

Enter an MSD (PAS-48N) for Part 820 Programs

Summary

NOTE: Due to the dynamics of state government and the changing needs for the OASAS CDS (Client Data System), some items in this User Guide might have been removed from the live CDS. Similarly, some new information may appear in the live system that is not reflected in this User Guide. To find the most updated versions of CDS forms and instructions, click the Forms and Instructions tab on the [OASAS Applications Home](#) page, located under CDS Documentation.

This User Guide will show you how to access and enter a program's Monthly Service Delivery (MSD) data (i.e., taken from the Monthly Service Delivery Report Form – Part 820 programs). It will also show the user how to enter the MSD Report for Part 820 programs into the CDS System.

There are three sections in this User Guide:

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

NOTE: It would be helpful to be logged into the OASAS Client Data System application to better follow this User Guide. For more information on logging into the OASAS Client Data System application, please review the Login and Change Password Tutorial or User Guide on the OASAS Applications Home page, located at <https://apps.oasas.ny.gov>

Locate MSD Reports

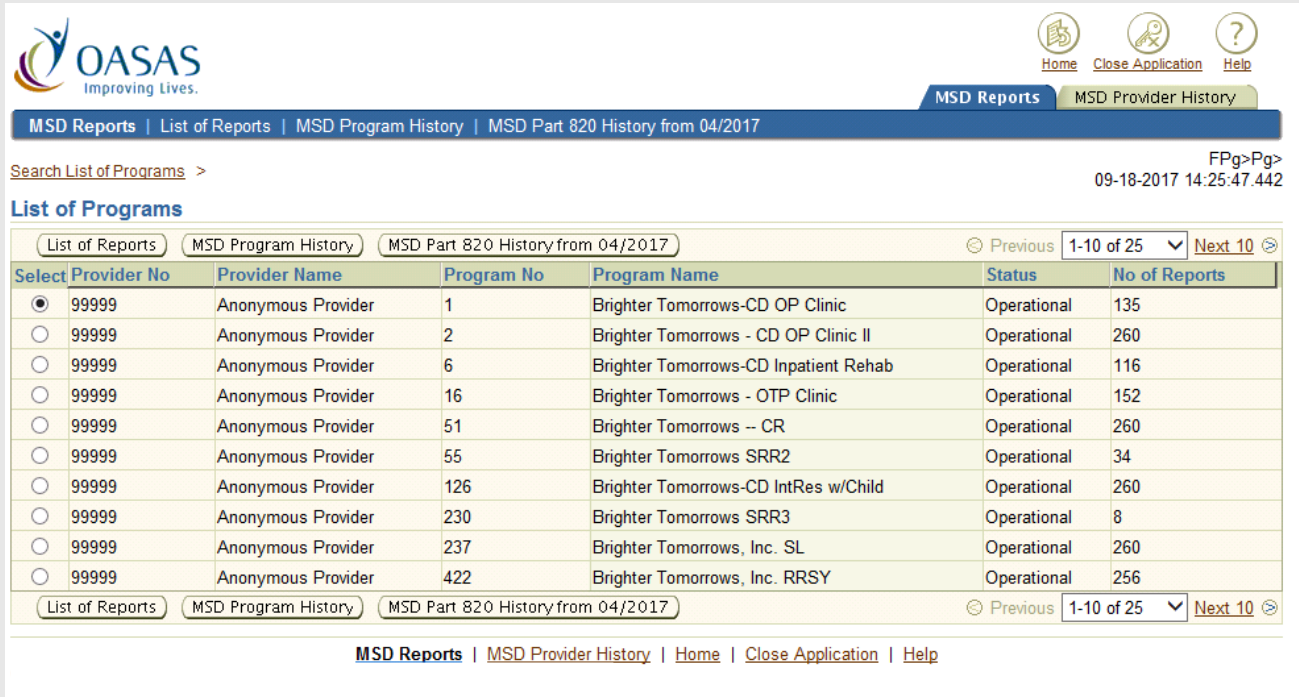
Step	Instructions	Image
1a	<p>After you log into OASAS Applications, click on the Applications tab to go to the <i>OASAS Applications</i> page.</p>	<p>The screenshot shows the OASAS Applications web portal. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, there are several informational messages: 'If you are receiving an "internal error" message using Internet Explorer to access OASAS applications, click here.', 'Your browser might need to be updated before Tuesday, December 4. Click here for more info.', 'Click this link to test your browser compatibility: https://encryption.ny.gov', and 'To view instructions for enabling TLS 1.2 in the current version of each browser click here.' The main navigation bar includes 'Home', 'Applications' (highlighted in red), 'Data Warehouse', and 'Inquiry Reports'. Below the navigation bar, there is a help line: 'For help with OASAS Applications: OASAS staff call (844) 891-1786; other users call (518) 485-2379, fax (518) 473-1316, or email healthhelp@its.ny.gov'. The page is divided into two main columns. The left column has 'Application Documentation' and 'Links' sections. The right column has 'CDS Documentation' and 'Forms and Instructions' sections. The 'Forms and Instructions' section lists various forms and their instructions, including 'Admission Form (PAS-44N, October 2018)', 'Assessment Form (PAS-61N, October 2018)', and 'Child in Residence Report Form (PAS-91, April 2017)'.</p>

Step	Instructions	Image
<p>1b</p>	<p>Next, click the “Monthly Service Delivery” sub-tab to access the “<i>Monthly Service Delivery</i>” page.</p>	<p>The screenshot shows the OASAS web application interface for New York State. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, a welcome message for 'CDS TestUser01' is displayed, along with a 'Manage Account' link and a 'Search NY.GOV' box. A red box highlights the 'Monthly Service Delivery' sub-tab in the 'Applications' menu. Below the menu, a yellow box contains a message: 'Applications and reports open in a separate browser and require pop-ups to be allowed for this website. Click the notepad icon next to each report link for details about the report.' The main content area is divided into sections: 'Client Data System Application' with links for 'Client Data System', 'Client Data System - Inquiry', and 'STAR-QI'; 'STAR-QI Reports' with three columns of links under 'Performance Summary', 'Data Quality Monitoring', and 'Missing Data Monitoring'; 'Client Data System Batch System' with a link for 'CDS Batch Process (Production)'; and 'Client Data System Reports' with links for 'Transaction Reports' and 'Management'.</p>

Step	Instructions	Image
2	<p>From the “<i>Monthly Service Delivery</i>” page, you will then click the Monthly Service Report link to open the “<i>Search List of Programs</i>” page. This page will open in a separate window in the live system.</p>	<p>The screenshot shows the OASAS website interface. At the top, it displays 'New York State' and 'State Agencies'. Below this, there is a welcome message for 'CDS TestUser01' with a 'Manage Account' link. A red warning message states: 'If you are receiving an "internal error" message using Internet Explorer to access OASAS applications, click here.' The main navigation bar includes 'Home' and 'Applications'. Under 'Applications', there are links for 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery', 'IPMES/Workscope', and 'Help'. A yellow box contains the text: 'Applications and reports open in a separate browser and require pop-ups to be allowed for this website. Click the notepad icon next to each report link for details about the report.' Below this, there are two main sections: 'Monthly Service Delivery Maintenance' and 'Monthly Service Delivery Reports'. In the 'Monthly Service Delivery Maintenance' section, the 'Monthly Service Report' link is highlighted with a red box. In the 'Monthly Service Delivery Reports' section, there is a list of reports: 'Monthly Service Delivery Report', 'Monthly Service Delivery Report - Part 820 Programs' (with a 'NEW Click for Info' badge), 'MSD Summary Report', 'Delinquency Report', 'MSD Additional Locations Report', 'Program History by Provider', and 'MSD Patient Days Report'.</p>

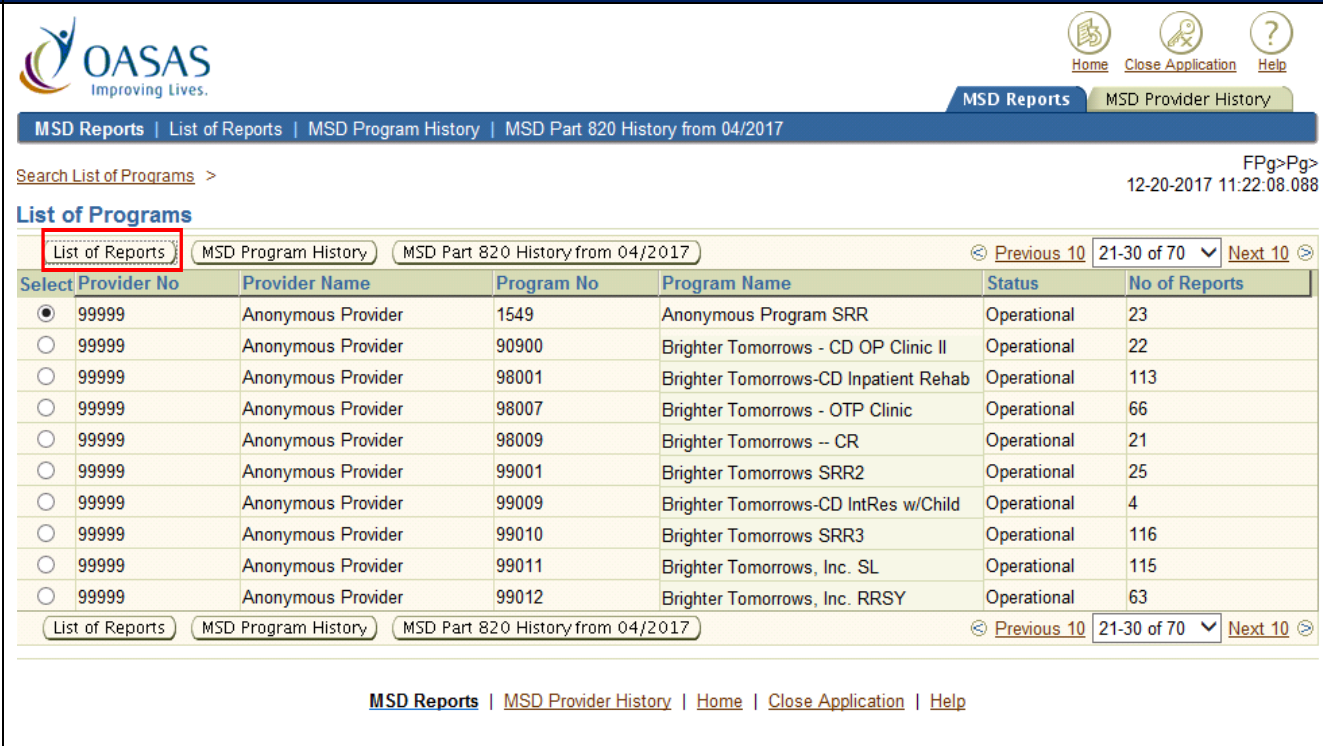
Step	Instructions	Image
<p>3</p>	<p>Now you see the “<i>Search List of Programs</i>” page, where you can enter program-level search criteria (e.g., Program No. or Status) to limit your search and produce either one program record or a list of programs for your provider that meet the Status criteria.</p> <p>Leaving Program No. and Status search fields blank will list all programs for your provider.</p> <p>In the live system, your provider will be filled in automatically. In this example, the provider shown is</p> <p>If searching for a specific program use the program number. Only use status if you do not know the program number or searching for a list of programs of a specific operational status.</p>	<p>The screenshot shows the OASAS 'Search List of Programs' interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these are tabs for 'MSD Reports' and 'MSD Provider History'. The page title is 'Search List of Programs'. The search criteria are as follows: Provider No: 99999, Provider Name: Anonymous Provider, Program No: (empty text box), Program Name: (empty text box), and Status: (dropdown menu). The Status dropdown menu is highlighted with a red rectangular box. At the bottom right, there are 'Find' and 'Clear' buttons. The page also displays 'FPg>' and the timestamp '09-18-2017 14:18:31.372'.</p>

Step	Instructions	Image
4	<p>If searching for a list of programs of a specific operational status select an option from the drop down list for Status. 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 “Anonymous Provider”.</p>	<p>The screenshot displays the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation links for Home, Close Application, and Help, along with a user profile 'FPg>' and a timestamp '09-18-2017 14:18:31.372'. The main heading is 'Search List of Programs'. Below this, there are search fields: 'Provider No : 99999', 'Provider Name : Anonymous Provider', 'Program No : [input]', and 'Program Name :'. A dropdown menu for 'Status' is set to 'Operational' and is highlighted with a red box. At the bottom right, there are 'Find' and 'Clear' buttons, with the 'Find' button also highlighted with a red box. A secondary navigation bar at the bottom contains links for MSD Reports, MSD Provider History, Home, Close Application, and Help.</p>

