

# *Enter an MSD (PAS-48N Days) for Programs Reporting Days (Inpatient, Residential)*

## **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 – Programs Reporting Patient Days). It will also show the user how to enter the MSD Report for Inpatient or Residential 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 web interface. 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 red box highlights the 'Applications' tab in the main navigation menu. To the right of the navigation menu, there are several yellow warning messages: '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', and 'To view instructions for enabling TLS 1.2 in the current version of each browser click here.' Below the navigation menu, there is a section for 'Application Documentation' with links to 'OASAS Applications Quick Tips / Help Desk Contact Info', 'CDS Quick Reference', 'MSD (PAS-48) Frequently Asked Questions', 'Login and Change Password User Guide', 'OASAS External Access Request Form (IRM-15)', 'PPSI Instructions - Revised 2019', 'Changing Contact Information Instructions', and 'Client Data System Bulletins'. There is also a 'Links' section with 'NY State Links' (Office of Addiction Services and Supports, Department of Health, Office of Mental Health, Office for People With Developmental Disabilities, Office of Child Services, County Planning System (CPS), Perception of Care (PoC), Perception of Care Documentation) and 'Federal Links' (Substance Abuse &amp; Mental Health Services Administration, Center for Substance Abuse Treatment). On the right side of the page, there is a 'CDS Documentation' section with tabs for 'Forms and Instructions', 'User Guides', and 'Online Tutorials'. Below this, there is a 'New Tab' section with a dropdown menu. A 'CDS Starting 4/1/2017' section contains a list of date ranges: 'CDS 10/1/2014 to 3/31/2017', 'CDS 4/1/2009 to 9/30/2014', 'CDS 1/1/2007 to 3/31/2009', 'CDS 6/1/2005 to 12/31/2006', and 'Gambling'. Below this, there is a warning message: '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 fo tabs in this region regardless of the date they are entered in the system.' There are also sections for 'Consent Forms' (Authorization for Release of Behavioral Health Information (TRS-61, October 2014), FAQ, Criminal Justice Consent for Drug Law Reform (TRS-49, October 2009), FAQ) and 'Forms and Instructions' (Admission Form (PAS-44N, October 2018), Instructions, Assessment Form (PAS-61N, October 2018), Instructions, Child in Residence Report Form (PAS-91, April 2017), Instructions).</p>

**1b** Next, click the “**Monthly Service Delivery**” sub-tab to access the “*Monthly Service Delivery*” page.

New York State State Agencies Search NY.GOV

August 04, 2015 - Welcome **CDS TestUser01** [Manage Account](#) [Home](#) [Logout](#)

If you are receiving an "internal error" message using Internet Explorer to access OASAS applications, [click here](#).

Home Applications

Client Data System Gambling Provider Directory System **Monthly Service Delivery** IPMES/Workscope Help

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.

Client Data System Application

[Client Data System](#)  
[Client Data System - Inquiry](#)  
[STAR-QI](#)

STAR-QI Reports

<a href="#">Performance Summary</a>	<a href="#">Data Quality Monitoring</a>	<a href="#">Missing Data Monitoring</a>
<a href="#">Summary Report</a>	<a href="#">Admitted to CDS but not STAR-QI in Last 30 Days</a>	<a href="#">First Request for Service Date Missing Report</a>
	<a href="#">Admitted to CDS but not STAR-QI in Last 12 Months</a>	<a href="#">Appointment Status Missing Report</a>
	<a href="#">Admitted to CDS but not STAR-QI (All)</a>	<a href="#">First Clinical Service Date Expected Report</a>
	<a href="#">Discharged from CDS but not STAR-QI in Last 30 Days</a>	<a href="#">Service Dates Missing Report</a>
	<a href="#">Discharged from CDS but not STAR-QI in Last 12 Months</a>	<a href="#">Discharge Data Missing Report</a>
	<a href="#">Discharged from CDS but not STAR-QI (All)</a>	

Client Data System Batch System

[CDS Batch Process \(Production\)](#) [CDS Batch Process \(Test\)](#)

Client Data System Reports

[Transaction Reports](#) [Management](#)

2 From the “*Monthly Service Delivery*” page, you will then click the **Monthly Service Report** link to open the “*Search List of Programs*” page. This page will open in a separate window in the live system.

The screenshot displays the New York State website interface. At the top, there is a header with the New York State logo and the text "NEW YORK STATE". Below this, a navigation bar includes the date "November 16, 2009 - Welcome Training User 02" and a link to "Manage Account". On the right side of the navigation bar, there are links for "Home" and "Logout". Below the navigation bar, there is a menu with several options: "Client Data System", "Gambling", "Provider Directory System", "Monthly Service Delivery", "IPMES/Workscope", and "Help". A yellow box contains the text: "Applications and reports open in a separate browser and require pop-ups to be allowed for this website". Below this, there are two main sections. The first section is titled "Monthly Service Delivery Maintenance" and contains two links: "Monthly Service Report" (which is highlighted with a red rectangular box) and "Reporting History". The second section is titled "Monthly Service Delivery Reports" and contains four links, each preceded by a document icon: "Monthly Service Delivery Report", "MSD Summary Report", "Delinquency Report", and "MSD Additional Locations Report".

3 Now you see the “*Search List of Programs*” page, where you can enter program-level search criteria (e.g., [Program No.](#) or [Status](#)) to limit your search and produce either one program record or a list of programs for your provider that meet the [Status](#) criteria.

Leaving [Program No.](#) and [Status](#) search fields blank will list all programs for your provider.

In the live system, your provider will be filled in automatically. In this example, the provider shown is “Brighter Tomorrows, Inc.”

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.

The screenshot displays the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". On the top right, there are navigation icons for Home, Close Application, and Help. Below these are two tabs: "MSD Reports" and "MSD Provider History". The user's session information is shown as "FPg> 09-25-2009 15:54:58.356 OTRN". The main heading is "Search List of Programs". Below this, there are search fields: "Provider No : 99998", "Provider Name : Brighter Tomorrows, Inc.", "Program No : [text input]", and "Status : [dropdown menu]". The "Program No." and "Status" fields are enclosed in a red rectangular box. There are "Find" and "Clear" buttons next to the search fields. At the bottom, there are navigation links: "MSD Reports | MSD Provider History | Home | Close Application | Help".

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 Status dropdown list.

This Status is the most commonly used criterion. Once all desired criteria selections are made, click the Find button to display a resulting list of all programs meeting the selection criteria for your provider.

This example will result in displaying all operational programs for the provider Brighter Tomorrows, Inc.

The screenshot displays the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". To the right are navigation icons for Home, Close Application, and Help. Below these are tabs for "MSD Reports" and "MSD Provider History". The current page title is "Search List of Programs". On the right side, there is a timestamp "12-01-2009 14:09:45.718" and "OTRN". The search form contains the following fields: "Provider No : 99998", "Provider Name : Brighter Tomorrows, Inc.", "Program No : [text input]", and "Program Name : [text input]". A "Status" dropdown menu is set to "Operational" and is highlighted with a red box. Below the search fields are "Find" and "Clear" buttons. At the bottom of the page, there are navigation links: "MSD Reports | MSD Provider History | Home | Close Application | Help".

5 Here you see the resulting “*List of Programs*” page, which contains the provider’s programs selected by the criteria chosen in the “*Search List of Programs*” page (i.e., all operational programs for provider Brighter Tomorrows, Inc.).

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).

**MSD Reports** | [List of Reports](#) | [MSD Program History](#)

[Search List of Programs](#) >

FPg>Pg>  
12-01-2009 14:11:41.204  
OTRN

### List of Programs

[List of Reports](#) | [MSD Program History](#)

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

[MSD Reports](#) | [MSD Provider History](#) | [Home](#) | [Close Application](#) | [Help](#)

6 You can sort the list of programs on this page by clicking any shaded *column heading* to sort by that field. This allows you to sort by any criteria visible on the page, e.g., [Provider No](#), [Provider Name](#), [Program No](#), [Program Name](#), [Status](#), or [No of Reports](#).

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.

In this “*List of Programs*” page, the programs are already sorted in ascending order by [Program No](#). This is the default order, so no further sorting is needed in this example.

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.

The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives." To the right are navigation icons for Home, Close Application, and Help. Below these is a blue navigation bar with "MSD Reports" and "MSD Provider History" tabs. A breadcrumb trail reads "MSD Reports | List of Reports | MSD Program History". A search bar is labeled "Search List of Programs >". The top right corner displays "FPg>Pg> 12-01-2009 14:11:41.204 OTRN".

The main content area is titled "List of Programs" and contains two tabs: "List of Reports" (selected) and "MSD Program History". Below the tabs is a table with the following data:

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

At the bottom of the interface, there is a navigation bar with links: "MSD Reports | MSD Provider History | Home | Close Application | Help".



7

If there are more programs listed other than your own, you will first have to select your specific program before listing the MSD Reports.

To select a specific program from the list, first click the Select **radio button** () for the program.

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 third Select **radio button** would enable you to choose Program No. 139, the CD Inpatient Rehab program.

**OASAS**  
Improving Lives.

Home Close Application Help

**MSD Reports** | MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs >

FPg>Pg>  
12-01-2009 14:11:41.204  
OTRN

**List of Programs**

List of Reports | MSD Program History

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

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

8 Once the program is selected, click the **List of Reports** button to view the list of MSD Reports for the program.

**OASAS**  
Improving Lives.

Home Close Application Help

MSD Reports MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs >

FPg>Pg>  
12-01-2009 14:11:41.204  
OTRN

**List of Programs**

List of Reports MSD Program History

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

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

9 On the “*List of Reports*” page, you now see the program’s list of MSD Reports sorted by **Report Date**, with the most recent MSDs listed first (i.e., listed from most to least recent).

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).

**OASAS**  
Improving Lives.

Home Close Application Help

MSD Reports | MSD Provider History

MSD Reports | **List of Reports** | MSD Program History

Search List of Programs > List of Programs >

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

### List of Reports

Provider / Program **99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab**

Update Previous 1-10 of 162 Next 10

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

Update Previous 1-10 of 162 Next 10

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

**10** To move rapidly between groups of MSDs, you can use several methods:

1. Click “**Next 10**” (or “**Previous 10**”) as many times as needed to move through the MSDs in groups of 10. The initial group shown contains the most recent MSDs (i.e., 1-10). Using ‘Next 10’ to move through MSDs is probably the easiest method for most situations.
2. Click on the Selected Records dropdown list to select a specific group of MSDs (e.g., 1-10 of 162, 11-20 of 162, 21-30 of 162).

The screenshot shows the OASAS web application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation links for Home, Close Application, and Help. Below the logo, there are tabs for MSD Reports and MSD Provider History. The main content area displays the 'List of Reports' for provider 99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab. The page includes a search bar, a breadcrumb trail, and a table of reports. The table has two columns: 'Select Report Date' and 'Status'. The 'Next 10' button is highlighted with a red box.

Select Report Date	Status
06/2009	New
05/2009	New
04/2009	New
03/2009	Complete
02/2009	Complete
01/2009	Complete
12/2008	Complete
11/2008	Complete
10/2008	Complete
09/2008	Complete

**11** Click on the “**Show All**” option and then scroll down through the complete group of MSDs using the mouse and scroll bar or the PageDown key.

For this example, the option at the top of the dropdown list reads “**Show All 162,**” since there are 162 MSDs for this selected program. Choosing this option would allow you to scroll down through the complete listing of MSDs.

