



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Behavioral Health System v4.0 Manager Utilities and Reports Training**

## Announcement and Agenda

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Indian Health Service  
Office of Information Technology  
Albuquerque, New Mexico

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## 1.0 General Information

### 1.1 Purpose of Training

The target audience is any behavioral health program manager, clinical director/supervisor or other staff members who are responsible for running internal and external reports.

**Participants will:**

- Over the course of the two-day session, the training will focus on: Site Parameters in the Manager Utilities module: Exploring set up of the site parameters including discussion of access to records, coding queue, links to PCC, etc. Data Entry Module: Generating “canned” reports that are available on the data entry menus such as Treatment Plans Needing Reviewed, GAF scores for one Patient, No Show report for a patient, etc. Reports Module: Producing other management reports that are only available in the reports module exploring the functionality of the GEN and PGEN reports including exporting the information to a spreadsheet. Emphasis is placed on preparing the participants to generate reports that enable them to provide the outcome information for grants or to provide standardized reports to governing bodies, tribal leaders, etc.

**Hands-on practice includes, but is not limited to:**

- The training consists of lecture with demonstrations of the tool, and hands-on exercises using individual computer terminals and a simulated training database.

### 1.2 Prerequisites

Experience navigating through the RPMS “roll and scroll” and familiarity with its prompts and conventions.

### 1.3 Intended Audience

The target audience is any behavioral health program manager, clinical director/supervisor or other staff members who are responsible for running internal and external reports.

### 1.4 Course Material

- BHS v4.0 Patch 3 Manager Utilities and Reports Training Manual  
[http://www.ihs.gov/cio/bh/documents/training/BHS\\_P3\\_MU\\_R.pdf](http://www.ihs.gov/cio/bh/documents/training/BHS_P3_MU_R.pdf)
- Purpose of Visit Job Aid  
<http://www.ihs.gov/cio/bh/documents/training/PurposeofVisitProbCodeList.pdf>

- Activity Codes Job Aid  
<http://www.ihs.gov/cio/bh/documents/training/ActivityCodeSheet.pdf>
- ICD-9 v Code Job Aid  
<http://www.ihs.gov/cio/bh/documents/training/ICD9vCodes.pdf>

## 1.5 References

- RPMS Help Desk  
<http://www.ihs.gov/CIO/Helpdesk/>
- RPMS Feedback  
<http://www.ihs.gov/rpms/index.cfm?module=feedback&option=add&newquery=1>
- RPMS Behavioral Health  
<http://www.ihs.gov/cio/bh/>
- Indian Health Service Division of Behavioral Health  
<http://www.ihs.gov/MedicalPrograms/Behavioral>
- Indian Health Service Home Page  
<http://www.ihs.gov>
- Indian Health Service Patient Education Program  
<http://www.ihs.gov/NonMedicalPrograms/HealthEd/index.cfm>
- Indian Health Service Clinical Reporting System (GPRA+)  
<http://www.ihs.gov/cio/crs/>

## 2.0 Learning Objectives

At the conclusion of this course participants should be able to:

- Identify the appropriate site parameters and/or security keys and adjust them to control how data passes to PCC, who can delete records, and how staff can view records
- Execute administrative, clinical supervision, and case management functions.
- Run behavioral health reports for client and program management. Export data from these reports to an Excel file.
- Convert reports to Excel or Word.
- Routinely export behavioral health data to headquarters using the Export Utility menu.

## 3.0 Detailed Agenda

### 3.1 Day 1

Topic	Duration
<b>Introductions and Course Logistics</b>	15 min.
<b>Review of Application Set-Up and Security</b> <ul style="list-style-type: none"> <li>• Review of Manager Utilities Menu</li> <li>• Editing Site Parameters – Defaults</li> <li>• Update those allowed to see all visits</li> <li>• Interactive PCC Link</li> <li>• Electronic Signature</li> </ul>	1 hr. 15 min.
<b>Break</b>	15 min.
<b>Management Tools</b> <ul style="list-style-type: none"> <li>• Management Tools located on Manager Utilities Menu</li> <li>• Case Management Tools on DE Menu</li> <li>• Case Management Tools on PDE Menu</li> <li>• Case Management Tools on DSP Menu</li> </ul>	1 hr. 45 min.
<b>Lunch</b>	60 min.
<b>Generating Basic Reports</b> <ul style="list-style-type: none"> <li>• PAT</li> <li>• REC</li> <li>• WL</li> <li>• PROB</li> </ul>	2 hr.
<b>Break</b>	15 min.
<b>Independent Report Exercises</b>	60 min.
<b>Questions and Review</b>	15 min.

### 3.2 Day 2

Topic	Duration
<b>Questions and Review</b>	30 min.
<b>Converting Reports to Excel or Word</b>	60 min.
<b>Break</b>	15 min.
<b>How to Use GEN and PGEN Options</b>	1 hr. 45 min.
<b>Lunch</b>	60 min.
<b>Converting Reports to Excel or Word (Exercises including GEN and/or PGEN)</b>	60 min.
<b>Exporting Data</b>	45 min.
<b>Break</b>	15 min.
<b>Independent Exercises</b>	60 min.
<b>User Support, Questions and Course Evaluation</b>	30 min.
<b>Q &amp; A; Additional Practice Time</b>	30 min.
<b>Course Evaluation</b>	15 min.

## Contacts

RPMS Help Desk	(888) 830-7280	<a href="mailto:support@ihs.gov">support@ihs.gov</a>
Wendy Wisdom	(602) 248-4187	<a href="mailto:wendy.wisdom@ihs.gov">wendy.wisdom@ihs.gov</a>
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