NEW YORK STATE | Office of Addiction Services and Supports | Office of Mental Health | Office for People With Developmental Disabilities

2021 Mental Hygiene County Planning System (CPS) USER GUIDE

https://cps.oasas.ny.gov

March 2, 2020

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I. INTRODUCTION

A. Mental Hygiene County Planning System

https://cps.oasas.ny.gov

The three State mental hygiene agencies — the Office of Addiction Services and Supports (OASAS), the Office of Mental Health (OMH), and the Office for People With Developmental Disabilities (OPWDD) — have a fully integrated mental hygiene local services planning process. The Mental Hygiene County Planning System (CPS) is a web-based application developed by OASAS to enable counties and their service providers to complete and submit required local planning forms to the all three State agencies electronically.

There are nearly 2,000 individuals with a CPS user account. Through CPS counties can:

- access relevant and timely data resources for conducting their needs assessment and planning activities;
- complete required planning forms; and
- submit the entire mental hygiene services plan to all three State agencies.

CPS features several reporting tools that allow State agency and county staff to query all completed plans on selected information and generate specific reports in a quick and efficient manner. These reports result in more timely and accurate summary analyses that inform each State agency's statewide planning process and assists in county dissemination of plan results.

Several other tools assist counties in managing their agency's presence in CPS, including the ability to communicate directly with their addiction service providers and manage the completion and certification of all required planning forms. OASAS prevention and treatment providers also can manage their presence in CPS by approving user accounts for staff that need to complete planning surveys for OASAS or to access county plans and the data resources available to them in CPS.

Each organization in CPS, Local Governmental Unit (LGU), State agency, or OASAS provider, has a tailored landing page listing organizational and individual contact information with instructions on how to update the information in the OASAS Provider Directory System or CPS. Each LGU and OASAS provider also have a designated Planning Coordinator, who is the primary point of contact for that organization on planning related matters. The Planning Coordinator has all the same entitlements as the Administrator.

II. REGISTERING A CPS USER ACCOUNT AND LOGGING IN

If you do not already have an OASAS Applications user account, you need to complete an OASAS External Access Request Form, an IRM-15 FORM which is available on the OASAS website. Submit it to OASAS as instructed on the form and indicate on the form that you are requesting access to the County Planning System. If you are an LGU you should request access to CPS and the LGU Inquiry Reports, which are housed in the OASAS Client Data System under Client Management.

Once you obtain an OASAS Applications user account, or if you already have one, you can go to the CPS website to register a CPS user account. On the CPS login page, click on the "Register now" link on the right side of the page (see below). If you already have a CPS account login on the left of the screen using your OASAS APPS username and password.

OASAS Staff will use their regular OASAS network username and password to log-in to CPS. If you are not sure if you have an OASAS Applications account, you can contact oasasplanning@oasas.ny.gov to find out.

See below for instructions on completing the OASAS IRM-15 form, accessing LGU Inquiry Reports and requesting a County Planning System (CPS) account.

OASAS IRM-15 FORM

4. SYSTEM TO BE ACCESSED (See Descriptions on Page 2)	5. OPTIONS/LEVELS OF ACCESS	
	Providers (Check ONLY ONE option below for any system access)	LGU
■ Client Management	On-Line Reporting Options: ☐ Data Entry or ☐ File Transfer or ☐ Inquiry	■ Inquiry
☐ Workscope/Objective Attainment (WPR)	☐ Data Entry or ☐ Inquiry	☐ Data Entry
☐ Gambling	☐ Data Entry or ☐ Inquiry	
☐ Provider Directory System	☐ Data Entry	
☐ Strengthening Treatment Access and Retention – Quality Improvement (STAR-QI)	☐ Data Entry or ☐ Inquiry Program Number:	☐ Inquiry
☐ Impaired Driver System	☐ Clinical Data Entry or ☐ Clinical Inquiry or ☐ DDP Data Entry or ☐ DDP Inquiry	
☐ Impaired Driver Classroom	☐ DDP Data Entry or ☐ DDP Inquiry	
■ County Planning System		
☐ Other (specify)_____	☐ Data Entry or ☐ Inquiry	☐ Inquiry

The LGU reports provide access to OASAS admission, discharge and crisis episode statistics. https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS/InquiryReports

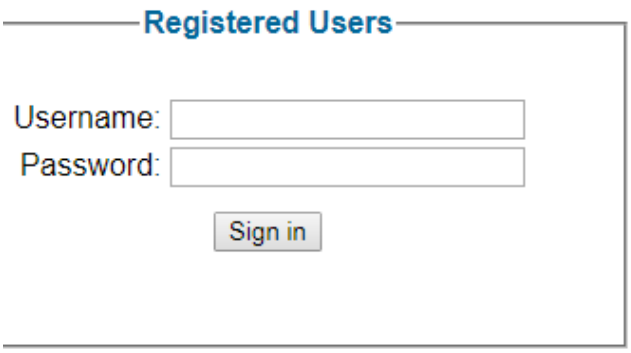
Client Data System LGU/County Analysis Reports

