	0	0																							

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 includes sections for 'Census, Patient Days, and Visits', 'Primary Service Activity', and 'Medically Managed Detoxification'. 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>Below the staffing resources table is the 'Service Delivery Report Status' section, which includes a dropdown menu for '* Report Status?'.</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
	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															

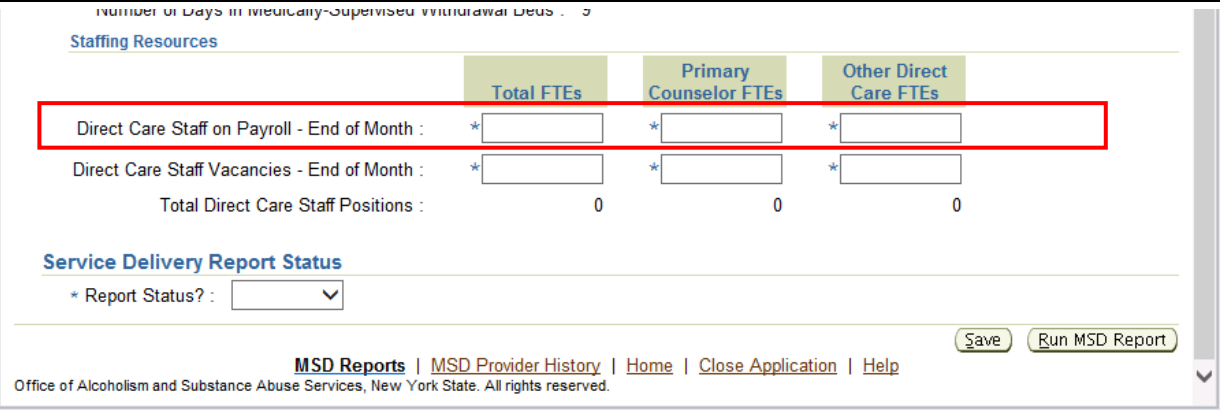
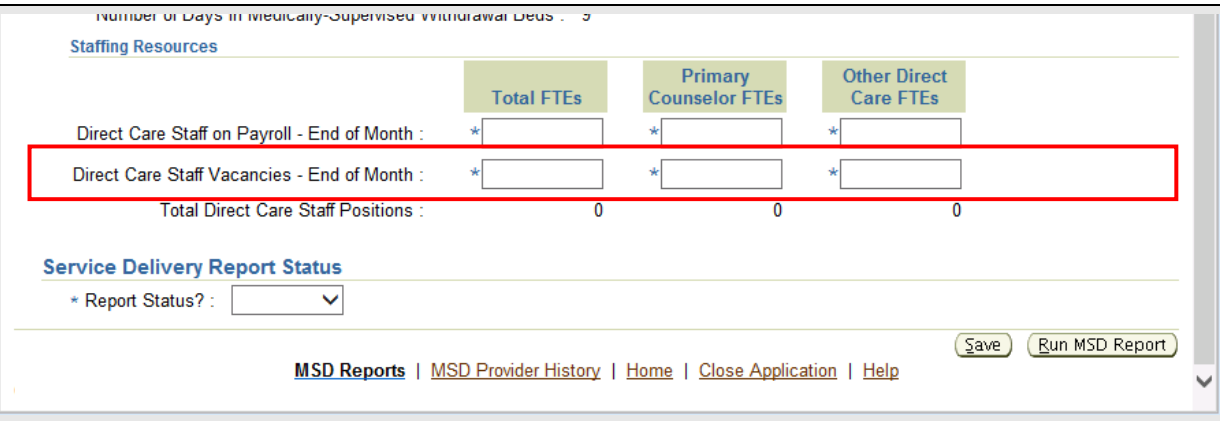


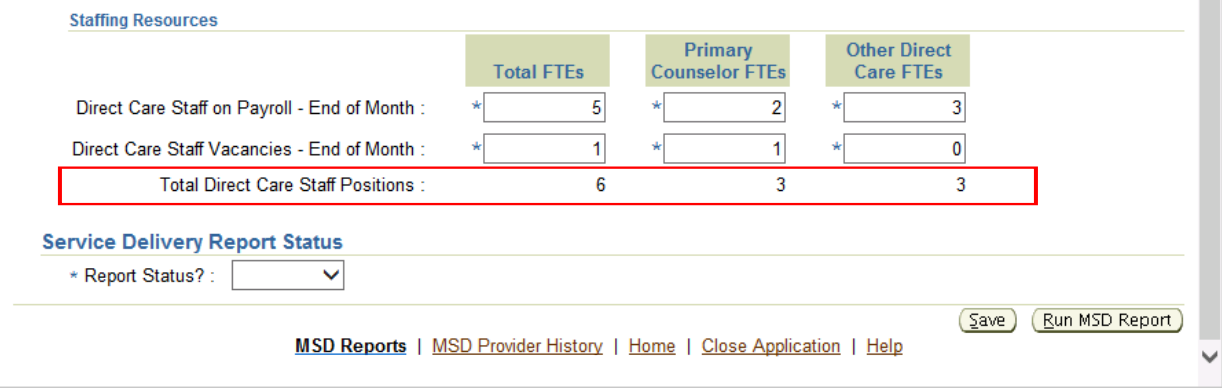
Step	Instructions	Image																
23	<p>When determining Staffing Resources, it is important to keep several things in mind.</p> <p><i>Direct Care Staff</i> are qualified health professionals and other staff providing direct clinical treatment services. They may include counselors, social workers, 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 or has a caseload but is not responsible for primary treatment of those clients.</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><b>Census, Patient Days, and Visits</b></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><b>Primary Service Activity</b></p> <p>Patient Days (Inpatient/Residential) : 50          Ambulatory Visits :</p> <hr/> <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> <hr/> <p><b>Staffing Resources</b></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=""/></td> <td>* <input type="text" value=""/></td> <td>* <input type="text" value=""/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>* <input type="text" value=""/></td> <td>* <input type="text" value=""/></td> <td>* <input type="text" value=""/></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> <hr/> <p><b>Service Delivery Report Status</b></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=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>	Direct Care Staff Vacancies - End of Month :	* <input type="text" value=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>	<b>Total Direct Care Staff Positions :</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs															
Direct Care Staff on Payroll - End of Month :	* <input type="text" value=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>															
Direct Care Staff Vacancies - End of Month :	* <input type="text" value=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>															
<b>Total Direct Care Staff Positions :</b>	<b>0</b>	<b>0</b>	<b>0</b>															

