

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 | First, click on the Applications tab to go to the <i>OASAS Applications</i> page. |  <p>The screenshot shows the OASAS Applications page. 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. The page content is divided into two columns: 'Application Documentation' on the left and 'CDS Documentation' on the right. The 'Applications' tab is highlighted in a red box in the navigation menu.</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

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

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", the user name "Welcome Training User 02", and a "Manage Account" link. There are also "Home" and "Logout" links. A secondary navigation bar lists various applications: "Client Data System", "Gambling", "Provider Directory System", "Monthly Service Delivery", "IPMES/Workscope", and "Help". A message box states: "Applications and reports open in a separate browser and require pop-ups to be allowed for this website". The main content area is divided into two sections. The first section, titled "Monthly Service Delivery Maintenance", contains two links: "Monthly Service Report" (which is highlighted with a red rectangular box) and "Reporting History". The second section, titled "Monthly Service Delivery Reports", 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.”

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 current page title is "Search List of Programs". On the right side, there is a timestamp "09-25-2009 15:54:58.356" and the user identifier "FPg> OTRN". The search form contains the following fields: "Provider No : 99998", "Provider Name : Brighter Tomorrows, Inc.", "Program No : [text input field]", 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 criteria. At the bottom of the page, there is a navigation bar with links: "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help".

4 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 is a blue navigation bar with "MSD Reports" and "MSD Provider History" tabs. The main content area is titled "Search List of Programs". It contains search fields for "Provider No" (99998), "Provider Name" (Brighter Tomorrows, Inc.), "Program No" (empty), and "Program Name" (empty). A "Status" dropdown menu is set to "Operational" and is highlighted with a red box. "Find" and "Clear" buttons are located to the right of the search fields. At the bottom of the search area, another "Find" button (highlighted with a red box) and "Clear" button are present. A footer navigation bar includes links for "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help". The top right corner shows the user's session information: "FPg> 12-01-2009 14:09:45.718 OTRN".

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 displays the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and the tagline 'Improving Lives.' On the right side of the navigation bar, there are three icons: Home, Close Application, and Help. Below the navigation bar, there is a breadcrumb trail: 'MSD Reports | List of Reports | MSD Program History'. A search bar is located on the left side of the page, and the current date and time are displayed on the right: '12-01-2009 14:11:41.204 OTRN'. The main content area is titled 'List of Programs' and contains 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 page, there is a navigation bar with the following 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.

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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 >

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.

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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 >

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
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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 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 this is a blue navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. The main content area is titled 'List of Reports' and shows the provider/program '99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab'. There are search links for 'List of Programs' and 'MSD Program History'. A breadcrumb trail shows 'Search List of Programs > List of Programs >'. The report list has a table with the following data:

| 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 |

At the bottom of the page, there are navigation links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'. The page also displays 'FPg>Pg>SD1>' and the timestamp '12-01-2009 14:12:07.986 OTRN'.

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 logo for OASAS (Improving Lives.) and navigation links: Home, Close Application, and Help. Below this is a blue navigation bar with 'MSD Reports' and 'MSD Provider History'. The main content area is titled 'List of Reports' and shows the provider/program '99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab'. A table lists report dates from 06/2009 to 09/2008. A dropdown menu is open under the 'Report Date' header, showing options from '1-10 of 162' to '161-162 of 162'. The 'Show All 162' option is highlighted at the top of the dropdown. The page includes navigation links like 'Home', 'Close Application', and '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.

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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**

| 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**

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 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 is a blue navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. The main content area has a breadcrumb trail: 'MSD Reports | List of Reports | MSD Program History'. A search bar is present with the text 'Search List of Programs > List of Programs >'. On the right side, there is a session information string: 'FPg>Pg>SD1> 09-25-2009 16:02:19.377 OTRN'. The main heading is 'List of Reports'. Below this, the provider/program is identified as '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table is shown with a 'Select Report Date' column and a corresponding list of report ranges. The '11-20 of 162' option is highlighted with a red box. Navigation buttons like 'Update', 'Previous 10', and 'Next 10' are visible at the top and bottom of the table area. At the bottom of the page, there is another set of 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
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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 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.

OASAS
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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 |
|------|--|---|
| 19a | <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 this, a breadcrumb trail reads 'Search List of Programs > List of Programs > List of Reports >'. The main heading is 'Edit MSD Report 04/2009'. There are 'Save' and 'Run MSD Report' buttons. The report details are as follows:</p> <ul style="list-style-type: none"> Provider No : 99998 Provider Name : Brighter Tomorrows, Inc. Program No : 139 Program Name : Brighter Tomorrows-CD Inpatient Rehab Report Date : 04/2009 <p>The section 'Programs Reporting Patient Days' is expanded to show 'Census, Patient Days, and Waiting List Information' for 'All Clients':</p> <ul style="list-style-type: none"> 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 <p>Below this, there is a 'Staffing Resources' section with input fields for 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs' for 'Direct Care Staff on Payroll - End of Month'.</p> |

| Step | Instructions | Image | | | | | | | | | | | | | | | | |
|---|---|--|--|--|-------------|--|---|----|---|---|---|---|-----------------------------------|----|---|---|----------------|------|
| <p>19b</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 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 > List of Programs > List of Reports >'. The main heading is 'Edit MSD Report 04/2009'. There are 'Save' and 'Run MSD Report' buttons. The report details are as follows:</p> <ul style="list-style-type: none"> Provider No : 99998 Provider Name : Brighter Tomorrows, Inc. Program No : 139 Program Name : Brighter Tomorrows-CD Inpatient Rehab Report Date : 04/2009 <p>The 'Programs Reporting Patient Days' section is highlighted with a red box. It contains the following data:</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> <p>Below this, there is a 'Staffing Resources' section with three columns: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. Each column has a label 'Direct Care Staff on Payroll - End of Month : *' followed by an input field.</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 |
| 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 | | | | | | | | | | | | | | | | | |

| 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 Direct Care Staff on Payroll – End of Month and Direct Care Staff Vacancies – End of Month). This also includes the data for the two Total FTEs column fields on the left, which should equal the sum of the related numbers entered in the Primary Counselor FTEs and Other Direct Care FTEs 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-based form for entering staffing data. The 'Staffing Resources' section is highlighted with a red border and includes the following fields:</p> <ul style="list-style-type: none"> Total FTEs (header) Primary Counselor FTEs (header) Other Direct Care FTEs (header) Direct Care Staff on Payroll - End of Month : * [input field] Direct Care Staff Vacancies - End of Month : * [input field] <p>Below the highlighted section, there are other sections:</p> <ul style="list-style-type: none"> Residential/Inpatient Rehabilitation Programs Only (header) Assessments Completed (header) Primary Clients (header) Other Persons (header) Assessments Completed - This Month [input field] Counseling Sessions (header) All Clients (header) * Number of Individual Counseling Sessions : [input field] (Provided by Primary Counselors (30 minutes or more in length)) * Number of Group Counseling Sessions : [input field] (Provided by Primary Counselors (30 minutes or more in length)) * Number of Family Counseling Sessions : [input field] (Provided by Any Direct Care Staff (30 minutes or more in length)) Clinical Supervision Sessions (header) * Number of Individual Clinical Supervision Sessions : [input field] (30 minutes or more in length) * Number of Group Clinical Supervision Sessions : [input field] (30 minutes or more in length) |