NOTE: To view the oldest group of MSDs (i.e., at the end of the list), you can either click on the column heading **Report Date** to re-sort the program’s MSDs in ascending order (so they are listed from the oldest to newest) or select the last group in the Selected Records dropdown list.

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." On the right side of the navigation bar, there are icons for Home, Close Application, and Help. Below the navigation bar, there 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 information: "99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab". Below this, there is a table of reports. The table has a header row with "Update", "Previous", "1-10 of 162", and "Next 10". The "Report Date" column is highlighted with a red box. A dropdown menu is open over the "Report Date" column, showing options from "1-10 of 162" to "161-162 of 162". The "Show All 162" option is at the top of the dropdown menu. The "161-162 of 162" option is highlighted with a red box. The table contains 12 rows of data, each with a radio button and a date. The dates are: 06/2009, 05/2009, 04/2009, 03/2009, 02/2009, 01/2009, 12/2008, 11/2008, 10/2008, 09/2008. At the bottom of the page, there is a footer with navigation links: "MSD Reports | MSD Provider History | Home | Close Application | Help".

**12** This example shows one of the available methods to move between pages of MSDs.

Click on the “**Next 10**” 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 “**Next 10**” to cycle through the groups of MSDs.

NOTE: You can find the “**Next 10**” link at both the top and bottom of the page.

**OASAS**  
Improving Lives.

Home Close Application Help

MSD Reports MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs >

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

### List of Reports

Provider / Program **99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab**

Update Previous 1-10 of 162 **Next 10**

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

Update Previous 1-10 of 162 **Next 10**

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

**13** 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.

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 “**Previous 10**” to do the same thing.

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.

The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". On the top right are navigation icons for Home, Close Application, and Help. Below these are tabs for "MSD Reports" and "MSD Provider History". A breadcrumb trail reads "MSD Reports | List of Reports | MSD Program History". The page title is "List of Reports". The provider information is "99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic". A search bar contains "Search List of Programs > List of Programs >". The top right corner shows the user path "FPg>Pg>SD1>" and the timestamp "09-25-2009 16:02:19.377" with the user ID "OTRN".

The main content area features a table with the following structure:

Select	Report Date	MSD Range
<input checked="" type="radio"/>	08/2008	11-20 of 162
<input type="radio"/>	07/2008	21-30 of 162
<input type="radio"/>	06/2008	31-40 of 162
<input type="radio"/>	05/2008	41-50 of 162
<input type="radio"/>	04/2008	51-60 of 162
<input type="radio"/>	03/2008	61-70 of 162
<input type="radio"/>	02/2008	71-80 of 162
<input type="radio"/>	01/2008	81-90 of 162
<input type="radio"/>	12/2007	91-100 of 162
<input type="radio"/>	11/2007	101-110 of 162
		111-120 of 162
		121-130 of 162
		131-140 of 162
		141-150 of 162
		151-160 of 162
		161-162 of 162

Navigation controls include "Update", "Previous 10", and "Next 10" buttons. A dropdown menu is open for the "11-20 of 162" row, listing options: "Show All 162", "1-10 of 162", "11-20 of 162" (highlighted), "21-30 of 162", "31-40 of 162", "41-50 of 162", "51-60 of 162", "61-70 of 162", "71-80 of 162", "81-90 of 162", "91-100 of 162", "101-110 of 162", "111-120 of 162", "121-130 of 162", "131-140 of 162", "141-150 of 162", "151-160 of 162", and "161-162 of 162".

At the bottom of the page are navigation links: "MSD Reports | MSD Provider History | Home | Close Application | Help".

- 14** In this example, you now see the first group of MSDs **1-10** that were reselected from the Selected Records dropdown list (i.e., from 09/2008 to 06/2009).  
If desired, you could continue to select any group from the Selected Records dropdown list.

**OASAS**  
Improving Lives.

Home Close Application Help

MSD Reports MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs >

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

### List of Reports

Provider / Program **99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab**

Update Previous 1-10 of 162 Next 10

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

Update Previous 1-10 of 162 Next 10

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



**15** To complete or update a particular MSD Report, you need to select the specific MSD that you want to edit and then click the **Update** button to display the MSD report.

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

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Home Close Application Help

MSD Reports MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs >

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

**List of Reports**

Provider / Program **99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab**

Update Previous 1-10 of 162 Next 10

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

Update Previous 1-10 of 162 Next 10

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

**16** Once you have selected the MSD, click the **Update** button to open the selected MSD report. It is located above the group of MSDs listed on the “*List of Reports*” page.

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Home Close Application Help

**MSD Reports** | MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs >

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

**List of Reports**

Provider / Program **99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab**

Previous 1-10 of 162 Next 10

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

Previous 1-10 of 162 Next 10

[MSD Reports](#) | [MSD Provider History](#) | [Home](#) | [Close Application](#) | [Help](#)

**17** You then see the “*Edit MSD Report*” page for that selected MSD (e.g., for 04/2009). This page allows you to perform initial entry of a new MSD or to edit existing MSD data.

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.

NOTE: To simply view and/or print a report on existing MSDs, it is best to use the *Monthly Service Delivery Report* link found under the section Monthly Service Delivery Reports.

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Home Close Application Help

MSD Reports MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs > List of Reports >

FPg>Pg>SD1>SDV4I>  
12-01-2009 14:13:30.237  
OTRN

**Edit MSD Report 04/2009**

Select Report **04/2009**

Save Run MSD Report

Provider No : 99998 Provider Name : Brighter Tomorrows, Inc.  
Program No : 139 Program Name : Brighter Tomorrows-CD Inpatient Rehab  
Report Date : 04/2009

**Programs Reporting Patient Days**

Census, Patient Days, and Waiting List Information

All Clients

No. in Treatment - Beginning of Month :	69
No. Admitted/Transferred to this PRU - This Month :	3
No. Discharged/Transferred from this PRU - This Month :	4
No. in Treatment - End of Month :	68
Applicants on Waiting List - End of Month :	3
Patient Days :	2050

Staffing Resources

	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"/>

**18** 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.

To navigate between fields in the form, you can either click into the appropriate field box or use the **Tab** key to move to the next field.

For more information on completing this form, please see the appropriate [Monthly Service Delivery Report Instructions](#) found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.

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Home Close Application Help

MSD Reports MSD Provider History

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs > List of Reports >

FPg>Pg>SD1>SDV4I>  
12-01-2009 14:13:30.237  
OTRN

**Edit MSD Report 04/2009**

Select Report **04/2009**

Save Run MSD Report

Provider No : 99998 Provider Name : Brighter Tomorrows, Inc.  
Program No : 139 Program Name : Brighter Tomorrows-CD Inpatient Rehab  
Report Date : 04/2009

**Programs Reporting Patient Days**

Census, Patient Days, and Waiting List Information

All Clients

No. in Treatment - Beginning of Month :	69
No. Admitted/Transferred to this PRU - This Month :	3
No. Discharged/Transferred from this PRU - This Month :	4
No. in Treatment - End of Month :	68
Applicants on Waiting List - End of Month :	3
Patient Days :	2050

Staffing Resources

	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"/>

## Edit (Enter) MSD Data

Step	Instructions	Image
<p><b>19a</b></p>	<p>The first section of data is prefilled by the system. For inpatient rehab and residential programs, it consists of <i>Census, Patient Days, and Waiting List Information</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>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, there is a breadcrumb trail: 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. The main heading is 'Edit MSD Report 04/2009'. There are 'Save' and 'Run MSD Report' buttons. Below this, it says 'Select Report 04/2009'. The report details are: Provider No: 99998, Provider Name: Brighter Tomorrows, Inc.; Program No: 139, Program Name: Brighter Tomorrows-CD Inpatient Rehab; Report Date: 04/2009. A red box highlights the 'Census, Patient Days, and Waiting List Information' section, which includes a sub-section 'All Clients' with the following data: No. in Treatment - Beginning of Month: 69; No. Admitted/Transferred to this PRU - This Month: 3; No. Discharged/Transferred from this PRU - This Month: 4; No. in Treatment - End of Month: 68; Applicants on Waiting List - End of Month: 3; Patient Days: 2050. Below this is the 'Staffing Resources' section with input fields for 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'.</p>

Step	Instructions	Image																
<p><b>19b</b></p>	<p>In this example, the prefilled data shown in this section are for the Inpatient Rehab program.</p> <p>When entering a new MSD for a program, these data are calculated automatically by the system based on Admission/Transfer-In, Discharge/Transfer-Out, and Waiting List transactions in the Client Data System (CDS).</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 displays the OASAS web application interface for editing an MSD report. The header includes the OASAS logo and navigation links. The main content area shows the report title 'Edit MSD Report 04/2009' and a 'Select Report' dropdown set to '04/2009'. Below this, report details are listed: Provider No: 99998, Provider Name: Brighter Tomorrows, Inc., Program No: 139, Program Name: Brighter Tomorrows-CD Inpatient Rehab, and Report Date: 04/2009. A section titled 'Programs Reporting Patient Days' contains a table with a red border highlighting the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Census, Patient Days, and Waiting List Information</th> </tr> <tr> <th></th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>69</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>68</td> </tr> <tr> <td>Applicants on Waiting List - End of Month :</td> <td>3</td> </tr> <tr> <td>Patient Days :</td> <td>2050</td> </tr> </tbody> </table> <p>Below the highlighted table is a 'Staffing Resources' section with three columns: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. Each column has an input field with an asterisk and a dropdown arrow.</p>	Census, Patient Days, and Waiting List Information			All Clients	No. in Treatment - Beginning of Month :	69	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	68	Applicants on Waiting List - End of Month :	3	Patient Days :	2050
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Applicants on Waiting List - End of Month :	3																	
Patient Days :	2050																	