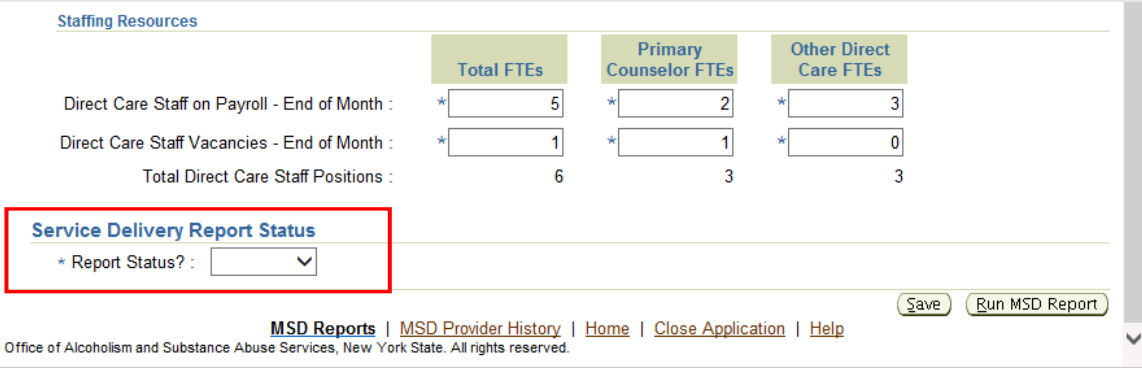
Step	Instructions	Image																
24	<p>NOTE: Direct Clinical Treatment Services are direct services to one or more clients who have been admitted to a Program and include examination, diagnosis, evaluation, treatment or rehabilitation. Direct Clinical Treatment Services do not include the initial assessment prior to admission to treatment.</p>	<p><b>Crisis Services Programs</b></p> <hr/> <p><b>Census, Patient Days, and Visits</b></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><b>Primary Service Activity</b></p> <p>Patient Days (Inpatient/Residential) : 50          Ambulatory Visits :</p> <hr/> <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> <hr/> <p><b>Staffing Resources</b></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=""/></td> <td>* <input type="text" value=""/></td> <td>* <input type="text" value=""/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>* <input type="text" value=""/></td> <td>* <input type="text" value=""/></td> <td>* <input type="text" value=""/></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> <hr/> <p><b>Service Delivery Report Status</b></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=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>	Direct Care Staff Vacancies - End of Month :	* <input type="text" value=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>	<b>Total Direct Care Staff Positions :</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs															
Direct Care Staff on Payroll - End of Month :	* <input type="text" value=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>															
Direct Care Staff Vacancies - End of Month :	* <input type="text" value=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>															
<b>Total Direct Care Staff Positions :</b>	<b>0</b>	<b>0</b>	<b>0</b>															


Step	Instructions	Image																
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> <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 style="text-align: right;">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
	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															

Step	Instructions	Image																
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"> <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 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"/></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>
	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>															

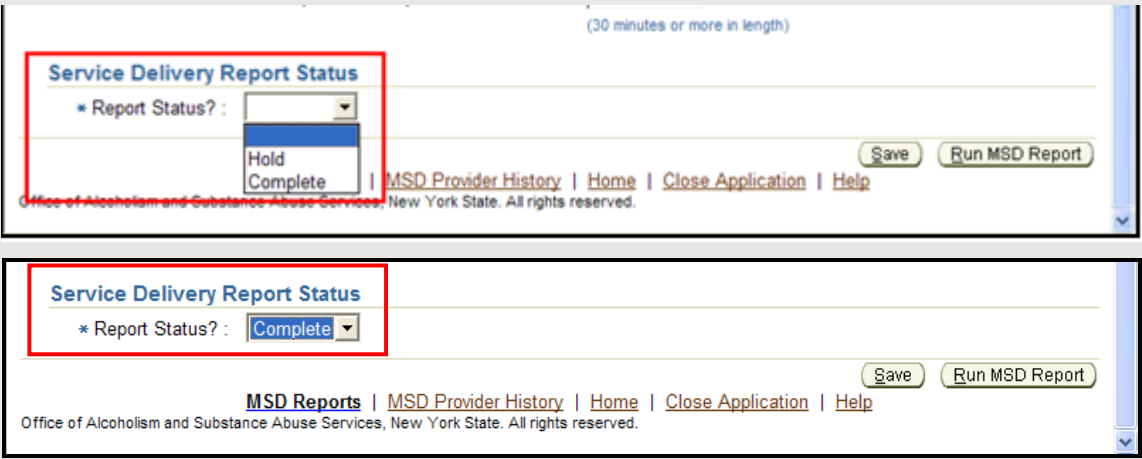
Step	Instructions	Image
27	<p>First, enter data into the three <b>Direct Care Staff on Payroll – End of Month</b> fields in the top row of the Staffing Resources section.</p>	 <p>The screenshot shows the 'Staffing Resources' section of a web application. At the top, there is a header with 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. Below this, there are three rows of input fields. The first row, 'Direct Care Staff on Payroll - End of Month', is highlighted with a red box. The second row is 'Direct Care Staff Vacancies - End of Month'. The third row is 'Total Direct Care Staff Positions', which shows '0' in each of the three columns. Below the input fields 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 contains navigation links: 'MSD Reports   MSD Provider History   Home   Close Application   Help' and a copyright notice for the Office of Alcoholism and Substance Abuse Services, New York State.</p>
28	<p>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>	 <p>This screenshot is identical to the one above, showing the 'Staffing Resources' section. In this instance, the middle row of input fields, 'Direct Care Staff Vacancies - End of Month', is highlighted with a red box. The rest of the interface, including the 'Total Direct Care Staff Positions' row and the footer, remains the same.</p>