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

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

| Step | Instructions | Image |
|------|--|---|
| 25 | <p>For each of the three Direct Care Staff on Payroll - End of Month fields (i.e., for Total FTEs, Primary Counselors FTEs, and Other Direct Care Staff FTEs), you must enter the number of direct care staff persons (i.e., FTEs) on the payroll at the end of the month to the nearest HUNDREDTH.</p> <p>The three Direct Care Staff Vacancies - End of Month fields are calculated and entered similarly except that these fields focus on staff vacancies rather than staff on payroll. These include both full-time and part-time vacant staff positions that, if filled, would have been available to provide treatment services.</p> <p>For each of these direct care staff “Vacancies” fields, you must enter the number of vacancies (i.e., FTEs) at the end of the month to the nearest HUNDREDTH.</p> | <p>The image shows a web form with the following sections:</p> <ul style="list-style-type: none"> Staffing Resources (highlighted with a red box): <ul style="list-style-type: none"> Columns: Total FTEs, Primary Counselor FTEs, Other Direct Care FTEs Direct Care Staff on Payroll - End of Month : * [input field] Direct Care Staff Vacancies - End of Month : * [input field] Residential/Inpatient Rehabilitation Programs Only Assessments Completed: <ul style="list-style-type: none"> Columns: Primary Clients, Other Persons Assessments Completed - This Month [input field] Counseling Sessions (under All Clients): <ul style="list-style-type: none"> * Number of Individual Counseling Sessions : [input field] (Provided by Primary Counselors (30 minutes or more in length)) * Number of Group Counseling Sessions : [input field] (Provided by Primary Counselors (30 minutes or more in length)) * Number of Family Counseling Sessions : [input field] (Provided by Any Direct Care Staff (30 minutes or more in length)) Clinical Supervision Sessions: <ul style="list-style-type: none"> * Number of Individual Clinical Supervision Sessions : [input field] (30 minutes or more in length) * Number of Group Clinical Supervision Sessions : [input field] (30 minutes or more in length) |

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

| Step | Instructions | Image | | | | | | | | | | | | | | | | | | |
|---|--|---|------------------------------------|------------|------------------------|------------------------|---|----------------------------------|------------------------------------|------------------------------------|--|----------------------------------|------------------------------------|----------------------------------|--|-----------------|---------------|------------------------------------|----------------------|----------------------|
| 27 | First, enter data into the three Direct Care Staff on Payroll – End of Month fields in the top row of the Staffing Resources section. | <p>Staffing Resources</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>Residential/Inpatient Rehabilitation Programs Only</p> <p>Assessments Completed</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>Counseling Sessions</p> <p>All Clients</p> <ul style="list-style-type: none"> * Number of Individual Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length) * Number of Group Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length) * Number of Family Counseling Sessions : <input type="text"/> Provided by Any Direct Care Staff (30 minutes or more in length) <p>Clinical Supervision Sessions</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"/> |
| | 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"/> | | | | | | | | | | | | | | | | | | |

| Step | Instructions | Image |
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| 28 | <p>Next, enter data in the three Direct Care Staff Vacancies – End of Month fields in the bottom row of the Staffing Resources section.</p> <p>NOTE: In this example, the Direct Care Staff Vacancies – End of Month 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. It contains a table with three columns: 'Total FTEs', 'Primary Counselor FTEs', and 'Other Direct Care FTEs'. There are two rows of data. The first row is 'Direct Care Staff on Payroll - End of Month' with values 7, 4.5, and 2.5. The second row is 'Direct Care Staff Vacancies - End of Month' with values 0, 0.5, and 0. This second row is highlighted with a red border. Below this is the 'Residential/Inpatient Rehabilitation Programs Only' section, which includes 'Assessments Completed' and 'Counseling Sessions' sub-sections.</p> |

| Step | Instructions | Image | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|------------------------|-------|------------------------|------------------------|---|------------------------|------------------------|------------------------|--|------------------------|------------------------|------------------------|-------------------------------------|---|---|---|--|---|--|---|---|---|--|---|--|-------|-----------------|---------------|--------------------------------------|---|----------------------|----------------------|
| <p>29</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>Staffing Resources</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>Children In Residence</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></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>Sessions</p> <ul style="list-style-type: none"> * Number of Individual Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length) * Number of Group Counseling Sessions : <input type="text"/> Provided by Primary Counselors (30 minutes or more in length) * Number of Family/Couples Counseling Sessions : <input type="text"/> Provided by Any Direct Care Staff (30 minutes or more in length) <p>Employment/Vocational Status</p> <p>Based on Primary Clients in Treatment - End of Month</p> <ul style="list-style-type: none"> * Work-Related Activities - New : <input type="text"/> * Employed 60-89 Days : <input type="text"/> | | 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 | Assessments Completed - This Month : | 0 | <input type="text"/> | <input type="text"/> |
| | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assessments Completed - This Month : | 0 | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |


| Step | Instructions | Image | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|------------------------|-------|------------------------|------------------------|---|------------------------|------------------------|------------------------|--|------------------------|------------------------|------------------------|-------------------------------------|---|---|---|--|-------|-----------------|---------------|--------------------------------------|---|----------------------|----------------------|
| 30 | <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 Primary Clients and for Other Persons.</p> <p>NOTE: Other Persons are those persons who are assessed but are not admitted for treatment services because they are inappropriate for this program or because they refuse treatment.</p> | <p>Unique Persons Treated - This Month : 3</p> <p>Staffing Resources</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>Children In Residence</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>Sessions</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>Employment/Vocational Status</p> <p>Based on Primary Clients in Treatment - End of Month</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"/> |
| | 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"/> | | | | | | | | | | | | | | | | | | | | | | | |

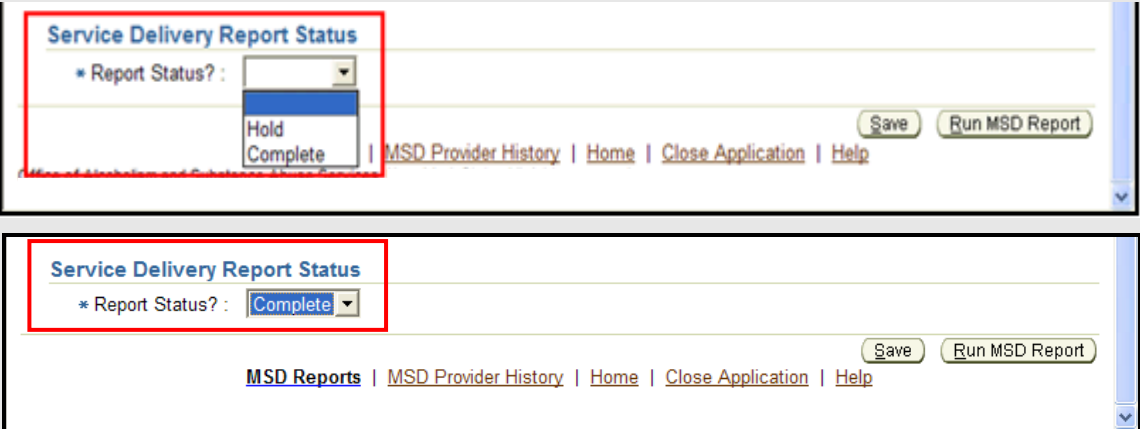
| Step | Instructions | Image |
|------|--|---|
| 31 | <p>The three fields in this section require data for three types of counseling sessions that last 30 minutes or more and are provided to all clients (excluding children) by “Primary Counselors” (for individual and group sessions) and/or “Any Direct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