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 <b>Direct Care Staff on Payroll – End of Month</b> and <b>Direct Care Staff Vacancies – End of Month</b>). This also includes the data for the two <b>Total FTEs</b> column fields on the left, which should equal the sum of the related numbers entered in the <b>Primary Counselor FTEs</b> and <b>Other Direct Care FTEs</b> 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 shows a web form with the following sections:</p> <ul style="list-style-type: none"> <li><b>Staffing Resources</b> (highlighted with a red box):             <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> </tbody> </table> </li> <li><b>Residential/Inpatient Rehabilitation Programs Only</b></li> <li><b>Assessments Completed</b>:             <table border="1"> <thead> <tr> <th></th> <th>Primary Clients</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>Assessments Completed - This Month</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </li> <li><b>Counseling Sessions</b>:             <table border="1"> <thead> <tr> <th></th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>* Number of Individual Counseling Sessions :</td> <td><input type="text"/> <small>Provided by Primary Counselors (30 minutes or more in length)</small></td> </tr> <tr> <td>* Number of Group Counseling Sessions :</td> <td><input type="text"/> <small>Provided by Primary Counselors (30 minutes or more in length)</small></td> </tr> <tr> <td>* Number of Family Counseling Sessions :</td> <td><input type="text"/> <small>Provided by Any Direct Care Staff (30 minutes or more in length)</small></td> </tr> </tbody> </table> </li> <li><b>Clinical Supervision Sessions</b>:             <table border="1"> <tbody> <tr> <td>* Number of Individual Clinical Supervision Sessions :</td> <td><input type="text"/> <small>(30 minutes or more in length)</small></td> </tr> <tr> <td>* Number of Group Clinical Supervision Sessions :</td> <td><input type="text"/> <small>(30 minutes or more in length)</small></td> </tr> </tbody> </table> </li> </ul>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>		Primary Clients	Other Persons	Assessments Completed - This Month	<input type="text"/>	<input type="text"/>		All Clients	* Number of Individual Counseling Sessions :	<input type="text"/> <small>Provided by Primary Counselors (30 minutes or more in length)</small>	* Number of Group Counseling Sessions :	<input type="text"/> <small>Provided by Primary Counselors (30 minutes or more in length)</small>	* Number of Family Counseling Sessions :	<input type="text"/> <small>Provided by Any Direct Care Staff (30 minutes or more in length)</small>	* Number of Individual Clinical Supervision Sessions :	<input type="text"/> <small>(30 minutes or more in length)</small>	* Number of Group Clinical Supervision Sessions :	<input type="text"/> <small>(30 minutes or more in length)</small>
	Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs																													
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Step	Instructions	Image
23	<p>When determining Staffing Resources, it is important to keep several things in mind.</p> <p><i>Direct Care Staff</i> are qualified health professionals and other staff providing direct clinical treatment services. They may include counselors, social workers, psychologists, psychiatrists, physicians, physician’s assistants, nurses, nurse practitioners, vocational counselors, rehabilitation counselors, occupational therapists, and therapeutic recreational specialists and includes aides and assistants to each of them as well as generic non-degreed or non-credentialed staff providing direct care.</p> <p>Primary Counselor is defined as a paid clinical staff member who has an assigned client caseload and who has primary responsibility for managing the treatment of those clients.</p> <p>Other Direct Care Staff are paid clinical staff who are not Primary Counselors as defined above 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>The screenshot shows a web form with the following sections:</p> <ul style="list-style-type: none"> <li><b>Staffing Resources</b> (highlighted with a red box): <ul style="list-style-type: none"> <li>Columns: Total FTEs, Primary Counselor FTEs, Other Direct Care FTEs</li> <li>Direct Care Staff on Payroll - End of Month : * [input box] [input box] [input box]</li> <li>Direct Care Staff Vacancies - End of Month : * [input box] [input box] [input box]</li> </ul> </li> <li><b>Residential/Inpatient Rehabilitation Programs Only</b> <ul style="list-style-type: none"> <li><b>Assessments Completed</b> <ul style="list-style-type: none"> <li>Columns: Primary Clients, Other Persons</li> <li>Assessments Completed - This Month [input box] [input box]</li> </ul> </li> <li><b>Counseling Sessions</b> (under <b>All Clients</b>) <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions : [input box] (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Group Counseling Sessions : [input box] (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Family Counseling Sessions : [input box] (Provided by Any Direct Care Staff (30 minutes or more in length))</li> </ul> </li> <li><b>Clinical Supervision Sessions</b> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : [input box] (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions : [input box] (30 minutes or more in length)</li> </ul> </li> </ul> </li> </ul>



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>The screenshot shows a web-based reporting interface. The 'Staffing Resources' section is highlighted with a red border and contains three columns of input fields: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. Below this are sections for 'Assessments Completed' (Primary Clients, Other Persons), 'Counseling Sessions' (All Clients), and 'Clinical Supervision Sessions'. Each section includes a label for the session type and a corresponding input field with a note about session length (30 minutes or more).</p>

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>The image shows a screenshot of a reporting form. The 'Staffing Resources' section is highlighted with a red box. It contains the following fields:</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> </tbody> </table> <p>Below this, the 'Residential/Inpatient Rehabilitation Programs Only' section is visible. It includes:</p> <ul style="list-style-type: none"> <li><b>Assessments Completed:</b> Primary Clients (input field), Other Persons (input field)</li> <li><b>Counseling Sessions:</b> All Clients             <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions : <input type="text"/> (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Group Counseling Sessions : <input type="text"/> (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Family Counseling Sessions : <input type="text"/> (Provided by Any Direct Care Staff (30 minutes or more in length))</li> </ul> </li> <li><b>Clinical Supervision Sessions:</b> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : <input type="text"/> (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions : <input type="text"/> (30 minutes or more in length)</li> </ul> </li> </ul>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
	Total 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"/>											

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>The screenshot shows a web form with the following sections:</p> <ul style="list-style-type: none"> <li><b>Staffing Resources</b> (highlighted with a red border): <ul style="list-style-type: none"> <li>Columns: Total FTEs, Primary Counselor FTEs, Other Direct Care FTEs</li> <li>Direct Care Staff on Payroll - End of Month : * [input box] [input box] [input box]</li> <li>Direct Care Staff Vacancies - End of Month : * [input box] [input box] [input box]</li> </ul> </li> <li><b>Residential/Inpatient Rehabilitation Programs Only</b> <ul style="list-style-type: none"> <li><b>Assessments Completed</b> <ul style="list-style-type: none"> <li>Columns: Primary Clients, Other Persons</li> <li>Assessments Completed - This Month [input box] [input box]</li> </ul> </li> <li><b>Counseling Sessions</b> <ul style="list-style-type: none"> <li>Column: All Clients</li> <li>* Number of Individual Counseling Sessions : [input box] (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Group Counseling Sessions : [input box] (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Family Counseling Sessions : [input box] (Provided by Any Direct Care Staff (30 minutes or more in length))</li> </ul> </li> <li><b>Clinical Supervision Sessions</b> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : [input box] (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions : [input box] (30 minutes or more in length)</li> </ul> </li> </ul> </li> </ul>

Step	Instructions	Image																		
27	First, enter data into the three <b>Direct Care Staff on Payroll – End of Month</b> fields in the top row of the Staffing Resources section.	<p><b>Staffing Resources</b></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" value="7"/></td> <td>* <input type="text" value="4.5"/></td> <td>* <input type="text" value="2.5"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="0.5"/></td> <td>* <input type="text" value="0"/></td> </tr> </tbody> </table> <p><b>Residential/Inpatient Rehabilitation Programs Only</b></p> <p><b>Assessments Completed</b></p> <table border="1"> <thead> <tr> <th></th> <th>Primary Clients</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>Assessments Completed - This Month</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>Counseling Sessions</b></p> <p><b>All Clients</b></p> <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Group Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Family Counseling Sessions : <input type="text"/> Provided by Any Direct Care Staff (30 minutes or more in length)</li> </ul> <p><b>Clinical Supervision Sessions</b></p>		Total FTEs	Primary Counselor FTEs	Other Direct Care FTEs	Direct Care Staff on Payroll - End of Month :	* <input type="text" value="7"/>	* <input type="text" value="4.5"/>	* <input type="text" value="2.5"/>	Direct Care Staff Vacancies - End of Month :	* <input type="text" value="0"/>	* <input type="text" value="0.5"/>	* <input type="text" value="0"/>		Primary Clients	Other Persons	Assessments Completed - This Month	<input type="text"/>	<input type="text"/>
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	Primary Clients	Other Persons																		
Assessments Completed - This Month	<input type="text"/>	<input type="text"/>																		

Step	Instructions	Image
28	<p>Next, enter data in the three <b>Direct Care Staff Vacancies – End of Month</b> fields in the bottom row of the Staffing Resources section.</p> <p>NOTE: In this example, the <b>Direct Care Staff Vacancies – End of Month</b> number in the “Total” column (“0”) is incorrect (i.e., not the sum of the other two fields in that row). If this number is not changed to be consistent with the other data, the system will issue an error message upon saving the data. See Steps 41 – 43 in this User Guide to see how to correct an error such as this.</p>	<p>The screenshot shows the 'Staffing Resources' section of a reporting interface. It contains a table with three columns: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. The row for 'Direct Care Staff Vacancies - End of Month' is highlighted with a red border and shows values of 0, 0.5, and 0 respectively. The row above it shows values of 7, 4.5, and 2.5. Below this is the 'Residential/Inpatient Rehabilitation Programs Only' section, which includes 'Assessments Completed' and 'Counseling Sessions' sub-sections.</p>

Step	Instructions	Image																														
<p><b>29</b></p>	<p>The next section of data, Children in Residence, is displayed only for those eligible programs that have children in residence. These programs do not need to enter data for this section, since it is calculated automatically by the system based on admission and discharge reporting data and then displayed on the page.</p> <p>To the right is an example of what this section might look like when it is displayed for those relevant programs.</p>	<p>Unique Persons Treated - This Month : 3</p> <p><b>Staffing Resources</b></p> <table border="1"> <thead> <tr> <th></th> <th>Total</th> <th>Primary Counselor FTEs</th> <th>Other Direct Care FTEs</th> </tr> </thead> <tbody> <tr> <td>Direct Care Staff on Payroll - End of Month :</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>Children In Residence</b></p> <table border="1"> <tbody> <tr> <td>Number of Children In Residence - Beginning of Month :</td> <td>1</td> </tr> <tr> <td>Number of Children Checked In to this PRU - This Month :</td> <td>0</td> </tr> <tr> <td>Number of Children Checked Out from this PRU - This Month :</td> <td>0</td> </tr> <tr> <td>Number of Children In Residence - End of Month :</td> <td>1</td> </tr> </tbody> </table> <p>Assessments Completed - This Month :</p> <table border="1"> <thead> <tr> <th>Total</th> <th>Primary Clients</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>0</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>Sessions</b></p> <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Group Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Family/Couples Counseling Sessions : <input type="text"/> Provided by Any Direct Care Staff (30 minutes or more in length)</li> </ul> <p><b>Employment/Vocational Status</b></p> <p><b>Based on Primary Clients in Treatment - End of Month</b></p> <ul style="list-style-type: none"> <li>* Work-Related Activities - New : <input type="text"/></li> <li>* Employed 60-89 Days : <input type="text"/></li> </ul>		Total	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	Number of Children In Residence - Beginning of Month :	1	Number of Children Checked In to this PRU - This Month :	0	Number of Children Checked Out from this PRU - This Month :	0	Number of Children In Residence - End of Month :	1	Total	Primary Clients	Other Persons	0	<input type="text"/>	<input type="text"/>
	Total	Primary Counselor FTEs	Other Direct Care FTEs																													
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Total	Primary Clients	Other Persons																														
0	<input type="text"/>	<input type="text"/>																														

Step	Instructions	Image																								
<p><b>30</b></p>	<p>The two fields in this Assessments Completed section are completed by Residential and Inpatient Rehab programs. The fields require data entry of the number of assessments completed during the month for <b>Primary Clients</b> and for <b>Other Persons</b>.</p> <p>NOTE: <b>Other Persons</b> are those persons who are assessed but are not admitted for treatment services because they are inappropriate for this program or because they refuse treatment.</p>	<p>Unique Persons Treated - This Month : 3</p> <p><b>Staffing Resources</b></p> <table border="1"> <thead> <tr> <th></th> <th>Total</th> <th>Primary Counselor FTEs</th> <th>Other Direct Care FTEs</th> </tr> </thead> <tbody> <tr> <td>Direct Care Staff on Payroll - End of Month :</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Direct Care Staff Vacancies - End of Month :</td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> <tr> <td>Total Direct Care Staff Positions :</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>Children In Residence</b></p> <p>Number of Children In Residence - Beginning of Month : 1      Number of Children Checked In to this PRU - This Month : 0      Number of Children Checked Out from this PRU - This Month : 0      Number of Children In Residence - End of Month : 1</p> <table border="1"> <thead> <tr> <th></th> <th>Total</th> <th>Primary Clients</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>Assessments Completed - This Month :</td> <td>0</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><b>Sessions</b></p> <p>* Number of Individual Counseling Sessions : <input type="text"/>  <small>Provided by Primary Counselors (30 minutes or more in length)</small></p> <p>* Number of Group Counseling Sessions : <input type="text"/>  <small>Provided by Primary Counselors (30 minutes or more in length)</small></p> <p>* Number of Family/Couples Counseling Sessions : <input type="text"/>  <small>Provided by Any Direct Care Staff (30 minutes or more in length)</small></p> <p><b>Employment/Vocational Status</b></p> <p><b>Based on Primary Clients in Treatment - End of Month</b></p> <p>* Work-Related Activities - New : <input type="text"/> * Employed 60-89 Days : <input type="text"/></p>		Total	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	Primary Clients	Other Persons	Assessments Completed - This Month :	0	<input type="text"/>	<input type="text"/>
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Assessments Completed - This Month :	0	<input type="text"/>	<input type="text"/>																							


