STATE OF MISSOURI
DEPARTMENT OF MENTAL HEALTH
CPS STATUS REPORT

PLEASE PRINT CLEARLY	
CLIENT NAME	REPORTING DATE
CLIENT STATE ID / SSN NUMBER	MODIFIED GAF SCORE
AGENCY SITE (OPTIONAL)	ASSESSMENT TYPE ☐ 1. Admission ☐ 2. Annual/Review ☐ 3. Discharge

RESIDENTIAL STATUS (CHECK ONLY ONE)

- ☐ 1. Homeless
- ☐ 2. Foster Home
- ☐ 3. Residential Care
- ☐ 4. Crisis Residence
- ☐ 5. Nursing Home
- ☐ 6. Hospital Inpatient
- ☐ 7. Jail/Correctional Facility
- ☐ 8. Private Residence - Independent Living
- ☐ 9. Private Residence - Dependent Living (Adults Only)
- ☐ 10. Private Residence - Youth Living with Family or Non-relative
- ☐ 11. Other Residential Status
- ☐ 12. Residential Status Unknown

SCHOOL ATTENDANCE STATUS (CHECK ONLY ONE)

- ☐ 1. YES - Client has attended school at any time in past 3 mo.
- ☐ 2. NO - Client has not attended school at any time in past 3 mo.
- ☐ 3. Pre-school age children (< 3 years old)
- ☐ 4. Adults (>18 yrs. old, except young adults 18-21 who receive services from the State's Children Mental Health System)
- ☐ 5. UNKNOWN

SCHOOL GRADE LEVEL (CHECK ONLY ONE)

- ☐ 1. No years of schooling
- ☐ 2. Nursery School, Pre-School (including Head Start)
- ☐ 3. Kindergarten
- ☐ 4. Grade (Write in 1st-12th) _____
- ☐ 5. Self-Contained Special Ed. Class (No equivalent grade level)
- ☐ 6. Vocational School (see guidelines for definition)
- ☐ 7. College Undergraduate Freshman (1st Year)
- ☐ 8. College Undergraduate Sophomore (2nd Year)
- ☐ 9. College Undergraduate Junior (3rd Year)
- ☐ 10. College Undergraduate Senior (4th Year)
- ☐ 11. Graduate or Professional School (e.g., Master's, Doctoral, Medical or Law School)
- ☐ 12. Unknown

EMPLOYMENT STATUS (CHECK ONLY ONE)

COMPETITIVE EMPLOYMENT
- ☐ 1. Full-Time
- ☐ 2. Part-Time: Average Hours Worked per Week (Estimate) _____
- ☐ 3. Supported Employment
- ☐ 4. Unemployed - actively looking for work or laid off in past 30 days

NOT IN LABOR FORCE
- ☐ 5. Homemaker
- ☐ 6. Student (<16 years old must be check box "6" or "14")
- ☐ 7. Retired
- ☐ 8. Medical Disability
- ☐ 9. Behavioral Disability
- ☐ 10. Other Disability
- ☐ 11. Hospital patient or resident at any institution that keeps a person from the labor force.
- ☐ 12. Volunteer
- ☐ 13. Sheltered/Non-Competitive Employment
- ☐ 14. Not in Labor Force, but other than above
- ☐ 15. Unknown

LEGAL INVOLVEMENT

- ☐ 1. Number of Arrests in prior 30 days _____
- ☐ 2. Unknown

SUBSTANCE USE/ABUSE

- ☐ 1. Have you used any Tobacco products in the past 3 months?
  ☐ Yes ☐ No ☐ Unknown
- ☐ 2. **Females (and Males over 65):** When was the last time you had 4 standard drinks in a day or night? _____
  Was that within the last 3 months?
  Males under 65: When has the last time you had 5 standard drinks in a day or night? _____
  Was that within the last 3 months?
  ☐ Yes ☐ No ☐ Unknown
- ☐ 3. In the last 12 months, did you ever find yourself drinking more than you meant to?
  ☐ Yes ☐ No ☐ Unknown
- ☐ 4. In the last 12 months, did you ever think that maybe you should cut down on your drinking?
  ☐ Yes ☐ No ☐ Unknown
- ☐ 5. In the last 12 months, did you smoke pot, use another street drug or use a prescription painkiller, stimulant or sedative for a non-medical reason?
  ☐ Yes ☐ No ☐ Unknown

