

# *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>

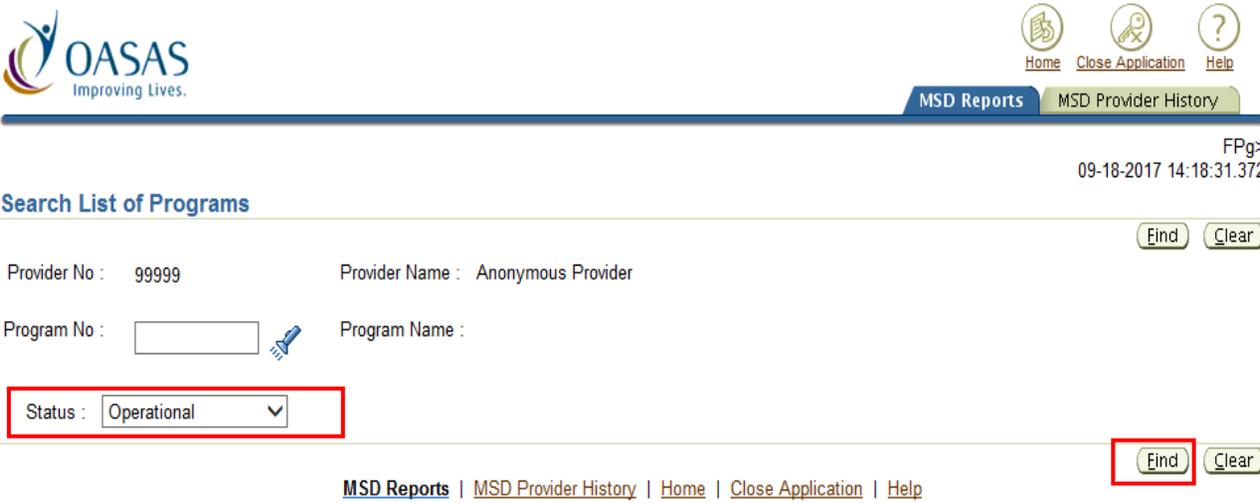
## Locate MSD Reports

Step	Instructions	Image
1a	<p>After you log into OASAS Applications, click on the <b>Applications</b> 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><b>1b</b></p>	<p>Next, click the “<b>Monthly Service Delivery</b>” 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 note about Internet Explorer compatibility. A secondary navigation bar contains 'Home', 'Applications', 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery' (highlighted with a red box), 'IPMES/Workscope', and 'Help'. A yellow notification box states: '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: 'Performance Summary' (containing a 'Summary Report' link), 'Data Quality Monitoring' (containing links for 'Admitted to CDS but not STAR-QI in Last 30 Days', 'Admitted to CDS but not STAR-QI in Last 12 Months', 'Admitted to CDS but not STAR-QI (All)', 'Discharged from CDS but not STAR-QI in Last 30 Days', 'Discharged from CDS but not STAR-QI in Last 12 Months', and 'Discharged from CDS but not STAR-QI (All)'); and 'Missing Data Monitoring' (containing links for 'First Request for Service Date Missing Report', 'Appointment Status Missing Report', 'First Clinical Service Date Expected Report', 'Service Dates Missing Report', and 'Discharge Data Missing Report'). At the bottom, there are sections for 'Client Data System Batch System' (with 'CDS Batch Process (Production)') and 'Client Data System Reports' (with 'Transaction Reports' and 'Management').</p>

Step	Instructions	Image
2	<p>From the “<i>Monthly Service Delivery</i>” page, you will then click the <b>Monthly Service Report</b> link to open the “<i>Search List of Programs</i>” page. This page will open in a separate window in the live system.</p>	<p>The screenshot shows the OASAS website interface. At the top, it displays 'New York State' and 'State Agencies'. Below this, the date 'September 18, 2017' and a welcome message for 'CDS TestUser01' are visible, along 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 notification box states: '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 'Maintenance' section, the 'Monthly Service Report' link is highlighted with a red rectangular box. The 'Reports' section lists several report types: 'Monthly Service Delivery Report', 'Monthly Service Delivery Report - Part 820 Programs' (marked with a 'NEW' badge and 'Click for Info'), 'MSD Summary Report', 'Delinquency Report', 'MSD Additional Locations Report', 'Program History by Provider', and 'MSD Patient Days Report'.</p>

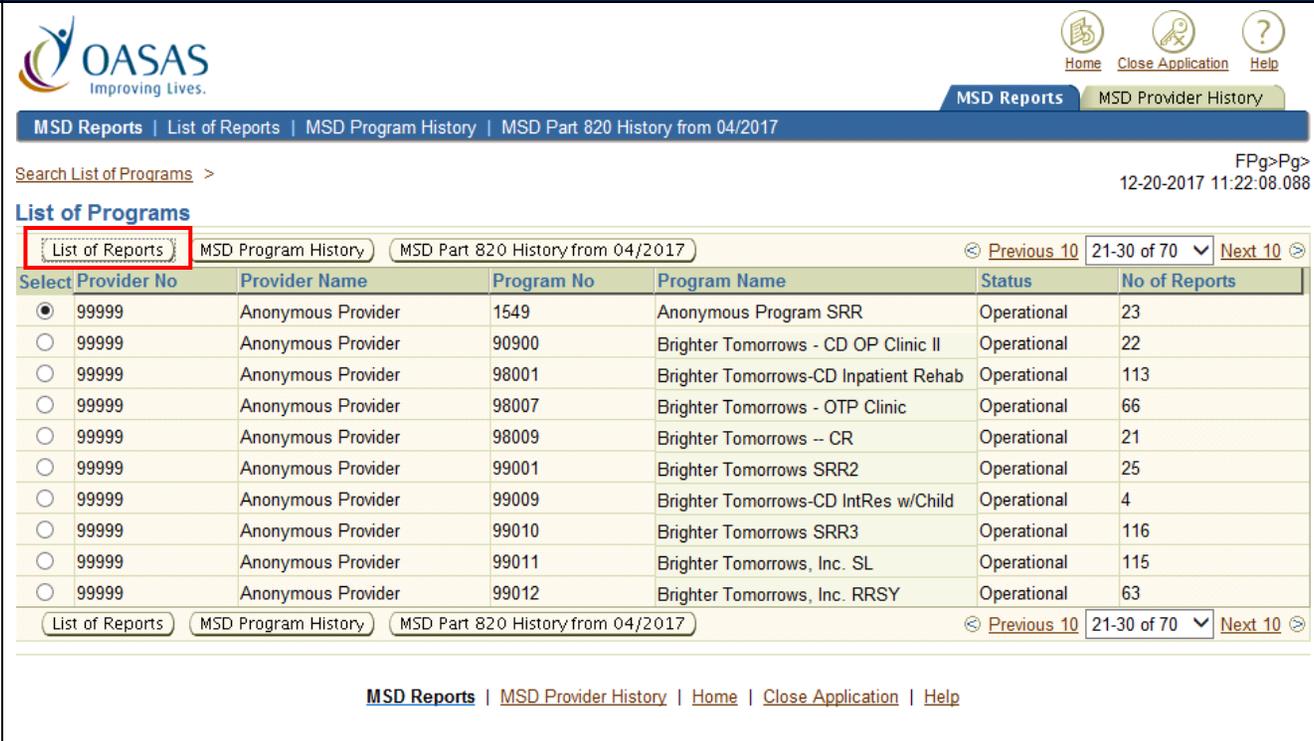
Step	Instructions	Image
3	<p>Now you see the “<i>Search List of Programs</i>” page, where you can enter program-level search criteria (e.g., <a href="#">Program No.</a> or <a href="#">Status</a>) to limit your search and produce either one program record or a list of programs for your provider that meet the <a href="#">Status</a> criteria.</p> <p>Leaving <a href="#">Program No.</a> and <a href="#">Status</a> search fields blank will list all programs for your provider.</p> <p>In the live system, your provider will be filled in automatically. In this example, the provider shown is “Anonymous Provider”</p>	<p>The screenshot displays the OASAS 'Search List of Programs' interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these are tabs for 'MSD Reports' and 'MSD Provider History'. The main heading is 'Search List of Programs'. The search criteria are: Provider No: 99999, Provider Name: Anonymous Provider. The Program No field is a text input with a magnifying glass icon, and the Status field is a dropdown menu. Both the Program No and Status fields are enclosed in a red rectangular box. At the bottom right, there are 'Find' and 'Clear' buttons. The footer contains navigation links: MSD Reports   MSD Provider History   Home   Close Application   Help, and a timestamp: 09-18-2017 14:18:31.372.</p>

Step	Instructions	Image
4	<p>In this example, “Operational” is selected from the <b>Status</b> dropdown list. This <b>Status</b> is the most commonly used criterion.</p> <p>Once all desired criteria selections are made, click the <b>Find</b> button to display a resulting list of all programs meeting the selection criteria for your provider.</p> <p>This example will result in displaying all operational programs for the provider “Anonymous Provider”.</p>	 <p>The screenshot shows the OASAS 'Search List of Programs' page. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation links for Home, Close Application, and Help. Below these are tabs for 'MSD Reports' and 'MSD Provider History'. The page displays the search criteria: Provider No: 99999, Provider Name: Anonymous Provider, Program No: (empty), and Program Name: (empty). The 'Status' dropdown menu is set to 'Operational' and is highlighted with a red box. The 'Find' button at the bottom right of the search area is also highlighted with a red box. The page footer includes links for MSD Reports, MSD Provider History, Home, Close Application, and Help.</p>