Step	Instructions	Image
31	<p>The three fields in this section require data for three types of counseling sessions that last 30 minutes or more and are provided to all clients (excluding children) by “Primary Counselors” (for individual and group sessions) and/or “Any Direct Staff” (for family sessions).</p>	<p>The screenshot shows a reporting interface with the following sections:</p> <ul style="list-style-type: none"> <li><b>Staffing Resources:</b> <ul style="list-style-type: none"> <li>Direct Care Staff on Payroll - End of Month: Total FTEs (7), Primary Counselor FTEs (4.5), Other Direct Care FTEs (2.5)</li> <li>Direct Care Staff Vacancies - End of Month: Total FTEs (0), Primary Counselor FTEs (0.5), Other Direct Care FTEs (0)</li> </ul> </li> <li><b>Residential/Inpatient Rehabilitation Programs Only:</b> <ul style="list-style-type: none"> <li><b>Assessments Completed:</b> Primary Clients (3), Other Persons (0)</li> </ul> </li> <li><b>Counseling Sessions (highlighted in red):</b> <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions: <input type="text"/> (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Group Counseling Sessions: <input type="text"/> (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Family Counseling Sessions: <input type="text"/> (Provided by Any Direct Care Staff (30 minutes or more in length))</li> </ul> </li> <li><b>Clinical Supervision Sessions:</b> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions: <input type="text"/> (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions: <input type="text"/> (30 minutes or more in length)</li> </ul> </li> </ul>

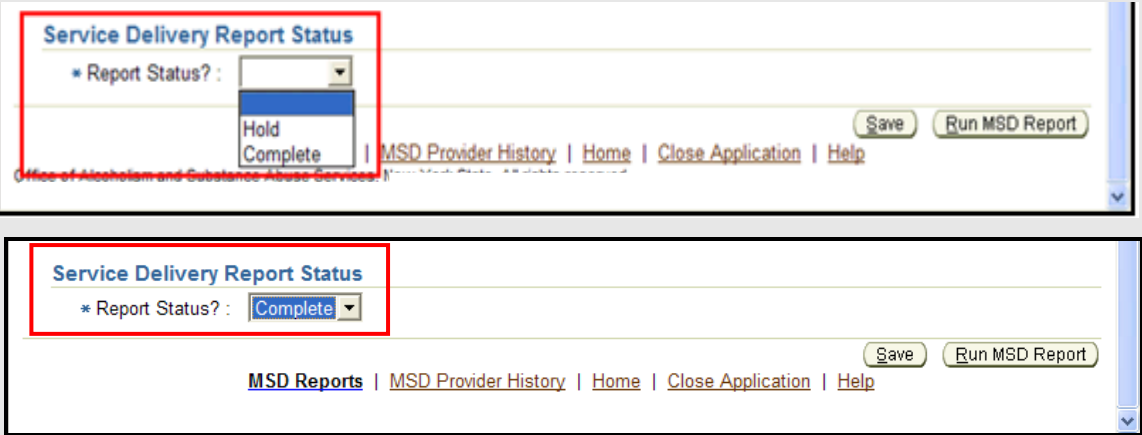


Step	Instructions	Image
32	<p>This next section, Clinical Supervision Sessions, consists of two fields that require data entry of the number of individual and group clinical supervision sessions conducted during the month that last for 30 minutes or more.</p>	<p>The screenshot shows a reporting form with the following sections:</p> <ul style="list-style-type: none"> <li><b>Counseling Sessions</b> (All Clients): <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions : <input type="text" value="232"/> (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Group Counseling Sessions : <input type="text" value="81"/> (Provided by Primary Counselors (30 minutes or more in length))</li> <li>* Number of Family Counseling Sessions : <input type="text" value="8"/> (Provided by Any Direct Care Staff (30 minutes or more in length))</li> </ul> </li> <li><b>Clinical Supervision Sessions</b> (highlighted with a red box): <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/> (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions : <input type="text" value="1"/> (30 minutes or more in length)</li> </ul> </li> <li><b>Employment/Vocational Status</b> (Based on Primary Clients in Treatment - End of Month): <ul style="list-style-type: none"> <li>* Work-Related Activities - New : <input type="text"/></li> <li>* Work-Related Activities - Total : <input type="text"/></li> <li>* Work Readiness Status - New : <input type="text"/></li> <li>* Work Readiness Status - Total : <input type="text"/></li> <li>* Employed 30-59 Days : <input type="text"/></li> <li>* Employed 60-89 Days : <input type="text"/></li> <li>* Employed 90-119 Days : <input type="text"/></li> <li>* Employed 120+ Days : <input type="text"/></li> <li>* Status Unavailable : <input type="text"/></li> </ul> </li> </ul>

Step	Instructions	Image
33	<p>The “Employment/Vocational Status” section appears next for those Residential programs that provide OASAS-funded vocational services. It is required and displayed only for Residential programs with OASAS-funded vocational counselors or vocational service contractors. This section of items will not appear on the screen for inpatient rehab programs and other residential programs not providing OASAS-funded vocational services or for any crisis programs.</p> <p>This section consists of employment/vocational status data related to primary clients’ (end of month) work-related activities, work readiness status, and employment. For more detailed information on these fields, see the applicable <a href="#">Monthly Service Delivery Report Instructions</a> (i.e., for reporting either client days or crisis services). These are found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p>	<p><b>Counseling Sessions</b></p> <p><b>All Clients</b></p> <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions : <input type="text" value="232"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Group Counseling Sessions : <input type="text" value="81"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Family Counseling Sessions : <input type="text" value="8"/> Provided by Any Direct Care Staff (30 minutes or more in length)</li> </ul> <p><b>Clinical Supervision Sessions</b></p> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/> (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions : <input type="text" value="1"/> (30 minutes or more in length)</li> </ul> <p><b>Employment/Vocational Status</b></p> <p><b>Based on Primary Clients in Treatment - End of Month</b></p> <ul style="list-style-type: none"> <li>* Work-Related Activities - New : <input type="text"/></li> <li>* Work-Related Activities - Total : <input type="text"/></li> <li>* Work Readiness Status - New : <input type="text"/></li> <li>* Work Readiness Status - Total : <input type="text"/></li> <li>* Employed 30-59 Days : <input type="text"/></li> <li>* Employed 60-89 Days : <input type="text"/></li> <li>* Employed 90-119 Days : <input type="text"/></li> <li>* Employed 120+ Days : <input type="text"/></li> <li>* Status Unavailable : <input type="text"/></li> </ul>


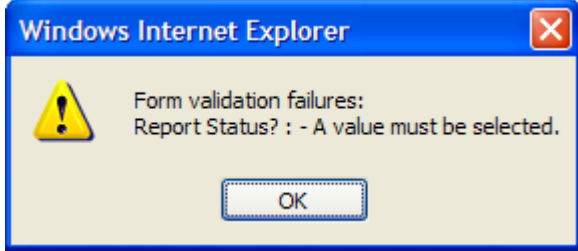
Step	Instructions	Image
34	<p>Once you are done entering the remaining section of data for your program, the next step is to complete the final field, <a href="#">Service Delivery Report Status</a>. It must be completed by entering one of two possible options:</p> <ul style="list-style-type: none"> <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 displays the MSD (PAS-48N) form with the following sections and data:</p> <ul style="list-style-type: none"> <li><b>Clinical Supervision Sessions</b> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : <input type="text" value="10"/> (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions : <input type="text" value="4"/> (30 minutes or more in length)</li> </ul> </li> <li><b>Employment/Vocational Status</b> <p>Based on Primary Clients in Treatment - End of Month</p> <ul style="list-style-type: none"> <li>* Work-Related Activities - New : <input type="text" value="25"/></li> <li>* Work-Related Activities - Total : <input type="text" value="100"/></li> <li>* Work Readiness Status - New : <input type="text" value="10"/></li> <li>* Work Readiness Status - Total : <input type="text" value="50"/></li> <li>* Employed 30-59 Days : <input type="text" value="5"/></li> <li>* Employed 60-89 Days : <input type="text" value="68"/></li> <li>* Employed 90-119 Days : <input type="text" value="10"/></li> <li>* Employed 120+ Days : <input type="text" value="50"/></li> <li>* Status Unavailable : <input type="text" value="0"/></li> </ul> </li> <li><b>Service Delivery Report Status</b> (highlighted with a red box) <ul style="list-style-type: none"> <li>* Report Status?: <input type="text" value="▼"/></li> </ul> </li> </ul> <p>At the bottom right, there are buttons for <a href="#">Save</a> and <a href="#">Run MSD Report</a>. At the bottom center, there are navigation links: <a href="#">MSD Reports</a>   <a href="#">MSD Provider History</a>   <a href="#">Home</a>   <a href="#">Close Application</a>   <a href="#">Help</a>.</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>“<b>You must complete the oldest incomplete report (3/2009) for this Program before completing this report.</b>”</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".</p> <p>The top screenshot shows the form with a dropdown menu for "* Report Status? :". The dropdown is open, showing two options: "Hold" and "Complete". A red box highlights the dropdown menu and its options. To the right of the dropdown are "Save" and "Run MSD Report" buttons. Below the form, there are navigation links: "MSD Provider History", "Home", "Close Application", and "Help".</p> <p>The bottom screenshot shows the same form, but the dropdown menu is now closed and "Complete" is selected. A red box highlights the dropdown menu and its selected value. The "Save" and "Run MSD Report" buttons are still visible. The navigation links are also present.</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>	

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 this, a breadcrumb trail reads 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. A search path 'FPg&gt;Pg&gt;SD1&gt;SDV4I&gt;' and a timestamp '12-01-2009 14:23:59.339 OTRN' are visible. A red-bordered error box contains the following text:</p> <p><b>Error</b></p> <ol style="list-style-type: none"> <li>1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again.</li> <li>2. <u>FteStaffVacanciesTotal</u> - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</li> </ol> <p>Below the error message, the page title is 'Edit MSD Report 04/2009'. There are 'Save' and 'Run MSD Report' buttons. The 'Select Report' dropdown is set to '04/2009'. Report details include: Provider No: 99998, Provider Name: Brighter Tomorrows, Inc.; Program No: 139, Program Name: Brighter Tomorrows-CD Inpatient Rehab; Report Date: 04/2009. A section titled 'Programs Reporting Patient Days' includes a sub-section 'Census, Patient Days, and Waiting List Information' with a table:</p> <table border="1"> <thead> <tr> <th colspan="2">All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>69</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>68</td> </tr> <tr> <td>Applicants on Waiting List - End of Month :</td> <td>3</td> </tr> <tr> <td>Patient Days -</td> <td>2050</td> </tr> </tbody> </table>	All Clients		No. in Treatment - Beginning of Month :	69	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	68	Applicants on Waiting List - End of Month :	3	Patient Days -	2050
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Applicants on Waiting List - End of Month :	3															
Patient Days -	2050															
<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>														