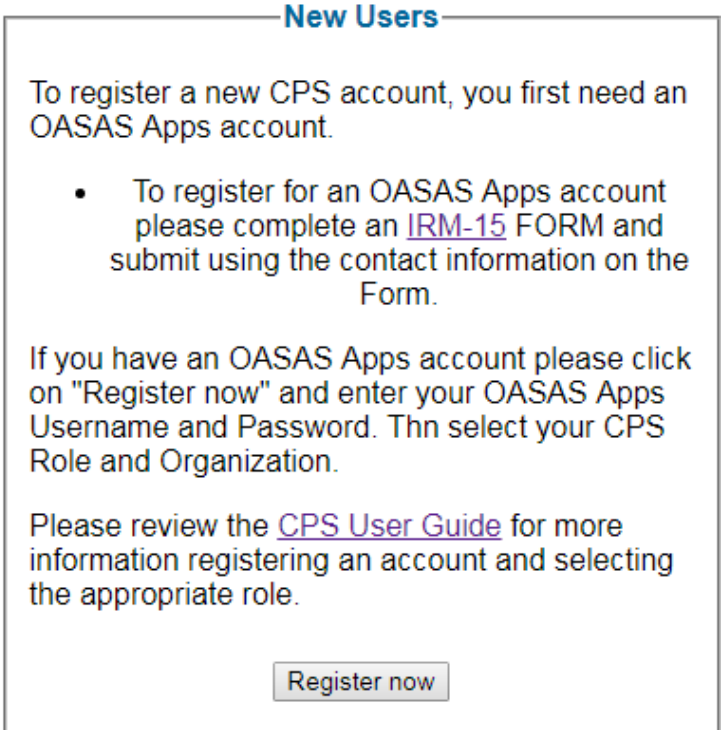
- LGU/County Admission Item Statistics Report
- LGU/County Discharge Item Statistics Report
- LGU/County Crisis Episode Item Statistics Report
- LGU/County Admission Item Comparison Report
- LGU/County Discharge Item Comparison Report
- LGU/County Crisis Episode Item Comparison Report
- County Residents Report

After obtaining an OASAS APPS user id go to https://cps.oasas.ny.gov to register a new account or to log-in.

Registered users provide your OASAS Apps username and password on the left-hand side of the screen to sign in.

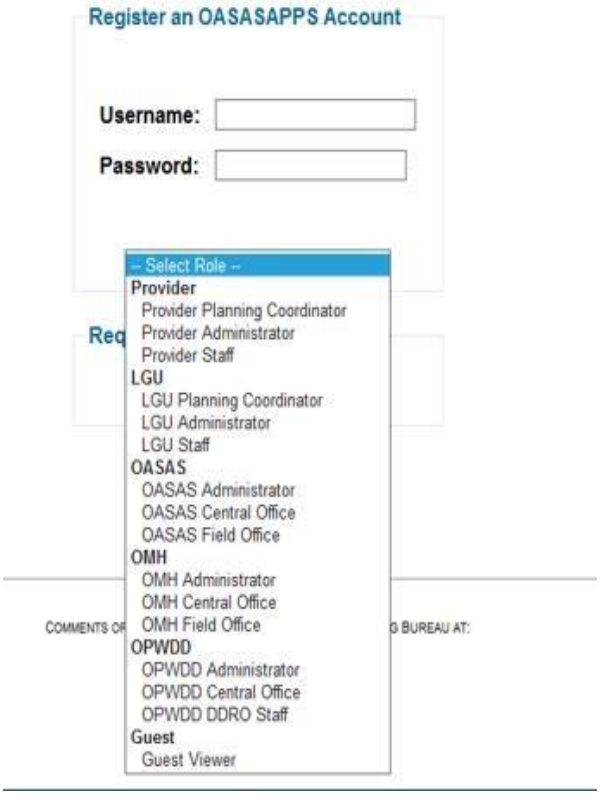
New users in CPS, go to the right-hand side of the screen and click on "Register Now."





A. Selecting Your Role

After clicking on "Register now" to register for a CPS account, enter your OASAS Applications username and password.



Then, select your User Role from the drop-down menu (see above). Your organization category will be OASAS Provider, LGU, OASAS, OMH, OPWDD or Guest Viewer. Under each organization category, there is a list of roles to choose from. Use care when selecting the role that is appropriate for you.

Your role will be linked to your organization.

The Administrator role is appropriate for individuals who are responsible for completing and approving or certifying planning forms in CPS. This role can approve and delete Staff accounts within the same organization and can use the other system management features. There is no limit to the number of Administrators an organization may have. All administrator accounts are approved by OASAS.

The Planning Coordinator role is identical to the Administrator role and was developed so that State agency staff can communicate with a single individual within an LGU or OASAS provider organization on planning-related matters. This helps to eliminate confusion when action is requested, allowing a single point of contact to coordinate an organization's response. Each organization can have only one Planning Coordinator, which is approved by OASAS. A Coordinator has all the functions of an Administrator including approving or certifying planning forms, approving and deleting Staff accounts, producing output and status reports, sending broadcast emails (LGUs only) and updating provider and program profiles (providers only).

The Staff role is appropriate for individuals from an LGU or provider organization who need to complete planning forms but do not need to perform system management functions. Completed forms can be submitted to the Administrator of the organization for approval or certification. All data resources and reporting functions can be accessed from this role. Management of personal accounts, viewing of county and provider planning forms, and the capability to complete and submit an OASAS capital funding request for approval are all possible. All staff roles are approved by the organization's Administrator.