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<p><b>5</b></p> <p>Here you see the resulting “<i>List of Programs</i>” page, which contains the provider’s programs selected by the criteria chosen in the “<i>Search List of Programs</i>” page (i.e., all operational programs for provider 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><b>6</b></p> <p>You can sort the list of programs on this page by clicking any shaded <i>column</i> heading to sort by that field. This allows you to sort by any criteria visible on the page, e.g., <a href="#">Provider No</a>, <a href="#">Provider Name</a>, <a href="#">Program No</a>, <a href="#">Program Name</a>, <a href="#">Status</a>, or <a href="#">No of Reports</a>.</p> <p>You would click the shaded column heading once to sort by the results of that field in ascending order. If you wanted to reverse the order of the sort (i.e., descending order), you would click the same shaded column heading again.</p> <p>In this “<i>List of Programs</i>” page, the programs are already sorted in ascending order by <a href="#">Program No</a>. This is the default order, so no further sorting is needed in this example.</p> <p>NOTE: For an example of how to sort data records, see the “Enter Transactions from Client Management and Change Provider ID or Tracking ID” Tutorial.</p>		<p>The screenshot 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'. 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 search bar, a date stamp '09-18-2017 14:25:47.442', and a footer with navigation links.</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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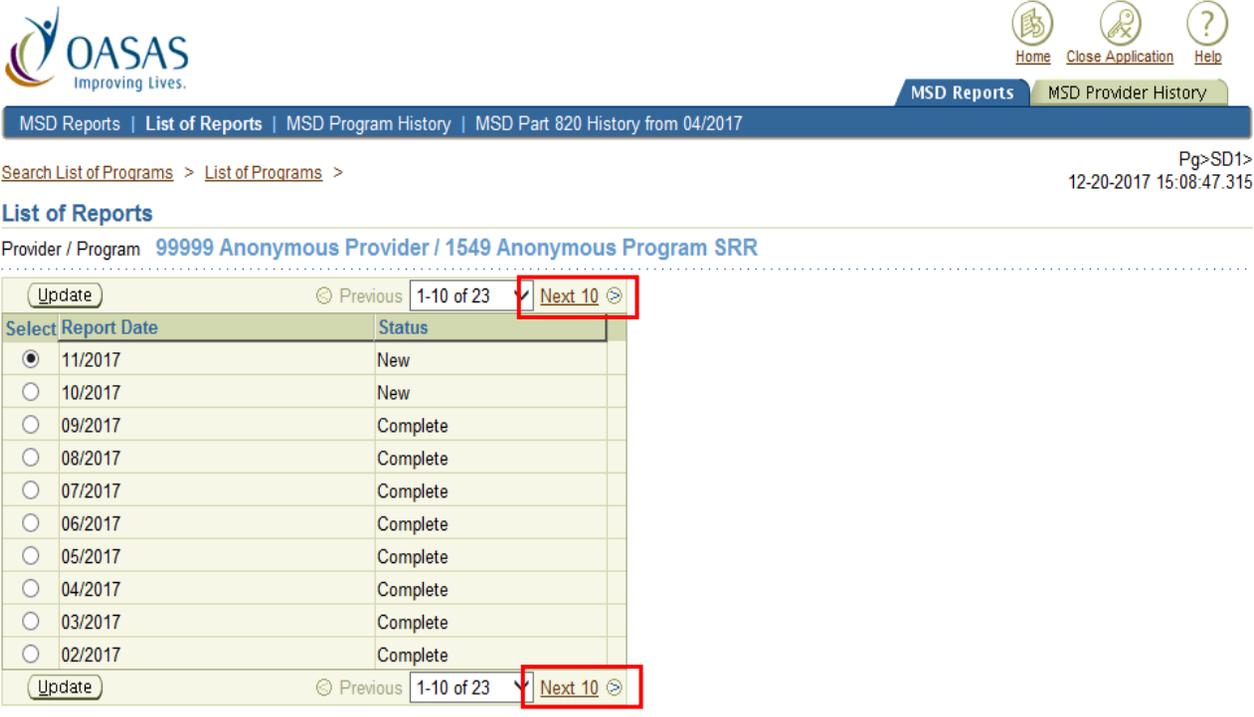
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7	<p>If more than one program is listed, you will first have to select your specific program before viewing the list of MSD Reports.</p> <p>To select a specific program from the list, first click the Select <b>radio button</b> (○) for the program.</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 <b>radio button</b>.</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 main navigation bar includes 'MSD Reports' and 'MSD Provider History'. Below this is a search bar and a breadcrumb trail: 'MSD Reports   List of Reports   MSD Program History   MSD Part 820 History from 04/2017'. The page title is 'List of Programs'. There are tabs for 'List of Reports', 'MSD Program History', and 'MSD Part 820 History from 04/2017'. A pagination control shows 'Previous', '1-10 of 25', and 'Next 10'. The table below has the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Provider No</th> <th>Provider Name</th> <th>Program No</th> <th>Program Name</th> <th>Status</th> <th>No of Reports</th> </tr> </thead> <tbody> <tr> <td><input 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> <p>At the bottom of the page, there are navigation links: 'MSD Reports   MSD Provider History   Home   Close Application   Help'. The 'Next 10' button in the pagination control is highlighted with a red box.</p>	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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<input type="radio"/>	99999	Anonymous Provider	422	Brighter Tomorrows, Inc. RRSY	Operational	256																																																																									