| Step | Instructions | Image |
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| 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 displays a data entry form with the following sections:</p> <ul style="list-style-type: none"> Counseling Sessions (All Clients): <ul style="list-style-type: none"> * Number of Individual Counseling Sessions : <input type="text" value="232"/> (Provided by Primary Counselors (30 minutes or more in length)) * Number of Group Counseling Sessions : <input type="text" value="81"/> (Provided by Primary Counselors (30 minutes or more in length)) * Number of Family Counseling Sessions : <input type="text" value="8"/> (Provided by Any Direct Care Staff (30 minutes or more in length)) Clinical Supervision Sessions (highlighted with a red box): <ul style="list-style-type: none"> * Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/> (30 minutes or more in length) * Number of Group Clinical Supervision Sessions : <input type="text" value="1"/> (30 minutes or more in length) Employment/Vocational Status (Based on Primary Clients in Treatment - End of Month): <ul style="list-style-type: none"> * Work-Related Activities - New : <input type="text"/> * Work-Related Activities - Total : <input type="text"/> * Work Readiness Status - New : <input type="text"/> * Work Readiness Status - Total : <input type="text"/> * Employed 30-59 Days : <input type="text"/> * Employed 60-89 Days : <input type="text"/> * Employed 90-119 Days : <input type="text"/> * Employed 120+ Days : <input type="text"/> * Status Unavailable : <input type="text"/> |

| 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 Monthly Service Delivery Report Instructions (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>Counseling Sessions</p> <p>All Clients</p> <ul style="list-style-type: none"> * Number of Individual Counseling Sessions : <input type="text" value="232"/> Provided by Primary Counselors (30 minutes or more in length) * Number of Group Counseling Sessions : <input type="text" value="81"/> Provided by Primary Counselors (30 minutes or more in length) * Number of Family Counseling Sessions : <input type="text" value="8"/> Provided by Any Direct Care Staff (30 minutes or more in length) <p>Clinical Supervision Sessions</p> <ul style="list-style-type: none"> * Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/> (30 minutes or more in length) * Number of Group Clinical Supervision Sessions : <input type="text" value="1"/> (30 minutes or more in length) <p>Employment/Vocational Status</p> <p>Based on Primary Clients in Treatment - End of Month</p> <ul style="list-style-type: none"> * Work-Related Activities - New : <input type="text"/> * Work-Related Activities - Total : <input type="text"/> * Work Readiness Status - New : <input type="text"/> * Work Readiness Status - Total : <input type="text"/> * Employed 30-59 Days : <input type="text"/> * Employed 60-89 Days : <input type="text"/> * Employed 90-119 Days : <input type="text"/> * Employed 120+ Days : <input type="text"/> * Status Unavailable : <input type="text"/> |


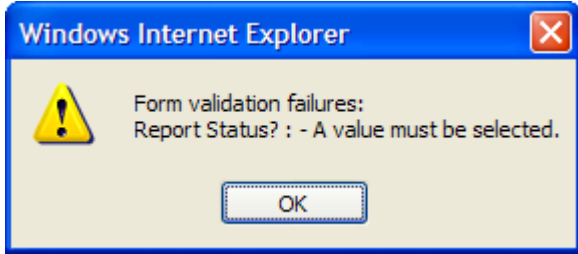
| Step | Instructions | Image |
|------|---|---|
| 34 | <p>Once you are done entering the remaining section of data for your program, the next step is to complete the final field, Service Delivery Report Status. It must be completed by entering one of two possible options:</p> <ul style="list-style-type: none"> • Hold indicates that you have partially completed the report, but it is not ready for submission. Choose this to save the record when you have only part of the information entered or you receive an error that requires obtaining more information before you can complete the form. • Complete indicates that you have finished the report. Choose “Complete” once the required information has been entered so that OASAS will consider the MSD (PAS-48) completed and received. <p>NOTE: Report Status New indicates that you have not yet entered the MSD Report for that month. However, this option is not available in this Report Status dropdown list, but may 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:</p> <ul style="list-style-type: none"> Clinical Supervision Sessions: <ul style="list-style-type: none"> * Number of Individual Clinical Supervision Sessions : <input type="text" value="10"/> (30 minutes or more in length) * Number of Group Clinical Supervision Sessions : <input type="text" value="4"/> (30 minutes or more in length) Employment/Vocational Status: <p>Based on Primary Clients in Treatment - End of Month</p> <ul style="list-style-type: none"> * Work-Related Activities - New : <input type="text" value="25"/> * Work-Related Activities - Total : <input type="text" value="100"/> * Work Readiness Status - New : <input type="text" value="10"/> * Work Readiness Status - Total : <input type="text" value="50"/> * Employed 30-59 Days : <input type="text" value="5"/> * Employed 60-89 Days : <input type="text" value="68"/> * Employed 90-119 Days : <input type="text" value="10"/> * Employed 120+ Days : <input type="text" value="50"/> * Status Unavailable : <input type="text" value="0"/> Service Delivery Report Status: <ul style="list-style-type: none"> * Report Status?: <input type="text" value="▼"/> (This dropdown menu is highlighted with a red box in the image.) <p>At the bottom right, there are buttons for Save and Run MSD Report. At the bottom center, there are navigation links: MSD Reports MSD Provider History Home Close Application Help.</p> |

| Step | Instructions | Image |
|------|---|--|
| 35 | <p>NOTE: You can edit a report at any time, but you cannot change the Report Status to “Complete” until all previous MSD reports are completed. If you try to complete and save an MSD without completing all prior ones, you will receive an error message similar to the following when saving the data.</p> <p>“You must complete the oldest incomplete report (3/2009) for this Program before completing this report.”</p> <p>If this happens, you must do the following:</p> <ol style="list-style-type: none"> 1) Change the Report Status to “Hold” and save the data 2) Complete and save the older incomplete MSD reports (from oldest to newest), and then 3) Return to this report to change the Report Status to “Complete” and resave its data. |  |

| Step | Instructions | Image |
|------|--|--|
| 36 | <p>To enter the Report Status, open the dropdown list and select the appropriate status.</p> <p>In this example, a Report Status of Complete is being selected.</p> |  <p>The image contains two screenshots of a web form titled "Service Delivery Report Status".</p> <p>The top screenshot shows the form with the dropdown menu for "* Report Status?" open, displaying two options: "Hold" and "Complete". The dropdown menu is highlighted with a red box. 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 closed and "Complete" is selected. The dropdown menu area is highlighted with a red box. The "Save" and "Run MSD Report" buttons are visible. Below the form, there are navigation links: "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help".</p> |


Save MSD Report

| Step | Instructions | Image |
|------|--|-------|
| 37 | <p>Once you have entered the final field Report Status, you will next save the data to finish the MSD data entry process.</p> <p>Click the Save button to save the data already entered.</p> <p>If you have set the Report Status to “Hold” rather than to “Complete,” you are saving the incomplete data that you have entered so far.</p> <p>When you click the Save button to save an MSD report whose Report Status was set to “Complete,” the system will check for errors. If there are any data entry errors made, error messages will be displayed. Then you must make the required changes to correct the errors and click the Save button again.</p> | |