All roles are managed in "Manage Personal Account". ADMINISTRATORS and COORDINATORS manage other Staff accounts in "Manage Other Accounts".

OASAS, OMH, and OPWDD have Administrators, Central Office Staff, and Field Office/ Developmental Disabilities Regional Offices (DDRO) Staff user roles. In Manage Accounts, Administrators and Coordinators manage the staff accounts and can approve or disable accounts and send broadcast emails. The OASAS Administrators manage the overall system, including approving and disabling all CPS user accounts. All State agency user roles have read-only access to the entire system plus special report generating capabilities on information reported in CPS. All training and planning resources are available to State agency staff and a listing of OASAS Provider Administrators is available to OASAS Regional Office staff.

The Guest Viewer role is appropriate for researchers, Community Services Board and Subcommittee members and members of the public who only need to view content in the system. They cannot complete planning forms or perform system management functions. Guest Viewers

have read-only access to completed plans and most available data resources. The Guest Viewer role is approved by OASAS.

All Roles – All CPS user roles can view and print forms, run select reports, and access most county planning data resources.

B. Switching Roles

Some CPS users may need to register in more than one role or with more than one organization. To register for a new role, go to Manage Personal Account and "request a new entitlement" for your new role.

OASAS planning staff will approve it and you will have multiple roles in the system. Once the second role is approved, you will be able to toggle between roles by clicking on the Switch Roles link after your name and organization in the top banner.

C. Selecting Your Organization

Organizations available for selection in CPS are OASAS Provider, LGU, OASAS, OMH, OPWDD or Guest Viewer. Depending on your role selection, you will get a second drop down menu to select your organization. On the LGU drop down menu, all LGUs are listed in alphabetical order.

On the Provider drop down menu, all providers are listed in alphabetical order by county of administrative location. **Provider accounts are associated with the provider organization, not individual programs. Therefore, you will find your organization listed in the county where it is administratively located.**

For the role of OPWDD DDRO Staff, a second drop down menu will allow you to select the appropriate DDRO name (1-5).

After you have selected an organization you can then request approval for registration. Once your registration has been approved you will receive a confirmation email. In most cases, your account will be approved on the same day. Please note that if you do not receive the confirmation email within a couple days, you may need to follow-up with OASAS State and Local Planning. If you entered your email address incorrectly, the confirmation email will not get delivered. In some cases, the security setting on your computer may direct the confirmation to your Junk Mail box, so you may need to look there. If you need assistance in selecting a user role and organization, please contact OASAS State and Local Planning at oasasplanning@oasas.ny.gov

D. Forgotten Passwords

If you forget your CPS password, non-OASAS users can click on the login page link: https://appslogin.oasas.ny.gov/resetPassword. Your password will be temporary and you will need to create a new password in OASAS Applications before you can log back in to CPS.

Once you have successfully changed your password, you can go to CPS and login using your OASAS Applications user name and new password.

Note, your CPS password will expire every 90 days. External CPS User Accounts will EXPIRE after 400 Days of Inactivity. You Should Periodically Login to Prevent the Disabling of your Account.

CPS Will Also "Time Out" After Two Hours of Inactivity When You Are Logged In.
WHEN ENTERING DATA, YOU SHOULD PERIODICALLY CLICK THE SAVE OR APPROVE BUTTON TO RETAIN YOUR DATA. TYPING IN DATA IS NOT CONSIDERED "ACTIVE."

Please be advised that OASAS Applications accounts are deactivated after 180 days of inactivity. You will need to contact the Provider Help Desk at (518) 485-2379 or healthhelp@its.ny.gov.

III. PRIMARY CPS FEATURES

A. The Provider and LGU Profiles

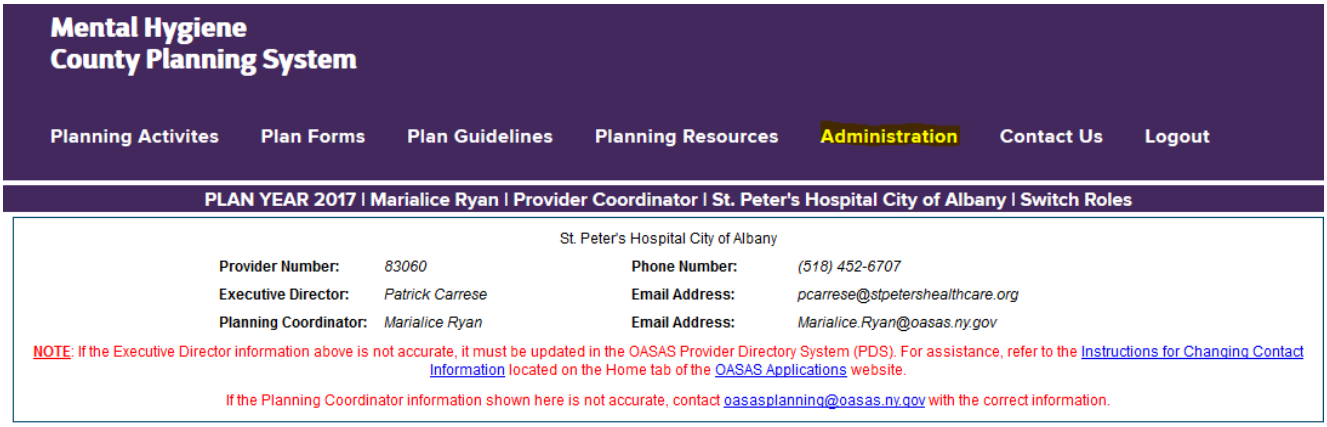
Once you login to CPS, the appearance of your landing page will based on your user role and organization. For LGUs and OASAS providers, your organization's profile will be displayed with contact information included.