Step	Instructions	Image																																																																													
8	Once the program is selected, click the <b>List of Reports</b> button to view the list of MSD reports for the program.	 <p>The screenshot shows the OASAS '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. The 'List of Reports' button is highlighted with a red box. 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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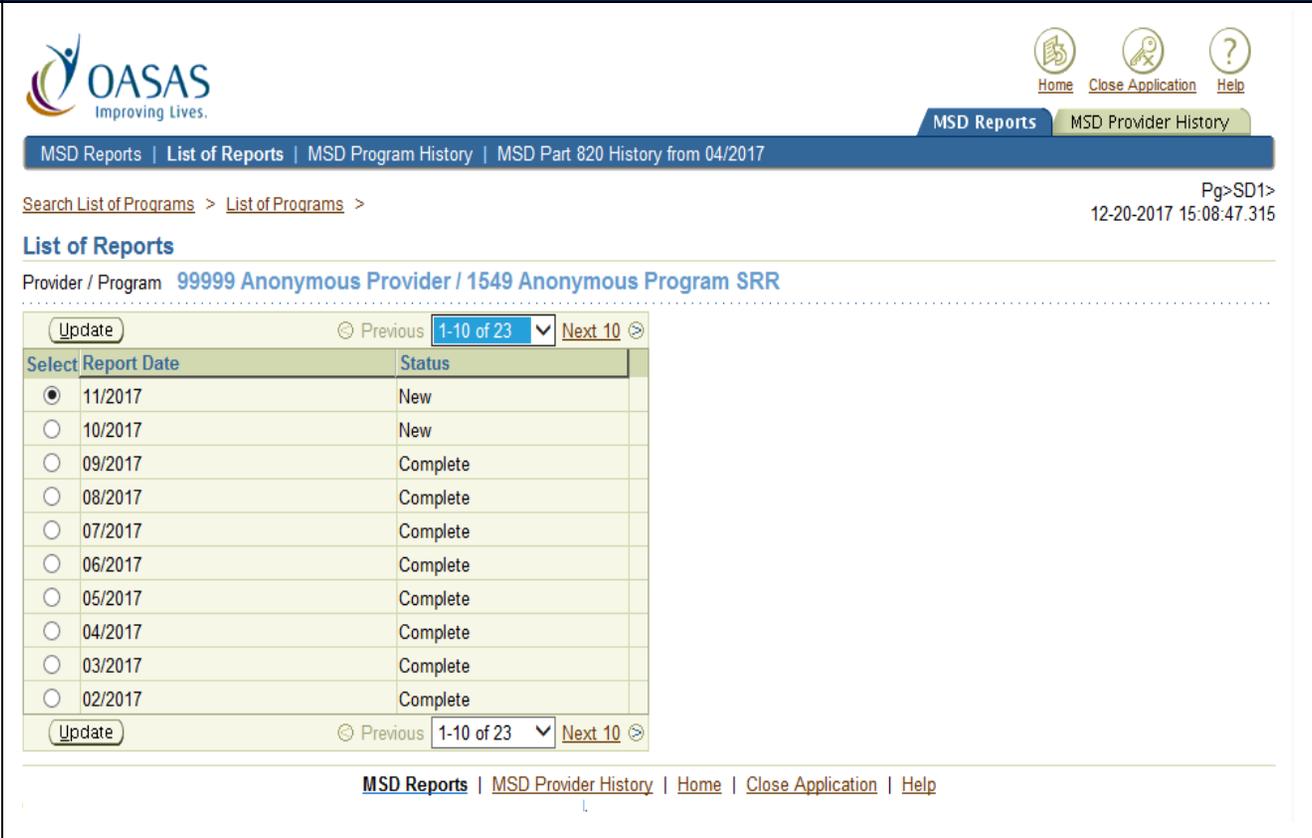
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<p><b>9</b></p>	<p>On the “<i>List of Reports</i>” page, you now see the program’s list of MSD reports sorted by <b>Report Date</b>, with the most recent MSDs listed first (i.e., listed from most to least recent).</p> <p>NOTE: You cannot complete an MSD until all previous MSD reports are first completed. In this example, MSDs must be completed for 10/2017 and then for 11/2017 (i.e., in that order).</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 'MSD Reports   List of Reports   MSD Program History   MSD Part 820 History from 04/2017'. A search bar contains 'List of Programs &gt; List of Programs &gt;'. 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 11/2017 report is selected and has a status of 'New', while all other reports from 10/2017 down to 02/2017 have a status of 'Complete'. Navigation buttons for 'Update', 'Previous', and 'Next 10' are present above and below the table. The footer contains 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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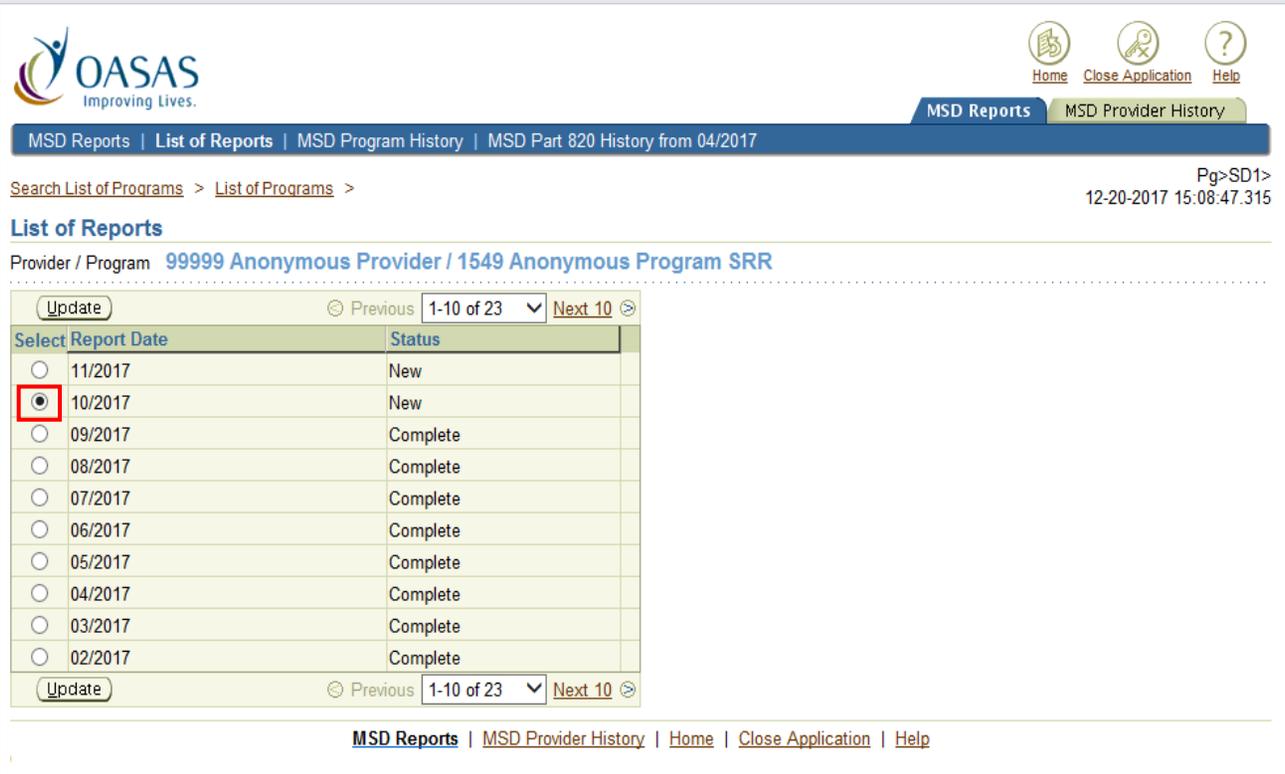
Step	Instructions	Image																						
<p><b>10</b></p>	<p>To move rapidly between groups of MSDs, you can use several methods:</p> <ol style="list-style-type: none"> <li>1. Click “<b>Next 10</b>” (or “<b>Previous 10</b>”) as many times as needed to move through the MSDs in groups of 10. The initial group shown contains the most recent MSDs (i.e., 1-10). Using ‘Next 10’ to move through MSDs is probably the easiest method for most situations.</li> <li>2. Click on the Selected Records dropdown list to select a specific group of MSDs (e.g., 1-10 of 20, 11-20 of 20).</li> </ol>	<p>The screenshot displays the OASAS 'List of Reports' page. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail reads 'MSD Reports   List of Reports   MSD Program History   MSD Part 820 History from 04/2017'. The main content area shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input checked="" type="radio"/> 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> <p>Navigation controls include 'Update', 'Previous', '1-10 of 23' (dropdown), and 'Next 10' (highlighted with a red box). The footer contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</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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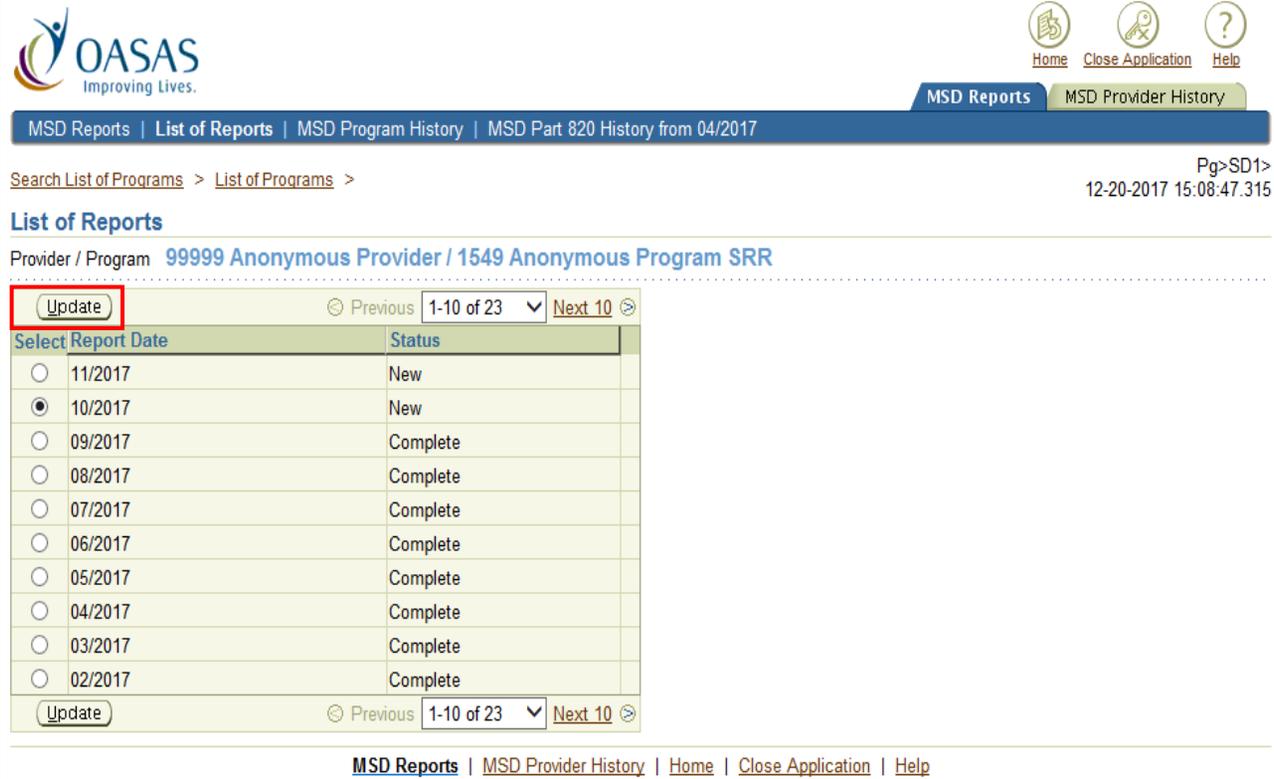
Step	Instructions	Image
<p><b>11</b></p> <p>Click on the “<b>Show All</b>” option and then scroll down through the complete group of MSDs using the mouse and scroll bar or the PageDown key.</p> <p>For this example, the option at the top of the dropdown list reads “<b>Show All 23,</b>” since there are 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 <b>Report Date</b> to re-sort the program’s MSDs in ascending order (so they are listed from the oldest to newest) or select the last group in the Selected Records dropdown list.</p>		<p>The screenshot displays the OASAS interface for the 'List of Reports' section. 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 provider/program '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table of reports is displayed with columns for 'Select Report Date' and 'Stat'. A dropdown menu is open over the 'Show All 23' option, showing a list of report groups: '1-10 of 23', '11-20 of 23', and '21-23 of 23'. The '11-20 of 23' group is selected. The table lists reports from 11/2017 to 02/2017. The status for 11/2017 is 'New', and for others is 'Complete'. The page also includes a search bar, a page number 'Pg&gt;SD1&gt;', and a timestamp '12-20-2017 15:08:47.315'.</p>

Step	Instructions	Image
<p><b>12</b></p>	<p>This example shows one of the available methods to move between pages of MSDs.</p> <p>Click on the “<b>Next 10</b>” to view the next most recent group of MSDs (from 02/2017 to 11/2017) in the list. If needed, you can continue to click on the “<b>Next 10</b>” to cycle through the groups of MSDs.</p> <p>NOTE: You can find the “<b>Next 10</b>” link at both the top and bottom of the page.</p>	 <p>The screenshot shows the OASAS 'List of Reports' 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 &gt; List of Programs &gt;'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. The table below has two columns: 'Select Report Date' and 'Status'. The first row is selected (radio button checked) and shows '11/2017' with a status of 'New'. Other rows show dates from 10/2017 down to 02/2017 with statuses of 'New' or 'Complete'. Navigation controls at the top and bottom of the table include 'Update', 'Previous', '1-10 of 23', and 'Next 10' (highlighted with a red box). The footer contains links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