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<p>5</p> <p>Here you see the resulting “<i>List of Programs</i>” page, which contains the provider’s programs selected by the criteria chosen in the “<i>Search List of Programs</i>” page (i.e., all operational programs for provider Anonymous Provider).</p> <p>If you had a long list of programs, you could either revise the search criteria to limit the list or sort the list results per one criterion (i.e., field).</p>		 <p>The screenshot displays the OASAS 'List of Programs' interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search bar and a 'Search List of Programs' link are present. The main content is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>1</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>135</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>2</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>6</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>116</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>16</td> <td>Brighter Tomorrows - OTP Clinic</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>51</td> <td>Brighter Tomorrows -- CR</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>55</td> <td>Brighter Tomorrows SRR2</td> <td>Operational</td> <td>34</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>126</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>230</td> <td>Brighter Tomorrows SRR3</td> <td>Operational</td> <td>8</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>237</td> <td>Brighter Tomorrows, Inc. SL</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>422</td> <td>Brighter Tomorrows, Inc. RRSY</td> <td>Operational</td> <td>256</td> </tr> </tbody> </table>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99999	Anonymous Provider	1	Brighter Tomorrows-CD OP Clinic	Operational	135	<input type="radio"/>	99999	Anonymous Provider	2	Brighter Tomorrows - CD OP Clinic II	Operational	260	<input type="radio"/>	99999	Anonymous Provider	6	Brighter Tomorrows-CD Inpatient Rehab	Operational	116	<input type="radio"/>	99999	Anonymous Provider	16	Brighter Tomorrows - OTP Clinic	Operational	152	<input type="radio"/>	99999	Anonymous Provider	51	Brighter Tomorrows -- CR	Operational	260	<input type="radio"/>	99999	Anonymous Provider	55	Brighter Tomorrows SRR2	Operational	34	<input type="radio"/>	99999	Anonymous Provider	126	Brighter Tomorrows-CD IntRes w/Child	Operational	260	<input type="radio"/>	99999	Anonymous Provider	230	Brighter Tomorrows SRR3	Operational	8	<input type="radio"/>	99999	Anonymous Provider	237	Brighter Tomorrows, Inc. SL	Operational	260	<input type="radio"/>	99999	Anonymous Provider	422	Brighter Tomorrows, Inc. RRSY	Operational	256
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<p>6</p> <p>You can sort the list of programs on this page by clicking any shaded <i>column</i> heading to sort by that field. This allows you to sort by any criteria visible on the page, e.g., Provider No, Provider Name, Program No, Program Name, Status, or No of Reports.</p> <p>You would click the shaded column heading once to sort by the results of that field in ascending order. If you wanted to reverse the order of the sort (i.e., descending order), you would click the same shaded column heading again.</p> <p>In this “<i>List of Programs</i>” 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.</p> <p>NOTE: For an example of how to sort data records, see the “Enter Transactions from Client Management and Change Provider ID or Tracking ID” Tutorial.</p>		<p>The screenshot displays the OASAS 'List of Programs' interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a breadcrumb trail: 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. A search bar is located on the left, and a date stamp '09-18-2017 14:25:47.442' is on the right. The main content area features a table with the following columns: 'Select', 'Provider No', 'Provider Name', 'Program No', 'Program Name', 'Status', and 'No of Reports'. The 'Program No' column is shaded, indicating it is the current sort order. The table lists 10 programs, all with a status of 'Operational'. The first row is selected, indicated by a radio button. The table is framed by a red border in the screenshot. Navigation links for 'List of Reports', 'MSD Program History', and 'MSD Part 820 History from 04/2017' are visible at the top of the table area. The page also includes a footer with navigation links: 'MSD Reports MSD Provider History Home Close Application Help'.</p>

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7	<p>If more than one program is listed, you will first have to select your specific program before viewing the list of MSD Reports.</p> <p>To select a specific program from the list, first click the Select radio button (○) for the program.</p> <p>The first program in the list is initially selected by default (e.g., Brighter Tomorrows-CD OP Clinic). In this example, after clicking to the next page, Program No. 1549, the Part 820 residential program was selected by clicking the sixth Select radio button.</p>	<p>The screenshot shows the OASAS interface with the 'List of Programs' page. The OASAS logo is at the top left. Navigation links for 'Home', 'Close Application', and 'Help' are at the top right. The breadcrumb trail includes 'MSD Reports', 'List of Reports', 'MSD Program History', and 'MSD Part 820 History from 04/2017'. A search bar is present. The table below lists various programs, with the first row selected. The 'Next 10' button is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>1</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>135</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>2</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>6</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>116</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>16</td> <td>Brighter Tomorrows - OTP Clinic</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>51</td> <td>Brighter Tomorrows -- CR</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>55</td> <td>Brighter Tomorrows SRR2</td> <td>Operational</td> <td>34</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>126</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>230</td> <td>Brighter Tomorrows SRR3</td> <td>Operational</td> <td>8</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>237</td> <td>Brighter Tomorrows, Inc. SL</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>422</td> <td>Brighter Tomorrows, Inc. RRSY</td> <td>Operational</td> <td>256</td> </tr> </tbody> </table>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99999	Anonymous Provider	1	Brighter Tomorrows-CD OP Clinic	Operational	135	<input type="radio"/>	99999	Anonymous Provider	2	Brighter Tomorrows - CD OP Clinic II	Operational	260	<input type="radio"/>	99999	Anonymous Provider	6	Brighter Tomorrows-CD Inpatient Rehab	Operational	116	<input type="radio"/>	99999	Anonymous Provider	16	Brighter Tomorrows - OTP Clinic	Operational	152	<input type="radio"/>	99999	Anonymous Provider	51	Brighter Tomorrows -- CR	Operational	260	<input type="radio"/>	99999	Anonymous Provider	55	Brighter Tomorrows SRR2	Operational	34	<input type="radio"/>	99999	Anonymous Provider	126	Brighter Tomorrows-CD IntRes w/Child	Operational	260	<input type="radio"/>	99999	Anonymous Provider	230	Brighter Tomorrows SRR3	Operational	8	<input type="radio"/>	99999	Anonymous Provider	237	Brighter Tomorrows, Inc. SL	Operational	260	<input type="radio"/>	99999	Anonymous Provider	422	Brighter Tomorrows, Inc. RRSY	Operational	256
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8	Once the program is selected, click the List of Reports button to view the list of MSD reports for the program.	 <p>The screenshot shows the OASAS 'List of Programs' page. 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 red box highlights the 'List of Reports' button. Below the button is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>1549</td> <td>Anonymous Program SRR</td> <td>Operational</td> <td>23</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>90900</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>22</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>98001</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>113</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>98007</td> <td>Brighter Tomorrows - OTP Clinic</td> <td>Operational</td> <td>66</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>98009</td> <td>Brighter Tomorrows -- CR</td> <td>Operational</td> <td>21</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>99001</td> <td>Brighter Tomorrows SRR2</td> <td>Operational</td> <td>25</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>99009</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>4</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>99010</td> <td>Brighter Tomorrows SRR3</td> <td>Operational</td> <td>116</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>99011</td> <td>Brighter Tomorrows, Inc. SL</td> <td>Operational</td> <td>115</td> </tr> <tr> <td><input type="radio"/></td> <td>99999</td> <td>Anonymous Provider</td> <td>99012</td> <td>Brighter Tomorrows, Inc. RRSY</td> <td>Operational</td> <td>63</td> </tr> </tbody> </table>	Select	Provider No	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/>	99999	Anonymous Provider	1549	Anonymous Program SRR	Operational	23	<input type="radio"/>	99999	Anonymous Provider	90900	Brighter Tomorrows - CD OP Clinic II	Operational	22	<input type="radio"/>	99999	Anonymous Provider	98001	Brighter Tomorrows-CD Inpatient Rehab	Operational	113	<input type="radio"/>	99999	Anonymous Provider	98007	Brighter Tomorrows - OTP Clinic	Operational	66	<input type="radio"/>	99999	Anonymous Provider	98009	Brighter Tomorrows -- CR	Operational	21	<input type="radio"/>	99999	Anonymous Provider	99001	Brighter Tomorrows SRR2	Operational	25	<input type="radio"/>	99999	Anonymous Provider	99009	Brighter Tomorrows-CD IntRes w/Child	Operational	4	<input type="radio"/>	99999	Anonymous Provider	99010	Brighter Tomorrows SRR3	Operational	116	<input type="radio"/>	99999	Anonymous Provider	99011	Brighter Tomorrows, Inc. SL	Operational	115	<input type="radio"/>	99999	Anonymous Provider	99012	Brighter Tomorrows, Inc. RRSY	Operational	63
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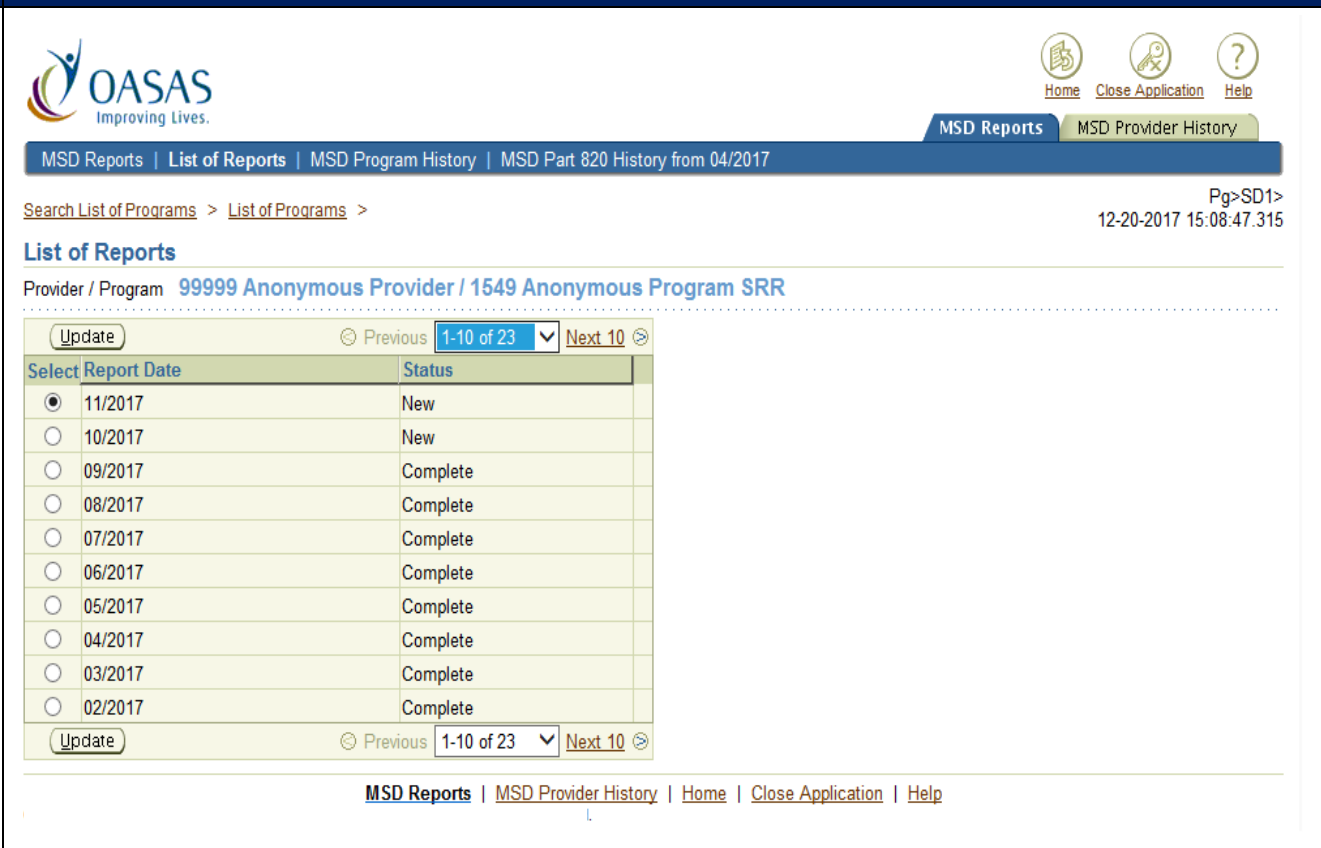
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<p>9</p>	<p>On the “<i>List of Reports</i>” page, you now see the program’s list of MSD reports sorted by Report Date, with the most recent MSDs listed first (i.e., listed from most to least recent).</p> <p>NOTE: You cannot complete an MSD until all previous MSD reports are first completed. In this example, MSDs must be completed for 10/2017 and then for 11/2017 (i.e., in that order).</p>	<p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these are tabs for 'MSD Reports' and 'MSD Provider History'. A breadcrumb trail reads: 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. A search bar contains 'List of Programs' and 'List of Programs'. The page title is 'List of Reports'. Below the title, it says 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. There are 'Update' buttons and pagination controls ('Previous', '1-10 of 23', 'Next 10'). The main content is a table with columns 'Select', 'Report Date', and 'Status'. The table lists reports from 11/2017 to 02/2017. The 11/2017 report is selected and has a status of 'New'. All other reports from 10/2017 down to 02/2017 have a status of 'Complete'. At the bottom of the page, there are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>11/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>10/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>09/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>08/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>07/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>06/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>05/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>04/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>03/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>02/2017</td> <td>Complete</td> </tr> </tbody> </table>	Select	Report Date	Status	<input checked="" type="radio"/>	11/2017	New	<input type="radio"/>	10/2017	New	<input type="radio"/>	09/2017	Complete	<input type="radio"/>	08/2017	Complete	<input type="radio"/>	07/2017	Complete	<input type="radio"/>	06/2017	Complete	<input type="radio"/>	05/2017	Complete	<input type="radio"/>	04/2017	Complete	<input type="radio"/>	03/2017	Complete	<input type="radio"/>	02/2017	Complete
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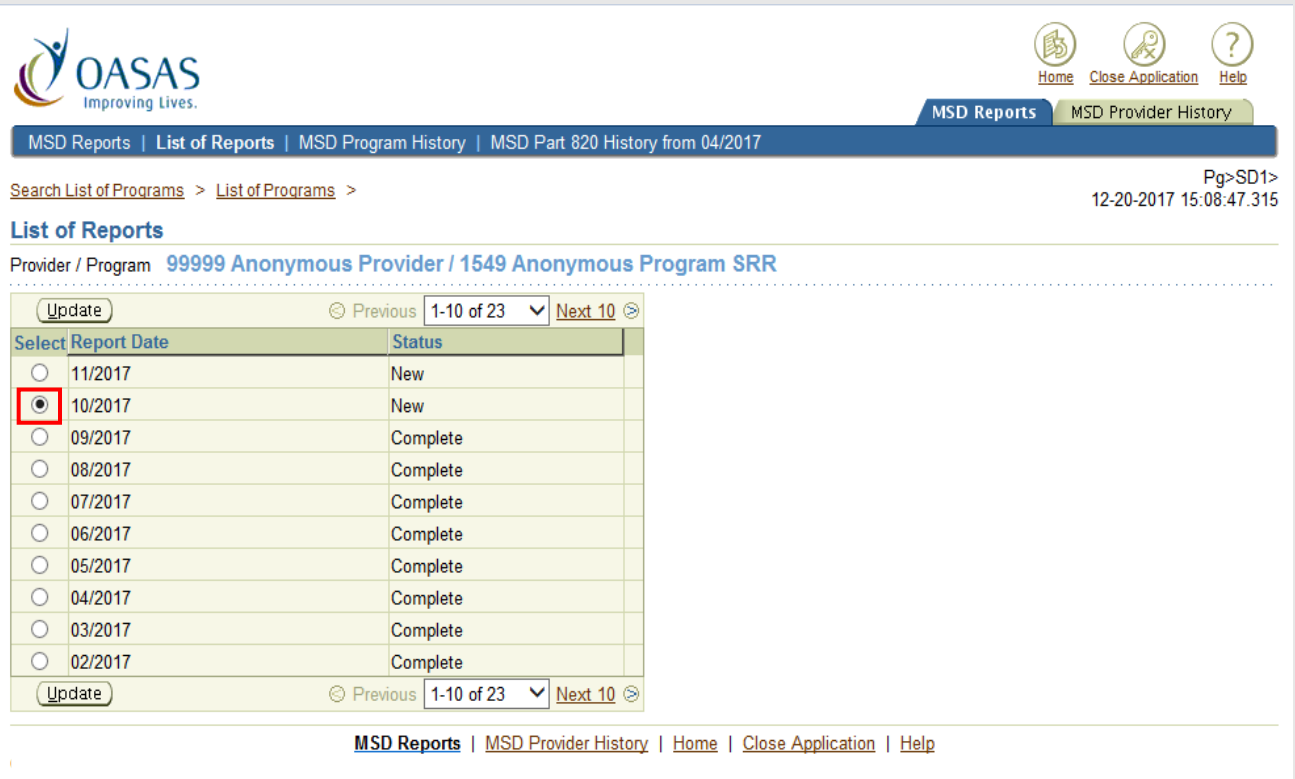
Step	Instructions	Image
<p>10</p>	<p>To move rapidly between groups of MSDs, you can use several methods:</p> <ol style="list-style-type: none"> 1. Click “Next 10” (or “Previous 10”) as many times as needed to move through the MSDs in groups of 10. The initial group shown contains the most recent MSDs (i.e., 1-10). Using ‘Next 10’ to move through MSDs is probably the easiest method for most situations. 2. Click on the Selected Records dropdown list to select a specific group of MSDs (e.g., 1-10 of 20, 11-20 of 20). 	<p>The screenshot displays the OASAS 'List of Reports' page. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. The main content area shows the provider/program information: '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table of reports is displayed with columns for 'Select Report Date' and 'Status'. The table shows reports from 11/2017 to 02/2017. The current view is for '1-10 of 23' reports. The 'Next 10' button is highlighted with a red box. The interface also includes a search bar and a timestamp 'Pg>SD1> 12-20-2017 15:08:47.315'.</p>