Step	Instructions	Image																
30	The Total Direct Care Staff Positions is automatically calculated based on the data submitted in the prior rows of this section.	 <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 very 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>															

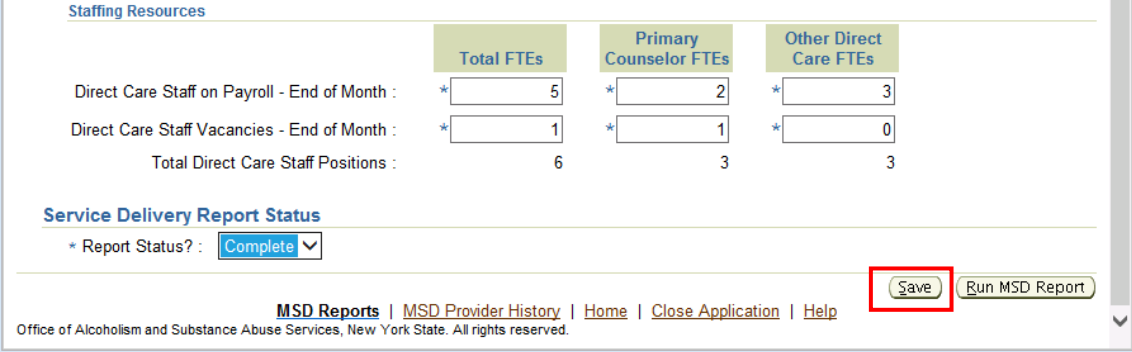
Step	Instructions	Image
34	<p>Once you are done entering the remaining section of data for your program, the next step is to complete the final field, <a href="#">Service Delivery Report Status</a>. It must be completed by entering one of two possible options:</p> <ul style="list-style-type: none"> <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 for "Direct Care Staff on Payroll - End of Month", and 1, 1, and 0 for "Direct Care Staff Vacancies - End of Month". The totals are 6, 3, and 3. Below this is a section titled "Service Delivery Report Status" with a dropdown menu labeled "* Report Status?". The dropdown is currently empty. At the bottom right are "Save" and "Run MSD Report" buttons. 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>


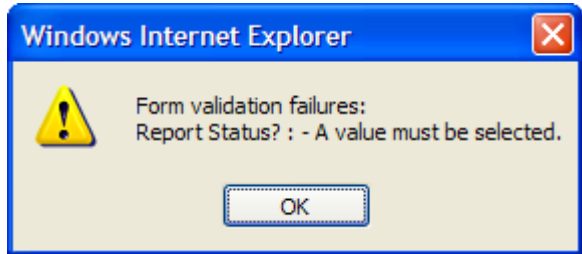
Step	Instructions	Image
35	<p>NOTE: You can edit a report at any time, but you cannot change the <b>Report Status</b> to “<b>Complete</b>” until all previous MSD reports are completed. If you try to complete and save an MSD without completing all prior ones, you will receive an error message similar 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". A timer "(30 minutes or more in length)" is visible in the top right of the first screenshot.</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 a web application interface for entering MSD data. It is divided into two main sections: 'Staffing Resources' and 'Service Delivery Report Status'.</p> <p><b>Staffing Resources:</b> This section contains three columns of data entry fields: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. Each column has two rows of input fields with asterisks, and a total row below them.</p> <table border="1" data-bbox="1207 321 1669 467"> <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" value="5"/></td> <td>* <input type="text" value="2"/></td> <td>* <input type="text" value="3"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>* <input type="text" value="1"/></td> <td>* <input type="text" value="1"/></td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>6</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p><b>Service Delivery Report Status:</b> This section has a dropdown menu for 'Report Status?' with 'Complete' selected.</p> <p>At the bottom right, there are two buttons: 'Save' (highlighted with a red box) and 'Run MSD Report'. Below the buttons is a footer with navigation links: 'MSD Reports   MSD Provider History   Home   Close Application   Help' and the text 'Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.'</p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text" value="5"/>	* <input type="text" value="2"/>	* <input type="text" value="3"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text" value="1"/>	* <input type="text" value="1"/>	* <input type="text" value="0"/>	Total Direct Care Staff Positions :	6	3	3
	Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs															
Direct Care Staff on Payroll - End of Month :	* <input type="text" value="5"/>	* <input type="text" value="2"/>	* <input type="text" value="3"/>															
Direct Care Staff Vacancies - End of Month :	* <input type="text" value="1"/>	* <input type="text" value="1"/>	* <input type="text" value="0"/>															
Total Direct Care Staff Positions :	6	3	3															