Step	Instructions	Image																																	
<p><b>13</b></p>	<p>To choose a group of MSDs using the Selected Records dropdown list, click on the dropdown list to open it and then select the desired group of MSDs from the list.</p> <p>In this example, the Selected Records dropdown list is used to reselect the original, most recent group of MSDs.</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 dropdown menu for 'Selected Records' with the following options: 'Show All 23', '1-10 of 23', '11-20 of 23', and '21-23 of 23'. The '1-10 of 23' option is selected. Below the dropdown is a table with columns 'Select', 'Report Date', and 'Stat'. The table contains the following data:</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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Step	Instructions	Image																						
<p><b>14</b></p>	<p>In this example, you now see the first group of MSDs <b>1-10</b> that were reselected from the Selected Records dropdown list (i.e., from 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 web interface. At the top, there is a navigation bar with links for 'Home', 'Close Application', and 'Help'. Below this, a breadcrumb trail shows 'MSD Reports' and 'MSD Provider History'. The main content area is titled 'List of Reports' and shows details for '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table lists reports with columns for 'Select Report Date' and 'Status'. The first report (11/2017) is selected and has a status of 'New'. Other reports from 10/2017 to 02/2017 have a status of 'Complete'. Navigation controls include 'Update', 'Previous', '1-10 of 23', and 'Next 10' buttons.</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</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	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><b>15</b></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 <b>Update</b> button to display the MSD report.</p> <p>First, select the MSD to be edited by clicking the Select <b>radio button</b> for that MSD. In this example, the MSD for 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 page title is 'List of Reports' and the provider/program is '99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table lists reports by date and status. The report for '10/2017' is selected, with its radio button highlighted by a red box. 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 and 'Previous/Next 10' options.</p> <table border="1"> <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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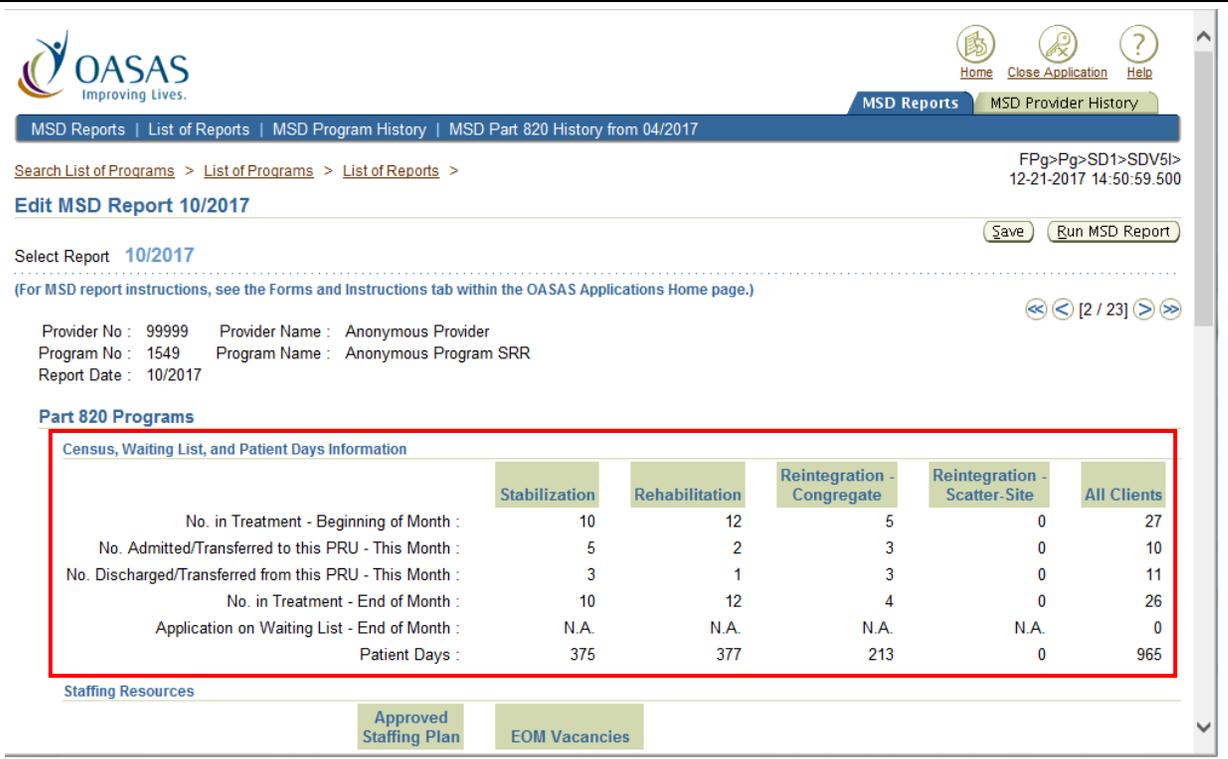
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16	Once you have selected the MSD, click the <b>Update</b> button to open the selected MSD report. It is located above the group of MSDs listed on the “ <i>List of Reports</i> ” page.	 <p>The screenshot shows the OASAS 'List of Reports' interface. 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 &gt; List of Programs &gt;'. The main heading is 'List of Reports' for 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. A table is displayed with columns 'Select Report Date' and 'Status'. The table contains 11 rows of data. The 'Update' button above the table is highlighted with a red box. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> 11/2017</td><td>New</td></tr> <tr><td><input checked="" 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	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
<p><b>17</b></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. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a breadcrumb trail shows the path: Search List of Programs &gt; List of Programs &gt; List of Reports &gt;. The main heading is 'Edit MSD Report 10/2017'. There are 'Save' and 'Run MSD Report' buttons. A 'Select Report' dropdown is set to '10/2017'. A note indicates that for MSD report instructions, users should see the Forms and Instructions tab within the OASAS Applications Home page. Below this, provider and program details are listed: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 1549, Program Name: Anonymous Program SRR, and Report Date: 10/2017. The 'Part 820 Programs' section includes a table for 'Census, Waiting List, and Patient Days Information' with columns for Stabilization, Rehabilitation, Reintegration - Congregate, Reintegration - Scatter-Site, and All Clients. The table contains data for various metrics such as 'No. in Treatment - Beginning of Month' and 'Patient Days'. At the bottom, there are links for 'Staffing Resources', 'Approved Staffing Plan', and 'EOM Vacancies'.</p>