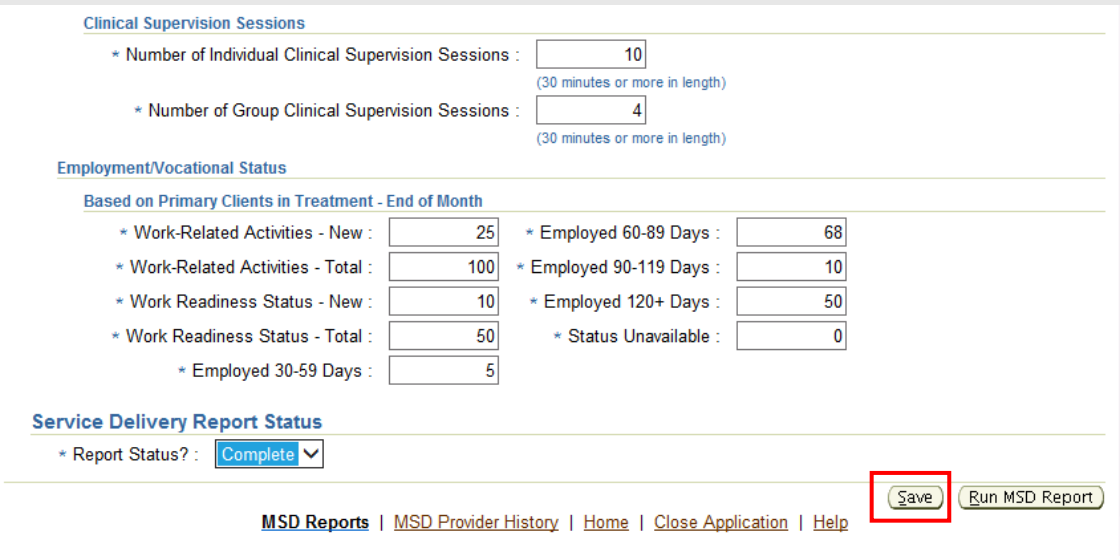
| Step | Instructions | Image |
|------------------|---|---|
| <p>38</p> | <p>There are several types of errors that can occur.</p> <p>Types of Errors:</p> <ul style="list-style-type: none"> • Date-related errors, where earlier MSDs were not completed, so you cannot complete the current or later MSDs (i.e., cannot set Report Status to “Complete”). • Validation errors, where either a required field is left blank (not completed) or an invalid value is entered in a field. • 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). |  <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 search path: 'Search List of Programs > List of Programs > List of Reports >'. The main content area displays an error message in a red-bordered box:</p> <p>Error</p> <ol style="list-style-type: none"> 1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again. 2. <u>FteStaffVacanciesTotal</u> - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies. <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'. The page displays the following information:</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>Programs Reporting Patient Days</p> <p>Census, Patient Days, and Waiting List Information</p> <p>All Clients</p> <p>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</p> |
| <p>39</p> | <p>If any required fields are left blank, you will first see a pop-up error message similar to the one shown here, indicating those blank fields that still require data. You must then go back to enter the missing data before correcting other errors.</p> |  <p>The screenshot shows a Windows Internet Explorer error dialog box. The dialog box has a blue title bar with 'Windows Internet Explorer' and a red 'X' icon. The main content area has a yellow warning triangle icon and the following text:</p> <p>Form validation failures: Report Status? : - A value must be selected.</p> <p>There is an 'OK' button at the bottom of the dialog box.</p> |


| Step | Instructions | Image | | | | | | | | | | | | |
|---|--|---|---------------------------------------|------|---|-----|---|-----|---------------------------------|------|---|-----|--------------|--------|
| 40 | <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 Save 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 > List of Programs > List of Reports >'. The main content area features a red-bordered error box with the following text:</p> <p>Error</p> <ol style="list-style-type: none"> 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. <u>FteStaffVacanciesTotal</u> - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies. <p>Below the error box, the page title is 'Edit MSD Report 04/2009'. There are 'Save' and 'Run MSD Report' buttons. The 'Save' button is highlighted with a red box. Below the buttons, the report details are shown:</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'. A sub-tab 'All Clients' is selected, displaying the following data:</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 |
| 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 | | | | | | | | | | | | | |

| Step | Instructions | Image | | | | | | | | | | | | |
|---|---|--|---|----|---|---|---|---|-----------------------------------|----|---|---|----------------|------|
| <p>41</p> | <p>In this example, an error message appears at the top of the page, indicating that there are one or more validation errors.</p> <p>“This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to ‘Hold,’ then save it again.”</p> <p>As the message indicates, you can change the Report Status to “Hold” if you are unable to fix the error at that time or you can correct it immediately and then resave the data as “Complete.”</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 > List of Programs > List of Reports >'. A red box highlights an error message:</p> <p>Error</p> <ol style="list-style-type: none"> 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. FteStairVacanciesTotal - The value for Total Stair Vacancies must equal Primary Counselor Vacancies + Other Stair Vacancies. <p>Below the error message, the page title is 'Edit MSD Report 04/2009'. There are 'Save' and 'Run MSD Report' buttons. The report details are:</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>Programs Reporting Patient Days</p> <p>Census, Patient Days, and Waiting List Information</p> <p>All Clients</p> <table border="0"> <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 |
| No. in Treatment - Beginning of Month : | 69 | | | | | | | | | | | | | |
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| Patient Days : | 2050 | | | | | | | | | | | | | |

| Step | Instructions | Image | | | | | | | | | | | | | | |
|---|--|--|-------------|--|---------------------------------------|------|---|-----|---|-----|---------------------------------|------|---|-----|--------------|--------|
| <p>42</p> | <p>In this example, another error message indicates a problem with the field Direct Care Staff Vacancies – End of Month under the Total 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 Total 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 FteStaffVacanciesTotal to move to the section of the page containing that field (i.e., Direct Care Staff Vacancies – End of Month under the Total column).</p> |  <p>The screenshot shows the OASAS web application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation links for Home, Close Application, and Help. Below the logo, there are tabs for MSD Reports and MSD Provider History. The main content area displays an error message with two items:</p> <ol style="list-style-type: none"> 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. FteStaffVacanciesTotal - The value for Total Staff Vacancies must equal Primary Counselor Vacancies + Other Staff Vacancies. <p>The second error message is highlighted with a red box. Below the error message, there is a section for "Edit MSD Report 04/2009" with a "Save" button and a "Run MSD Report" button. The page also shows navigation links, a search bar, and a table of patient days reporting information.</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>Programs Reporting Patient Days</p> <p>Census, Patient Days, and Waiting List Information</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 |
| All Clients | | | | | | | | | | | | | | | | |
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| No. Discharged/Transferred from this PRU - This Month | : 4 | | | | | | | | | | | | | | | |
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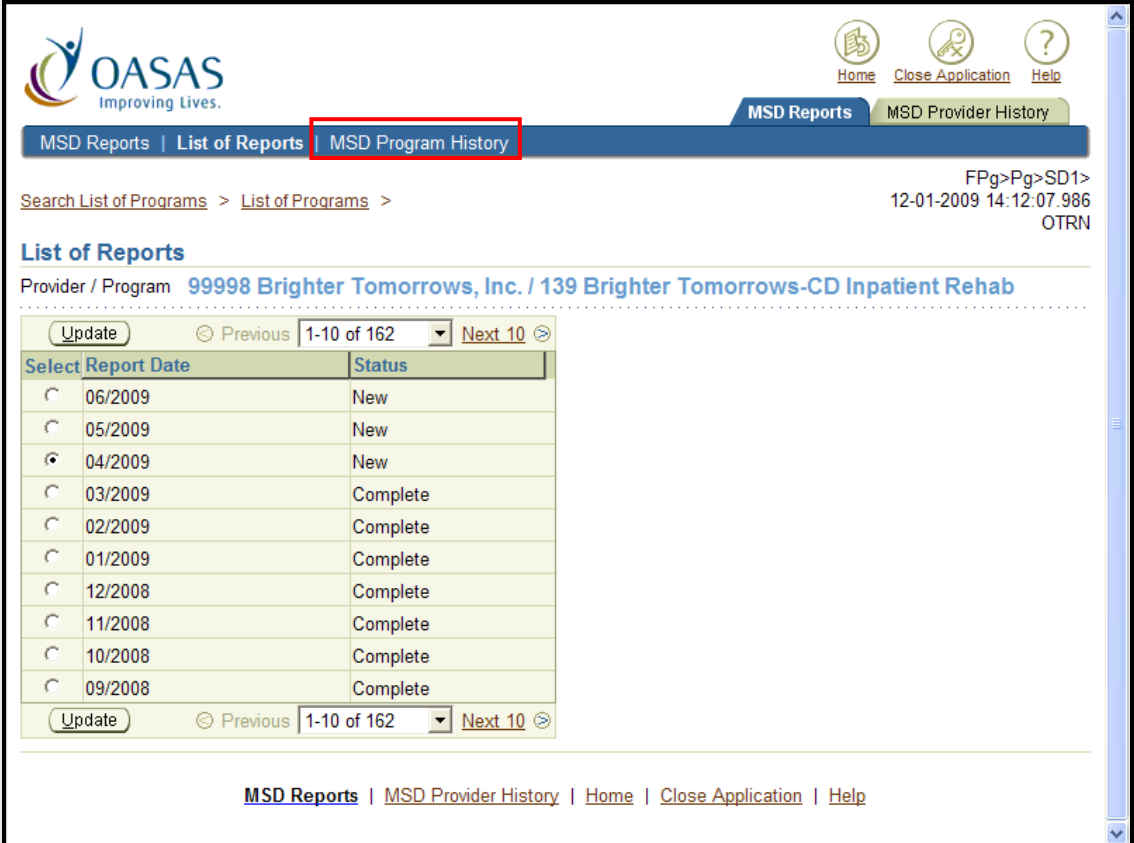
| Step | Instructions | Image | | | | | | |
|--|--------------------------------|--|--|-----------------|---------------|------------------------------------|--------------------------------|--------------------------------|
| <p>43</p> <p>After clicking the error link, click on the field in error, enter the correct value, and then press the Tab key.</p> <p>In this example, changing the first value (i.e., for Direct Care Staff Vacancies – End of Month in the Total column) to 0.5 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>Residential/Inpatient Rehabilitation Programs Only</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>All Clients</p> <p>* Number of Individual Counseling Sessions : <input type="text" value="232"/> Provided by Primary Counselors (30 minutes or more in length)</p> <p>* Number of Group Counseling Sessions : <input type="text" value="81"/> Provided by Primary Counselors (30 minutes or more in length)</p> <p>* Number of Family Counseling Sessions : <input type="text" value="8"/> Provided by Any Direct Care Staff (30 minutes or more in length)</p> <p><u>Clinical Supervision Sessions</u></p> <p>* Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/> (30 minutes or more in length)</p> <p>* Number of Group Clinical Supervision Sessions : <input type="text" value="1"/> (30 minutes or more in length)</p> | | 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 Save button.</p> <p>Then click the Save 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, titled 'Based on Primary Clients in Treatment - End of Month', which includes fields for 'Work-Related Activities - New', 'Work-Related Activities - Total', 'Work Readiness Status - New', 'Work Readiness Status - Total', and 'Employed' categories (30-59, 60-89, 90-119, 120+ days, and Status Unavailable). The 'Service Delivery Report Status' section shows a dropdown menu set to 'Complete'. At the bottom right, a 'Save' button is highlighted with a red box, next to a 'Run MSD Report' button. A navigation bar at the very bottom contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</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 identifier "FPg>Pg>SD1>SDV4I>" and a timestamp "12-01-2009 14:25:29.308" with "OTRN" below it. A search path is shown: "Search List of Programs > List of Programs > List of Reports >". A green information box with a red border contains the message "Transaction completed successfully!". Below this is a link "Edit MSD Report 04/2009" and buttons for "Save" and "Run MSD Report". A "Select Report" dropdown is set to "04/2009". A pagination control shows "3 / 162". The main data area is titled "Programs Reporting Patient Days" and includes a sub-section "Census, Patient Days, and Waiting List Information" with a table of statistics for "All Clients":</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> <p>At the bottom, there is a link for "Staffing Resources" and a partially visible "Other Direct" link.</p> | 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 |
| 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 | | | | | | | | | | | | | | | |