Step	Instructions	Image																						
<p>11</p> <p>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.</p> <p>For this example, the option at the top of the dropdown list reads “Show All 23,” since there are 23 MSDs for this selected program. Choosing this option would allow you to scroll down through the complete listing of MSDs.</p> <p>NOTE: To view the oldest group of MSDs (i.e., at the end of the list), you can either click on the column heading Report Date to re-sort the program’s MSDs in ascending order (so they are listed from the oldest to newest) or select the last group in the Selected Records dropdown list.</p>		<p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and links for Home, Close Application, and Help. Below this is a breadcrumb trail: MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017. The main content area is titled 'List of Reports' and shows details for 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table lists report dates from 11/2017 to 02/2017, with status indicators like 'New' or 'Complete'. A dropdown menu is open over the 'Show All 23' button, and the 'Update' button is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Stat</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 11/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/> 10/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/> 09/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 08/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 07/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 06/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 05/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 04/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 03/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/> 02/2017</td> <td>Complete</td> </tr> </tbody> </table>	Select Report Date	Stat	<input checked="" type="radio"/> 11/2017	New	<input type="radio"/> 10/2017	New	<input type="radio"/> 09/2017	Complete	<input type="radio"/> 08/2017	Complete	<input type="radio"/> 07/2017	Complete	<input type="radio"/> 06/2017	Complete	<input type="radio"/> 05/2017	Complete	<input type="radio"/> 04/2017	Complete	<input type="radio"/> 03/2017	Complete	<input type="radio"/> 02/2017	Complete
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Step	Instructions	Image
<p>12</p>	<p>This example shows one of the available methods to move between pages of MSDs.</p> <p>Click on the “Next 10” to view the next most recent group of MSDs (from 02/2017 to 11/2017) in the list. If needed, you can continue to click on the “Next 10” to cycle through the groups of MSDs.</p> <p>NOTE: You can find the “Next 10” link at both the top and bottom of the page.</p>	<p>The screenshot shows the OASAS 'List of Reports' page for provider 99999. The page includes a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. 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 information: '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table of reports is displayed with columns for 'Select Report Date' and 'Status'. The table contains 10 rows of data, with the first row (11/2017) selected. Navigation controls are located above and below the table, including 'Update', 'Previous', '1-10 of 23', and 'Next 10' buttons. The 'Next 10' buttons at both the top and bottom of the table are highlighted with red boxes. The footer of the page contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

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<p>13</p> <p>To choose a group of MSDs using the Selected Records dropdown list, click on the dropdown list to open it and then select the desired group of MSDs from the list.</p> <p>In this example, the Selected Records dropdown list is used to reselect the original, most recent group of MSDs.</p> <p>The opened Selected Records dropdown list shown here lists the groups of MSDs that can be selected and highlights the one currently selected. Each group of ten MSDs is listed along with the total number of monthly reporting periods (MSDs) for that program. In this example, one would choose MSDs “1-10 of 23” to go back to the previous list.</p>		<p>The screenshot shows the OASAS interface. At the top, there are navigation links: Home, Close Application, and Help. Below that, there are tabs for 'MSD Reports' and 'MSD Provider History'. The main content area is titled 'List of Reports' and shows a breadcrumb trail: 'Search List of Programs > List of Programs >'. The current view is for 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. A dropdown menu is open, showing options: 'Show All 23', '1-10 of 23', '11-20 of 23', and '21-23 of 23'. The '1-10 of 23' option is highlighted. Below the dropdown is a table with columns 'Select', 'Report Date', and 'Stat'. The table contains 10 rows of data, with the first row selected. The status of the reports is 'New' for the first two months and 'Complete' for the remaining eight months.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Stat</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>11/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>10/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>09/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>08/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>07/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>06/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>05/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>04/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>03/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>02/2017</td> <td>Complete</td> </tr> </tbody> </table>	Select	Report Date	Stat	<input checked="" type="radio"/>	11/2017	New	<input type="radio"/>	10/2017	New	<input type="radio"/>	09/2017	Complete	<input type="radio"/>	08/2017	Complete	<input type="radio"/>	07/2017	Complete	<input type="radio"/>	06/2017	Complete	<input type="radio"/>	05/2017	Complete	<input type="radio"/>	04/2017	Complete	<input type="radio"/>	03/2017	Complete	<input type="radio"/>	02/2017	Complete
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<p>14</p>	<p>In this example, you now see the first group of MSDs 1-10 that were reselected from the Selected Records dropdown list (i.e., from 02/2017 to 11/2017).</p> <p>If desired, you could continue to select any group from the Selected Records dropdown list.</p>	 <p>The screenshot displays the OASAS 'List of Reports' interface. At the top, there is a navigation bar with links for 'MSD Reports', 'List of Reports', 'MSD Program History', and 'MSD Part 820 History from 04/2017'. Below this, a search bar is visible. The main content area is titled 'List of Reports' and shows the provider/program as '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table of reports is shown with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>11/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>10/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>09/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>08/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>07/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>06/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>05/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>04/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>03/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>02/2017</td> <td>Complete</td> </tr> </tbody> </table> <p>Navigation controls at the bottom of the table include 'Update', 'Previous', 'Next 10', and a dropdown menu showing '1-10 of 23'.</p>	Select	Report Date	Status	<input checked="" type="radio"/>	11/2017	New	<input type="radio"/>	10/2017	New	<input type="radio"/>	09/2017	Complete	<input type="radio"/>	08/2017	Complete	<input type="radio"/>	07/2017	Complete	<input type="radio"/>	06/2017	Complete	<input type="radio"/>	05/2017	Complete	<input type="radio"/>	04/2017	Complete	<input type="radio"/>	03/2017	Complete	<input type="radio"/>	02/2017	Complete
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<p>15</p>	<p>To complete or update an MSD Report, you need to select the specific MSD that you want to edit and then click the Update button to display the MSD report.</p> <p>First, select the MSD to be edited by clicking the Select radio button for that MSD. In this example, the MSD for 10/2017 is selected.</p>	 <p>The screenshot displays the OASAS 'List of Reports' page. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. The main content area shows the 'List of Reports' for '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table lists reports by date and status. The report for '10/2017' is selected, with a red box highlighting its radio button. The status for this report is 'New', while all other reports from 02/2017 to 11/2017 are marked as 'Complete'. Navigation controls include 'Update' buttons, 'Previous' and 'Next 10' links, and a dropdown menu showing '1-10 of 23'.</p> <table border="1" data-bbox="682 495 1312 909"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>11/2017</td> <td>New</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>10/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/></td> <td>09/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>08/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>07/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>06/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>05/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>04/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>03/2017</td> <td>Complete</td> </tr> <tr> <td><input type="radio"/></td> <td>02/2017</td> <td>Complete</td> </tr> </tbody> </table>	Select	Report Date	Status	<input type="radio"/>	11/2017	New	<input checked="" type="radio"/>	10/2017	New	<input type="radio"/>	09/2017	Complete	<input type="radio"/>	08/2017	Complete	<input type="radio"/>	07/2017	Complete	<input type="radio"/>	06/2017	Complete	<input type="radio"/>	05/2017	Complete	<input type="radio"/>	04/2017	Complete	<input type="radio"/>	03/2017	Complete	<input type="radio"/>	02/2017	Complete
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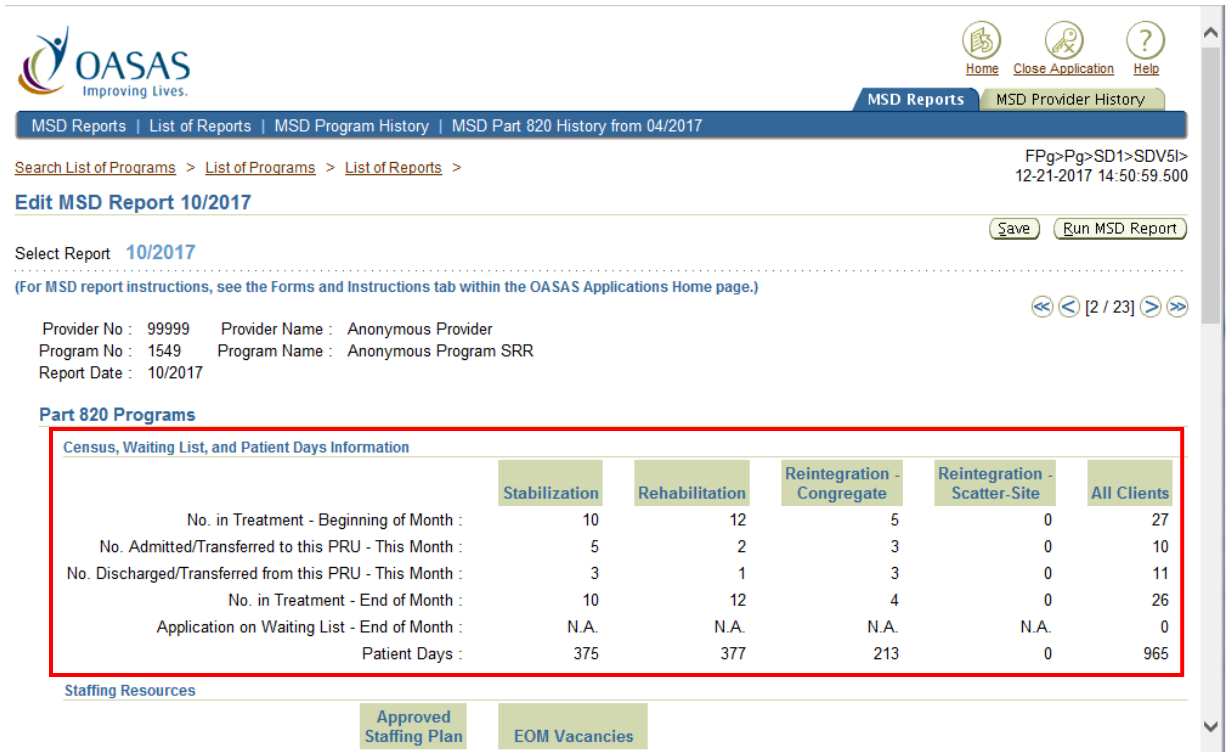
Step	Instructions	Image
16	<p>Once you have selected the MSD, click the Update button to open the selected MSD report. It is located above the group of MSDs listed on the “<i>List of Reports</i>” page.</p>	<p>The screenshot shows the OASAS 'List of Reports' interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'Search List of Programs > List of Programs >'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table lists reports from 11/2017 to 02/2017. The 10/2017 report is selected. An 'Update' button is highlighted with a red box above the table. The page also includes a footer with navigation links: 'MSD Reports MSD Provider History Home Close Application Help'.</p>