The Provider Profile shows contact information for the organization and footnotes on how to correct information that may not be correct or up-to-date. If the name or email address of the organization's Executive Director is not correct, the organization must make the correction in the OASAS Provider Directory System (PDS) by updating the Program Profile and Services Inventory (PPSI. For assistance with this, you should contact the OASAS Treatment Data Management and Analysis Unit at DataMgmt@oasas.ny.gov or go to Instructions for Changing Contact Information on the OASAS Applications website.

If the information on the organization's Planning Coordinator is not correct, or you need to update other user's phone information. you should contact the OASAS State and Local Planning Unit at oasasplanning@oasas.ny.gov.

Under Administration/View Provider/Program Contact Information each provider will have all programs listed with contact information for the Program Director, the Medical Director and the Healthcare Coordinator. If any of the information needs to be updated it can be done by following instructions in Instructions for Changing Contact Information on the OASAS Applications website.

OASAS Provider Landing Page



OASAS Provider View Provider/Program Contact Information Page.

NYS Mental Hygiene County Planning System

User Name
User Role
User Organization
Switch Roles

Home	Plan Forms	Plan Guidelines	Planning Resources	Contact Us	Logout

OASAS Provider/Program Contact Information

Provider Organization Name

Provider Number: *Provider Number* **Provider Location:** *Site County*

Executive Director:	*E.D. Name*	**Phone Number:**	*E.D. Phone Number*	**Email Address:**	*E.D. Email Address*

PRU:	*Program Number*	**Program Location:**	*Site County*	**Service:**	*Service Type*
Program Director:	*P.D. Name*	**Phone Number:**	*P.D. Phone Number*	**Email Address:**	*P.D. Email Address*
Medical Director:	*M.D. Name*	**Phone Number:**	*M.D. Phone Number*	**Email Address:**	*M.D. Email Address*
Health Coordinator:	*H.C. Name*	**Phone Number:**	*H.C. Phone Number*	**Email Address:**	*H.C. Email Address*

PRU:	*Program Number*	**Program Location:**	*Site County*	**Service:**	*Service Type*
Program Director:	*P.D. Name*	**Phone Number:**	*P.D. Phone Number*	**Email Address:**	*P.D. Email Address*
Medical Director:	*M.D. Name*	**Phone Number:**	*M.D. Phone Number*	**Email Address:**	*M.D. Email Address*
Health Coordinator:	*H.C. Name*	**Phone Number:**	*H.C. Phone Number*	**Email Address:**	*H.C. Email Address*

NOTE: OASAS uses contact phone numbers and email addresses maintained in the Provider Directory System (PDS) to communicate important news, including emergency announcements, to providers and their programs. If any of the contact information above is not accurate, it must be updated in PDS. For assistance, refer to the Instructions for Changing Contact Information located on the Home tab of the OASAS Applications website.

The LGU Profile

The LGU profile also displays contact information and can be updated by making the correction in the OASAS Provider Directory System (PDS) by updating the Program Profile and Services Inventory (PPSI) at least annually. For assistance in this, you should contact the OASAS Treatment Data Management and Analysis Unit at DataMgmt@oasas.ny.gov.

Ensuring LGU profiles are correct is important because OASAS uses this information to contact your organization on any number of issues or updates. The LGU home page is also sectioned into Administration Resources and Planning Resources.

LGU Landing Page

B. Planning Activities

Planning Forms and Surveys consist of the annual required planning forms that are completed by all LGUs and OASAS providers. There is one set of forms for each LGU that compiles into the Local Services Plan and there are varied OASAS surveys for either treatment providers and programs and/or prevention providers. Some required planning forms and surveys remain consistent year-to-year, but some change. New forms and instructions included in the Local Services Plan Guidelines.

Registered CPS users will receive an email alerting them to the required forms in March every year and sometimes intermittently during the planning cycle. To complete Planning Forms go to Planning Activities/ Planning Forms and Surveys. The required forms for your organization will display. Even if you have more than one user registered in CPS only one type survey in each category needs to be submitted.

Planning Forms

Planning Form	LGU/Provider/PRU	Status
St. Lawrence Addiction Treatment Ctr	**70700/90005**	**(Provider)**
Health Coordination Survey	Required	**Not Completed**
St. Lawrence ATC IP	**70700/90005/50730**	**(Treatment Program)**
Clinical Supervision Contact Information Survey	Required	**Not Completed**
Program EHR and LGBTQ Survey	Required	**Not Completed**

Each planning form will be listed with a link, whether they are required or not and the status of the form. The LGU number will be displayed, the provider number and program number. The surveys are listed at the Provider level and the Program level as they can vary. We suggest the individual most familiar with the provider organization as a whole (maybe the Executive Director) answer the

provider level surveys and each Program Director answer their specific program level surveys. Some surveys change every year, some are run annually for trending purposes. Most provider surveys are disseminated in March when the *Local Services Plan Guidelines* are produced and approved and are usually required to be completed by the first week of April. The surveys are then submitted to the LGU for review and certification and then to OASAS.