| 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 interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs > List of Programs > List of Reports >'. The main content area is titled 'Edit MSD Report 04/2009' and includes a 'Save' button and a 'Run MSD Report' button. A 'Select Report' dropdown is set to '04/2009'. Below this, there are navigation arrows: a double left arrow, a single left arrow, '3 / 162', a single right arrow, and a double right arrow. The report details are as follows:</p> <ul style="list-style-type: none"> Provider No : 99998 Provider Name : Brighter Tomorrows, Inc. Program No : 139 Program Name : Brighter Tomorrows-CD Inpatient Rehab Report Date : 04/2009 <p>The 'Programs Reporting Patient Days' section includes a sub-section 'Census, Patient Days, and Waiting List Information' and a table 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> <p>At the bottom, there is a 'Staffing Resources' section with a dropdown menu.</p> | 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 |
| 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 | | | | | | | | | | | | | |

| Step | Instructions | Image | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--|--|---|----|---|---|---|---|-----------------------------------|----|---|---|----------------|------|---------------------------------------|----|--|-------|------------------------|------------------------|---|-------|-----|-------|
| 47 | To return to the <i>List of Reports</i> page, click the List of Reports sub-tab near the top left side of the page (second row). | <p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with tabs for 'MSD Reports', 'List of Reports', and 'MSD Program History'. The 'List of Reports' tab is highlighted with a red box. Below the navigation bar, there is a breadcrumb trail: 'Search List of Programs > List of Programs > List of Reports >'. The main content area is titled 'Edit MSD Report 03/2009' and includes buttons for 'Save' and 'Run MSD Report'. Below this, there is a section for 'Select Report 03/2009' with navigation arrows. The report details are as follows:</p> <p>Provider No : 99998 Provider Name : Brighter Tomorrows, Inc. Program No : 139 Program Name : Brighter Tomorrows-CD Inpatient Rehab Report Date : 03/2009</p> <p>The 'Programs Reporting Patient Days' section includes the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Census, Patient Days, and Unique Persons Treated</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>4</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>69</td> </tr> <tr> <td>Applicants on Waiting List - End of Month :</td> <td>3</td> </tr> <tr> <td>Patient Days :</td> <td>2129</td> </tr> <tr> <td>Unique Persons Treated - This Month :</td> <td>73</td> </tr> </tbody> </table> <p>The 'Staffing Resources' section includes a table with the following data:</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>* 7.5</td> <td>* 5</td> <td>* 2.5</td> </tr> </tbody> </table> | Census, Patient Days, and Unique Persons Treated | | 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 | | Total | Primary Counselor FTEs | Other Direct Care FTEs | Direct Care Staff on Payroll - End of Month : | * 7.5 | * 5 | * 2.5 |
| Census, Patient Days, and Unique Persons Treated | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | Primary Counselor FTEs | Other Direct Care FTEs | | | | | | | | | | | | | | | | | | | | | | | |
| Direct Care Staff on Payroll - End of Month : | * 7.5 | * 5 | * 2.5 | | | | | | | | | | | | | | | | | | | | | | | |

| 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 MSD Program History sub-tab in the second row of tabs near the top of the page.</p> |  <p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with tabs for 'MSD Reports', 'List of Reports', and 'MSD Program History'. The 'MSD Program History' tab is highlighted with a red box. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Search List of Programs > List of Programs >'. The main content area is titled 'List of Reports' and shows the provider/program name: '99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab'. Below this, there is a table with columns 'Select Report Date' and 'Status'. The table contains 10 rows of data, with the first row (06/2009) having a status of 'New' and the others having a status of 'Complete'. The table is paginated, showing '1-10 of 162' records. At the bottom of the page, there is a footer with navigation links: 'MSD Reports MSD Provider History Home Close Application Help'.</p> |

| 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 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 > List of Programs > List of Reports >'. The main heading is 'MSD Program History' for 'Provider / Program 99998 Brighter Tomorrows, Inc. / 139 Brighter Tomorrows-CD Inpatient Rehab'. A table displays the following data:</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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