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<p><b>18</b></p> <p>When you are entering data in the live system, you will need to scroll down this “Edit MSD Report” page to view and enter the required information.</p> <p>To navigate between fields in the form, you can either click into the appropriate field box or use the <b>Tab</b> key to move to the next field.</p> <p>For more information on completing this form, please see the appropriate <a href="#">Monthly Service Delivery Report Instructions</a> found on the OASAS Applications web site under the CDS Documentation Section, under the Forms and Instructions tab.</p>		<p>OASAS Improving Lives.</p> <p>Home Close Application Help</p> <p>MSD Reports MSD Provider History</p> <p>MSD Reports   List of Reports   MSD Program History   MSD Part 820 History from 04/2017</p> <p>Search List of Programs &gt; List of Programs &gt; List of Reports &gt;</p> <p>FPg&gt;Pg&gt;SD1&gt;SDV5l&gt; 12-21-2017 14:50:59.500</p> <p><b>Edit MSD Report 10/2017</b></p> <p>Select Report <b>10/2017</b></p> <p>(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)</p> <p>Provider No : 99999 Provider Name : Anonymous Provider          Program No : 1549 Program Name : Anonymous Program SRR          Report Date : 10/2017</p> <p><b>Part 820 Programs</b></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> <p>Approved Staffing Plan 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". It shows a summary of report information: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 1549, Program Name: Anonymous Program SRR, and Report Date: 10/2017. Below this, a table titled "Part 820 Programs" is shown, with a sub-section "Census, Waiting List, and Patient Days Information". The table has 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><b>19b</b></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, a breadcrumb trail reads 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. The main heading is 'Edit MSD Report 10/2017'. There are 'Save' and 'Run MSD Report' buttons. Below the heading, 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.)'. 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 a red border around it. The table is titled 'Census, Waiting List, and Patient Days Information' and has columns for 'Stabilization', 'Rehabilitation', 'Reintegration - Congregate', 'Reintegration - Scatter-Site', and 'All Clients'. The rows include 'No. in Treatment - Beginning of Month', 'No. Admitted/Transferred to this PRU - This Month', 'No. Discharged/Transferred from this PRU - This Month', 'No. in Treatment - End of Month', 'Application on Waiting List - End of Month', and 'Patient Days'.</p> <table border="1" data-bbox="787 617 1911 860"> <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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20	<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 <a href="#">Monthly Service Delivery Report Instructions</a> 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 <a href="https://oasas.ny.gov/regulations">https://oasas.ny.gov/regulations</a> for guidance regarding staffing plan.</p>	<p><b>Staffing Resources</b></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><b>Children In Residence for Eligible Programs</b></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><b>Assessments Completed</b></p> <p>* Admission Assessments Completed - This Month : <input type="text"/></p> <p><b>Clinical Supervision Sessions</b></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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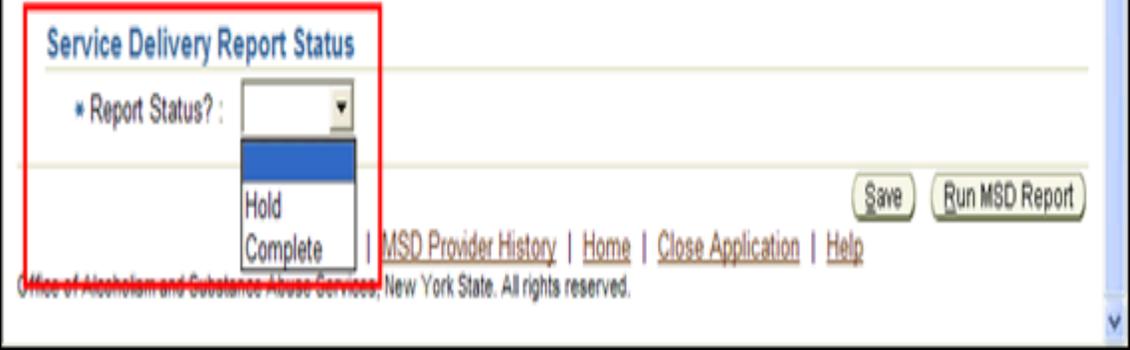
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21	<p>The next section of data, Children in Residence, is displayed only for those eligible programs that have children in residence. These programs do not need to enter data for this section, since it is calculated automatically by the system based 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><b>Staffing Resources</b></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>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> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p><b>Children In Residence for Eligible Programs</b></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> </div> <p><b>Assessments Completed</b></p> <p>* Admission Assessments Completed - This Month : <input type="text"/></p> <p><b>Clinical Supervision Sessions</b></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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22	<p>The Assessments Completed section asks for the total admission assessments completed for the month.</p> <p>Enter a count for the number of individuals for which the admission assessment process was completed during the month by program staff.</p>	<p><b>Staffing Resources</b></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><b>Children In Residence for Eligible Programs</b></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><b>Assessments Completed</b></p> <p>* Admission Assessments Completed - This Month : <input type="text"/></p> <p><b>Clinical Supervision Sessions</b></p> <table border="1"> <tbody> <tr> <td>* Number of Individual Clinical Supervision Sessions :</td> <td><input type="text"/></td> </tr> <tr> <td>* Number of Group Clinical Supervision Sessions :</td> <td><input type="text"/></td> </tr> </tbody> </table>		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	* Number of Individual Clinical Supervision Sessions :	<input type="text"/>	* Number of Group Clinical Supervision Sessions :	<input type="text"/>
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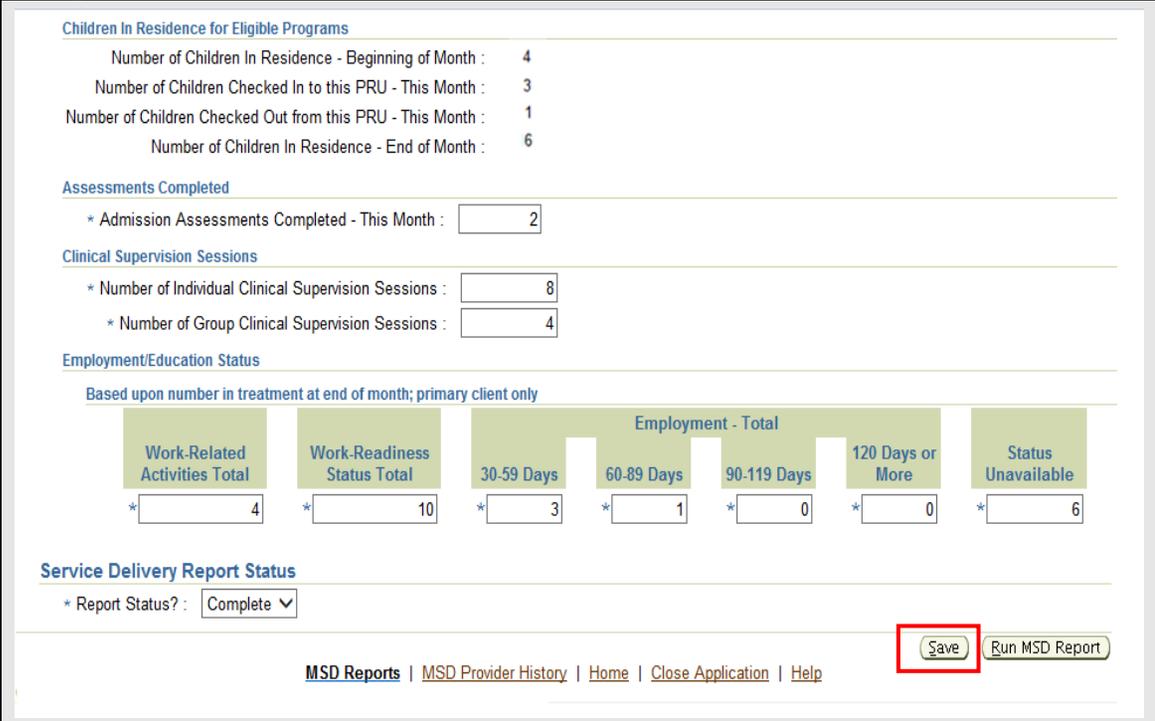
Step	Instructions	Image																					
24	<p>The “Employment/Education Status” section appears next for those Part 820 programs that provide OASAS-funded vocational services. It is required and displayed only for programs with OASAS-funded vocational counselors or vocational service contractors. 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 <a href="#">Monthly Service Delivery Report Instructions</a> (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><b>Assessments Completed</b></p> <p>* Admission Assessments Completed - This Month : <input type="text" value="2"/></p> <p><b>Clinical Supervision Sessions</b></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><b>Employment/Education Status</b></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> </tr> </tbody> </table> <p><b>Service Delivery Report Status</b></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"/>						
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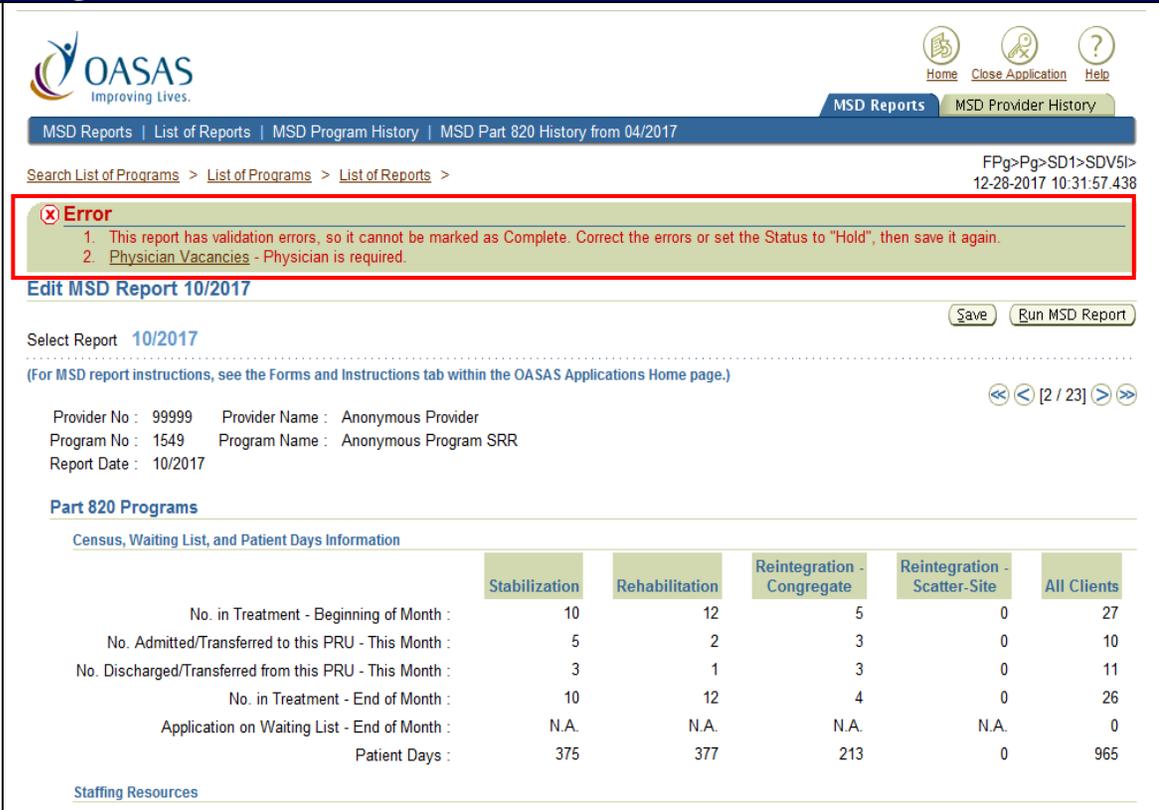
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25	<p>Once you are done entering the remaining section of data for your program, the next step is to complete the final field, <b>Service Delivery Report Status</b>. It must be completed by entering one of two possible options:</p> <ul style="list-style-type: none"> <li>• <b>Hold</b> indicates that you have partially completed the report, but it is not ready for submission. Choose this to save the record when you have only part of the information entered or you receive an error that requires obtaining more information before you can complete the form.</li> <li>• <b>Complete</b> indicates that you have finished the report. Choose “<b>Complete</b>” once the required information has been entered so that OASAS will consider the MSD (PAS-48) completed and received.</li> </ul> <p>NOTE: <b>Report Status New</b> indicates that you have not yet entered the MSD Report for that month. However, this option is not available in this <b>Report Status</b> 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"> <li><b>Assessments Completed</b>: Admission Assessments Completed - This Month: 2</li> <li><b>Clinical Supervision Sessions</b>: <ul style="list-style-type: none"> <li>Number of Individual Clinical Supervision Sessions: 8</li> <li>Number of Group Clinical Supervision Sessions: 4</li> </ul> </li> <li><b>Employment/Education Status</b>: 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> </li> <li><b>Service Delivery Report Status</b>: * Report Status?: [Dropdown menu]</li> </ul>	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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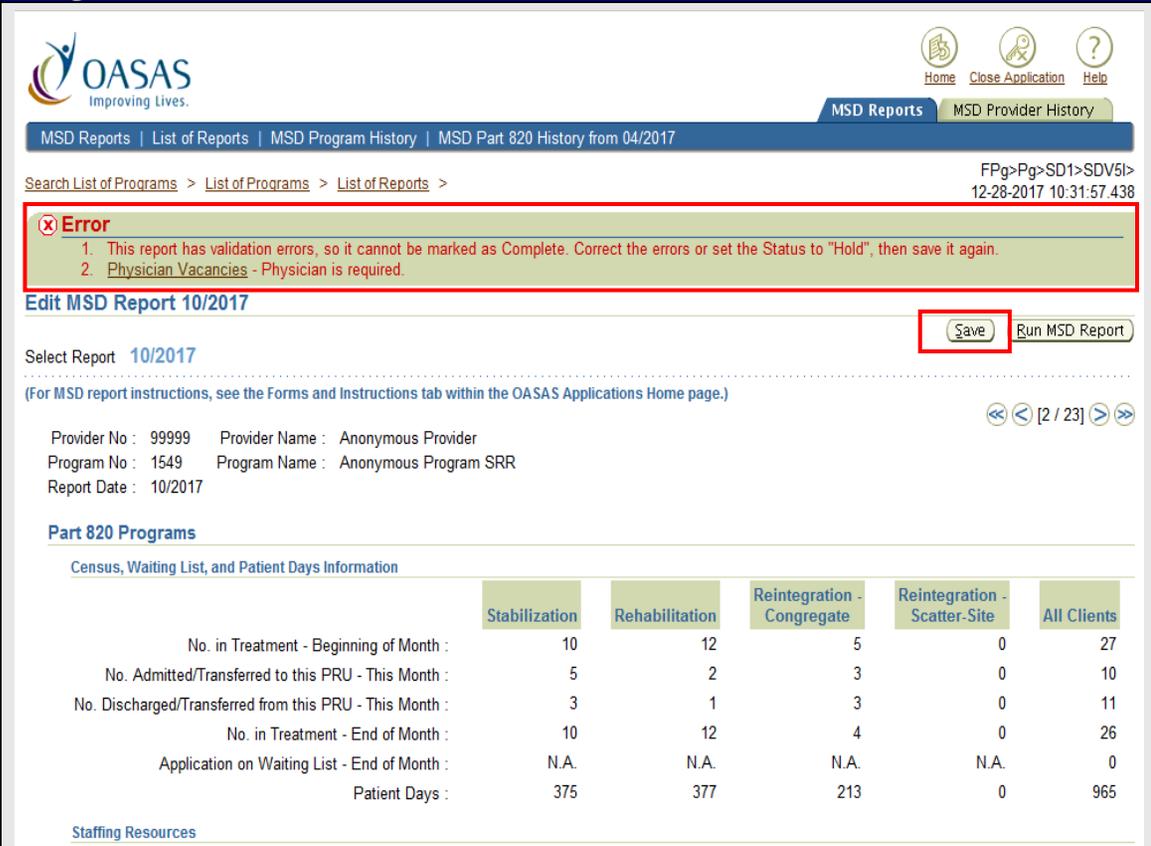
Step	Instructions	Image
26	<p>NOTE: You can edit a report at any time, but you cannot change the <b>Report Status</b> to “<b>Complete</b>” until all previous MSD reports are completed. If you try to complete and save an MSD without completing all prior ones, you will receive an error message like the following when saving the data.</p> <p>“<b>You must complete the oldest incomplete report (4/2017) for this Program before completing this report.</b>”</p> <p>If this happens, you must do the following:</p> <ol style="list-style-type: none"> <li>1) Change the <b>Report Status</b> to “<b>Hold</b>” and save the data</li> <li>2) Complete and save the older incomplete MSD reports (from oldest to newest), and then</li> <li>3) Return to this report to change the <b>Report Status</b> to “<b>Complete</b>” and resave its data.</li> </ol>	