The *Local Services Plan Guidelines* explain each form and survey in detail and provides background information on State agency initiatives for the year. Each survey also lists a contact person and email for assistance and glossary links.

Survey Status

There are four levels of "survey status".

Not Completed means that the provider organization has not yet completed the form. After the due date OASAS and LGU Administrators will send out reminder notices for survey completion. It is important that the providers complete the planning forms as the data is utilized in gathering current information from the field and assists policy makers in their decision making.

Submitted is when a Provider Staff completes a form and is waiting for an Administrator or Planning Coordinator to **approve** it. The Provider Administrator is usually the Program Director or Supervisor of the provider organization. OASAS provider surveys must be in "Approved" status for the LGU to certify it.

Approved is displayed after a Provider Administrator or Planning Coordinator completes and/or approves a planning form. If for some reason the Provider Administrator wants to make a change or edit on the planning form you can click the "Disapprove" button at the end of the survey, make your changes and then re-approve. The form is now ready for LGU review.

Certify is when the LGU has reviewed the form and has approved the content thus "certifying" it. After LGU Certification planning forms are made available to State agencies for review and analysis. At the end of each survey are four buttons that enables the user to Approve or submit the form, save the form for a later revisit, clear the form or exit. You must "Save" the form before leaving the form if it is not completed. Once the form is approved by the provider and certified by the LGU it is considered complete.

Certification of Planning Forms is for an LGU to de-certify a form or unapprove or unsubmit a form for a Provider. They are able to do so by going to Certification of Planning Forms and checking the appropriate box by each survey link. This feature also allows the LGU to "bulk" certify surveys by clicking "Certify All" at the bottom of the page.

Family Counseling Svcs of Cortland Co.	**70030/36350**	**(Provider)**	
Health Coordination Survey	Required	**Approved**	☐ Certify ☐ Unapprove
Health Information Technology Survey (Treatment Providers)	Required	**Approved**	☐ Certify ☐ Unapprove
Family Cnsling Svcs Cortland PriPrev	**70030/36350/90079**	**(Prevention Program)**	
Implementation of Evidence-Based Programs and Strategies Survey	Required	**Approved**	☐ Certify ☐ Unapprove
2016 Drug Use Trends Survey	Required	**Approved**	☐ Certify ☐ Unapprove
Family Counseling Svcs of Cortland OP	**70030/36350/50991**	**(Treatment Program)**	
Qualified Health Professional Survey	Required	**Approved**	☐ Certify ☐ Unapprove
2016 Drug Use Trends Survey	Required	**Approved**	☐ Certify ☐ Unapprove

Submit Certify All

At any time that you need assistance with planning forms, please call or email the OASAS Planning Bureau at oasasplanning@oasas.ny.gov.

OASAS Capital Funding Requests is where OASAS Providers or Programs complete a Schedule C form to request funding for a capital project that is less than $100,000. When completed the Provider then "submits" it for approval to the County and Field Office by clicking the button on the bottom of the form. The Provider will see the following:

Schedule C - OASAS Capital Project Funding Request

Consult the LSP Guidelines for additional guidance on completing this form.

Complete a New Schedule C
No Schedule Cs found

The LGU "approves" the capital funding request by clicking "certify" at the end of the form and the OASAS Field Office Program Manager will receive an email from the OASAS Planning Unit when a Schedule C is submitted. *Certification of the form does not mean OASAS has approved the funding for the project; the request still must go through the required approval process for capital projects.*

View Current County Plans is where all registered CPS users can view each county plan if it is certified and approved in the system.