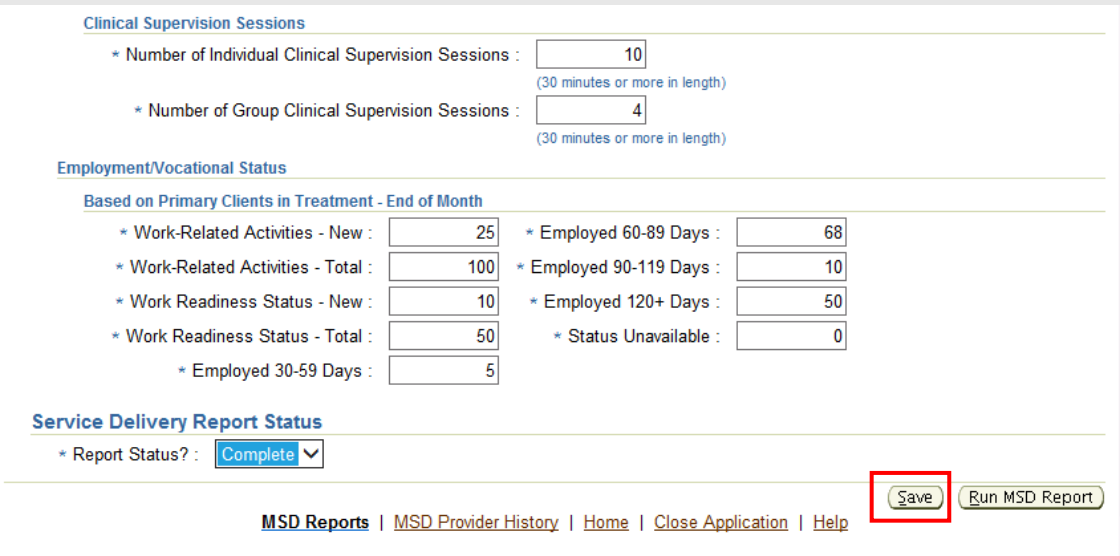
Step	Instructions	Image												
<p><b>40</b></p>	<p>Following any pop-up error messages that have since been corrected, a list of other validation error messages is displayed at the top of this page if applicable. The first part of each error message contains a link to the item in error (i.e., the 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; List of Reports &gt;'. The main content area features a red-bordered error box with the following text:</p> <p><b>Error</b></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><u>FteStaffVacanciesTotal</u> - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</li> </ol> <p>Below the error box, the page title is 'Edit MSD Report 04/2009'. There are two buttons: 'Save' (highlighted with a red box) and 'Run MSD Report'. The report details are as follows:</p> <p>Select Report: 04/2009</p> <p>Provider No : 99998    Provider Name : Brighter Tomorrows, Inc.      Program No : 139    Program Name : Brighter Tomorrows-CD Inpatient Rehab      Report Date : 04/2009</p> <p>The section 'Programs Reporting Patient Days' is expanded to show 'Census, Patient Days, and Waiting List Information' for 'All Clients':</p> <table border="1"> <tr> <td>No. in Treatment - Beginning of Month</td> <td>: 69</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>: 68</td> </tr> <tr> <td>Applicants on Waiting List - End of Month</td> <td>: 3</td> </tr> <tr> <td>Patient Days</td> <td>: 2050</td> </tr> </table>	No. in Treatment - Beginning of Month	: 69	No. Admitted/Transferred to this PRU - This Month	: 3	No. Discharged/Transferred from this PRU - This Month	: 4	No. in Treatment - End of Month	: 68	Applicants on Waiting List - End of Month	: 3	Patient Days	: 2050
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No. Admitted/Transferred to this PRU - This Month	: 3													
No. Discharged/Transferred from this PRU - This Month	: 4													
No. in Treatment - End of Month	: 68													
Applicants on Waiting List - End of Month	: 3													
Patient Days	: 2050													




Step	Instructions	Image										
<p><b>41</b></p>	<p>In this example, an error message appears at the top of the page, indicating that there are one or more validation errors.</p> <p><b>“This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to ‘Hold,’ then save it again.”</b></p> <p>As the message indicates, you can change the <b>Report Status</b> to <b>“Hold”</b> if you are unable to fix the error at that time or you can correct it immediately and then resave the data as <b>“Complete.”</b></p>	<p>The screenshot 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 content area features a red-bordered error message box with the following text:</p> <ul style="list-style-type: none"> <li><b>Error</b></li> <li>1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again.</li> <li>2. <u>FteStaffVacanciesTotal</u> - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</li> </ul> <p>Below the error message, the page is titled 'Edit MSD Report 04/2009'. It includes a 'Select Report' dropdown set to '04/2009' and buttons for 'Save' and 'Run MSD Report'. The report details are as follows:</p> <ul style="list-style-type: none"> <li>Provider No : 99998    Provider Name : Brighter Tomorrows, Inc.</li> <li>Program No : 139    Program Name : Brighter Tomorrows-CD Inpatient Rehab</li> <li>Report Date : 04/2009</li> </ul> <p>The section 'Programs Reporting Patient Days' is expanded to show 'Census, Patient Days, and Waiting List Information' for 'All Clients':</p> <table border="1"> <tr> <td>No. in Treatment - Beginning of Month</td> <td>: 69</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>: 68</td> </tr> <tr> <td>Applicants on Waiting List - End of Month</td> <td>: 3</td> </tr> </table>	No. in Treatment - Beginning of Month	: 69	No. Admitted/Transferred to this PRU - This Month	: 3	No. Discharged/Transferred from this PRU - This Month	: 4	No. in Treatment - End of Month	: 68	Applicants on Waiting List - End of Month	: 3
No. in Treatment - Beginning of Month	: 69											
No. Admitted/Transferred to this PRU - This Month	: 3											
No. Discharged/Transferred from this PRU - This Month	: 4											
No. in Treatment - End of Month	: 68											
Applicants on Waiting List - End of Month	: 3											


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 web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below the navigation bar, there is a breadcrumb trail: 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. The main content area displays an error message in a green box with a red border. The error message contains 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. <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 is a section titled 'Edit MSD Report 04/2009' with a 'Save' button and a 'Run MSD Report' button. Below this, there is a 'Select Report' dropdown menu set to '04/2009'. The page also displays 'Programs Reporting Patient Days' with a table of statistics for 'All Clients':</p> <table border="1"> <thead> <tr> <th colspan="2">Census, Patient Days, and Waiting List Information</th> </tr> <tr> <th colspan="2">All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month</td> <td>69</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>68</td> </tr> <tr> <td>Applicants on Waiting List - End of Month</td> <td>3</td> </tr> <tr> <td>Patient Days</td> <td>2050</td> </tr> </tbody> </table>	Census, Patient Days, and Waiting List Information		All Clients		No. in Treatment - Beginning of Month	69	No. Admitted/Transferred to this PRU - This Month	3	No. Discharged/Transferred from this PRU - This Month	4	No. in Treatment - End of Month	68	Applicants on Waiting List - End of Month	3	Patient Days	2050
Census, Patient Days, and Waiting List Information																		
All Clients																		
No. in Treatment - Beginning of Month	69																	
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No. in Treatment - End of Month	68																	
Applicants on Waiting List - End of Month	3																	
Patient Days	2050																	

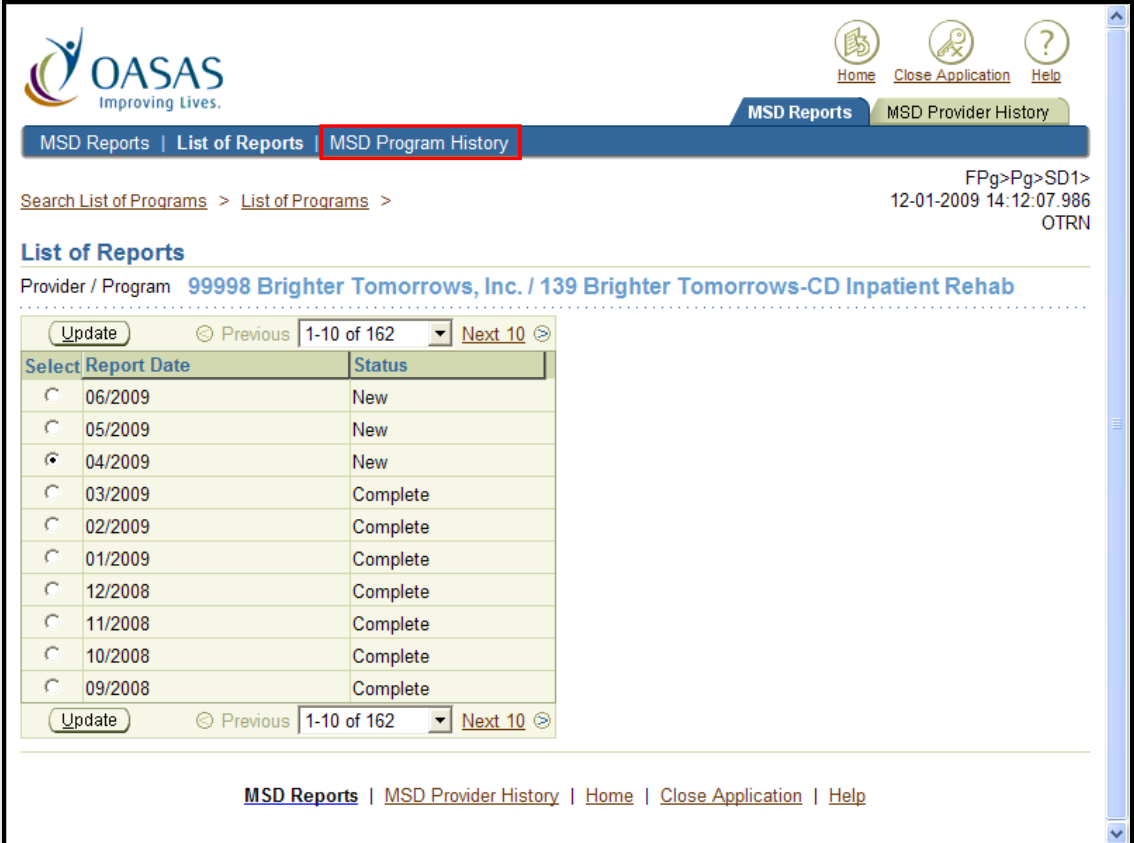
Step	Instructions	Image						
<p><b>43</b></p>	<p>After clicking the error link, click on the field in error, enter the correct value, and then press the <b>Tab</b> key.</p> <p>In this example, changing the first value (i.e., for <a href="#">Direct Care Staff Vacancies – End of Month</a> in the <b>Total</b> column) to <b>0.5</b> would be accepted as valid.</p>	<p>Direct Care Staff on Payroll - End of Month : * <input type="text" value="7"/> * <input type="text" value="4.5"/> * <input type="text" value="2.5"/></p> <p><input type="text" value="0"/> * <input type="text" value="0.5"/> * <input type="text" value="0"/></p> <p>The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies.</p> <p><b>Residential/Inpatient Rehabilitation Programs Only</b></p> <p><u>Assessments Completed</u></p> <table border="1"> <thead> <tr> <th></th> <th>Primary Clients</th> <th>Other Persons</th> </tr> </thead> <tbody> <tr> <td>Assessments Completed - This Month</td> <td><input type="text" value="3"/></td> <td><input type="text" value="1"/></td> </tr> </tbody> </table> <p><u>Counseling Sessions</u></p> <p><b>All Clients</b></p> <ul style="list-style-type: none"> <li>* Number of Individual Counseling Sessions : <input type="text" value="232"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Group Counseling Sessions : <input type="text" value="81"/> Provided by Primary Counselors (30 minutes or more in length)</li> <li>* Number of Family Counseling Sessions : <input type="text" value="8"/> Provided by Any Direct Care Staff (30 minutes or more in length)</li> </ul> <p><u>Clinical Supervision Sessions</u></p> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/> (30 minutes or more in length)</li> <li>* Number of Group Clinical Supervision Sessions : <input type="text" value="1"/> (30 minutes or more in length)</li> </ul>		Primary Clients	Other Persons	Assessments Completed - This Month	<input type="text" value="3"/>	<input type="text" value="1"/>
	Primary Clients	Other Persons						
Assessments Completed - This Month	<input type="text" value="3"/>	<input type="text" value="1"/>						