Step	Instructions	Image
27	<p>To enter the <b>Report Status</b>, open the dropdown list and select the appropriate status.</p> <p>In this example, a <b>Report Status</b> of <b>Complete</b> is being selected.</p>	 <p>The image contains two screenshots of a web form titled "Service Delivery Report Status".</p> <p>The top screenshot shows the form with a dropdown menu for "Report Status?" open, displaying two options: "Hold" and "Complete". The dropdown menu is highlighted with a red box. To the right of the dropdown are "Save" and "Run MSD Report" buttons. Below the form, there are navigation links: "MSD Provider History", "Home", "Close Application", and "Help". At the bottom, it says "Office of Alcoholism and Substance Abuse Services, New York State. All rights reserved."</p> <p>The bottom screenshot shows the same form, but the "Report Status?" dropdown menu now has "Complete" selected. The dropdown menu is still highlighted with a red box. The "Save" and "Run MSD Report" buttons are still present. The navigation links are also present, but the "MSD Reports" link is now highlighted in blue.</p>

## Save MSD Report

Step	Instructions	Image
28	<p>Once you have entered the final field <b>Report Status</b>, you will next save the data to finish the MSD data entry process.</p> <p>Click the <b>Save</b> button to save the data already entered.</p> <p>If you have set the <b>Report Status</b> to “<b>Hold</b>” rather than to “<b>Complete</b>,” you are saving the incomplete data that you have entered so far.</p> <p>When you click the <b>Save</b> button to save an MSD report whose <b>Report Status</b> was set to “<b>Complete</b>,” the system will check for errors. If there are any data entry errors made, error messages will be displayed. Then you must make the required changes to correct the errors and click the <b>Save</b> button again.</p>	 <p>The screenshot shows a web-based form for entering MSD data. It is divided into several sections:</p> <ul style="list-style-type: none"> <li><b>Children In Residence for Eligible Programs:</b> Includes fields for '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), and 'Number of Children In Residence - End of Month' (6).</li> <li><b>Assessments Completed:</b> Includes a field for '* Admission Assessments Completed - This Month' with the value 2.</li> <li><b>Clinical Supervision Sessions:</b> Includes fields for '* Number of Individual Clinical Supervision Sessions' (8) and '* Number of Group Clinical Supervision Sessions' (4).</li> <li><b>Employment/Education Status:</b> A section titled 'Based upon number in treatment at end of month; primary client only' containing a bar chart and data table. <ul style="list-style-type: none"> <li><b>Employment - Total:</b> A bar chart with categories: Work-Related Activities Total (4), Work-Readiness Status Total (10), 30-59 Days (3), 60-89 Days (1), 90-119 Days (0), 120 Days or More (0), and Status Unavailable (6).</li> </ul> </li> <li><b>Service Delivery Report Status:</b> Includes a dropdown menu for '* Report Status?' set to 'Complete'.</li> </ul> <p>At the bottom right, there is a <b>Save</b> button (highlighted with a red box) and a <b>Run MSD Report</b> button. At the bottom center, there are navigation links: <a href="#">MSD Reports</a>   <a href="#">MSD Provider History</a>   <a href="#">Home</a>   <a href="#">Close Application</a>   <a href="#">Help</a>.</p>

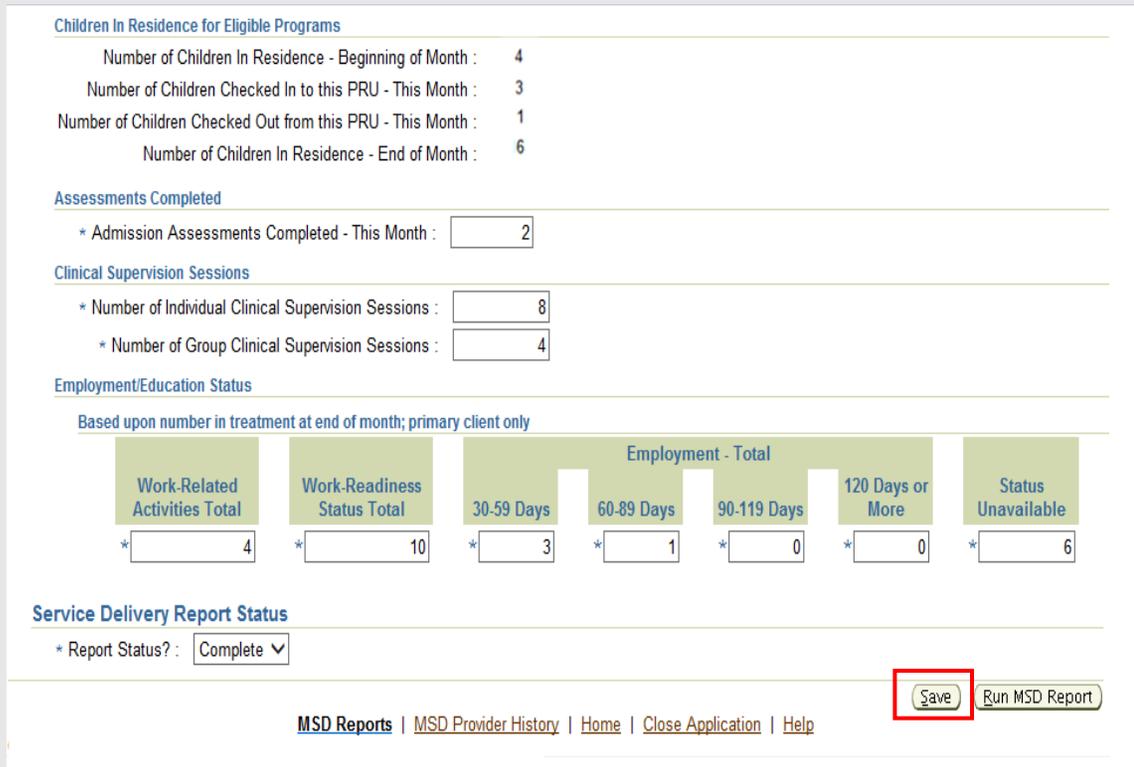
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29	<p>There are several types of errors that can occur.</p> <p>Types of Errors:</p> <ul style="list-style-type: none"> <li>• Date-related errors, where earlier MSDs were not completed, so you cannot complete the current or later MSDs (i.e., cannot set <b>Report Status</b> to “<b>Complete</b>”).</li> <li>• Validation errors, where either a required field is left blank (not completed) or an invalid value is entered in a field.</li> </ul>	 <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 path: 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. A red 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 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><b>30</b></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 <b>Save</b> button to finalize all corrective changes.</p>	 <p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search bar and breadcrumb trail are visible. A prominent red-bordered error message box contains the following text:</p> <p><b>Error</b></p> <ol style="list-style-type: none"> <li>This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to "Hold", then save it again.</li> <li><u>Physician Vacancies</u> - Physician is required.</li> </ol> <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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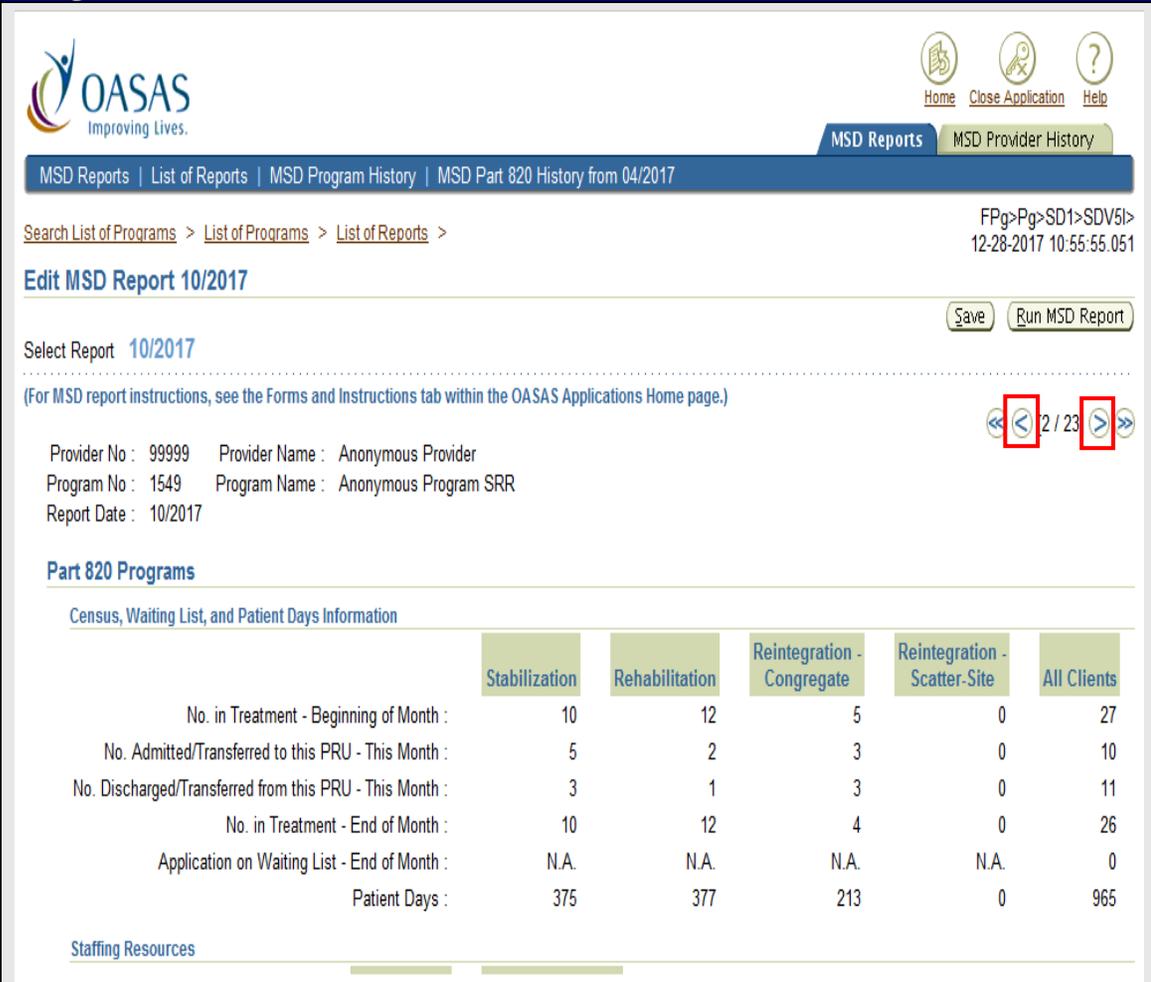
Step	Instructions	Image
<p><b>31</b></p>	<p>In this example, an error message appears at the top of the page, indicating that there are one or more validation errors.</p> <p><b>“This report has validation errors, so it cannot be marked as Complete. Correct the errors or set the Status to ‘Hold,’ then save it again.”</b></p> <p>As the message indicates, you can change the <b>Report Status</b> to <b>“Hold”</b> if you are unable to fix the error at that time or you can correct it immediately and then resave the data as <b>“Complete.”</b></p>	<p>The screenshot displays the OASAS application interface. At the top, there is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. Below this, a search bar and a breadcrumb trail are visible. A prominent red-bordered box contains 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 are buttons for 'Save' and 'Run MSD Report'. The main content area shows report details for '10/2017' and a table titled 'Part 820 Programs' with columns for 'Stabilization', 'Rehabilitation', 'Reintegration - Congregate', 'Reintegration - Scatter-Site', and 'All Clients'. The table contains numerical data for various metrics such as 'No. in Treatment - Beginning of Month' and 'Patient Days'.</p>