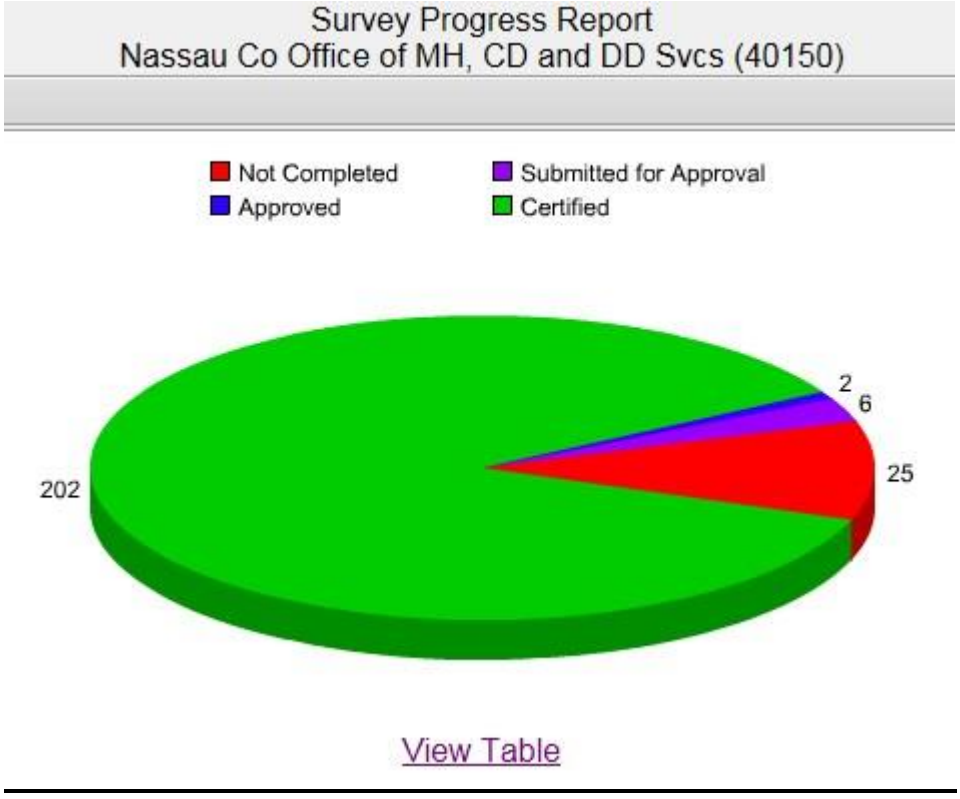
Plan Status Reports is where State agencies and LGUs can utilize reporting tools to monitor and track progress of current planning forms submission and ascertain which provider and LGU forms have been completed. The Plan Status Report can be run statewide, by region or by LGU. The report will show the number of planning forms that need to be completed and the number in each status category (see below).

Nassau Co Office of MH, CD and DD Svcs (40150)
As of 5/22/2015 1:07 PM

	n	Not Completed		Submitted		Approved		Certified	
		#	%	#	%	#	%	#	%
Needs Assessment Report	1	1	100%	0	0%	0	0%	0	0%
Warm Line and Mobile Crisis Capacity Survey	1	1	100%	0	0%	0	0%	0	0%
Multiple Disabilities Considerations Form	1	1	100%	0	0%	0	0%	0	0%
Priority Outcomes Form	1	1	100%	0	0%	0	0%	0	0%
Community Services Board Roster	1	1	100%	0	0%	0	0%	0	0%
ASA Subcommittee Membership Roster	1	1	100%	0	0%	0	0%	0	0%
Mental Health Subcommittee Membership Roster	1	1	100%	0	0%	0	0%	0	0%
Developmental Disabilities Subcommittee Membership Roster	1	1	100%	0	0%	0	0%	0	0%
2016 Mental Hygiene Local Planning Assurance	1	1	100%	0	0%	0	0%	0	0%
Health Coordination Survey	33	2	6%	1	3%	0	0%	30	90%
Health Information Technology Survey (Treatment Providers)	33	2	6%	1	3%	0	0%	30	90%
2016 Drug Use Trends Survey	80	6	7%	2	2%	1	1%	71	88%
Implementation of Evidence-Based Programs and Strategies Survey	39	5	12%	1	2%	1	2%	32	82%
Qualified Health Professional Survey	41	1	2%	1	2%	0	0%	39	95%
Totals	**235**	**25**	**10%**	**6**	**2%**	**2**	**0%**	**202**	**85%**

View Graph

Below the Plan Status Report table, you will see a “View Graph” link which will show the same information in a pie chart (see below).



In addition, this view also contains tabs that allow you to see and link to the planning forms in that category (see below).

Graph | Providers | Not Completed | Submitted for Approval | **Approved** | Certified

Approved

Fairview Recovery Services SL (50092)
- Qualified Health Professional Survey
- 2016 Drug Use Trends Survey

Fairview Recovery Services, Inc. MMW (50094)
- Qualified Health Professional Survey
- 2016 Drug Use Trends Survey

United Health Services Hospital OP (50599)
- Qualified Health Professional Survey
- 2016 Drug Use Trends Survey

United Health Servs Hosp OTP (691)
- Qualified Health Professional Survey
- 2016 Drug Use Trends Survey

Each tab will list the status of each survey with contact information which can be utilized for follow up emails or phone calls by State agency staff or county staff to prompt form completion.

State View of Status Report for OASAS Field Office Program Managers

Mid-Hudson Region
As of 5/22/2015 1:05 PM

	n	Not Completed		Submitted		Approved		Certified	
		#	%	#	%	#	%	#	%
Needs Assessment Report	7	7	100%	0	0%	0	0%	0	0%
Warm Line and Mobile Crisis Capacity Survey	7	3	42%	0	0%	0	0%	4	57%
Multiple Disabilities Considerations Form	7	3	42%	0	0%	0	0%	4	57%
Priority Outcomes Form	7	7	100%	0	0%	0	0%	0	0%
Community Services Board Roster	7	4	57%	0	0%	0	0%	3	42%
ASA Subcommittee Membership Roster	7	4	57%	0	0%	0	0%	3	42%
Mental Health Subcommittee Membership Roster	7	4	57%	0	0%	0	0%	3	42%
Developmental Disabilities Subcommittee Membership Roster	7	4	57%	0	0%	0	0%	3	42%
2016 Mental Hygiene Local Planning Assurance	7	7	100%	0	0%	0	0%	0	0%
Health Coordination Survey	43	7	16%	0	0%	6	13%	30	69%
Health Information Technology Survey (Treatment Providers)	43	8	18%	0	0%	6	13%	29	67%
2016 Drug Use Trends Survey	160	13	8%	0	0%	21	13%	126	78%
Implementation of Evidence-Based Programs and Strategies Survey	28	1	3%	0	0%	4	14%	23	82%
Qualified Health Professional Survey	131	11	8%	0	0%	20	15%	100	76%
Totals	**468**	**83**	**17%**	**0**	**0%**	**57**	**12%**	**328**	**70%**