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 'Clinical Supervision Sessions' section with input fields for 'Number of Individual Clinical Supervision Sessions' (value: 10) and 'Number of Group Clinical Supervision Sessions' (value: 4). Below this is the 'Employment/Vocational Status' section, which includes a sub-section 'Based on Primary Clients in Treatment - End of Month' with various activity and employment counts. At the bottom, the 'Service Delivery Report Status' is set to 'Complete'. A red box highlights the 'Save' button in the bottom right corner of the form area.</p>

Step	Instructions	Image
45	Once the change has been successfully completed for the Monthly Service Delivery transaction, the screen at the top will show the message “Transaction completed successfully!” as seen here.	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". To the right are navigation icons for Home, Close Application, and Help. Below these are tabs for "MSD Reports" and "MSD Provider History". A breadcrumb trail reads "MSD Reports   List of Reports   MSD Program History". On the right side, there is a user path "FPg&gt;Pg&gt;SD1&gt;SDV4I&gt;" and a timestamp "12-01-2009 14:25:29.308" with "OTRN" below it. A search path is shown as "Search List of Programs &gt; List of Programs &gt; List of Reports &gt;". A green information box with a red border contains the message "Transaction completed successfully!". Below this is a link to "Edit MSD Report 04/2009" and buttons for "Save" and "Run MSD Report". The "Select Report" dropdown is set to "04/2009". A pagination control shows "3 / 162". The main content area displays report details: "Provider No : 99998", "Provider Name : Brighter Tomorrows, Inc.", "Program No : 139", "Program Name : Brighter Tomorrows-CD Inpatient Rehab", and "Report Date : 04/2009". A section titled "Programs Reporting Patient Days" includes a sub-section "Census, Patient Days, and Waiting List Information" with a table of statistics under the "All Clients" tab. At the bottom, there is a "Staffing Resources" link.</p>

Step	Instructions	Image														
46	<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>	<p>The screenshot shows the OASAS web application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation links for Home, Close Application, and Help. Below this is a breadcrumb trail: MSD Reports   List of Reports   MSD Program History. A search path is shown: Search List of Programs &gt; List of Programs &gt; List of Reports &gt;. The page title is 'Edit MSD Report 04/2009'. There are 'Save' and 'Run MSD Report' buttons. A 'Select Report' dropdown is set to '04/2009'. A navigation bar shows '3 / 162' with back and forward arrows, and double arrows at the ends. The main content area is titled 'Programs Reporting Patient Days' and includes a sub-section 'Census, Patient Days, and Waiting List Information'. A table shows data for 'All Clients' for the month of April 2009.</p> <table border="1"> <thead> <tr> <th colspan="2">All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>69</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>68</td> </tr> <tr> <td>Applicants on Waiting List - End of Month :</td> <td>3</td> </tr> <tr> <td>Patient Days :</td> <td>2050</td> </tr> </tbody> </table>	All Clients		No. in Treatment - Beginning of Month :	69	No. Admitted/Transferred to this PRU - This Month :	3	No. Discharged/Transferred from this PRU - This Month :	4	No. in Treatment - End of Month :	68	Applicants on Waiting List - End of Month :	3	Patient Days :	2050
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Patient Days :	2050															

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 with a red box), and 'MSD Program History'. Below the navigation bar, there is a breadcrumb trail: 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. The main content area is titled 'Edit MSD Report 03/2009' and includes a 'Select Report 03/2009' section. Below this, there are navigation buttons for 'Save' and 'Run MSD Report'. The report details section shows: Provider No: 99998, Provider Name: Brighter Tomorrows, Inc.; Program No: 139, Program Name: Brighter Tomorrows-CD Inpatient Rehab; Report Date: 03/2009. The 'Programs Reporting Patient Days' section includes a sub-section 'Census, Patient Days, and Unique Persons Treated' with the following data: No. in Treatment - Beginning of Month: 69; No. Admitted/Transferred to this PRU - This Month: 4; No. Discharged/Transferred from this PRU - This Month: 4; No. in Treatment - End of Month: 69; Applicants on Waiting List - End of Month: 3; Patient Days: 2129; Unique Persons Treated - This Month: 73. The 'Staffing Resources' section includes a table with columns for 'Total', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. The data row shows: Direct Care Staff on Payroll - End of Month: * 7.5, * 5, * 2.5.</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 web 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 in red. A search bar and navigation links are present. The main content area shows a table of reports for a specific provider/program. The table has columns for 'Select Report Date' and 'Status'. The data rows show dates from 09/2008 to 06/2009, with statuses of 'Complete' for most and 'New' for the most recent ones. A footer contains additional navigation links.</p> <table border="1" data-bbox="793 505 1325 922"> <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																							
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<input type="radio"/> 09/2008	Complete																							



Step	Instructions	Image																																																																																																																																																										
49	<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 web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below the navigation bar, the breadcrumb trail reads 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. The main heading is 'MSD Program History' for 'Provider / Program 99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab'. A table with 14 columns and 10 rows is shown, displaying various metrics for each reporting period. The table is paginated, showing '1-10 of 162' records.</p> <table border="1"> <thead> <tr> <th>MSD Report Date</th> <th>Date Completed</th> <th>MSD Report Status</th> <th>Assessments</th> <th>BOM Census</th> <th>Client Admit</th> <th>Client Disch</th> <th>EOM Census</th> <th>Unique Clients</th> <th>Wait List Total</th> <th>Total Staff</th> <th>Patient Days</th> <th>Counseling Individual</th> <th>Counseling Group</th> </tr> </thead> <tbody> <tr> <td>06/2009</td> <td></td> <td>New</td> <td>0</td> <td>68</td> <td>0</td> <td>0</td> <td>68</td> <td>68</td> <td>3</td> <td>0</td> <td>2040</td> <td></td> <td></td> </tr> <tr> <td>05/2009</td> <td></td> <td>New</td> <td>0</td> <td>68</td> <td>0</td> <td>0</td> <td>68</td> <td>68</td> <td>3</td> <td>0</td> <td>2108</td> <td></td> <td></td> </tr> <tr> <td>04/2009</td> <td>12/1/2009</td> <td>Complete</td> <td>4</td> <td>69</td> <td>3</td> <td>4</td> <td>68</td> <td>72</td> <td>3</td> <td>7</td> <td>2050</td> <td>232</td> <td>81</td> </tr> <tr> <td>03/2009</td> <td>5/8/2009</td> <td>Complete</td> <td>6</td> <td>69</td> <td>4</td> <td>4</td> <td>69</td> <td>73</td> <td>3</td> <td>7.5</td> <td>2129</td> <td>228</td> <td>79</td> </tr> <tr> <td>02/2009</td> <td>5/8/2009</td> <td>Complete</td> <td>8</td> <td>68</td> <td>4</td> <td>3</td> <td>69</td> <td>72</td> <td>3</td> <td>7.5</td> <td>1873</td> <td>237</td> <td>75</td> </tr> <tr> <td>01/2009</td> <td>5/6/2009</td> <td>Complete</td> <td>5</td> <td>67</td> <td>4</td> <td>3</td> <td>68</td> <td>71</td> <td>3</td> <td>7.25</td> <td>2095</td> <td>230</td> <td>77</td> </tr> <tr> <td>12/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>4</td> <td>65</td> <td>4</td> <td>2</td> <td>67</td> <td>69</td> <td>3</td> <td>7.5</td> <td>2064</td> <td>228</td> <td>78</td> </tr> <tr> <td>11/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>8</td> <td>62</td> <td>4</td> <td>1</td> <td>65</td> <td>66</td> <td>3</td> <td>7</td> <td>1909</td> <td>226</td> <td>77</td> </tr> <tr> <td>10/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>6</td> <td>62</td> <td>4</td> <td>4</td> <td>62</td> <td>66</td> <td>2</td> <td>7</td> <td>1910</td> <td>225</td> <td>78</td> </tr> <tr> <td>09/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>8</td> <td>58</td> <td>5</td> <td>1</td> <td>62</td> <td>63</td> <td>3</td> <td>7.5</td> <td>1787</td> <td>229</td> <td>78</td> </tr> </tbody> </table>	MSD Report Date	Date Completed	MSD Report Status	Assessments	BOM Census	Client Admit	Client Disch	EOM Census	Unique Clients	Wait List Total	Total Staff	Patient Days	Counseling Individual	Counseling Group	06/2009		New	0	68	0	0	68	68	3	0	2040			05/2009		New	0	68	0	0	68	68	3	0	2108			04/2009	12/1/2009	Complete	4	69	3	4	68	72	3	7	2050	232	81	03/2009	5/8/2009	Complete	6	69	4	4	69	73	3	7.5	2129	228	79	02/2009	5/8/2009	Complete	8	68	4	3	69	72	3	7.5	1873	237	75	01/2009	5/6/2009	Complete	5	67	4	3	68	71	3	7.25	2095	230	77	12/2008	5/6/2009	Complete	4	65	4	2	67	69	3	7.5	2064	228	78	11/2008	5/6/2009	Complete	8	62	4	1	65	66	3	7	1909	226	77	10/2008	5/6/2009	Complete	6	62	4	4	62	66	2	7	1910	225	78	09/2008	5/6/2009	Complete	8	58	5	1	62	63	3	7.5	1787	229	78
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	Counseling Individual	Counseling Group																																																																																																																																															
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**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