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;'. A red box highlights an error message with three points: 1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again. 2. FteStaffVacanciesTotal - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies. 3. FteStaffVacancies - Direct Care Staff Vacancies - End of Month - Primary is required. Below the error message, there are buttons for 'Save' and 'Run MSD Report'. The page also displays report details for '12/2014' and a table of client statistics under 'Crisis Services Programs'.</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. It has a blue title bar with 'Windows Internet Explorer' and a red 'X' icon. The main area contains a yellow warning triangle icon and the text: 'Form validation failures: Report Status? : - A value must be selected.' Below the text is an 'OK' button.</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 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; MSD Program History &gt; List of Reports &gt;'. The main content area displays an error message in a yellow box with a red border, starting with '(X) Error'. The error message contains two numbered items. The second item, 'FteStaffVacanciesTotal', is underlined. Below the error message, there is a section titled 'Edit MSD Report 12/2014' with a 'Save' button highlighted in a red box. Further down, the report details are shown, including 'Provider No : 99999', 'Program No : 51', and 'Report Date : 12/2014'. The 'Crisis Services Programs' section is visible, with sub-sections for 'Census, Patient Days, and Visits' and 'Primary Service Activity'.</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>“This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to ‘Hold,’ then save it again.”</p> <p>As the message indicates, you 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'. 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-bordered error message box is highlighted, containing two items:</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. FteStaffVacanciesTotal - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</li> </ol> <p>Below the error message, the page title is 'Edit MSD Report 12/2014'. There are 'Save' and 'Run MSD Report' buttons. The report details are as follows:</p> <p>Select Report <b>12/2014</b>      (For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)</p> <p>Provider No : 99999    Provider Name : Anonymous Provider      Program No : 51    Program Name : CRISIS DETOX      Report Date : 12/2014</p> <p><b>Crisis Services Programs</b></p> <p><u>Census, Patient Days, and Visits</u></p> <table border="1"> <thead> <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><u>Primary Service Activity</u></p> <p>Patient Days (Inpatient/Residential) : 50      Ambulatory Visits :</p> <p><u>Medically Managed Detoxification</u></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 main content area displays an error message with two items:</p> <ol style="list-style-type: none"> <li>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><b>FteStaffVacanciesTotal</b> - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</li> </ol> <p>The second error message is highlighted with a red box. Below the error message, there are buttons for "Save" and "Run MSD Report". The interface also shows a "Select Report" dropdown set to "12/2014" and a section for "Crisis Services Programs" with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Census, Patient Days, and Visits</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Total All Clients</b></td> </tr> <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, there is a section for "Primary Service Activity" with the following data:</p> <table border="1"> <tbody> <tr> <td>Patient Days (Inpatient/Residential) :</td> <td>50</td> </tr> <tr> <td>Ambulatory Visits :</td> <td></td> </tr> </tbody> </table> <p>At the bottom, there is a section for "Medically Managed Detoxification".</p>	Census, Patient Days, and Visits		<b>Total All Clients</b>		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	Patient Days (Inpatient/Residential) :	50	Ambulatory Visits :	
Census, Patient Days, and Visits																		
<b>Total All Clients</b>																		
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																	
Patient Days (Inpatient/Residential) :	50																	
Ambulatory Visits :																		

Step	Instructions	Image
<p><b>43</b></p>	<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 shows a web application interface for 'Medically Managed Detoxification'. It includes sections for 'Ambulatory Visits', 'Total All Clients', and 'Staffing Resources'. The 'Staffing Resources' section contains a table with columns for 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. A red error box highlights the 'Direct Care Staff Vacancies - End of Month' field, which has a value of 0. A red error message states: 'The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.' Below the error box, the 'Total Direct Care Staff Positions' are listed as 5, 3, and 6. The 'Service Delivery Report Status' section shows a dropdown menu set to 'Complete'. At the bottom, there are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help', along with 'Save' and 'Run MSD Report' buttons.</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 displays the 'Medically Managed Detoxification' section with the following data:</p> <ul style="list-style-type: none"> <li>Total All Clients:             <ul style="list-style-type: none"> <li>Number of Days in Observation Beds: 5</li> <li>Number of Days in Medically-Managed Detox Beds: 4</li> <li>Number of Days in Medically-Supervised Withdrawal Beds: 9</li> </ul> </li> </ul> <p>The 'Staffing Resources' section includes 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>5</td> <td>2</td> <td>3</td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>4</td> <td>1</td> <td>3</td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>9</td> <td>3</td> <td>6</td> </tr> </tbody> </table> <p>Below the table, there is a note: 'The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.'</p> <p>The 'Service Delivery Report Status' section shows a dropdown menu set to 'Complete'.</p> <p>At the bottom right, there are two buttons: 'Save' (highlighted with a red box) and 'Run MSD Report'.</p> <p>Footer text: MSD Reports   MSD Provider History   Home   Close Application   Help Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.</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 :	4	1	3	Total Direct Care Staff Positions :	9	3	6
	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 :	4	1	3															
Total Direct Care Staff Positions :	9	3	6															



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.". On the top right, there are navigation icons for Home, Close Application, and Help. Below these are tabs for "MSD Reports" and "MSD Provider History". A breadcrumb trail reads: "MSD Reports   List of Reports   MSD Program History". A search path is shown: "Search List of Programs &gt; List of Programs &gt; MSD Program History &gt; List of Reports &gt;". The main content area features a green information box with a red border containing the message: "Transaction completed successfully!". Below this is a link to "Edit MSD Report 12/2014" and buttons for "Save" and "Run MSD Report". 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 listed: "Provider No : 99999", "Provider Name : Anonymous Provider", "Program No : 51", "Program Name : CRISIS DETOX", and "Report Date : 12/2014". A section titled "Crisis Services Programs" includes a sub-section "Census, Patient Days, and Visits" with a table 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> <p>Below the table is a section for "Primary Service Activity".</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>	

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, there is a navigation bar with tabs for 'MSD Reports', 'List of Reports' (highlighted in red), and 'MSD Program History'. Below the navigation bar, there is a breadcrumb trail: 'Search List of Programs &gt; List of Programs &gt; MSD Program History &gt; List of Reports &gt;'. A success message is displayed: 'Transaction completed successfully!'. Below this, there is a section titled 'Edit MSD Report 12/2014' 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 shown: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 51, Program Name: CRISIS DETOX, Report Date: 12/2014. A section titled 'Crisis Services Programs' contains a table for 'Census, Patient Days, and Visits' with a sub-section '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, No. in Treatment - End of Month: 0. There is also a section for 'Primary Service Activity'.</p>