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

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

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

| 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 |

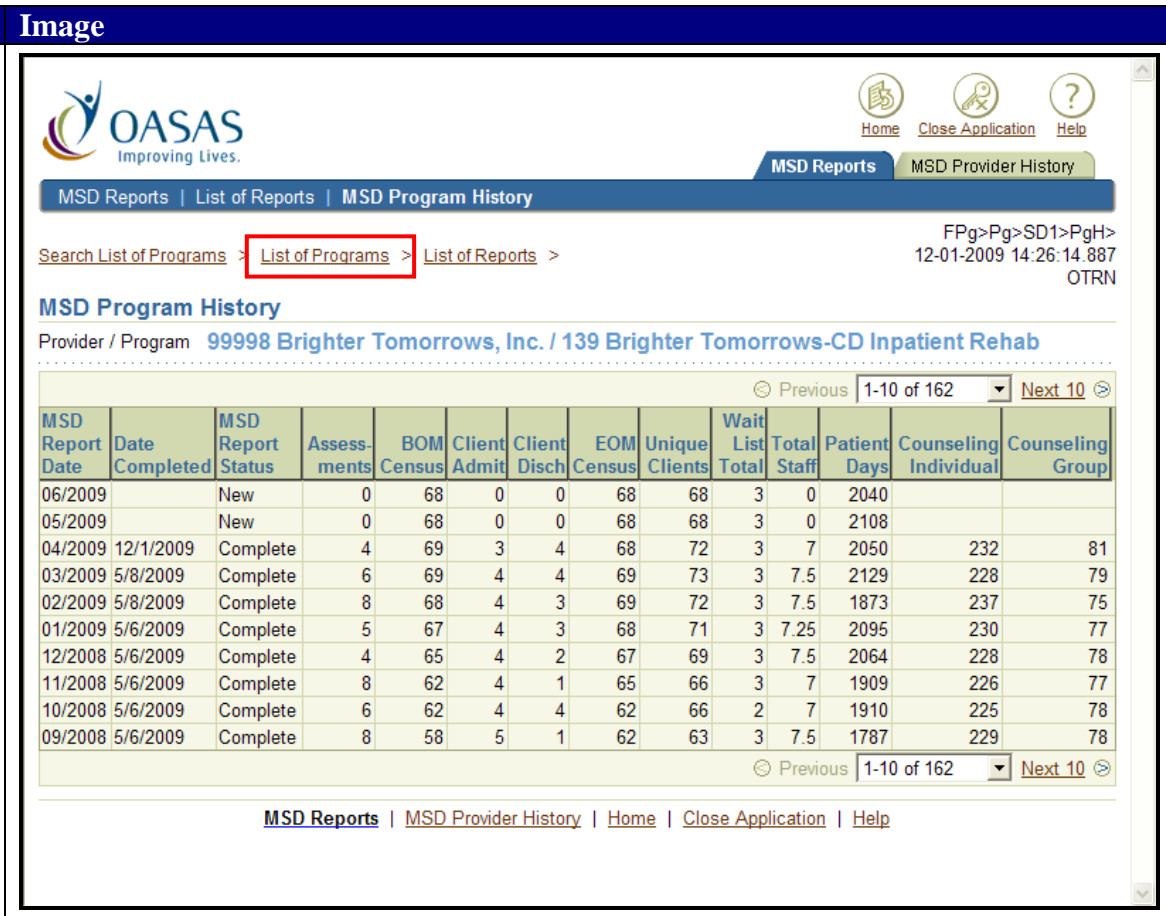
MSD Reports | MSD Provider History | Home | Close Application | Help

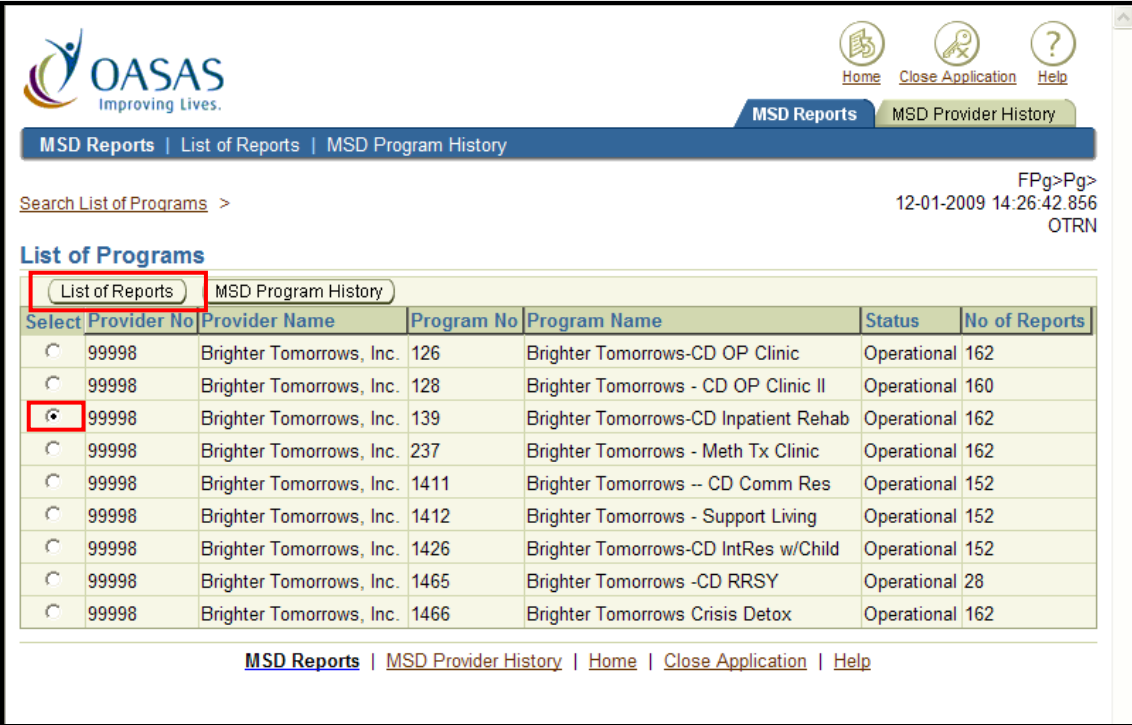
Step 51 Instructions

If you need to enter MSD data for another program in your provider from this page, click the **List of Programs** link in the breadcrumb area to directly access the *List of Programs* page and select from the list of programs.

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.

