



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Behavioral Health System v4.0 Manager Utilities and Reports Training

Announcement and Agenda

October 2014

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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, 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 4 Manager Utilities and Reports Training Manual
http://www.ihs.gov/bh/documents/training/BHS_Patch4_MUR.pdf
- Purpose of Visit Job Aid
<http://www.ihs.gov/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/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/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
Introductions and Course Logistics	15 min.
Review of Application Set-Up and Security <ul style="list-style-type: none"> • Review of Manager Utilities Menu • Editing Site Parameters – Defaults • Update those allowed to see all visits • Interactive PCC Link • Electronic Signature 	1 hr. 15 min.
Break	15 min.
Management Tools <ul style="list-style-type: none"> • Management Tools located on Manager Utilities Menu • Case Management Tools on DE Menu • Case Management Tools on PDE Menu • Case Management Tools on DSP Menu 	1 hr. 45 min.
Lunch	60 min.
Generating Basic Reports <ul style="list-style-type: none"> • PAT • REC • WL • PROB 	2 hr.
Break	15 min.
Independent Report Exercises	60 min.
Questions and Review	15 min.

3.2 Day 2

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

Contacts

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