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 highlighted. A breadcrumb trail 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 or Complete). The 12/2014 report 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, showing a mix of 'New' and 'Complete' report statuses. For example, the row for 07/2015 shows 2 client admissions and 2 discharges, while the row for 12/2014 shows 50 patient days and 54 assessment visits. Navigation controls for the table include 'Previous', '1-10 of 235', and 'Next 10' buttons.</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**

OASAS Improving Lives. Home Close Application Help

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs > FPg>Pg>PgH> 08-07-2015 11:12:29.696

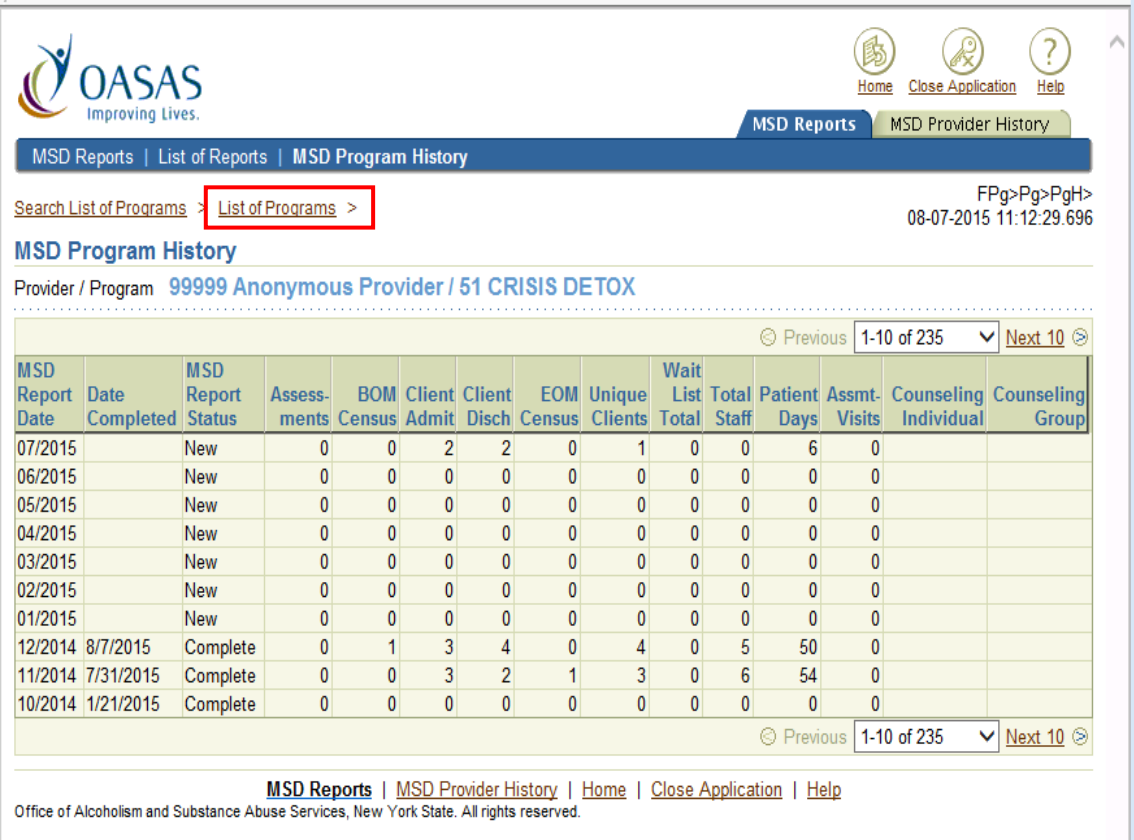
**MSD Program History**  
 Provider / Program 99999 Anonymous Provider / 51 CRISIS DETOX

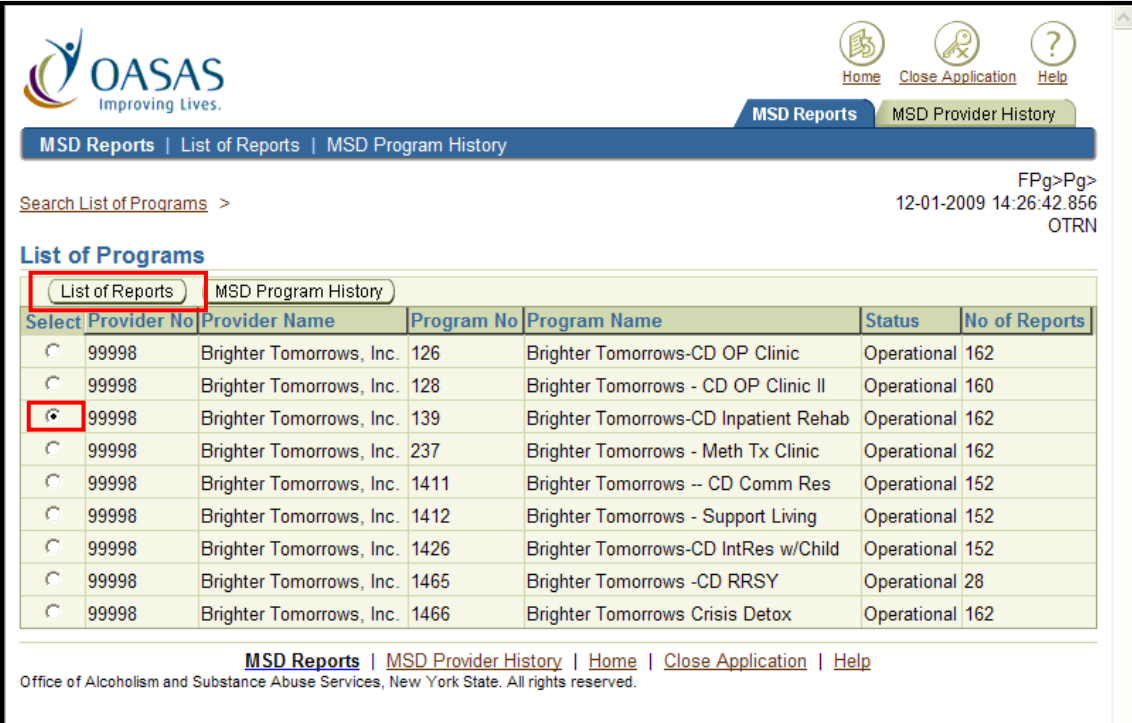
Previous 1-10 of 235 Next 10

MSD Report Date	Date Completed	MSD Report Status	Assess-ments	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		