View Graph

Plan Output Reports provides ALL Users access to statewide, regional and county reports, which contain data from the current year's completed plans. Export data files are available for each OASAS provider survey and all LGU plans. Queries can be performed and most reports export into an Excel spreadsheet. The following reports are available:

OASAS Provider Survey Exports: Depending on the survey that is disseminated all the data from the survey instrument will export into an Excel spreadsheet and can be sorted by LGU, region, provider, program, question responses and individual's contact information.

Consistent annual surveys and reports are: The OASAS Health Coordinator Survey and the OASAS Clinical Supervision Contact Information Form.

LGU Reports are query reports and Excel spreadsheets with all county plan data included. They can be utilized for data queries on a variety of topics and issues and can display top need and goal areas by disability for specific counties, regions or statewide. Please contact the OASAS State and Local Planning Unit for assistance with reports.

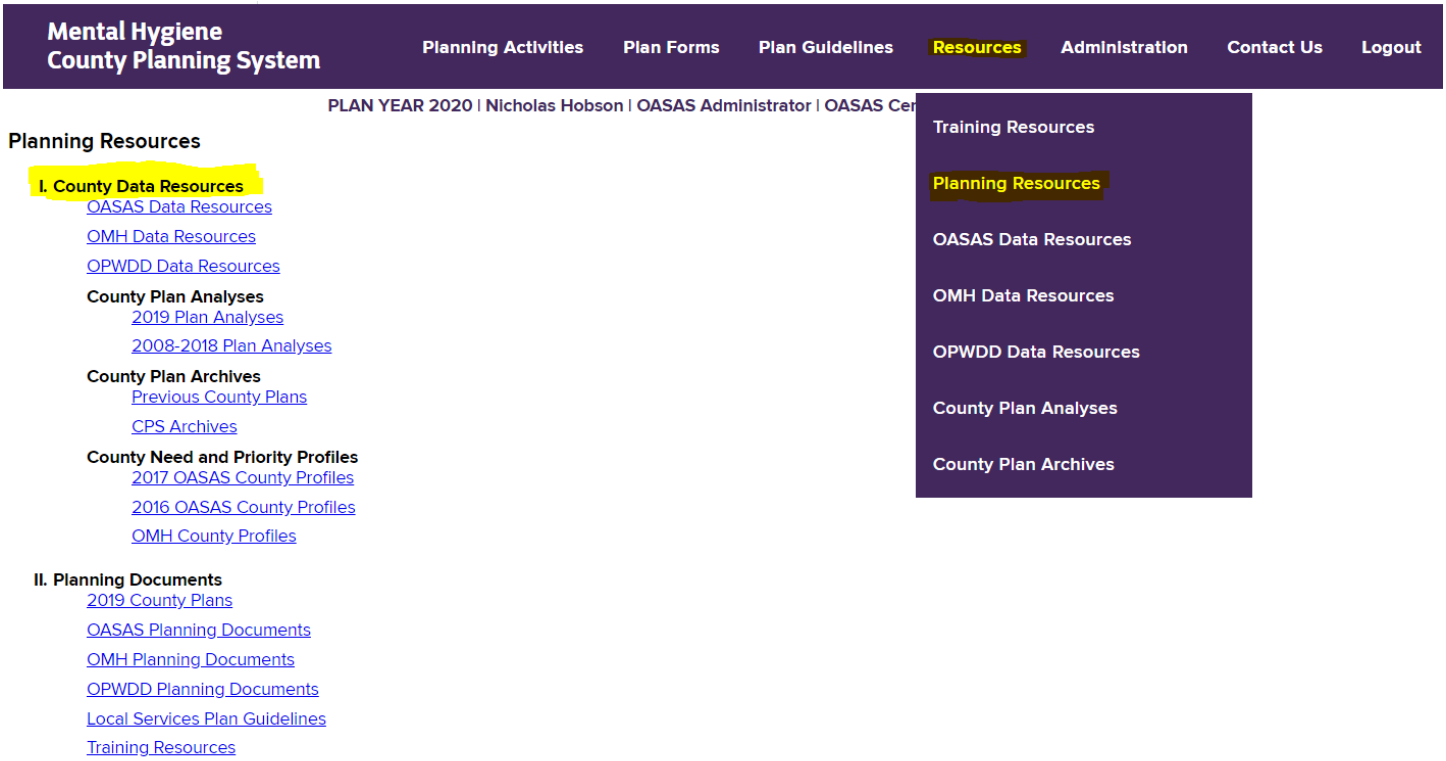
The Survey exports generate in Excel and can be tabulated and manipulated by region, county, program, provider and questions asked. Counties can do their own analysis for their service plans and OASAS will conduct statewide analysis of the Provider surveys for the Five Year Statewide Comprehensive Plan. These analysis reports are also posted in CPS in the Planning Resources section.