Step	Instructions	Image
<p><b>32</b></p>	<p>In this example, another error message indicates a problem with the field <b>Physician Vacancies</b> under the <b>EOM Vacancies</b> column, which you will correct.</p> <p><b>“Physician is required.”</b></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 <b>Physician Vacancies</b> to move to the section of the page containing that field (i.e., <b>Staffing Resources</b> under the <b>EOM Vacancies</b> 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 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 &gt; List of Programs &gt; List of Reports &gt;'. On the right side, there is a user information area: 'FPg&gt;Pg&gt;SD1&gt;SDV51&gt; 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 are shown: 'Select Report 10/2017'. A note states: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. Report metadata includes: 'Provider No: 99999 Provider Name: Anonymous Provider', 'Program No: 1549 Program Name: Anonymous Program SRR', and 'Report Date: 10/2017'. The main section is titled 'Part 820 Programs' and contains a sub-section 'Census, Waiting List, and Patient Days Information'. This section features a table with columns for 'Stabilization', 'Rehabilitation', 'Reintegration - Congregate', 'Reintegration - Scatter-Site', and 'All Clients'. The table rows include: 'No. in Treatment - Beginning of Month', 'No. Admitted/Transferred to this PRU - This Month', 'No. Discharged/Transferred from this PRU - This Month', 'No. in Treatment - End of Month', 'Application on Waiting List - End of Month', and 'Patient Days'. 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 <b>Tab</b> key.</p> <p>In this example, changing the first value (i.e., for <a href="#">Staffing Resources</a> in the <b>EOM Vacancies</b> column) to <b>0.5</b> 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"/> <span style="color: red;">ⓧ</span> <span style="color: red;">Physician is required.</span></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"/> <span style="color: red;">ⓧ</span> <span style="color: red;">Physician is required.</span>	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 <b>Save</b> button.</p> <p>Then click the <b>Save</b> button to save the completed MSD report.</p>	 <p>The screenshot displays 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 duration categories. At the bottom, there is a 'Service Delivery Report Status' dropdown menu and a 'Save' button highlighted with a red box, next to a 'Run MSD Report' button. Navigation links are provided at the very bottom.</p> <p><b>Children In Residence for Eligible Programs</b></p> <ul style="list-style-type: none"> <li>Number of Children In Residence - Beginning of Month : 4</li> <li>Number of Children Checked In to this PRU - This Month : 3</li> <li>Number of Children Checked Out from this PRU - This Month : 1</li> <li>Number of Children In Residence - End of Month : 6</li> </ul> <p><b>Assessments Completed</b></p> <ul style="list-style-type: none"> <li>* Admission Assessments Completed - This Month : <input type="text" value="2"/></li> </ul> <p><b>Clinical Supervision Sessions</b></p> <ul style="list-style-type: none"> <li>* Number of Individual Clinical Supervision Sessions : <input type="text" value="8"/></li> <li>* Number of Group Clinical Supervision Sessions : <input type="text" value="4"/></li> </ul> <p><b>Employment/Education Status</b></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><b>Service Delivery Report Status</b></p> <ul style="list-style-type: none"> <li>* Report Status? : Complete ▼</li> </ul> <p><b>Save</b> Run MSD Report</p> <p><a href="#">MSD Reports</a>   <a href="#">MSD Provider History</a>   <a href="#">Home</a>   <a href="#">Close Application</a>   <a href="#">Help</a></p>	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 application interface. At the top, there is a navigation bar with tabs for 'MSD Reports' and 'MSD Provider History'. Below this is a search bar and a breadcrumb trail: 'Search List of Programs &gt; List of Programs &gt; List of Reports &gt;'. A green information box with a red border contains the message 'Transaction completed successfully!'. Below this is a section for 'Edit MSD Report 10/2017' with 'Save' and 'Run MSD Report' buttons. The 'Select Report' is set to '10/2017'. A note indicates that MSD report instructions can be found in the 'Forms and Instructions' tab. The page shows provider and program details: Provider No: 99999, Provider Name: Anonymous Provider, Program No: 1549, Program Name: Anonymous Program SRR, and Report Date: 10/2017. The 'Part 820 Programs' section includes a table for '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>		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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36	<p>While you are viewing, or editing an MSD form, you can move between opened MSD forms for that program without going back to the MSD Reports list by clicking the back and forward arrows at the top of the page.</p> <p>You can move to one MSD at a time by clicking a single arrow or move to the very beginning or very end of the MSDs by clicking the double arrows.</p>	 <p>The screenshot shows the OASAS application interface. At the top, there is a logo for OASAS (Improving Lives.) and navigation icons 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 'Edit MSD Report 10/2017' and includes a 'Select Report' dropdown set to '10/2017'. There are 'Save' and 'Run MSD Report' buttons. A note states: '(For MSD report instructions, see the Forms and Instructions tab within the OASAS Applications Home page.)'. Below this, there are navigation arrows (back, forward, first, last) with '2 / 23' in the center. 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><b>Part 820 Programs</b></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 <b>List of Reports</b> 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.'. To the right of the logo are icons for Home, Close Application, and Help. Below the navigation bar, there is a breadcrumb trail: MSD Reports   <b>List of Reports</b>   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&gt;Pg&gt;SD1&gt;SDV5I&gt; 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><b>Part 820 Programs</b></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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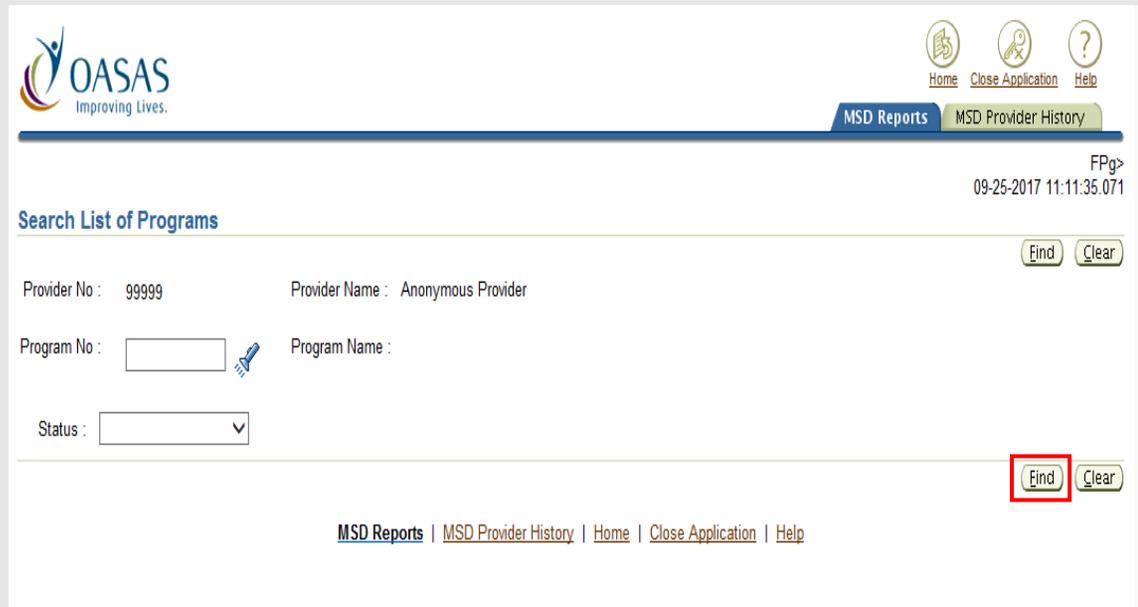
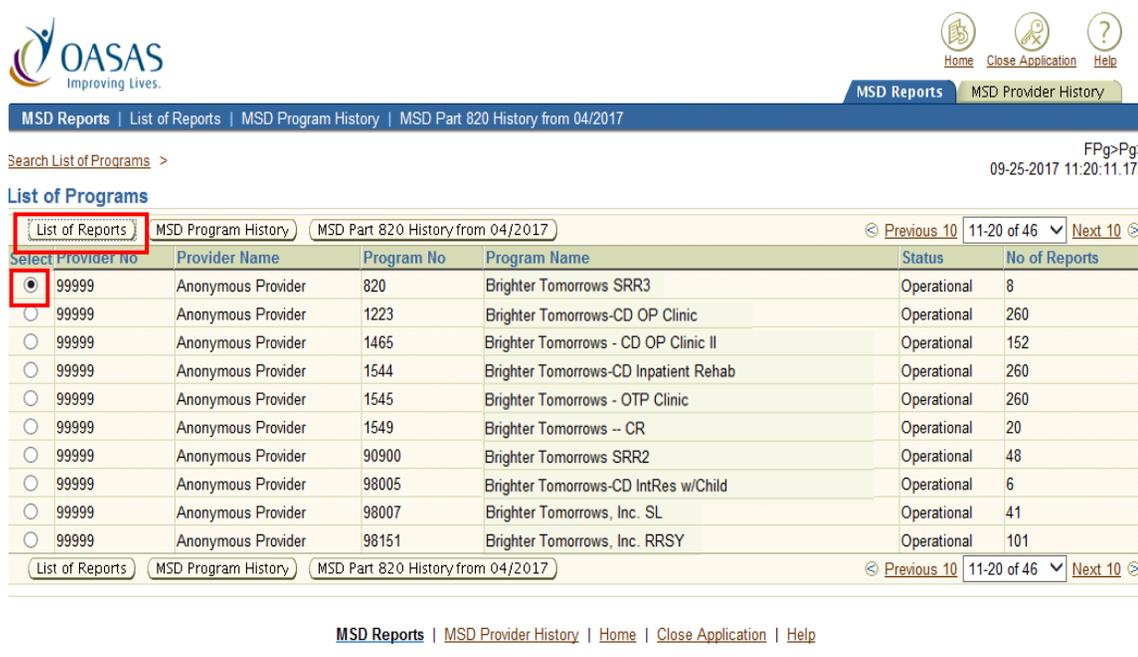
Step	Instructions	Image
<p><b>38</b></p>	<p>Now you are back on the <i>List of Reports</i> page, which shows a sample list of 10 MSDs, including the MSD that you just left.</p> <p>From here, you can access the <i>MSD Program History</i> pages. For Part 820 programs that were operational prior to 04/01/2017, MSD history will be found on either History tab based on date of report. Click the <b>MSD Program History</b> and/or <b>MSD Part 820 History from 04/2017</b> sub-tab as shown in this image.</p>	<p>The screenshot displays the OASAS web interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are icons for Home, Close Application, and Help. Below these is a navigation bar with 'MSD Reports' and 'MSD Provider History' tabs. A red rectangular box highlights the sub-tabs 'MSD Program History' and 'MSD Part 820 History from 04/2017'. Below the navigation bar, there is a search bar with the text 'Search List of Programs &gt; List of Programs &gt;'. To the right of the search bar, it says 'Pg&gt;SD1&gt;' and '12-20-2017 15:08:47.315'. The main content area is titled 'List of Reports' and shows 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. Below this is a table with columns 'Select Report Date' and 'Status'. The table has 10 rows, with the first row (11/2017) selected and marked as 'New', and the remaining rows (10/2017 to 02/2017) marked as 'Complete'. At the bottom of the table, there are 'Update', 'Previous', and 'Next 10' controls. At the very bottom of the page, there are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</p>