General Instructions:

Starting 04/01/2012, all clients, Adults and Youth, enrolled in CPS programs in CIMOR with the intention of regularly billing services to CPS should have the "CPS Status Report" completed at admission to CPS services, at annual anniversary of that admission and at discharge from CPS services. The status report information should be entered into the CPS Status Report screen in CIMOR.

The above reporting requirement definition includes all CPR, ACT, TCM, DM 3700 and Healthcare Home clients. The ambiguous cases are clients enrolled in "CPS [Adult/Youth] Community Services" in CIMOR but without any service claims paid by CPS. Such clients are not required to have the CPS Status Report completed unless they also have claims submitted for payment to CPS and are active (billed to) CPS clients for at least 30 days. CPS will run retrospective reports each month notifying agencies of clients meeting reporting criteria and thus needing assessments completed. The agency can elect to complete a Status Report for each client entered as a CPS client in CIMOR regardless of program if that is easier to track -- this will certainly meet the reporting requirements.

Local agencies will sometimes have cycles of annual assessment dates that are different from the anniversary month inferred from CIMOR data. This is acceptable so long as each client in CPS services has a status report at admission to CPS services and an annual status report within no more than 12 months from the initial status report. For example, you could have a client admitted to CIMOR and with an admission status report in April 2012, but due to pre-CPS enrollment services the local anniversary date is December 2012. In that case, you would enter the subsequent "annual" 8 months later in December 2012, and thereafter in each December if still in services (or in the month of subsequent discharge). You would not wait 20 months (until December 2013) to complete the first annual. In effect, every CPS client should have a status report in CIMOR that is current within no more than 12 months.

Existing clients without a past status report should have their first status report entered in their first annual anniversary month after 04/01/2012. Clients discharged in CIMOR should have an updated status report entered within 30 days of discharge unless the prior status report was less than 30 days old at the time of discharge. In such cases, it will be assumed that the same status values apply to the discharge, unless the agency elects to enter updated values.

Brief Reference to categories on the CPS Status Report:

Residential Status - should be coded as the client's place of residence on the reporting date.
School Attendance Status - refers to school attendance in last 3 months or client age at time of status report.
School Grade Level - if school attendance above is "YES", this should be the current grade level. If not or if adult, this should be the highest grade level completed.
Employment Status - should be coded as the client's employment on the reporting date. Even when youth < 16 years old have a part time job, they are not in the federal definition of the labor force. Therefore youth must be coded as either "#6. Student" or "#14. Not in labor force". If a youth has "No" in "School Attendance Level" checked then their employment status should be "#14. Not in labor force". If "YES" in "School Attendance Level" then their employment status must be "#6. Student".
Legal Involvement - number of arrests is the number of times the client was arrested for any cause during the past 30 days. Any formal arrest should be counted regardless of whether incarceration or conviction resulted.
Substance Use / Abuse - question 2 is a compounded question, asking if the client has had that many standard drinks within the last 3 months. If the last time they drank that number of standard drinks was more than three months ago (or never), then the answer is "no". Refer to Standard Drink Legend below..

12 fl oz of **regular beer** = 8-9 fl oz of **malt liquor** (shown in a 12-oz glass) = 5 fl oz of **table wine** = 3-4 oz of **fortified wine** (such as sherry or port; 3.5 oz = 1.5 oz of **brandy** (a single jigger or shot) = 1.5 fl oz shot of **80-proof spirits** ("hard liquor")