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<p>17</p> <p>You then see the “<i>Edit MSD Report</i>” page for that selected MSD (e.g., for 10/2017). This page allows you to perform initial entry of a new MSD or to edit existing MSD data.</p> <p>When filling out an MSD Report for the first time, you will see that some of the information is already calculated from OASAS’ Client Data System (CDS), while other information must be entered by your program staff.</p> <p>NOTE: To simply view and/or print a report on existing MSDs, it is best to use the <i>Monthly Service Delivery Report</i> link found under the section Monthly Service Delivery Reports.</p>		<p>The screenshot displays the OASAS application interface for editing an MSD report for 10/2017. It includes the OASAS logo, navigation tabs for 'MSD Reports' and 'MSD Provider History', and a breadcrumb trail: 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. The main content area shows the report title 'Edit MSD Report 10/2017' and a 'Select Report' dropdown set to '10/2017'. Below this, there are fields for Provider No (99999), Program No (1549), and Report Date (10/2017). A table titled 'Part 820 Programs' provides detailed data on census, waiting list, and patient days across different treatment categories.</p> <table border="1"> <thead> <tr> <th colspan="6">Census, Waiting List, and Patient Days Information</th> </tr> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table> <p>Additional sections visible include 'Staffing Resources' with links for 'Approved Staffing Plan' and 'EOM Vacancies'.</p>	Census, Waiting List, and Patient Days Information							Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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<p>18</p> <p>When you are entering data in the live system, you will need to scroll down this “Edit MSD Report” page to view and enter the required information.</p> <p>To navigate between fields in the form, you can either click into the appropriate field box or use the Tab key to move to the next field.</p> <p>For more information on completing this form, please see the appropriate Monthly Service Delivery Report Instructions found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p>		<p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows 'Search List of Programs > List of Programs > List of Reports >'. The main heading is 'Edit MSD Report 10/2017'. A 'Select Report' dropdown is set to '10/2017'. A note states: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. Report details are listed: Provider No: 99999, Provider Name: Anonymous Provider; Program No: 1549, Program Name: Anonymous Program SRR; Report Date: 10/2017. A section titled 'Part 820 Programs' contains a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table> <p>Below the table, there is a 'Staffing Resources' section with buttons for 'Approved Staffing Plan' and 'EOM Vacancies'.</p>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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Edit (Enter) MSD Data

Step	Instructions	Image																																										
19a	<p>The first section of data is prefilled by the system. For Part 820 programs, it consists of <i>Census, Waiting List, and Patient Days 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. The last row of each column represents a count of the patient days for the month in each Element of Care based on the above entered transactions.</p>	<p>The screenshot displays the OASAS application interface for editing an MSD report for October 2017. The page title is "Edit MSD Report 10/2017". Below the title, there are navigation links for "MSD Reports" and "MSD Provider History". The report details include: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 1549, Program Name: Anonymous Program SRR, and Report Date: 10/2017. The main data section is titled "Part 820 Programs" and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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<p>19b</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, Element Transitions, and Waiting List transactions entered in the Client Data System (CDS) by the program.</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, there are breadcrumb links: 'Search List of Programs > List of Programs > List of Reports >'. The main heading is 'Edit MSD Report 10/2017'. There are 'Save' and 'Run MSD Report' buttons. Below this, it says 'Select Report 10/2017' and provides a note: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. The report details are: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 1549, Program Name: Anonymous Program SRR, Report Date: 10/2017. The 'Part 820 Programs' section is highlighted with a red border and contains a table:</p> <table border="1"> <thead> <tr> <th colspan="6">Census, Waiting List, and Patient Days Information</th> </tr> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table> <p>Below the table, there is a 'Staffing Resources' section with 'Approved Staffing Plan' and 'EOM Vacancies' buttons.</p>	Census, Waiting List, and Patient Days Information							Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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<p>20</p>	<p>This next section, Staffing Resources, is based on an Approved Staffing Plan that is submitted to the Bureau of Certification. This plan is automatically populated. It represents the quantity of hiring approval for that staff role.</p> <p>The End of Month Vacancies (EOM) should reflect the number of vacant positions for that specific role to meet the figure displayed in the “Approved Staffing Plan”.</p> <p>Programs must enter data into the field boxes for each staff member. A number must be entered for each staff member or an error message will appear. See Step 33.</p> <p>For more information on Staffing Roles and Definitions, please see the appropriate Monthly Service Delivery Report Instructions found on the OASAS Applications website under the CDS Documentation section, under the Forms and Instructions tab.</p> <p>NOTE: Data displayed are for demonstration purposes only and not representative of any recommended staffing plan. Staffing patterns will vary based on Elements of Care, capacity, and population served. Please refer to the Part 820 Regulations found at https://oasas.ny.gov/regulations for guidance regarding staffing plan.</p>	<p>Staffing Resources</p> <table border="1"> <thead> <tr> <th></th> <th>Approved Staffing Plan</th> <th>EOM Vacancies</th> </tr> </thead> <tbody> <tr> <td>Physician :</td> <td>0.75</td> <td>* <input type="text"/></td> </tr> <tr> <td>Psychiatrist :</td> <td>0.25</td> <td>* <input type="text"/></td> </tr> <tr> <td>RN :</td> <td>2</td> <td>* <input type="text"/></td> </tr> <tr> <td>LPN :</td> <td>0.75</td> <td>* <input type="text"/></td> </tr> <tr> <td>LMSW :</td> <td>1.25</td> <td>* <input type="text"/></td> </tr> <tr> <td>LMHC :</td> <td>1.5</td> <td>* <input type="text"/></td> </tr> <tr> <td>CASAC :</td> <td>0.5</td> <td>* <input type="text"/></td> </tr> <tr> <td>CASAC T :</td> <td>1.25</td> <td>* <input type="text"/></td> </tr> <tr> <td>Recovery Coach :</td> <td>0.75</td> <td>* <input type="text"/></td> </tr> <tr> <td>Certified Recovery Peer Advocate :</td> <td>1</td> <td>* <input type="text"/></td> </tr> <tr> <td>Education / Employment Specialist :</td> <td>0.5</td> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Children In Residence for Eligible Programs</p> <table border="1"> <tbody> <tr> <td>Number of Children In Residence - Beginning of Month :</td> <td>4</td> </tr> <tr> <td>Number of Children Checked In to this PRU - This Month :</td> <td>3</td> </tr> <tr> <td>Number of Children Checked Out from this PRU - This Month :</td> <td>1</td> </tr> <tr> <td>Number of Children In Residence - End of Month :</td> <td>6</td> </tr> </tbody> </table> <p>Assessments Completed</p> <p>* Admission Assessments Completed - This Month : <input type="text"/></p> <p>Clinical Supervision Sessions</p> <p>* Number of Individual Clinical Supervision Sessions : <input type="text"/></p> <p>* Number of Group Clinical Supervision Sessions : <input type="text"/></p>		Approved Staffing Plan	EOM Vacancies	Physician :	0.75	* <input type="text"/>	Psychiatrist :	0.25	* <input type="text"/>	RN :	2	* <input type="text"/>	LPN :	0.75	* <input type="text"/>	LMSW :	1.25	* <input type="text"/>	LMHC :	1.5	* <input type="text"/>	CASAC :	0.5	* <input type="text"/>	CASAC T :	1.25	* <input type="text"/>	Recovery Coach :	0.75	* <input type="text"/>	Certified Recovery Peer Advocate :	1	* <input type="text"/>	Education / Employment Specialist :	0.5	* <input type="text"/>	Number of Children In Residence - Beginning of Month :	4	Number of Children Checked In to this PRU - This Month :	3	Number of Children Checked Out from this PRU - This Month :	1	Number of Children In Residence - End of Month :	6
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21	<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>	<div style="border: 1px solid black; padding: 10px;"> <p><u>Staffing Resources</u></p> <table border="1"> <thead> <tr> <th></th> <th style="background-color: #d9ead3;">Approved Staffing Plan</th> <th style="background-color: #d9ead3;">EOM Vacancies</th> </tr> </thead> <tbody> <tr> <td>Physician :</td> <td style="text-align: center;">0.75</td> <td style="text-align: center;">* <input type="text" value="0.5"/></td> </tr> <tr> <td>Psychiatrist :</td> <td style="text-align: center;">0.25</td> <td style="text-align: center;">* <input type="text" value="0"/></td> </tr> <tr> <td>RN :</td> <td style="text-align: center;">2</td> <td style="text-align: center;">* <input type="text" value="1"/></td> </tr> <tr> <td>LPN :</td> <td style="text-align: center;">0.75</td> <td style="text-align: center;">* <input type="text" value="0"/></td> </tr> <tr> <td>LMSW :</td> <td style="text-align: center;">1.25</td> <td style="text-align: center;">* <input type="text" value="0"/></td> </tr> <tr> <td>LMHC :</td> <td style="text-align: center;">1.5</td> <td style="text-align: center;">* <input type="text" value="0"/></td> </tr> <tr> <td>CASAC :</td> <td style="text-align: center;">0.5</td> <td style="text-align: center;">* <input type="text" value="0"/></td> </tr> <tr> <td>CASAC T :</td> <td style="text-align: center;">1.25</td> <td style="text-align: center;">* <input type="text" value="0"/></td> </tr> <tr> <td>Recovery Coach :</td> <td style="text-align: center;">0.75</td> <td style="text-align: center;">* <input type="text" value="0.25"/></td> </tr> <tr> <td>Certified Recovery Peer Advocate :</td> <td style="text-align: center;">1</td> <td style="text-align: center;">* <input type="text" value="0.25"/></td> </tr> <tr> <td>Education / Employment Specialist :</td> <td style="text-align: center;">0.5</td> <td style="text-align: center;">* <input type="text" value="0"/></td> </tr> </tbody> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p><u>Children In Residence for Eligible Programs</u></p> <table border="1"> <tbody> <tr> <td>Number of Children In Residence - Beginning of Month :</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Number of Children Checked In to this PRU - This Month :</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Number of Children Checked Out from this PRU - This Month :</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Number of Children In Residence - End of Month :</td> <td style="text-align: center;">6</td> </tr> </tbody> </table> </div> <p><u>Assessments Completed</u></p> <p>* Admission Assessments Completed - This Month : <input type="text"/></p> <p><u>Clinical Supervision Sessions</u></p> <p>* Number of Individual Clinical Supervision Sessions : <input type="text"/></p> <p>* Number of Group Clinical Supervision Sessions : <input type="text"/></p> </div>		Approved Staffing Plan	EOM Vacancies	Physician :	0.75	* <input type="text" value="0.5"/>	Psychiatrist :	0.25	* <input type="text" value="0"/>	RN :	2	* <input type="text" value="1"/>	LPN :	0.75	* <input type="text" value="0"/>	LMSW :	1.25	* <input type="text" value="0"/>	LMHC :	1.5	* <input type="text" value="0"/>	CASAC :	0.5	* <input type="text" value="0"/>	CASAC T :	1.25	* <input type="text" value="0"/>	Recovery Coach :	0.75	* <input type="text" value="0.25"/>	Certified Recovery Peer Advocate :	1	* <input type="text" value="0.25"/>	Education / Employment Specialist :	0.5	* <input type="text" value="0"/>	Number of Children In Residence - Beginning of Month :	4	Number of Children Checked In to this PRU - This Month :	3	Number of Children Checked Out from this PRU - This Month :	1	Number of Children In Residence - End of Month :	6
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Certified Recovery Peer Advocate :	1	* <input type="text" value="0.25"/>																																												
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Number of Children Checked In to this PRU - This Month :	3																																													
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Number of Children In Residence - End of Month :	6																																													