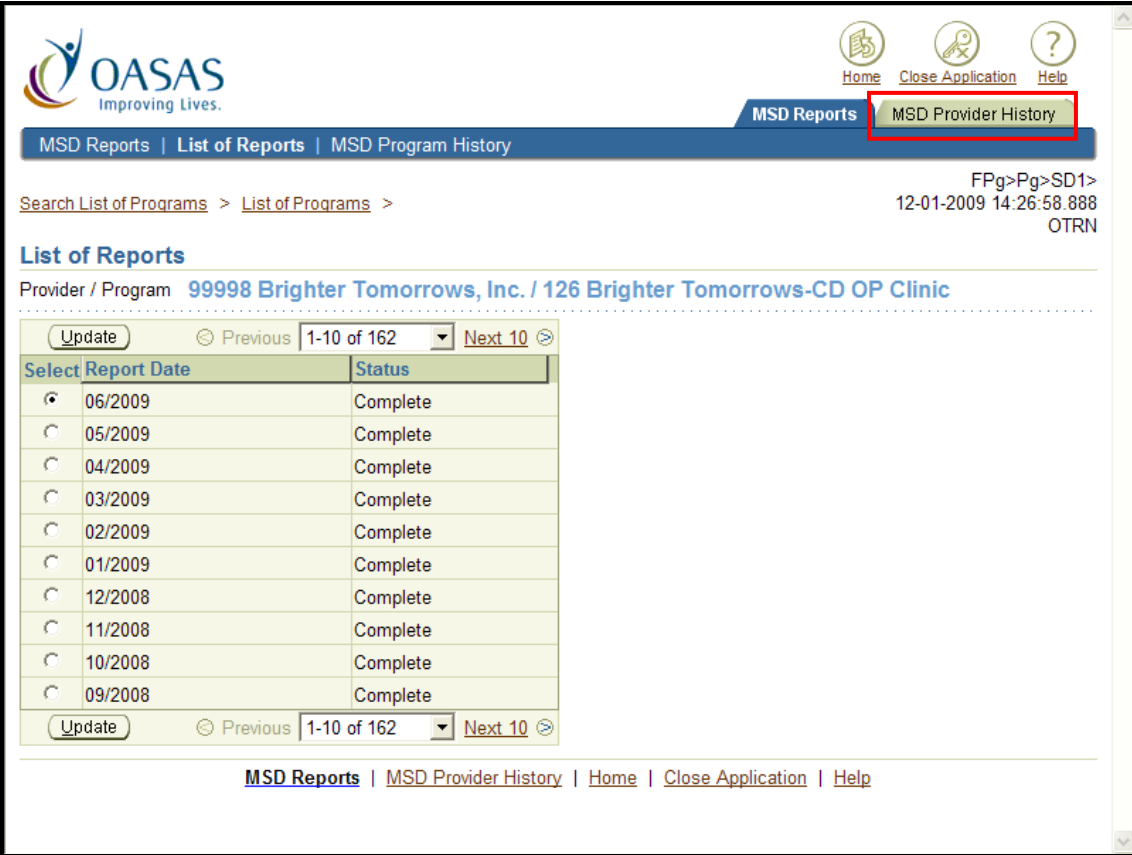
For example, clicking on the **List of Programs** link will show you the list of programs that were selected based on your last program search.