Step	Instructions	Image																																																																																																																																																																																																																	
<p><b>39</b></p>	<p>This <i>MSD Program History</i> page allows you to view the program’s summary of aggregate data for each MSD reporting month. That is, each row contains selected aggregate data (e.g., number of assessments, beginning and end of month census, number of client admissions and discharges, total 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 &gt; List of Programs &gt; List of Reports &gt; MSD Part 820 History from 04/2017 &gt;'. 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. Days	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	0	96	0			0	0	0	0	02/2017	4/28/2017	Complete	0	3	0	1	2	3	0	0	57	0			0	0	0	0	01/2017	4/28/2017	Complete	0	3	0	0	3	3	0	0	93	0			0	0	0	0	12/2016	4/28/2017	Complete	0	3	0	0	3	3	0	0	93	0			0	0	0	0	11/2016	4/28/2017	Complete	0	3	0	0	3	3	0	0	90	0			0	0	0	0	10/2016	4/28/2017	Complete	0	4	0	1	3	4	0	0	93	0			0	0	0	0	09/2016	4/28/2017	Complete	0	4	0	0	4	4	0	0	120	0			0	0	0	0	08/2016	4/28/2017	Complete	0	3	2	0	4	4	0	0	103	0			0	0	0	0	07/2016	4/28/2017	Complete	0	3	0	1	3	3	0	0	93	0			0	0	0	0	06/2016	4/28/2017	Complete	0	4	0	1	3	4	0	0	93	0			0	0	0	0
MSD Report Date	Date Completed	MSD Report Status	Assessments	BOM Census	Client Admit	Client Disch	EOM Census	Unique Clients	Wait List Total	Patient Staff	Assmt. Days	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																																																																																																																																																																																																	
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Step	Instructions	Image																																																																																																																																																																																											
<p><b>40</b></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 “<b>Previous</b>” or “<b>Next 5</b>” 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 &gt; List of Programs &gt; List of Reports &gt; MSD Part 820 History from 04/2017 &gt;'. The main title is 'MSD Program History' for 'Provider / Program 99999 Anonymous Provider / 1549 Anonymous Program SRR'. A pagination control shows 'Previous', '1-10 of 15', and 'Next 5'. The table below contains 15 rows of data, with the first row highlighted. The 'Next 5' button is highlighted with a red box.</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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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																																																																																																																																																																													

Step	Instructions	Image
41	The second tab, <b>MSD Part 820 History from 04/2017</b> , applies only to Part 820 programs.	<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.' On the right side of the navigation bar, there are links 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 'MSD Part 820 History from 04/2017' link is highlighted with a red box. Below the breadcrumb trail, there is a search bar and a 'List of Reports' section. The 'List of Reports' section 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) selected. The status for 11/2017 is 'New', and for all other dates (10/2017 to 02/2017), the status is 'Complete'. At the bottom of the screenshot, there are links for 'MSD Reports', 'MSD Provider History', 'Home', 'Close Application', and 'Help'.</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 <b>Search List of Programs</b> 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>																																																																			
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 <b>radio button</b> (○) and then click the <b>List of Reports</b> button to open the <i>List of Reports</i> page to view the list of MSD Reports for that program.</p> <p>To select another program that requires entry of MSD Report data, first click the Select <b>radio button</b> (○).</p> <p>Then click the <b>List of Reports</b> button to open the <i>List of Reports</i> page to view the list of MSD Reports for that program.</p>	 <table border="1" data-bbox="770 1047 1908 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><b>46</b></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 <b>Update</b> 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 and navigation links: Home, Close Application, and Help. Below that, 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 '99999 Anonymous Provider / 820 Brighter Tomorrows SRR3'. There are 'Update' buttons at the top and bottom of the report list. The report list has two columns: 'Select Report Date' and 'Status'. The row for '11/2017' is selected (radio button checked) and highlighted with a red dashed box. The 'Update' button at the top left of the list is highlighted with a red solid box. The status for 11/2017 is 'New', while all other reports from 12/2017 down to 03/2017 are 'Complete'. Navigation controls include 'Previous', '1-10 of 24', and 'Next 10'.</p>

Step	Instructions	Image																						
47	<p>To view the provider’s summary aggregate data for each MSD reporting period, click the <b>MSD Provider History</b> tab to begin searching for and selecting the provider (if not already chosen) and then access the <i>MSD Provider History</i> page.</p> <p>This information is 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>	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation icons for Home, Close Application, and Help. Below these is a blue navigation bar with 'MSD Reports' and 'MSD Provider History' (the latter is highlighted with a red box). Underneath the navigation bar, there is a breadcrumb trail: 'MSD Reports   List of Reports   MSD Program History   MSD Part 820 History from 04/2017'. To the right of this trail, there is a user session indicator: 'FPg&gt;Pg&gt;SD1&gt; 01-02-2018 12:32:33.709'. Below the breadcrumb trail is a search bar with the text 'Search List of Programs &gt; List of Programs &gt;'. The main content area is titled 'List of Reports' and shows the provider/program information: 'Provider / Program 99999 Anonymous Provider / 820 Brighter Tomorrows SRR3'. Below this is a table with two columns: 'Select Report Date' and 'Status'. The table has a 'Update' button on the left and 'Previous', '1-10 of 24', and 'Next 10' on the right. The table rows are as follows:</p> <table border="1"> <thead> <tr> <th>Select Report Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> 12/2017</td> <td>New</td> </tr> <tr> <td><input checked="" type="radio"/> 11/2017</td> <td>New</td> </tr> <tr> <td><input type="radio"/> 10/2017</td> <td>Complete</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> </tbody> </table> <p>At the bottom of the page, there is another navigation bar with 'MSD Reports   MSD Provider History   Home   Close Application   Help'.</p>	Select Report Date	Status	<input type="radio"/> 12/2017	New	<input checked="" type="radio"/> 11/2017	New	<input type="radio"/> 10/2017	Complete	<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
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Step	Instructions	Image
<p><b>48</b></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"> <li>1. Click the <b>MSD Provider History</b> sub-tab to open the <i>Search Providers</i> page.</li> </ol> <p>From the <i>Search Providers</i> page:</p> <ol style="list-style-type: none"> <li>2. Either enter search criteria to limit your search results or leave all search fields blank to view all providers (to which you are allowed access).</li> <li>3. Click the <b>Find</b> button to display the provider search results.</li> <li>4. On the <i>Providers list</i> page, select the provider using the <b>Select</b> radio button (if not already selected).</li> <li>5. Click the <b>MSD Provider History</b> button to view the <i>MSD Provider History</i> page of aggregate data for that provider.</li> </ol>	

Step	Instructions	Image
49	<p>If you are finished entering transactions, you can return to the <i>OASAS Applications</i> page by clicking the <b>Close Application</b> button to exit the application.</p>	<p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". To the right are three circular icons: Home, Close Application (highlighted with a red box), and Help. Below these are two tabs: "MSD Reports" and "MSD Provider History". On the right side, the text "FPg&gt;" and "09-25-2017 11:52:48.300" is displayed. The main content area is titled "Search List of Programs" and contains a search form with the following fields: "Provider No : 99999", "Provider Name : Anonymous Provider", "Program No : <input type="text"/>", "Program Name :", and "Status : <input type="text"/>". There are "Find" and "Clear" buttons on the right side of the search form. At the bottom of the page, there are navigation links: "MSD Reports", "MSD Provider History", "Home", "Close Application", and "Help".</p>