Step	Instructions	Image																																				
23	<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. Each of these sessions need to have a duration of 30 minutes or more.</p>	<p><u>Staffing Resources</u></p> <table border="1"> <thead> <tr> <th></th> <th>Approved Staffing Plan</th> <th>EOM Vacancies</th> </tr> </thead> <tbody> <tr> <td>Physician :</td> <td>0.75</td> <td>* <input type="text" value="0.5"/></td> </tr> <tr> <td>Psychiatrist :</td> <td>0.25</td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>RN :</td> <td>2</td> <td>* <input type="text" value="1"/></td> </tr> <tr> <td>LPN :</td> <td>0.75</td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>LMSW :</td> <td>1.25</td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>LMHC :</td> <td>1.5</td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>CASAC :</td> <td>0.5</td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>CASAC T :</td> <td>1.25</td> <td>* <input type="text" value="0"/></td> </tr> <tr> <td>Recovery Coach :</td> <td>0.75</td> <td>* <input type="text" value="0.25"/></td> </tr> <tr> <td>Certified Recovery Peer Advocate :</td> <td>1</td> <td>* <input type="text" value="0.25"/></td> </tr> <tr> <td>Education / Employment Specialist :</td> <td>0.5</td> <td>* <input type="text" value="0"/></td> </tr> </tbody> </table> <p><u>Children In Residence for Eligible Programs</u></p> <p>Number of Children In Residence - Beginning of Month : 4 Number of Children Checked In to this PRU - This Month : 3 Number of Children Checked Out from this PRU - This Month : 1 Number of Children In Residence - End of Month : 6</p> <p><u>Assessments Completed</u></p> <p>* Admission Assessments Completed - This Month : <input type="text" value="2"/></p> <p><u>Clinical Supervision Sessions</u></p> <p>* Number of Individual Clinical Supervision Sessions : <input type="text"/> * Number of Group Clinical Supervision Sessions : <input type="text"/></p>		Approved Staffing Plan	EOM Vacancies	Physician :	0.75	* <input type="text" value="0.5"/>	Psychiatrist :	0.25	* <input type="text" value="0"/>	RN :	2	* <input type="text" value="1"/>	LPN :	0.75	* <input type="text" value="0"/>	LMSW :	1.25	* <input type="text" value="0"/>	LMHC :	1.5	* <input type="text" value="0"/>	CASAC :	0.5	* <input type="text" value="0"/>	CASAC T :	1.25	* <input type="text" value="0"/>	Recovery Coach :	0.75	* <input type="text" value="0.25"/>	Certified Recovery Peer Advocate :	1	* <input type="text" value="0.25"/>	Education / Employment Specialist :	0.5	* <input type="text" value="0"/>
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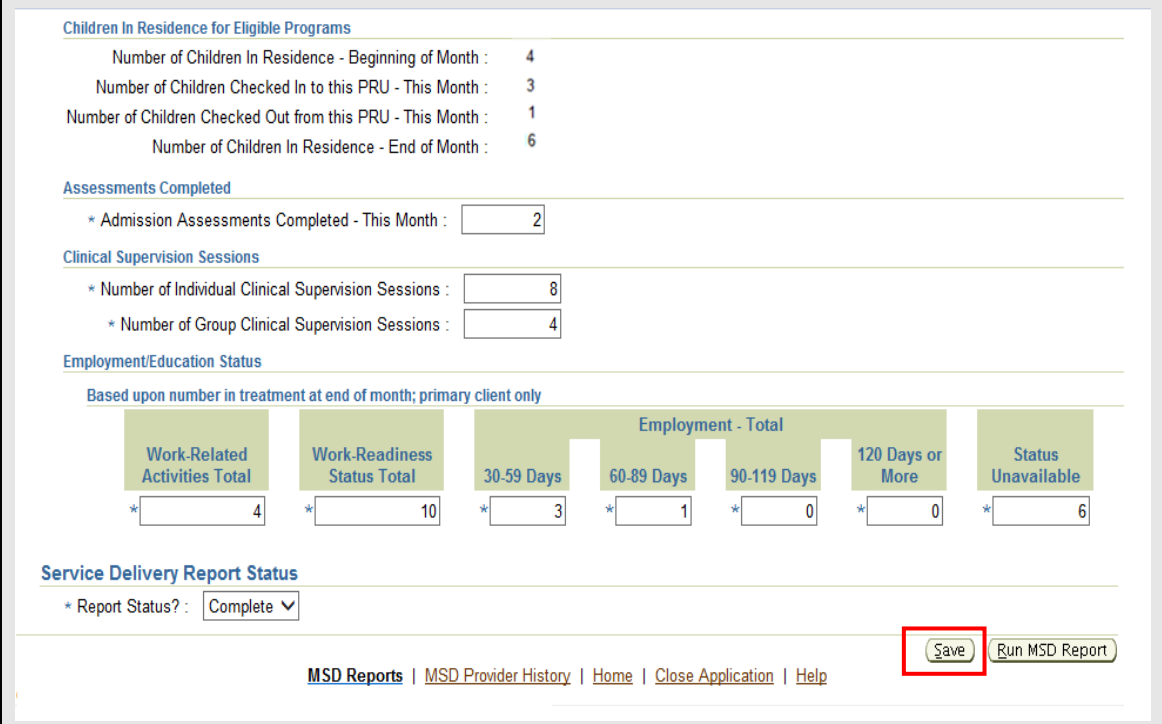
Step	Instructions	Image																					
24	<p>The “Employment/Education Status” section appears next for those Part 820 programs that provide OASAS-funded vocational services. It is required and displayed only for programs with OASAS-funded vocational counselors or vocational service contractors. This section of items will not appear on the screen for other Part 820 programs not providing OASAS-funded vocational services.</p> <p>This section consists of employment/education 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 Part 820 programs). These are found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p>	<p>Assessments Completed</p> <p>* Admission Assessments Completed - This Month : <input type="text" value="2"/></p> <p>Clinical Supervision Sessions</p> <p>* Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/></p> <p>* Number of Group Clinical Supervision Sessions : <input type="text" value="4"/></p> <p>Employment/Education Status</p> <p>Based upon number in treatment at end of month; primary client only</p> <table border="1"> <thead> <tr> <th colspan="7">Employment - Total</th> </tr> <tr> <th>Work-Related Activities Total</th> <th>Work-Readiness Status Total</th> <th>30-59 Days</th> <th>60-89 Days</th> <th>90-119 Days</th> <th>120 Days or More</th> <th>Status Unavailable</th> </tr> </thead> <tbody> <tr> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> <td>* <input type="text"/></td> </tr> </tbody> </table> <p>Service Delivery Report Status</p> <p>* Report Status? : <input type="text" value="v"/></p>	Employment - Total							Work-Related Activities Total	Work-Readiness Status Total	30-59 Days	60-89 Days	90-119 Days	120 Days or More	Status Unavailable	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
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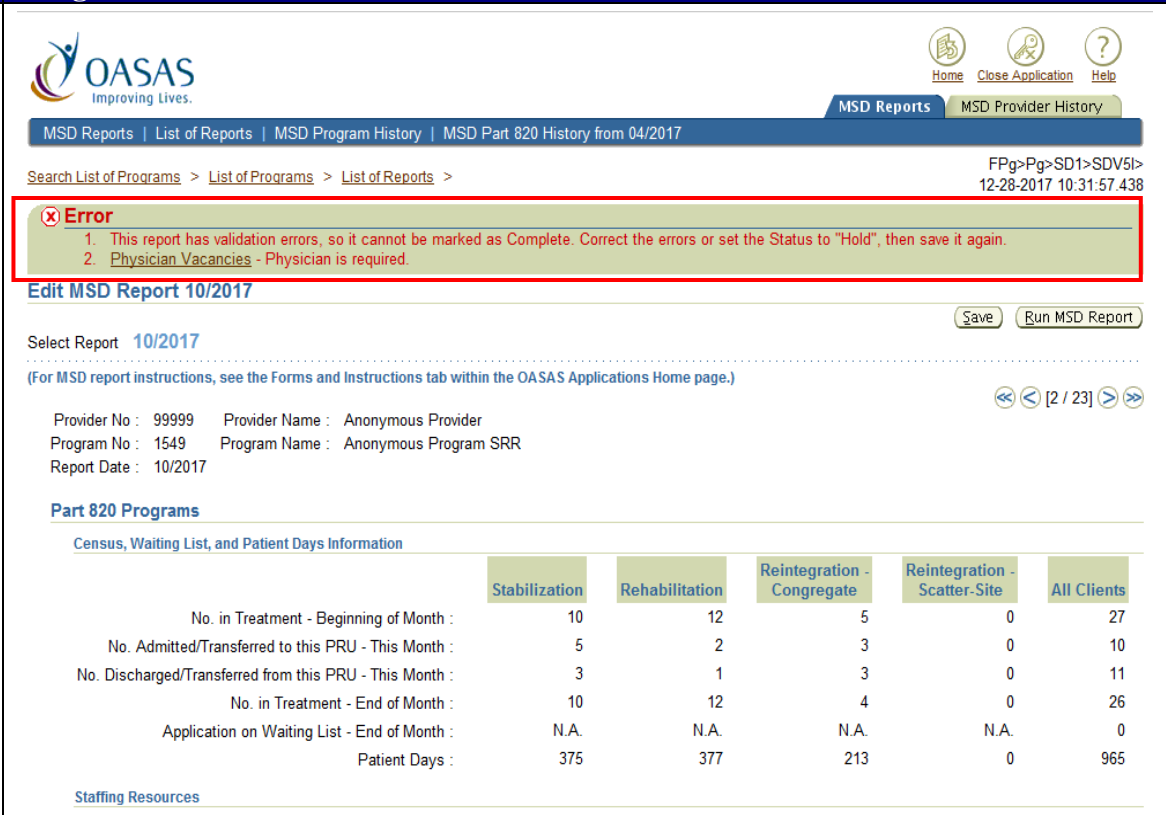
Step	Instructions	Image																				
25	<p>Once you are done entering the remaining section of data for your program, the next step is to complete the final field, Service Delivery Report Status. It must be completed by entering one of two possible options:</p> <ul style="list-style-type: none"> • 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 following sections and data:</p> <ul style="list-style-type: none"> Assessments Completed: Admission Assessments Completed - This Month: 2 Clinical Supervision Sessions: <ul style="list-style-type: none"> Number of Individual Clinical Supervision Sessions: 8 Number of Group Clinical Supervision Sessions: 4 Employment/Education Status: Based upon number in treatment at end of month; primary client only. <table border="1"> <tr> <td>Work-Related Activities Total</td> <td>Work-Readiness Status Total</td> <td colspan="4">Employment - Total</td> <td>Status Unavailable</td> </tr> <tr> <td>30-59 Days</td> <td>60-89 Days</td> <td>90-119 Days</td> <td>120 Days or More</td> <td></td> <td></td> </tr> <tr> <td>* 4</td> <td>* 10</td> <td>* 3</td> <td>* 1</td> <td>* 0</td> <td>* 0</td> <td>* 6</td> </tr> </table> Service Delivery Report Status: * Report Status?: [Dropdown menu] 	Work-Related Activities Total	Work-Readiness Status Total	Employment - Total				Status Unavailable	30-59 Days	60-89 Days	90-119 Days	120 Days or More			* 4	* 10	* 3	* 1	* 0	* 0	* 6
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Step	Instructions	Image
26	<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 like the following when saving the data.</p> <p>“You must complete the oldest incomplete report (4/2017) 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
27	<p>To enter the Report Status, open the dropdown list and select the appropriate status.</p> <p>In this example, a Report Status of Complete is being selected.</p>	 <p>The image contains two screenshots of a web form titled "Service Delivery Report Status".</p> <p>The top screenshot shows the form with a dropdown menu for "Report Status?". The menu is open, showing options "Hold" and "Complete". The "Complete" option is highlighted. A red box highlights the dropdown menu and the "Report Status?" label. Below the form, there are buttons for "Save" and "Run MSD Report", and a footer with links: "MSD Provider History", "Home", "Close Application", and "Help".</p> <p>The bottom screenshot shows the same form, but the dropdown menu is closed, and "Complete" is displayed in the dropdown field. A red box highlights the dropdown field and the "Report Status?" label. The "Save" and "Run MSD Report" buttons and the footer links are also visible.</p>