Previous 1-10 of 235 Next 10

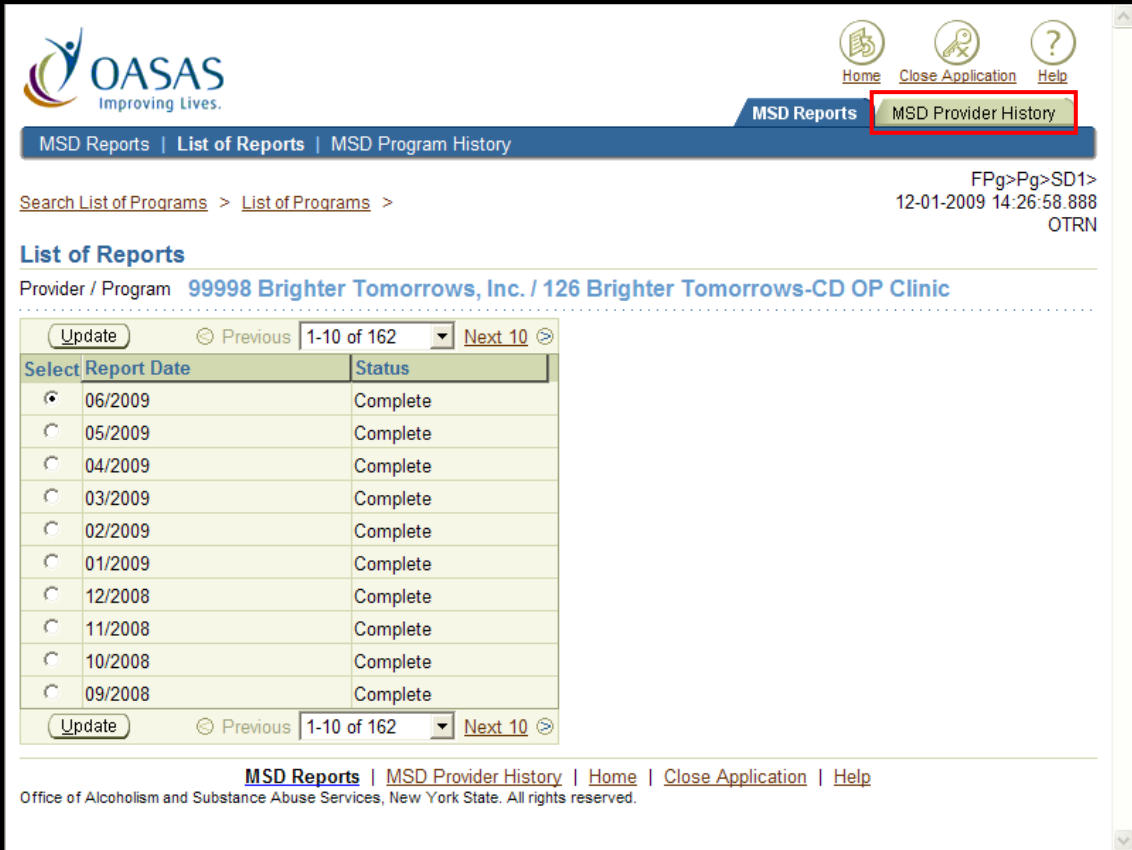
MSD Reports | MSD Provider History | Home | Close Application | Help  
 Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.