MSD Reports | List of Reports | MSD Program History

Search List of Programs > List of Programs > List of Reports >

FPg>Pg>SD1>PgH>  
 12-01-2009 14:26:14.887  
 OTRN

**MSD Program History**

Provider / Program **99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab**

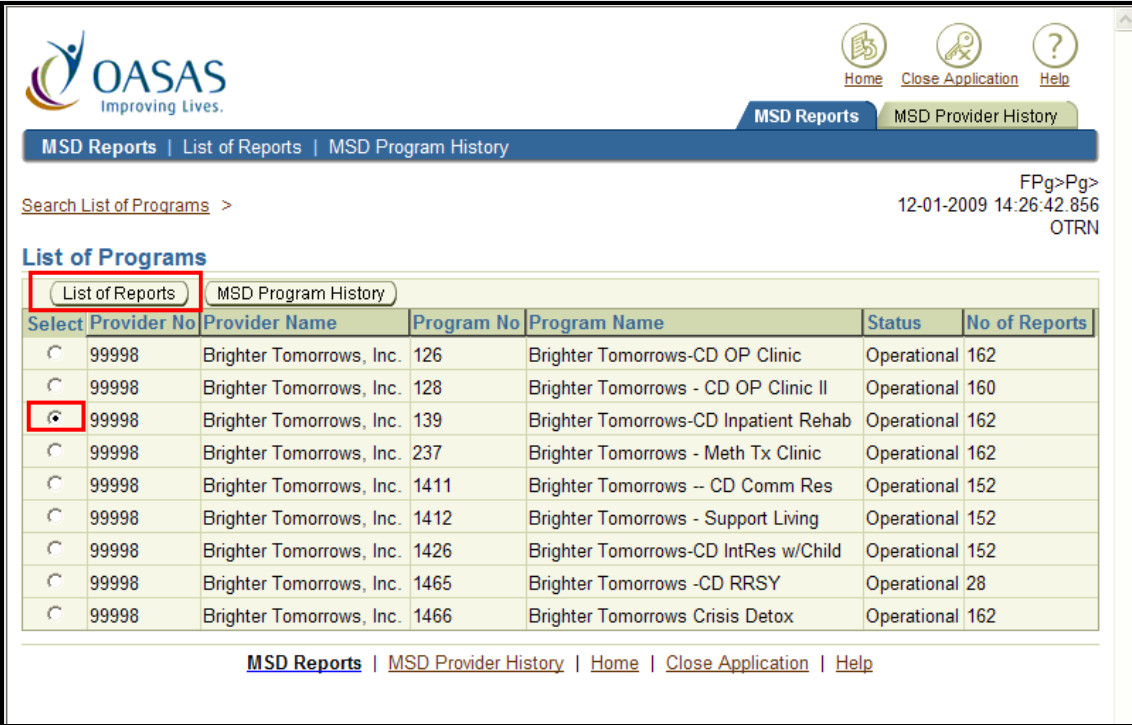
Previous 1-10 of 162 Next 10

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	Counseling Individual	Counseling Group
06/2009		New	0	68	0	0	68	68	3	0	2040		
05/2009		New	0	68	0	0	68	68	3	0	2108		
04/2009	12/1/2009	Complete	4	69	3	4	68	72	3	7	2050	232	81
03/2009	5/8/2009	Complete	6	69	4	4	69	73	3	7.5	2129	228	79
02/2009	5/8/2009	Complete	8	68	4	3	69	72	3	7.5	1873	237	75
01/2009	5/6/2009	Complete	5	67	4	3	68	71	3	7.25	2095	230	77
12/2008	5/6/2009	Complete	4	65	4	2	67	69	3	7.5	2064	228	78
11/2008	5/6/2009	Complete	8	62	4	1	65	66	3	7	1909	226	77
10/2008	5/6/2009	Complete	6	62	4	4	62	66	2	7	1910	225	78
09/2008	5/6/2009	Complete	8	58	5	1	62	63	3	7.5	1787	229	78

Previous 1-10 of 162 Next 10

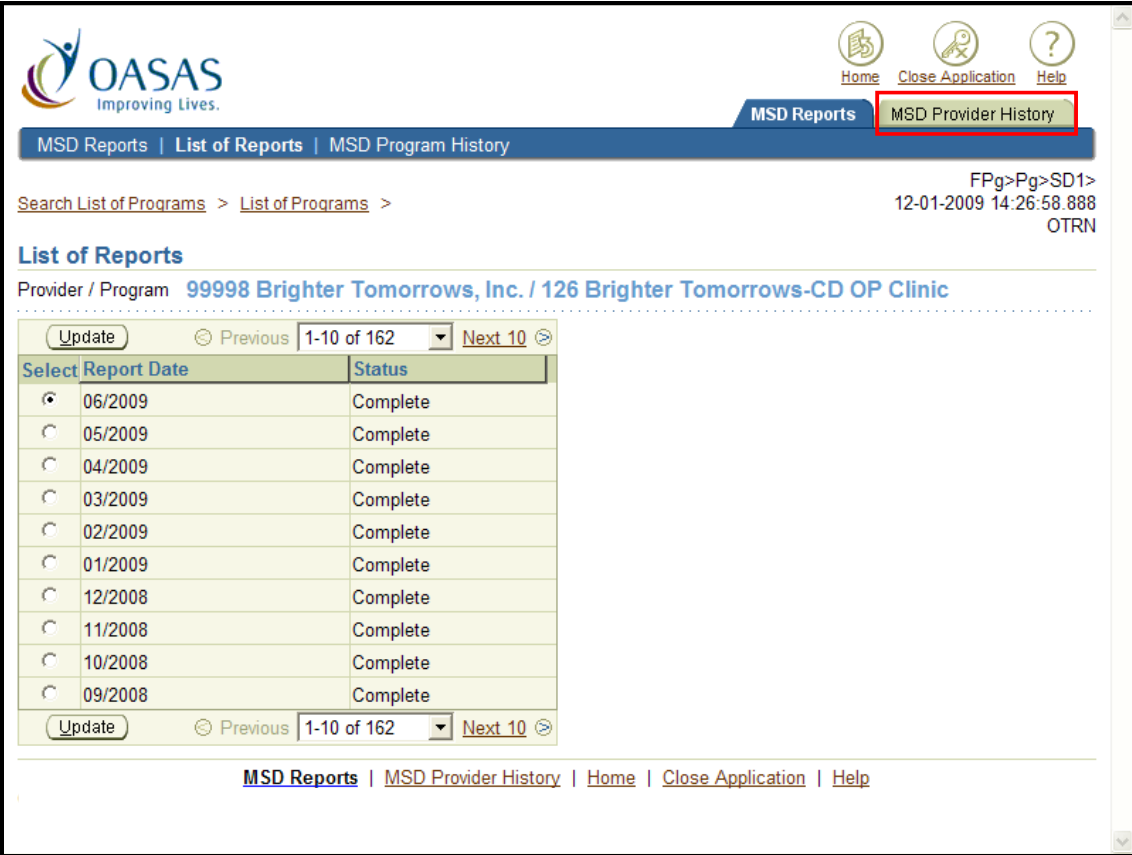
MSD Reports | MSD Provider History | Home | Close Application | Help