Save MSD Report

Step	Instructions	Image
28	<p>Once you have entered the final field Report Status, you will next save the data to finish the MSD data entry process.</p> <p>Click the Save button to save the data already entered.</p> <p>If you have set the Report Status to “Hold” rather than to “Complete,” you are saving the incomplete data that you have entered so far.</p> <p>When you click the Save button to save an MSD report whose Report Status was set to “Complete,” the system will check for errors. If there are any data entry errors made, error messages will be displayed. Then you must make the required changes to correct the errors and click the Save button again.</p>	 <p>The screenshot shows a web-based form for entering MSD data. It includes sections for 'Children In Residence for Eligible Programs', 'Assessments Completed', 'Clinical Supervision Sessions', and 'Employment/Education Status'. The 'Employment - Total' section features a bar chart with data points for different activity categories. At the bottom, there is a 'Service Delivery Report Status' dropdown menu set to 'Complete', a 'Save' button (highlighted with a red box), and 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																																										
29	<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. 	 <p>The screenshot shows the OASAS 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 bar and a breadcrumb trail: 'Search List of Programs > List of Programs > List of Reports >'. The main content area displays an error message in a green box with a red border: 'Error: 1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again. 2. Physician Vacancies - Physician is required.' Below the error message, there is a section titled 'Part 820 Programs' with a sub-section 'Census, Waiting List, and Patient Days Information'. This section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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Step	Instructions	Image																																										
<p>30</p>	<p>A list of 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 search bar and breadcrumb navigation are visible. A prominent red-bordered error message box contains 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>Physician Vacancies</u> - Physician is required. <p>Below the error message, there is a 'Save' button highlighted with a red box. The main content area displays report details for '10/2017' and a table titled 'Part 820 Programs' with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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<p>31</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 application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a breadcrumb trail: 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. A search bar is present with the text 'Search List of Programs > List of Programs > List of Reports >'. On the right side, there is a user information area: 'FPg>Pg>SD1>SDV51> 12-28-2017 10:31:57.438'. A red-bordered box highlights an error message: 'Error: 1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again. 2. Physician Vacancies - Physician is required.' Below the error message, there is a link 'Edit MSD Report 10/2017' and two buttons: 'Save' and 'Run MSD Report'. The page also shows 'Select Report 10/2017' and a note: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. On the right side, there are navigation arrows and the text '[2 / 23]'. The main content area displays 'Part 820 Programs' with a sub-section 'Census, Waiting List, and Patient Days Information'. This section contains a table with columns for 'Stabilization', 'Rehabilitation', 'Reintegration - Congregate', 'Reintegration - Scatter-Site', and 'All Clients'. The table data is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table> <p>At the bottom of the page, there is a link for 'Staffing Resources'.</p>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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<p>32</p>	<p>In this example, another error message indicates a problem with the field Physician Vacancies under the EOM Vacancies column, which you will correct.</p> <p>“Physician is required.”</p> <p>The error message indicates that the field cannot be left blank and a value must be entered.</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 Physician Vacancies to move to the section of the page containing that field (i.e., Staffing Resources under the EOM Vacancies column).</p>	<p>The screenshot shows the OASAS application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. A search bar is present with the text 'Search List of Programs > List of Programs > List of Reports >'. On the right side, there are icons for Home, Close Application, and Help, along with the text 'FPg>Pg>SD1>SDV51> 12-28-2017 10:31:57.438'. A prominent error message is displayed in a red-bordered box: 'Error' followed by two points: '1. This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again.' and '2. Physician Vacancies - Physician is required.' Below the error message, there is a link 'Edit MSD Report 10/2017' and buttons for 'Save' and 'Run MSD Report'. The report details section shows 'Select Report 10/2017' and '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. The report data includes: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 1549, Program Name: Anonymous Program SRR, and Report Date: 10/2017. A section titled 'Part 820 Programs' contains a table for 'Census, Waiting List, and Patient Days Information'. The table has columns for Stabilization, Rehabilitation, Reintegration - Congregate, Reintegration - Scatter-Site, and All Clients. The data rows are: No. in Treatment - Beginning of Month (10, 12, 5, 0, 27), No. Admitted/Transferred to this PRU - This Month (5, 2, 3, 0, 10), No. Discharged/Transferred from this PRU - This Month (3, 1, 3, 0, 11), No. in Treatment - End of Month (10, 12, 4, 0, 26), Application on Waiting List - End of Month (N.A., N.A., N.A., N.A., 0), and Patient Days (375, 377, 213, 0, 965). At the bottom, there is a link for 'Staffing Resources'.</p>