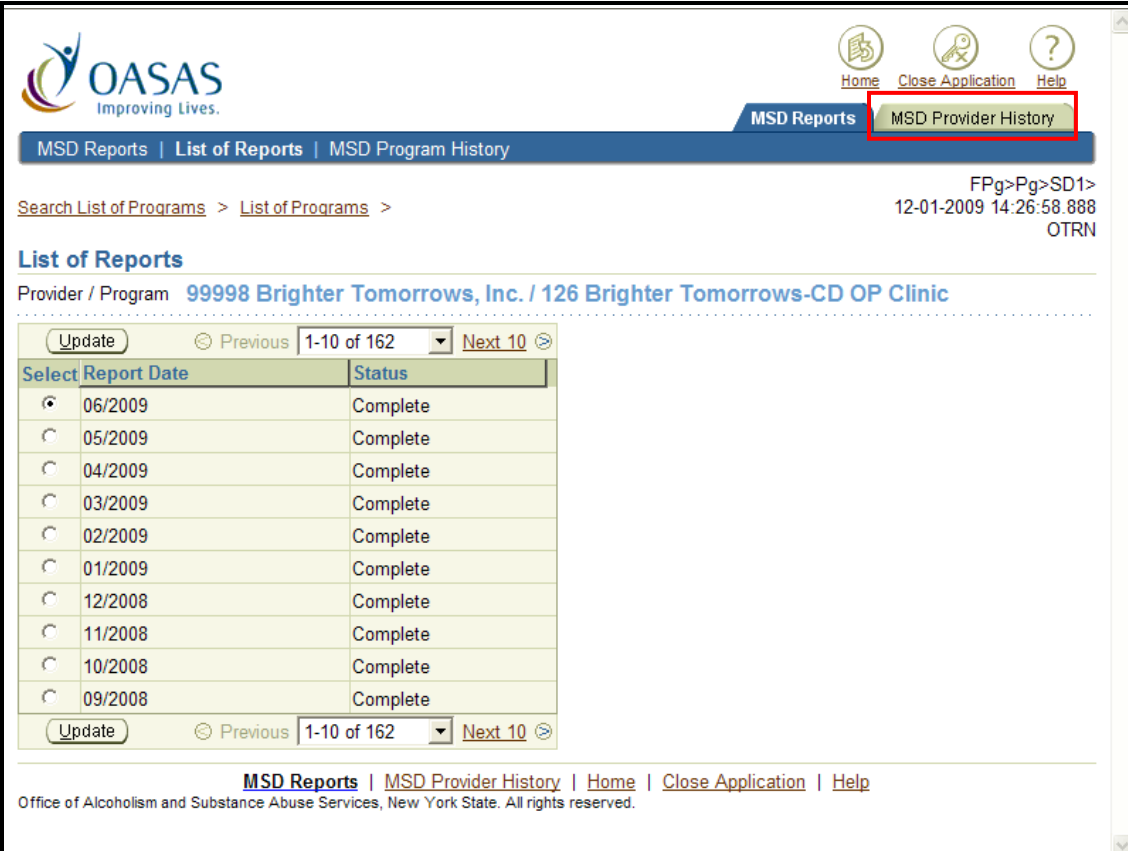
Step	Instructions	Image
51	<p>If you need to enter MSD data for another program in your provider from this page, click the <b>List of Programs</b> link in the breadcrumb area to directly access the <i>List of Programs</i> page and select from the list of programs.</p> <p>The breadcrumb links are at the 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 (Office of Alcoholism and Substance Abuse Services) interface. At the top, there are navigation links for Home, Close Application, and Help. Below that, a breadcrumb trail includes 'MSD Reports', 'List of Reports', and 'MSD Program History'. The 'List of Programs' link is highlighted with a red box. The main content area is titled 'MSD Program History' and shows data for '99999 Anonymous Provider / 51 CRISIS DETOX'. A table displays MSD reports with columns: MSD Report Date, Date Completed, MSD Report Status, Assessments, BOM, Client Admit, Client Disch, EOM, Unique Clients, Wait List, Total Staff, Patient Days, Assmt Visits, Counseling Individual, and Counseling Group. The table shows several 'New' reports from 2015 and two 'Complete' reports from 2014. Navigation controls for 'Previous' and 'Next 10' are visible above and below the table. At the bottom, there are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help', along with a footer note: 'Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved.'</p>

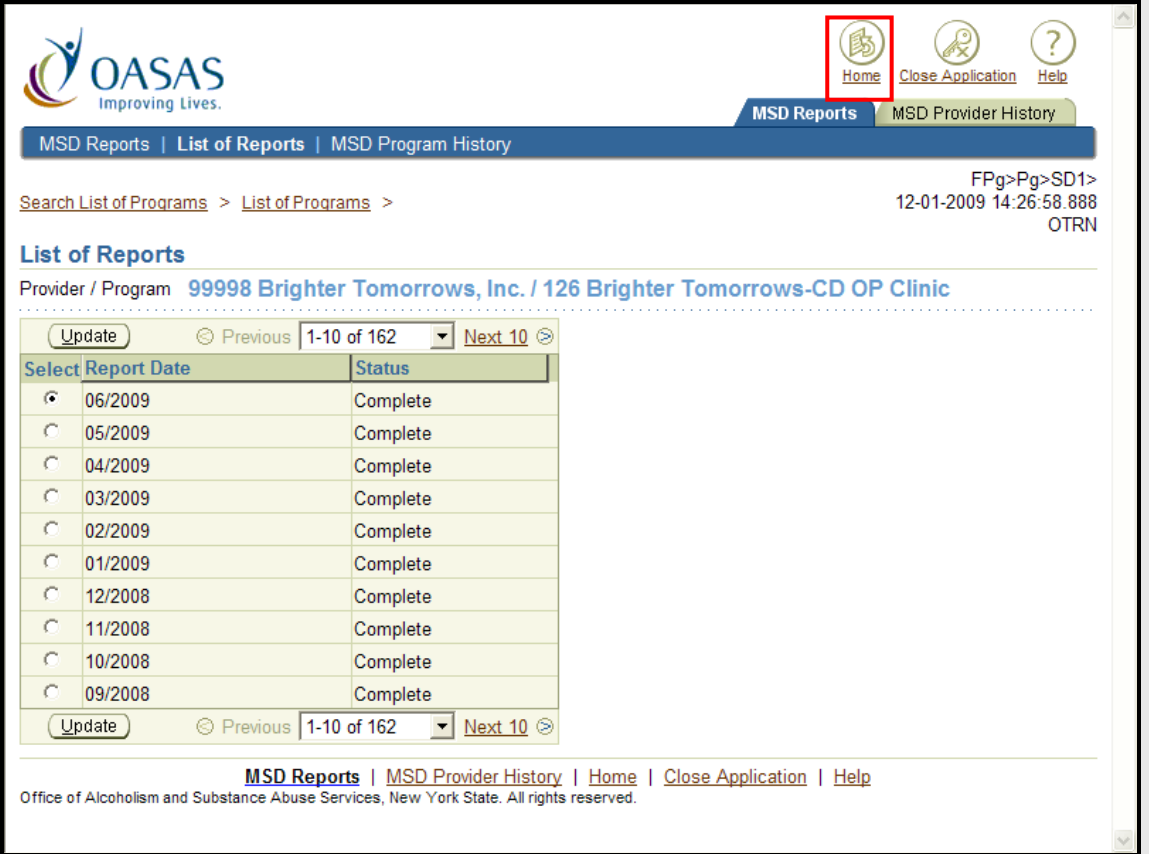
Step	Instructions	Image																																																																						
52	<p>From the <i>List of Programs</i> page, you can then select another program in your provider that needed MSDs completed. You would click the Select <b>radio button</b> (○) and then click the <b>List of 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 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. A table lists various programs, and the 'List of Reports' button is highlighted with a red box. The table data is as follows:</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
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																																																																		