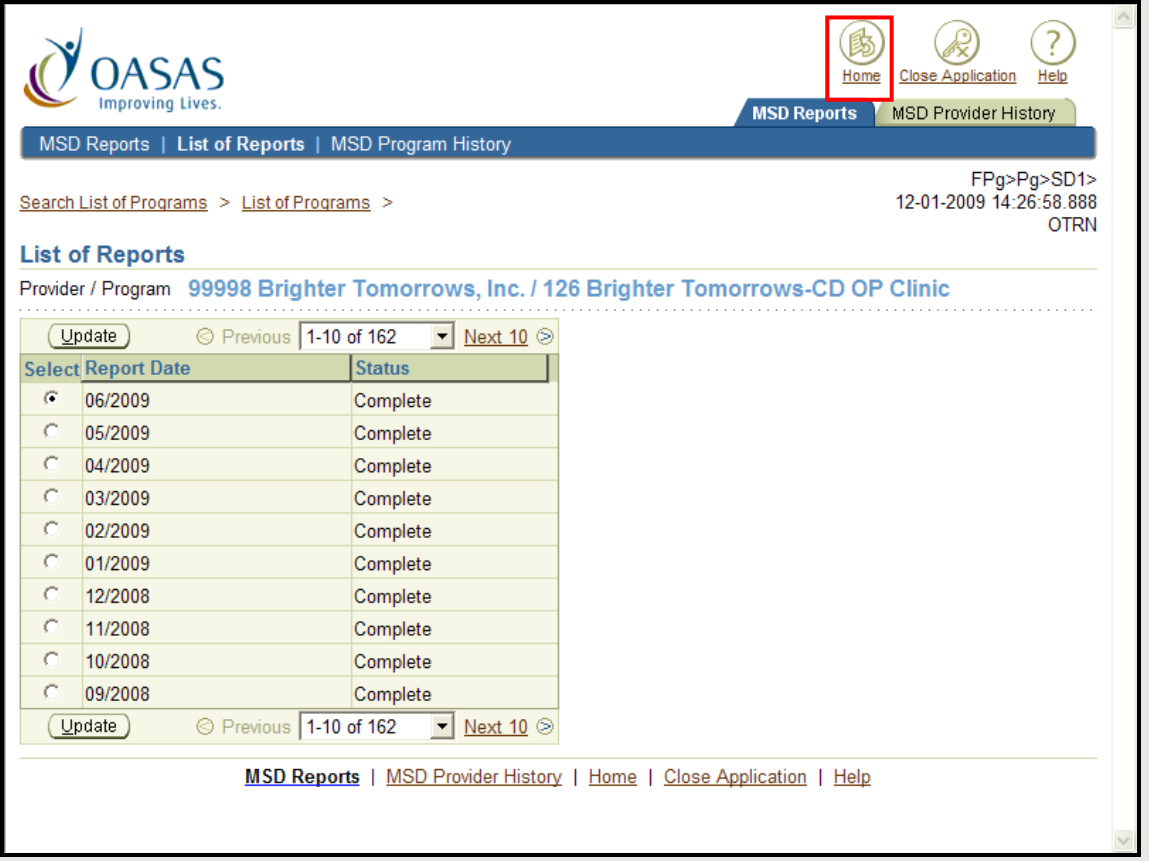


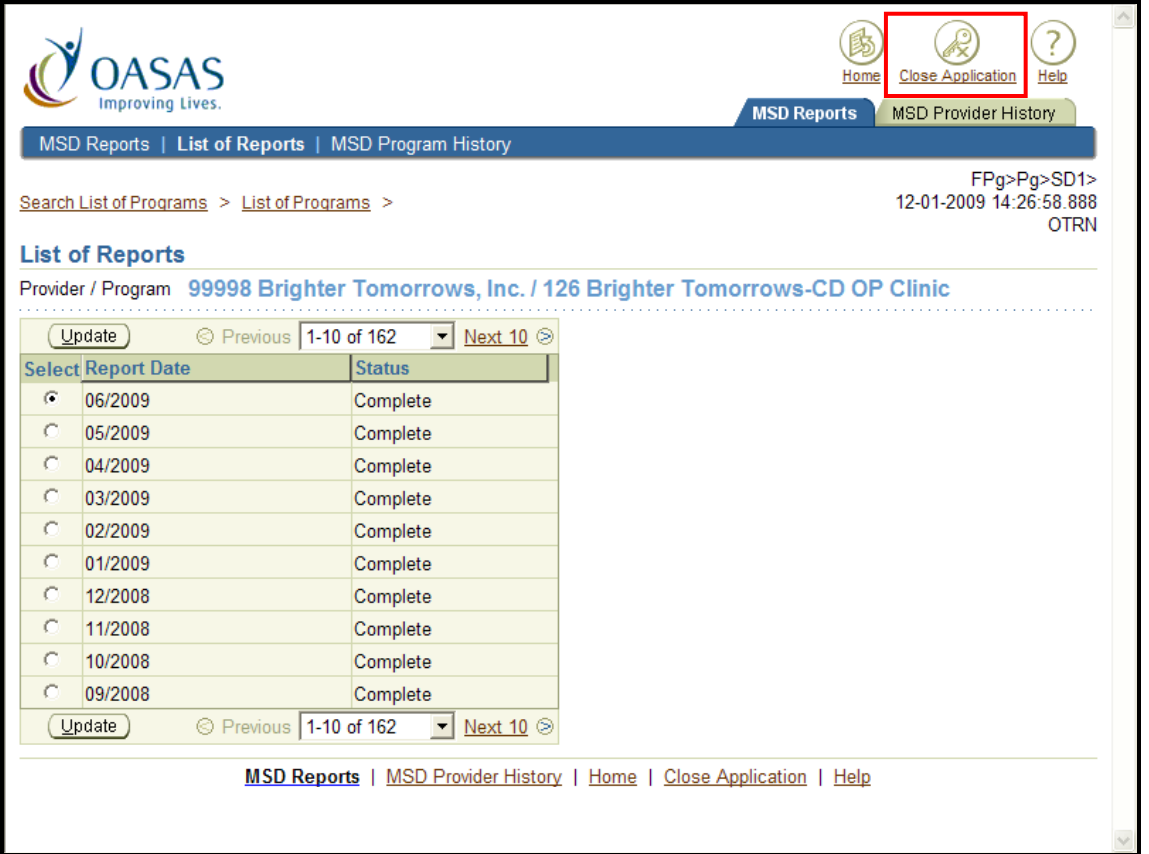
| Step | Instructions | Image | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|---|------------|---------------------------------------|---------------|---------------|--------------|--------|---------------|-----------------------|-------|--------------------------|-----|---------------------------------|-------------|-----|-----------------------|-------|--------------------------|-----|--------------------------------------|-------------|-----|----------------------------------|-------|--------------------------|-----|---------------------------------------|-------------|-----|-----------------------|-------|--------------------------|-----|-------------------------------------|-------------|-----|-----------------------|-------|--------------------------|------|-----------------------------------|-------------|-----|-----------------------|-------|--------------------------|------|-------------------------------------|-------------|-----|-----------------------|-------|--------------------------|------|--------------------------------------|-------------|-----|-----------------------|-------|--------------------------|------|-----------------------------|-------------|----|-----------------------|-------|--------------------------|------|---------------------------------|-------------|-----|
| 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 radio button (○) and then click the List of Reports button to open the <i>List of Reports</i> page to view the list of MSD Reports for that program.</p> <p>To select another program that requires entry of MSD Report data, first click the Select radio button (○).</p> <p>Then click the List of Reports button to open the <i>List of Reports</i> page to view the list of MSD Reports for that program.</p> |  <p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a search bar and a 'List of Programs' section. A table lists various programs from 'Brighter Tomorrows, Inc.' with columns for selection, provider ID, name, program number, name, status, and report count. The 'List of Reports' button and the radio button for the third program (ID 139) are highlighted with red boxes.</p> <table border="1" data-bbox="793 462 1869 815"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>126</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>128</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>160</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>139</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>237</td> <td>Brighter Tomorrows - Meth Tx Clinic</td> <td>Operational</td> <td>162</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1411</td> <td>Brighter Tomorrows -- CD Comm Res</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1412</td> <td>Brighter Tomorrows - Support Living</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1426</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1465</td> <td>Brighter Tomorrows -CD RRSY</td> <td>Operational</td> <td>28</td> </tr> <tr> <td><input type="radio"/></td> <td>99998</td> <td>Brighter Tomorrows, Inc.</td> <td>1466</td> <td>Brighter Tomorrows Crisis Detox</td> <td>Operational</td> <td>162</td> </tr> </tbody> </table> | Select | Provider No | Provider Name | Program No | Program Name | Status | No of Reports | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 126 | Brighter Tomorrows-CD OP Clinic | Operational | 162 | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 128 | Brighter Tomorrows - CD OP Clinic II | Operational | 160 | <input checked="" type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 139 | Brighter Tomorrows-CD Inpatient Rehab | Operational | 162 | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 237 | Brighter Tomorrows - Meth Tx Clinic | Operational | 162 | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1411 | Brighter Tomorrows -- CD Comm Res | Operational | 152 | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1412 | Brighter Tomorrows - Support Living | Operational | 152 | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1426 | Brighter Tomorrows-CD IntRes w/Child | Operational | 152 | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1465 | Brighter Tomorrows -CD RRSY | Operational | 28 | <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1466 | Brighter Tomorrows Crisis Detox | Operational | 162 |
| Select | Provider No | Provider Name | Program No | Program Name | Status | No of Reports | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 126 | Brighter Tomorrows-CD OP Clinic | Operational | 162 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 128 | Brighter Tomorrows - CD OP Clinic II | Operational | 160 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 139 | Brighter Tomorrows-CD Inpatient Rehab | Operational | 162 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 237 | Brighter Tomorrows - Meth Tx Clinic | Operational | 162 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1411 | Brighter Tomorrows -- CD Comm Res | Operational | 152 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1412 | Brighter Tomorrows - Support Living | Operational | 152 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1426 | Brighter Tomorrows-CD IntRes w/Child | Operational | 152 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1465 | Brighter Tomorrows -CD RRSY | Operational | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | 99998 | Brighter Tomorrows, Inc. | 1466 | Brighter Tomorrows Crisis Detox | Operational | 162 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Instructions | Image |
|------|---|---|
| 53 | <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 Update button to complete or update the report.</p> | <p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs > List of Programs >'. The main heading is 'List of Reports' for 'Provider / Program 99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. A table lists reports from 09/2008 to 06/2009, all with a status of 'Complete'. The '06/2009' row is selected, and the 'Update' button above it is highlighted with a red box. Navigation controls for 'Previous', '1-10 of 162', and 'Next 10' are visible above and below the table.</p> |

| Step | Instructions | Image |
|------|--|-------|
| 54 | <p>To view the provider's summary aggregate data for each MSD reporting period, click the MSD Provider History 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"> 1. Click the MSD Provider History sub-tab to open the <i>Search Providers</i> page. <p>From the <i>Search Providers</i> page (not shown):</p> <ol style="list-style-type: none"> 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). 3. Click the Find button to display the provider search results. 4. On the <i>Providers list</i> page, select the provider using the Select radio button (if not already selected). 5. Click the MSD Provider History button to view the <i>MSD Provider History</i> page of aggregate data for that provider. |  <p>The screenshot displays the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these is a blue navigation bar with 'MSD Reports' and 'MSD Provider History' tabs; the latter is highlighted with a red rectangular box. Underneath the navigation bar, there are breadcrumb links: 'MSD Reports List of Reports MSD Program History'. To the right of the breadcrumbs, the text 'FPg>Pg>SD1>' and the timestamp '12-01-2009 14:26:58.888 OTRN' are visible. The main content area is titled 'List of Reports' and shows the selected provider/program as '99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. Below this, there is a table with two columns: 'Select Report Date' and 'Status'. The table contains 10 rows of data, each with a radio button in the 'Select' column and the word 'Complete' in the 'Status' column. The dates range from 06/2009 at the top to 09/2008 at the bottom. Navigation controls like 'Update', 'Previous', '1-10 of 162', and 'Next 10' are present above and below the table. At the bottom of the page, there is a footer with links: '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 Home button at the top of the page. |  <p>The screenshot displays 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 > List of Programs >'. On the right side, there is a breadcrumb trail 'FPg>Pg>SD1>' 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 06/2009 to 09/2009, all with a 'Complete' status. At the bottom of the screenshot, there is a footer with links: 'MSD Reports MSD Provider History Home Close Application Help'.</p> |

| Step | Instructions | Image |
|------|---|---|
| 57 | <p>If you are finished entering transactions, you can return to the <i>OASAS Applications</i> page by clicking the Close Application button to exit the application.</p> |  <p>The screenshot shows the OASAS 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: 'Home', 'Close Application' (highlighted with a red box), and 'Help'. Below these icons are two tabs: 'MSD Reports' and 'MSD Provider History'. A blue navigation bar contains the text 'MSD Reports List of Reports MSD Program History'. Below this bar, there is a search path: 'Search List of Programs > List of Programs >'. On the right side, there is a breadcrumb trail: 'FPg>Pg>SD1>' and a timestamp: '12-01-2009 14:26:58.888 OTRN'. The main heading is 'List of Reports'. Below the heading, the provider information is displayed: 'Provider / Program 99998 Brighter Tomorrows, Inc. / 126 Brighter Tomorrows-CD OP Clinic'. There are two 'Update' buttons and 'Previous'/'Next 10' navigation links. 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'. The '06/2009' row is selected. At the bottom, there is a footer with navigation links: 'MSD Reports MSD Provider History Home Close Application Help'.</p> |