Step	Instructions	Image																																																																														
33	<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 Staffing Resources in the EOM Vacancies column) to 0.5 would be accepted as valid.</p>	<p><u>Census, Waiting List, and Patient Days Information</u></p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table> <p><u>Staffing Resources</u></p> <table border="1"> <thead> <tr> <th></th> <th>Approved Staffing Plan</th> <th>EOM Vacancies</th> </tr> </thead> <tbody> <tr> <td>Physician :</td> <td>0.75</td> <td><input type="text" value="0.75"/> ⓧ* Physician is required.</td> </tr> <tr> <td>Psychiatrist :</td> <td>0.25</td> <td><input type="text" value="0"/> *</td> </tr> <tr> <td>RN :</td> <td>2</td> <td><input type="text" value="1"/> *</td> </tr> <tr> <td>LPN :</td> <td>0.75</td> <td><input type="text" value="0"/> *</td> </tr> <tr> <td>LMSW :</td> <td>1.25</td> <td><input type="text" value="0"/> *</td> </tr> <tr> <td>LMHC :</td> <td>1.5</td> <td><input type="text" value="0"/> *</td> </tr> <tr> <td>CASAC :</td> <td>0.5</td> <td><input type="text" value="0"/> *</td> </tr> <tr> <td>CASAC T :</td> <td>1.25</td> <td><input type="text" value="0"/> *</td> </tr> <tr> <td>Recovery Coach :</td> <td>0.75</td> <td><input type="text" value="0.25"/> *</td> </tr> <tr> <td>Certified Recovery Peer Advocate :</td> <td>1</td> <td><input type="text" value="0.25"/> *</td> </tr> <tr> <td>Education / Employment Specialist :</td> <td>0.5</td> <td><input type="text" value="0"/> *</td> </tr> </tbody> </table> <p><u>Children In Residence for Eligible Programs</u></p>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965		Approved Staffing Plan	EOM Vacancies	Physician :	0.75	<input type="text" value="0.75"/> ⓧ* Physician is required.	Psychiatrist :	0.25	<input type="text" value="0"/> *	RN :	2	<input type="text" value="1"/> *	LPN :	0.75	<input type="text" value="0"/> *	LMSW :	1.25	<input type="text" value="0"/> *	LMHC :	1.5	<input type="text" value="0"/> *	CASAC :	0.5	<input type="text" value="0"/> *	CASAC T :	1.25	<input type="text" value="0"/> *	Recovery Coach :	0.75	<input type="text" value="0.25"/> *	Certified Recovery Peer Advocate :	1	<input type="text" value="0.25"/> *	Education / Employment Specialist :	0.5	<input type="text" value="0"/> *
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34	<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 shows a web form for entering MSD data. It includes sections for 'Children In Residence for Eligible Programs', 'Assessments Completed', 'Clinical Supervision Sessions', and 'Employment/Education Status'. The 'Employment - Total' section features a bar chart with input fields for different duration categories. At the bottom, there is a 'Service Delivery Report Status' dropdown and a 'Save' button highlighted with a red box.</p> <p>Children In Residence for Eligible Programs</p> <ul style="list-style-type: none"> Number of Children In Residence - Beginning of Month : 4 Number of Children Checked In to this PRU - This Month : 3 Number of Children Checked Out from this PRU - This Month : 1 Number of Children In Residence - End of Month : 6 <p>Assessments Completed</p> <ul style="list-style-type: none"> * Admission Assessments Completed - This Month : <input type="text" value="2"/> <p>Clinical Supervision Sessions</p> <ul style="list-style-type: none"> * Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/> * Number of Group Clinical Supervision Sessions : <input type="text" value="4"/> <p>Employment/Education Status</p> <p>Based upon number in treatment at end of month; primary client only</p> <table border="1"> <thead> <tr> <th>Work-Related Activities Total</th> <th>Work-Readiness Status Total</th> <th colspan="4">Employment - Total</th> <th>Status Unavailable</th> </tr> <tr> <th></th> <th></th> <th>30-59 Days</th> <th>60-89 Days</th> <th>90-119 Days</th> <th>120 Days or More</th> <th></th> </tr> </thead> <tbody> <tr> <td>* <input type="text" value="4"/></td> <td>* <input type="text" value="10"/></td> <td>* <input type="text" value="3"/></td> <td>* <input type="text" value="1"/></td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="0"/></td> <td>* <input type="text" value="6"/></td> </tr> </tbody> </table> <p>Service Delivery Report Status</p> <ul style="list-style-type: none"> * Report Status? : Complete ▼ <p>At the bottom right, there is a Save button (highlighted with a red box) and a Run MSD Report button.</p> <p>Navigation links at the bottom: MSD Reports MSD Provider History Home Close Application Help</p>	Work-Related Activities Total	Work-Readiness Status Total	Employment - Total				Status Unavailable			30-59 Days	60-89 Days	90-119 Days	120 Days or More		* <input type="text" value="4"/>	* <input type="text" value="10"/>	* <input type="text" value="3"/>	* <input type="text" value="1"/>	* <input type="text" value="0"/>	* <input type="text" value="0"/>	* <input type="text" value="6"/>
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35	Once the data has been successfully entered 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, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search bar and a breadcrumb trail are visible. A green information box with a red border contains the message 'Transaction completed successfully!'. Below the message, there are buttons for 'Save' and 'Run MSD Report'. The page also displays report details for '10/2017' and a table of 'Part 820 Programs' data.</p> <table border="1" data-bbox="829 755 1879 998"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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<p>36</p>	<p>While you are viewing, or editing an MSD form, you can move between opened MSD forms for that program without going back to the MSD Reports list by clicking the back and forward arrows at the top of the page.</p> <p>You can move to one MSD at a time by clicking a single arrow or move to the very beginning or very end of the MSDs by clicking the double arrows.</p>	<p>Part 820 Programs</p> <p>Census, Waiting List, and Patient Days Information</p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table> <p>Staffing Resources</p>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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37	To return to the <i>List of Reports</i> page, click the List of Reports sub-tab near the top left side of the page (second row).	<p>The screenshot shows the OASAS application interface. At the top, there is a navigation bar with the OASAS logo and the tagline 'Improving Lives.' On the right side of the navigation bar, there are icons for Home, Close Application, and Help. Below the navigation bar, there is a breadcrumb trail: MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017. The 'List of Reports' tab is highlighted in red. Below the breadcrumb trail, there is a search bar and a timestamp: FPg>Pg>SD1>SDV5I> 12-28-2017 10:55:55.051. The main content area is titled 'Edit MSD Report 10/2017' and includes a 'Save' button and a 'Run MSD Report' button. Below this, there is a section for 'Select Report 10/2017' with a note: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. The report details are as follows:</p> <p>Provider No : 99999 Provider Name : Anonymous Provider Program No : 1549 Program Name : Anonymous Program SRR Report Date : 10/2017</p> <p>Part 820 Programs</p> <p>Census, Waiting List, and Patient Days Information</p> <table border="1"> <thead> <tr> <th></th> <th>Stabilization</th> <th>Rehabilitation</th> <th>Reintegration - Congregate</th> <th>Reintegration - Scatter-Site</th> <th>All Clients</th> </tr> </thead> <tbody> <tr> <td>No. in Treatment - Beginning of Month :</td> <td>10</td> <td>12</td> <td>5</td> <td>0</td> <td>27</td> </tr> <tr> <td>No. Admitted/Transferred to this PRU - This Month :</td> <td>5</td> <td>2</td> <td>3</td> <td>0</td> <td>10</td> </tr> <tr> <td>No. Discharged/Transferred from this PRU - This Month :</td> <td>3</td> <td>1</td> <td>3</td> <td>0</td> <td>11</td> </tr> <tr> <td>No. in Treatment - End of Month :</td> <td>10</td> <td>12</td> <td>4</td> <td>0</td> <td>26</td> </tr> <tr> <td>Application on Waiting List - End of Month :</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>N.A.</td> <td>0</td> </tr> <tr> <td>Patient Days :</td> <td>375</td> <td>377</td> <td>213</td> <td>0</td> <td>965</td> </tr> </tbody> </table> <p>Below the table, there is a section for 'Staffing Resources'.</p>		Stabilization	Rehabilitation	Reintegration - Congregate	Reintegration - Scatter-Site	All Clients	No. in Treatment - Beginning of Month :	10	12	5	0	27	No. Admitted/Transferred to this PRU - This Month :	5	2	3	0	10	No. Discharged/Transferred from this PRU - This Month :	3	1	3	0	11	No. in Treatment - End of Month :	10	12	4	0	26	Application on Waiting List - End of Month :	N.A.	N.A.	N.A.	N.A.	0	Patient Days :	375	377	213	0	965
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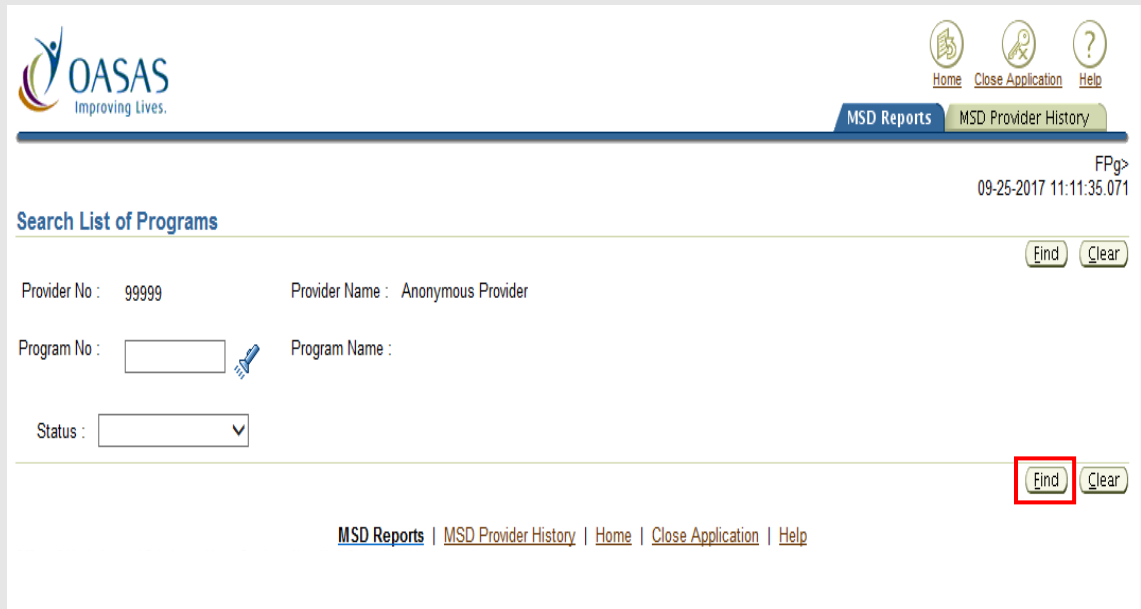
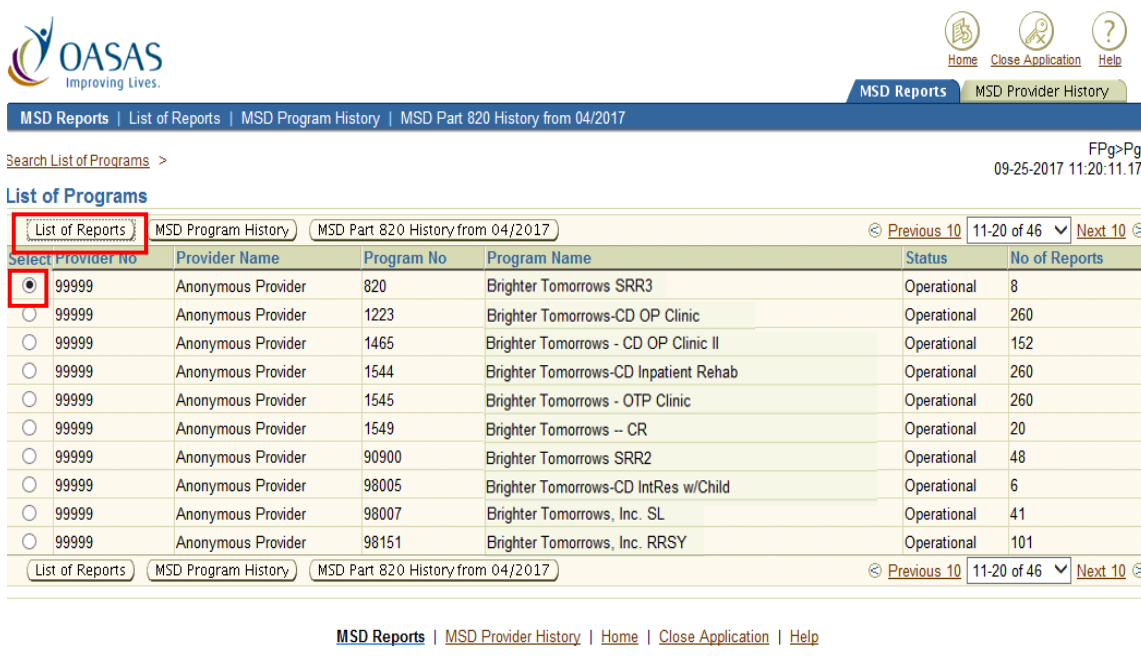
Step	Instructions	Image
38	<p>Now you are back on the <i>List of Reports</i> page, which shows a sample list of 10 MSDs, including the MSD that you just left.</p> <p>From here, you can access the <i>MSD Program History</i> pages. For Part 820 programs that were operational prior to 04/01/2017, MSD history will be found on either History tab based on date of report. Click the MSD Program History and/or MSD Part 820 History from 04/2017 sub-tab as shown in this image.</p>	<p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and the tagline 'Improving Lives.'. To the right of the logo are icons for Home, Close Application, and Help. Below the navigation bar, there are two tabs: 'MSD Reports' and 'MSD Provider History'. The 'MSD Reports' tab is active, and within it, the 'MSD Program History' sub-tab is highlighted with a red box. Below the tabs, there is a search bar with the text 'Search List of Programs > List of Programs >'. To the right of the search bar, there is a page indicator 'Pg>SD1>' and a timestamp '12-20-2017 15:08:47.315'. Below the search bar, there is a section titled 'List of Reports' with the text 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. Below this text is a table with columns for 'Select Report Date' and 'Status'. The table lists dates from 11/2017 to 02/2017 with corresponding status values like 'New' or 'Complete'. The 'MSD Program History' sub-tab is highlighted with a red box.</p>

Step	Instructions	Image																																																																																																																																																																																																																	
<p>39</p>	<p>This <i>MSD Program History</i> page allows you to view the program’s summary of aggregate data for each MSD reporting month. That is, each row contains selected aggregate data (e.g., number of assessments, beginning and end of month census, number of client admissions and discharges, total 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. Significant variations may suggest possible reporting errors.</p>	<p>The screenshot displays the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and the tagline 'Improving Lives.'. Below the logo, there are links for 'Home', 'Close Application', and 'Help'. The main navigation area includes 'MSD Reports' and 'MSD Provider History'. The current page title is 'MSD Program History' for 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. A breadcrumb trail shows the path: 'Search List of Programs > List of Programs > List of Reports > MSD Part 820 History from 04/2017 >'. The table below shows 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>Patient Staff</th> <th>Assmt. Days</th> <th>Visits</th> <th>Counseling Individual</th> <th>Counseling Group</th> <th>Children in Residence BOM Census</th> <th>Children in Residence Checked In</th> <th>Children in Residence Checked Out</th> <th>Children in Residence EOM Census</th> </tr> </thead> <tbody> <tr> <td>03/2017</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>2</td> <td>3</td> <td>1</td> <td>4</td> <td>5</td> <td>0</td> <td>0</td> <td>96</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>02/2017</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>0</td> <td>0</td> <td>57</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>01/2017</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>0</td> <td>3</td> <td>3</td> <td>0</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>12/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>0</td> <td>3</td> <td>3</td> <td>0</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>11/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>0</td> <td>3</td> <td>3</td> <td>0</td> <td>0</td> <td>90</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>10/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>4</td> <td>0</td> <td>1</td> <td>3</td> <td>4</td> <td>0</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>09/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>4</td> <td>4</td> <td>0</td> <td>0</td> <td>120</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>08/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>2</td> <td>0</td> <td>4</td> <td>4</td> <td>0</td> <td>0</td> <td>103</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>07/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> <td>3</td> <td>3</td> <td>0</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>06/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>4</td> <td>0</td> <td>1</td> <td>3</td> <td>4</td> <td>0</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</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	Patient Staff	Assmt. 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Step	Instructions	Image																																																																																																																																																																																											
<p>40</p>	<p>To view MSD Program History data for other groups of MSD reporting months, you can move through the pages of MSD history data by the methods discussed earlier. You can change the viewable list of aggregate data for 10 MSD reporting periods at a time by using the Selected Records dropdown list, clicking the backward and forward arrows, or clicking the “Previous” or “Next 5” buttons in the upper right side of the page (in this example there are only 5 additional reports rather than 10).</p>	<p>The screenshot displays the OASAS MSD Program History interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this is a breadcrumb trail: 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. A search path is shown: 'Search List of Programs > List of Programs > List of Reports > MSD Part 820 History from 04/2017 >'. The page title is 'MSD Program History' and the provider/program is '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A pagination control shows 'Previous', '1-10 of 15', and 'Next 5'. The main table has the following data:</p> <table border="1"> <thead> <tr> <th>MSD Report Date</th> <th>MSD Report 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 Unique Clients</th> <th>Wait List Total Staff</th> <th>Patient Days</th> <th>Assmt Visits</th> <th>Counseling Individual</th> <th>Counseling Group</th> <th>Children in Residence BOM Census</th> <th>Children in Residence Checked In</th> <th>Children in Residence Checked Out</th> <th>Children in Residence EOM Census</th> </tr> </thead> <tbody> <tr> <td>03/2017</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>2</td> <td>3</td> <td>1</td> <td>4</td> <td>5</td> <td>0</td> <td>96</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>02/2017</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>0</td> <td>57</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>01/2017</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>0</td> <td>3</td> <td>3</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>12/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>0</td> <td>3</td> <td>3</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>11/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>0</td> <td>3</td> <td>3</td> <td>0</td> <td>90</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>10/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>4</td> <td>0</td> <td>1</td> <td>3</td> <td>4</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>09/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> <td>4</td> <td>4</td> <td>0</td> <td>120</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>08/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>2</td> <td>0</td> <td>4</td> <td>4</td> <td>0</td> <td>103</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>07/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> <td>3</td> <td>3</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>06/2016</td> <td>4/28/2017</td> <td>Complete</td> <td>0</td> <td>4</td> <td>0</td> <td>1</td> <td>3</td> <td>4</td> <td>0</td> <td>93</td> <td>0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>At the bottom of the page, there is a navigation bar with links: 'MSD Reports MSD Provider History Home Close Application Help'.</p>	MSD Report Date	MSD Report Date Completed	MSD Report Status	Assessments	BOM Census	Client Admit	Client Disch	EOM Unique Clients	Wait List Total Staff	Patient Days	Assmt Visits	Counseling Individual	Counseling Group	Children in Residence BOM Census	Children in Residence Checked In	Children in Residence Checked Out	Children in Residence EOM Census	03/2017	4/28/2017	Complete	0	2	3	1	4	5	0	96	0		0	0	0	0	02/2017	4/28/2017	Complete	0	3	0	1	2	3	0	57	0		0	0	0	0	01/2017	4/28/2017	Complete	0	3	0	0	3	3	0	93	0		0	0	0	0	12/2016	4/28/2017	Complete	0	3	0	0	3	3	0	93	0		0	0	0	0	11/2016	4/28/2017	Complete	0	3	0	0	3	3	0	90	0		0	0	0	0	10/2016	4/28/2017	Complete	0	4	0	1	3	4	0	93	0		0	0	0	0	09/2016	4/28/2017	Complete	0	4	0	0	4	4	0	120	0		0	0	0	0	08/2016	4/28/2017	Complete	0	3	2	0	4	4	0	103	0		0	0	0	0	07/2016	4/28/2017	Complete	0	3	0	1	3	3	0	93	0		0	0	0	0	06/2016	4/28/2017	Complete	0	4	0	1	3	4	0	93	0		0	0	0	0
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Step	Instructions	Image
41	The second tab, MSD Part 820 History from 04/2017 , applies only to Part 820 programs.	<p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with tabs for 'MSD Reports' and 'MSD Provider History'. The 'MSD Part 820 History from 04/2017' 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 information: '99999 Anonymous Provider / 1549 Anonymous Program SRR'. Below this, there is a table with two columns: 'Select Report Date' and 'Status'. The table contains 11 rows of data, with the first row (11/2017) having a 'New' status and the others (10/2017 to 02/2017) having a 'Complete' status. There are also pagination controls and 'Update' buttons above and below the table.</p>