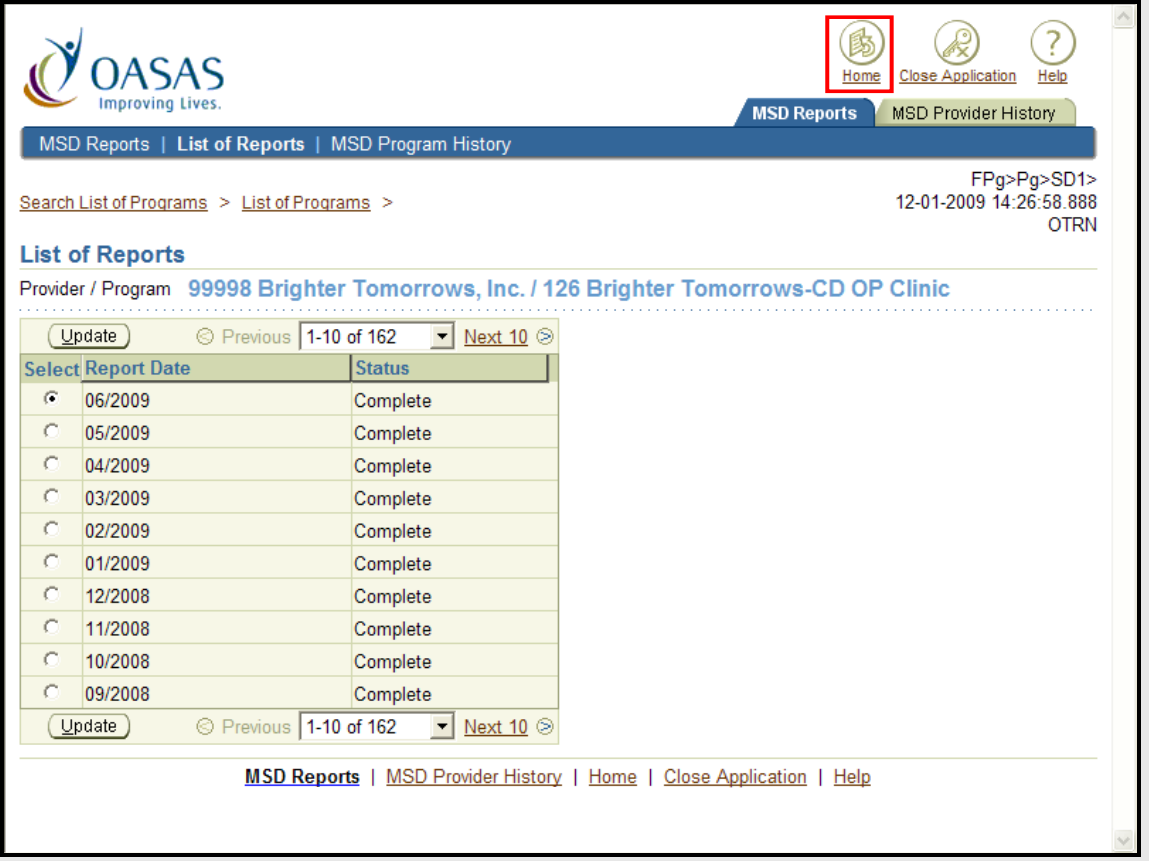
Step	Instructions	Image																																																																																																																																																										
<p><b>51</b></p>	<p>If you need to enter MSD data for another program in your provider from this page, click the <b>List of 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>MSD Reports   List of Reports   <b>MSD Program History</b></p> <p>Search List of Programs &gt; <b>List of Programs</b> &gt; List of Reports &gt;</p> <p>MSD Program History</p> <p>Provider / Program <b>99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab</b></p> <p>Previous   1-10 of 162   Next 10</p> <table border="1"> <thead> <tr> <th>MSD Report Date</th> <th>Date Completed</th> <th>MSD Report Status</th> <th>Assessments</th> <th>BOM Census</th> <th>Client Admit</th> <th>Client Disch</th> <th>EOM Census</th> <th>Unique Clients</th> <th>Wait List Total</th> <th>Total Staff</th> <th>Patient Days</th> <th>Counseling Individual</th> <th>Counseling Group</th> </tr> </thead> <tbody> <tr> <td>06/2009</td> <td></td> <td>New</td> <td>0</td> <td>68</td> <td>0</td> <td>0</td> <td>68</td> <td>68</td> <td>3</td> <td>0</td> <td>2040</td> <td></td> <td></td> </tr> <tr> <td>05/2009</td> <td></td> <td>New</td> <td>0</td> <td>68</td> <td>0</td> <td>0</td> <td>68</td> <td>68</td> <td>3</td> <td>0</td> <td>2108</td> <td></td> <td></td> </tr> <tr> <td>04/2009</td> <td>12/1/2009</td> <td>Complete</td> <td>4</td> <td>69</td> <td>3</td> <td>4</td> <td>68</td> <td>72</td> <td>3</td> <td>7</td> <td>2050</td> <td>232</td> <td>81</td> </tr> <tr> <td>03/2009</td> <td>5/8/2009</td> <td>Complete</td> <td>6</td> <td>69</td> <td>4</td> <td>4</td> <td>69</td> <td>73</td> <td>3</td> <td>7.5</td> <td>2129</td> <td>228</td> <td>79</td> </tr> <tr> <td>02/2009</td> <td>5/8/2009</td> <td>Complete</td> <td>8</td> <td>68</td> <td>4</td> <td>3</td> <td>69</td> <td>72</td> <td>3</td> <td>7.5</td> <td>1873</td> <td>237</td> <td>75</td> </tr> <tr> <td>01/2009</td> <td>5/6/2009</td> <td>Complete</td> <td>5</td> <td>67</td> <td>4</td> <td>3</td> <td>68</td> <td>71</td> <td>3</td> <td>7.25</td> <td>2095</td> <td>230</td> <td>77</td> </tr> <tr> <td>12/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>4</td> <td>65</td> <td>4</td> <td>2</td> <td>67</td> <td>69</td> <td>3</td> <td>7.5</td> <td>2064</td> <td>228</td> <td>78</td> </tr> <tr> <td>11/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>8</td> <td>62</td> <td>4</td> <td>1</td> <td>65</td> <td>66</td> <td>3</td> <td>7</td> <td>1909</td> <td>226</td> <td>77</td> </tr> <tr> <td>10/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>6</td> <td>62</td> <td>4</td> <td>4</td> <td>62</td> <td>66</td> <td>2</td> <td>7</td> <td>1910</td> <td>225</td> <td>78</td> </tr> <tr> <td>09/2008</td> <td>5/6/2009</td> <td>Complete</td> <td>8</td> <td>58</td> <td>5</td> <td>1</td> <td>62</td> <td>63</td> <td>3</td> <td>7.5</td> <td>1787</td> <td>229</td> <td>78</td> </tr> </tbody> </table> <p>Previous   1-10 of 162   Next 10</p> <p>MSD Reports   MSD Provider History   Home   Close Application   Help</p>	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	Counseling Individual	Counseling Group	06/2009		New	0	68	0	0	68	68	3	0	2040			05/2009		New	0	68	0	0	68	68	3	0	2108			04/2009	12/1/2009	Complete	4	69	3	4	68	72	3	7	2050	232	81	03/2009	5/8/2009	Complete	6	69	4	4	69	73	3	7.5	2129	228	79	02/2009	5/8/2009	Complete	8	68	4	3	69	72	3	7.5	1873	237	75	01/2009	5/6/2009	Complete	5	67	4	3	68	71	3	7.25	2095	230	77	12/2008	5/6/2009	Complete	4	65	4	2	67	69	3	7.5	2064	228	78	11/2008	5/6/2009	Complete	8	62	4	1	65	66	3	7	1909	226	77	10/2008	5/6/2009	Complete	6	62	4	4	62	66	2	7	1910	225	78	09/2008	5/6/2009	Complete	8	58	5	1	62	63	3	7.5	1787	229	78
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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 of programs is displayed, with the 'List of Reports' button highlighted in red. The table has the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> </tbody> </table>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	126	Brighter Tomorrows-CD OP Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	128	Brighter Tomorrows - CD OP Clinic II	Operational	160	<input checked="" type="radio"/>	99998	Brighter Tomorrows, Inc.	139	Brighter Tomorrows-CD Inpatient Rehab	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	237	Brighter Tomorrows - Meth Tx Clinic	Operational	162	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1411	Brighter Tomorrows -- CD Comm Res	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1412	Brighter Tomorrows - Support Living	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1426	Brighter Tomorrows-CD IntRes w/Child	Operational	152	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1465	Brighter Tomorrows -CD RRSY	Operational	28	<input type="radio"/>	99998	Brighter Tomorrows, Inc.	1466	Brighter Tomorrows Crisis Detox	Operational	162
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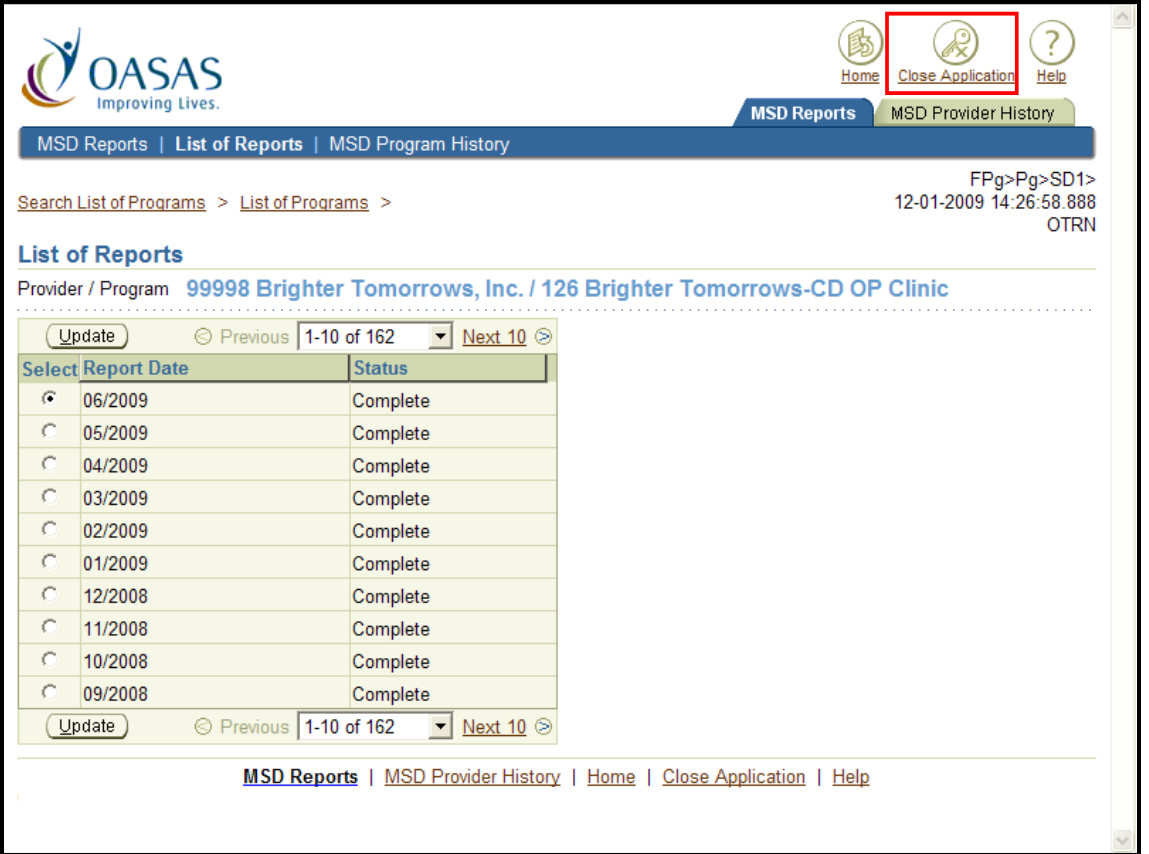
Step	Instructions	Image
<p><b>53</b></p>	<p>On the <i>List of Reports</i> page, you see a list of the ten most recent MSD reports for this newly selected program (i.e., 126 Brighter Tomorrows – CD OP Clinic).</p> <p>At this point, you can select a specific MSD report and click the <b>Update</b> button to complete or update the report.</p>	<p>The screenshot displays the OASAS web application interface. At the top, the OASAS logo and navigation icons (Home, Close Application, Help) are visible. Below the logo, there are tabs for 'MSD Reports' and 'MSD Provider History'. A breadcrumb trail shows 'MSD Reports   List of Reports   MSD Program History'. The page title is 'List of Reports' for '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table lists report dates from 06/2009 to 09/2008, all with a status of 'Complete'. The '06/2009' row is selected. An 'Update' button is highlighted in red. Navigation controls include 'Previous', '1-10 of 162', and 'Next 10'.</p>

Step	Instructions	Image
54	<p>To view the provider's summary aggregate data for each MSD reporting period, click the <b>MSD Provider History</b> tab to begin searching for and selecting the provider (if not already chosen) and then access the <i>MSD Provider History</i> page.</p> <p>This information is similar to that presented for MSD Program History, except that the data are aggregated at the provider level (i.e., combined data reported for all of that provider's programs).</p> <p>Aggregated provider data are most useful when combining data from similar type programs. Additional information on viewing aggregate provider data can be found in the web-based training Reports Course.</p>	

Step	Instructions	Image
55	<p>Steps to access the <i>MSD Provider History</i> page of aggregate data for that provider:</p> <ol style="list-style-type: none"> <li>1. Click the <b>MSD Provider History</b> sub-tab to open the <i>Search Providers</i> page.</li> </ol> <p>From the <i>Search Providers</i> page (not shown):</p> <ol style="list-style-type: none"> <li>2. Either enter search criteria to limit your search results or leave all search fields blank to view all providers (to which you are allowed access).</li> <li>3. Click the <b>Find</b> button to display the provider search results.</li> <li>4. On the <i>Providers list</i> page, select the provider using the <b>Select</b> radio button (if not already selected).</li> <li>5. Click the <b>MSD Provider History</b> button to view the <i>MSD Provider History</i> page of aggregate data for that provider.</li> </ol>	 <p>The screenshot displays the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are icons for Home, Close Application, and Help. A navigation bar contains 'MSD Reports' and 'MSD Provider History', with the latter highlighted by a red rectangle. 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. / 126 Brighter Tomorrows-CD OP Clinic'. A table lists report dates from 09/2008 to 06/2009, all with a 'Complete' status. Navigation buttons for 'Update', 'Previous', '1-10 of 162', and 'Next 10' are visible above and below the table. A footer navigation bar includes 'MSD Reports   MSD Provider History   Home   Close Application   Help'.</p>

Step	Instructions	Image
56	To return to the <i>CDS Home</i> page to perform a different task, you would click the <b>Home</b> button at the top of the page.	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. In the top right corner, there are three icons: a home icon (highlighted with a red box), a close application icon, and a help icon. Below these icons are the labels 'Home', 'Close Application', and 'Help'. A navigation bar contains 'MSD Reports' and 'MSD Provider History'. Underneath, there are links for 'MSD Reports', 'List of Reports', and 'MSD Program History'. A search path is shown: 'Search List of Programs &gt; List of Programs &gt;'. On the right side, there is a breadcrumb trail 'FPg&gt;Pg&gt;SD1&gt;' and a timestamp '12-01-2009 14:26:58.888' with 'OTRN' below it. The main section 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 'Update', 'Previous', and 'Next 10' buttons, along with a dropdown menu showing '1-10 of 162'. A table with two columns, 'Select Report Date' and 'Status', lists report dates from 09/2008 to 06/2009, all with a status of 'Complete'. At the bottom of the page, there are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</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 the provider '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table lists report dates from 09/2008 to 06/2009, all with a status of 'Complete'. The '06/2009' row is selected. Navigation controls include 'Update', 'Previous', '1-10 of 162', and 'Next 10' buttons. The footer contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>