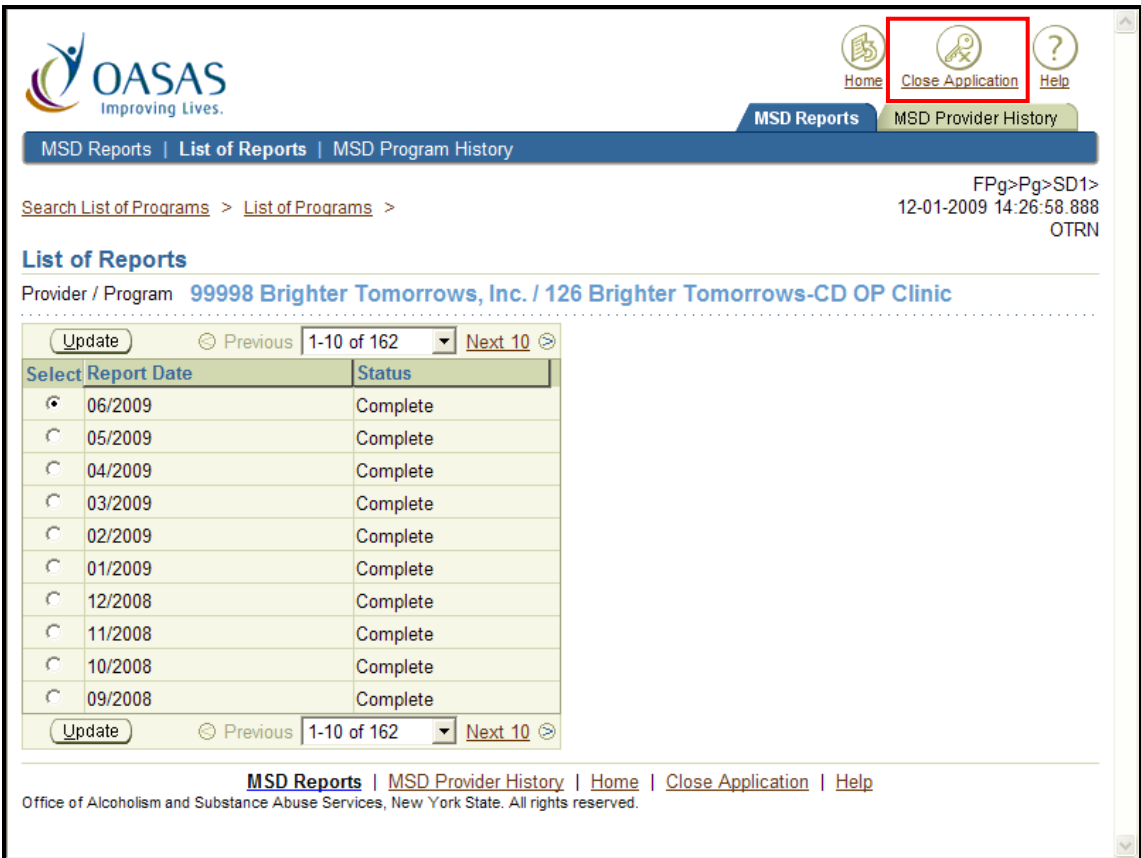


Step	Instructions	Image																						
<p><b>53</b></p>	<p>On the <i>List of Reports</i> page, you see a list of the ten most recent MSD reports for this newly selected program (i.e., 126 Brighter Tomorrows – CD OP Clinic).</p> <p>At this point, you can select a specific MSD report and click the <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' for the provider '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table lists reports with columns 'Select Report Date' and 'Status'. The report for '06/2009' is selected, and the 'Update' button is highlighted with a red box. The table shows reports from 09/2008 to 06/2009, all with a status of 'Complete'. Navigation controls for 'Previous', 'Next 10', and '1-10 of 162' are visible above and below the table.</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>	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
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																							

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>	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these is a blue navigation bar with 'MSD Reports' and 'MSD Provider History' (the latter is highlighted with a red box). Underneath the navigation bar, there are links for 'MSD Reports', 'List of Reports', and 'MSD Program History'. A search area contains the text 'Search List of Programs &gt; List of Programs &gt;'. On the right side, there is a user session indicator: 'FPg&gt;Pg&gt;SD1&gt; 12-01-2009 14:26:58.888 OTRN'. The main content area is titled 'List of Reports' and shows the provider/program name '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. Below this, there are navigation controls: 'Update', 'Previous', '1-10 of 162', and 'Next 10'. A table follows with two columns: 'Select Report Date' and 'Status'. The table contains 10 rows of data, all with a status of 'Complete'. At the bottom of the page, there is a footer with 'MSD Reports   MSD Provider History   Home   Close Application   Help' and a copyright notice for the Office of Alcoholism and Substance Abuse Services, New York State.</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>	

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 icons: a house icon labeled 'Home', a key icon labeled 'Close Application', and a question mark icon labeled 'Help'. The 'Home' button is highlighted with a red rectangular box. Below these icons are two tabs: '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'. It includes a table with columns 'Select Report Date' and 'Status', showing dates from 09/2008 to 06/2009, all with a status of 'Complete'. The 'Home' button is highlighted with a red box in the top right corner of the application window.</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 'Close Application' button is highlighted with a red box in the top right corner of the application window.</p>