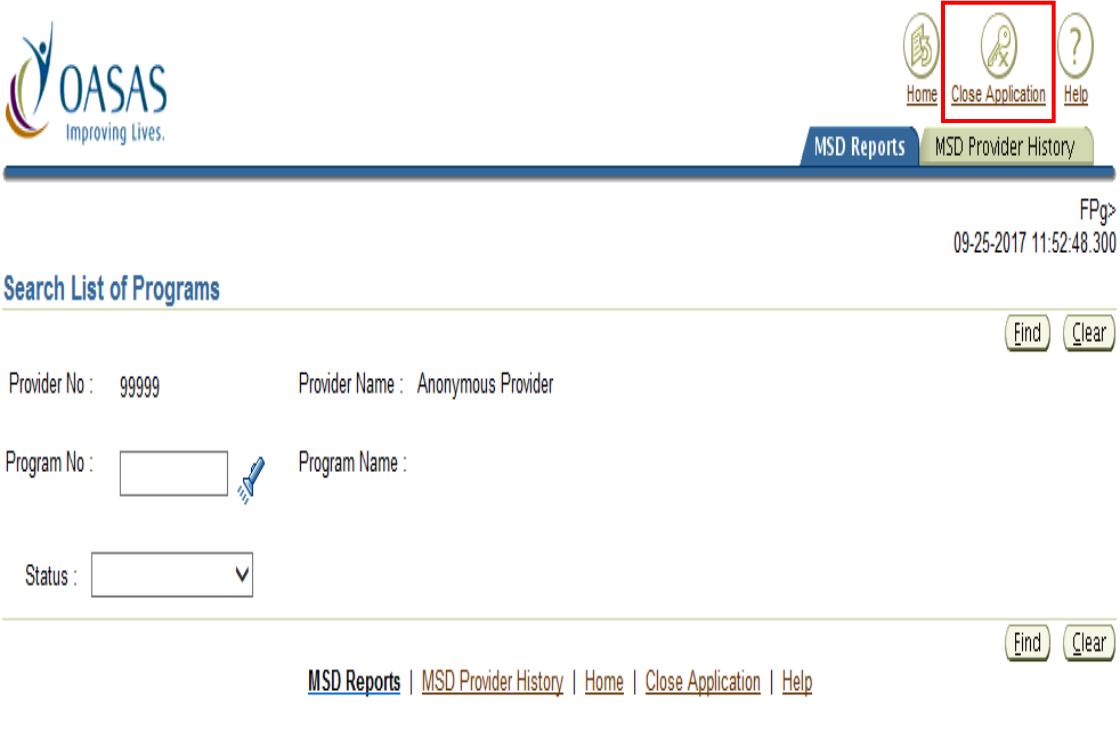
Step	Instructions	Image
42	<p>This <i>MSD Part 820 History from 04/2017</i> page shows admissions, transfers and discharges between elements. This report shows a client count of days in each Element of Care, Staff vacancies and Child in Residence (if applicable).</p>	
43	<p>If you need to enter MSD data for another program in your provider from this page, click the Search List of Programs link in the breadcrumb area. This will return you to the Search List of Programs page.</p> <p>The breadcrumb links are at the top of the page and show you the pages that you went through to get to the current page. Using the breadcrumb links allows you to go back to previous pages and retain the choices you made there.</p>	

Step	Instructions	Image																																																																		
44	<p>From the Search List of Programs page, you can find a list of all programs if you leave the 'Program No' box blank. Click the Find button to display a resulting list of all programs.</p>	 <p>The screenshot shows the OASAS 'Search List of Programs' interface. At the top, there are navigation links for Home, Close Application, and Help. Below that, there are tabs for 'MSD Reports' and 'MSD Provider History'. The main content area has a search form with the following fields: 'Provider No' (99999), 'Provider Name' (Anonymous Provider), 'Program No' (empty), 'Program Name' (empty), and 'Status' (dropdown menu). A 'Find' button is highlighted with a red box. At the bottom, there are navigation links for MSD Reports, MSD Provider History, Home, Close Application, and Help.</p>																																																																		
45	<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 shows the OASAS 'List of Programs' interface. At the top, there are navigation links for Home, Close Application, and Help. Below that, there are tabs for 'MSD Reports', 'List of Reports', 'MSD Program History', and 'MSD Part 820 History from 04/2017'. The main content area has a 'List of Programs' table with the following columns: 'Select Provider no', 'Provider Name', 'Program No', 'Program Name', 'Status', and 'No of Reports'. The first row is selected, and the 'List of Reports' button is highlighted with a red box. At the bottom, there are navigation links for MSD Reports, MSD Provider History, Home, Close Application, and Help.</p> <table border="1" data-bbox="772 1047 1906 1356"> <thead> <tr> <th>Select Provider no</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>820</td> <td>Brighter Tomorrows SRR3</td> <td>Operational</td> <td>8</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>1223</td> <td>Brighter Tomorrows-CD OP Clinic</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>1465</td> <td>Brighter Tomorrows - CD OP Clinic II</td> <td>Operational</td> <td>152</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>1544</td> <td>Brighter Tomorrows-CD Inpatient Rehab</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>1545</td> <td>Brighter Tomorrows - OTP Clinic</td> <td>Operational</td> <td>260</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>1549</td> <td>Brighter Tomorrows -- CR</td> <td>Operational</td> <td>20</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>90900</td> <td>Brighter Tomorrows SRR2</td> <td>Operational</td> <td>48</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>98005</td> <td>Brighter Tomorrows-CD IntRes w/Child</td> <td>Operational</td> <td>6</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>98007</td> <td>Brighter Tomorrows, Inc. SL</td> <td>Operational</td> <td>41</td> </tr> <tr> <td><input type="radio"/> 99999</td> <td>Anonymous Provider</td> <td>98151</td> <td>Brighter Tomorrows, Inc. RRSY</td> <td>Operational</td> <td>101</td> </tr> </tbody> </table>	Select Provider no	Provider Name	Program No	Program Name	Status	No of Reports	<input checked="" type="radio"/> 99999	Anonymous Provider	820	Brighter Tomorrows SRR3	Operational	8	<input type="radio"/> 99999	Anonymous Provider	1223	Brighter Tomorrows-CD OP Clinic	Operational	260	<input type="radio"/> 99999	Anonymous Provider	1465	Brighter Tomorrows - CD OP Clinic II	Operational	152	<input type="radio"/> 99999	Anonymous Provider	1544	Brighter Tomorrows-CD Inpatient Rehab	Operational	260	<input type="radio"/> 99999	Anonymous Provider	1545	Brighter Tomorrows - OTP Clinic	Operational	260	<input type="radio"/> 99999	Anonymous Provider	1549	Brighter Tomorrows -- CR	Operational	20	<input type="radio"/> 99999	Anonymous Provider	90900	Brighter Tomorrows SRR2	Operational	48	<input type="radio"/> 99999	Anonymous Provider	98005	Brighter Tomorrows-CD IntRes w/Child	Operational	6	<input type="radio"/> 99999	Anonymous Provider	98007	Brighter Tomorrows, Inc. SL	Operational	41	<input type="radio"/> 99999	Anonymous Provider	98151	Brighter Tomorrows, Inc. RRSY	Operational	101
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Step	Instructions	Image
<p>46</p>	<p>On the <i>List of Reports</i> page, you see a list of up to ten of the most recent MSD reports for this newly selected program (i.e., 820 Brighter Tomorrows SRR3).</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>NOTE: Remember you must complete all previous MSD reports prior to completing the most recent report.</p>	<p>The screenshot shows the OASAS interface. At the top, there's a logo for OASAS (Improving Lives.) and navigation icons for Home, Close Application, and Help. Below that, there are tabs for 'MSD Reports' and 'MSD Provider History'. A breadcrumb trail reads: 'MSD Reports List of Reports MSD Program History MSD Part 820 History from 04/2017'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 820 Brighter Tomorrows SRR3'. A table lists reports from 12/2017 to 03/2017. The 11/2017 report is selected. An 'Update' button is highlighted with a red box. At the bottom, there are more navigation links: 'MSD Reports MSD Provider History Home Close Application Help'.</p>

Step	Instructions	Image
47	<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 like that presented for MSD Program History, except that the data are aggregated at the provider level (i.e., combined data reported for all 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
<p>48</p>	<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:</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 shows the OASAS 'Search Providers' page. At the top left is the OASAS logo with the tagline 'Improving Lives.'. To the right are icons for Home, Close Application, and Help. Below these are two tabs: 'MSD Reports' and 'MSD Provider History'. The page title is 'Search Providers'. There are search fields for 'Provider No.' (value: 99999), 'Provider Name' (value: Anonymous Provider), 'City', 'State Code', and 'Zip Code'. 'Find' and 'Clear' buttons are present. The 'Find' button is highlighted with a red box. At the bottom, there is a breadcrumb trail: 'MSD Reports MSD Provider History Home Close Application Help'.</p>

Step	Instructions	Image
49	<p>If you are finished entering transactions, you can return to the <i>OASAS Applications</i> page by clicking the Close Application button to exit the application.</p>	 <p>The screenshot shows the OASAS application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application (highlighted with a red box), and Help. Below these are tabs for 'MSD Reports' and 'MSD Provider History'. The main content area features a 'Search List of Programs' section with input fields for 'Provider No' (value: 99999), 'Provider Name' (value: Anonymous Provider), 'Program No', 'Program Name', and 'Status'. There are 'Find' and 'Clear' buttons for the search. At the bottom right, there is a timestamp '09-25-2017 11:52:48.300' and another set of 'Find' and 'Clear' buttons. A footer contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>