C. Planning Resources

Local Services Plan Guidelines are distributed every year at the beginning of the plan year cycle in March. They include guidance on the Mental Hygiene Local Services planning process and detailed instructions for completion of planning forms.

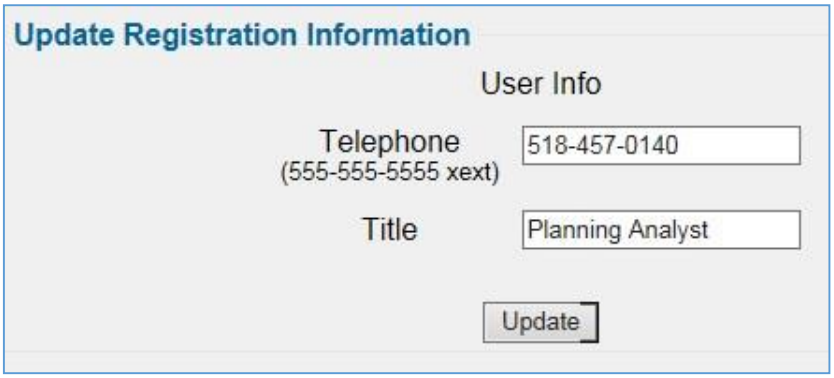
Planning Resources include county data resources for each State agency; county plan analyses; county plan archives; county need and priority profiles; and planning documents.

The State mental hygiene agencies regularly add and update data resources to CPS in order assist county planners in their needs assessment and services planning activities. They can be found under Resources → Planning Resources → County Data Resources.

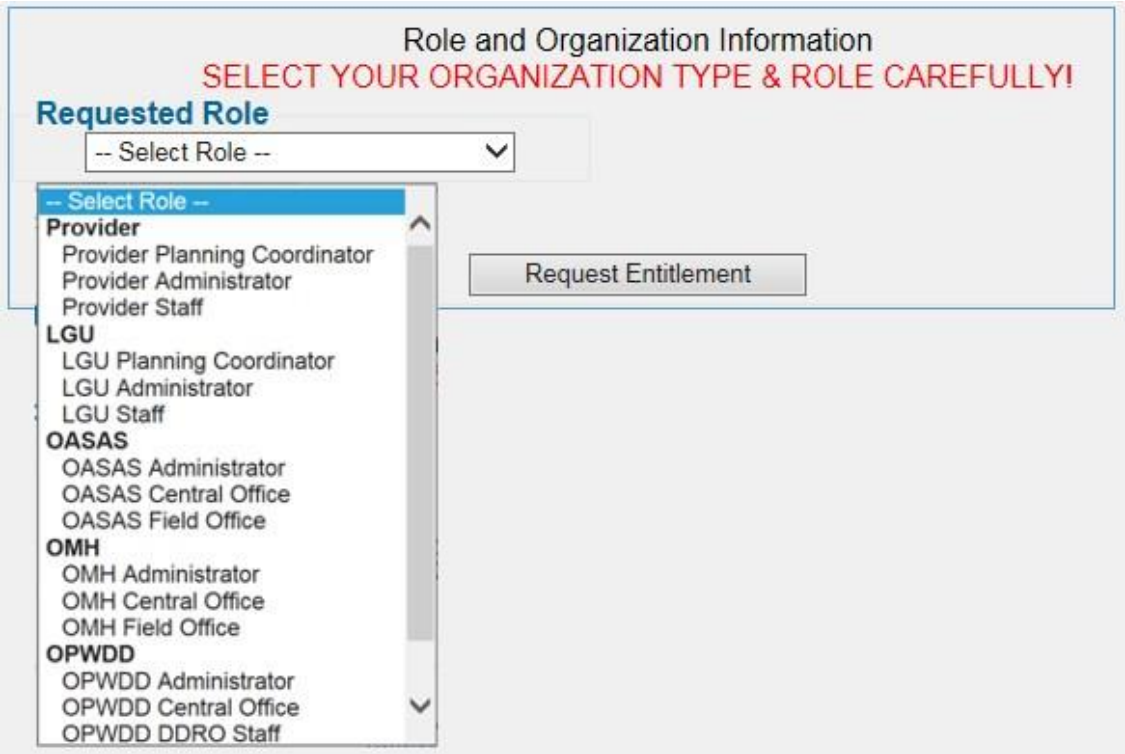


D. Administration

Manage Personal Account FOR ALL USERS is where contact information can be updated and edited. A user's phone number and title can be changed in Manage Personal Account but an email change needs to be sent to oasasplanning@oasas.ny.gov or healthhelp@its.ny.gov. Multiple entitlements (or user roles) are also managed with this feature and can be added or removed as needed. To update information click on the Manage Personal Account under "Administration" and enter the new data.



To request an additional role or entitlement go to "Request New Entitlement", select your role and organization and then "Request Entitlement". An Administrator will approve your request and you will receive a confirmation email. Your entitlements will be listed in "Manage Personal Account" and you will be able to toggle back and forth by clicking "Switch Roles" next to your name and organization on the top banner on your home page.



Manage Other User Accounts FOR PROVIDER and LGU COORDINATORS and ADMINISTRATORS (not Staff) is where you can view, approve or disable staff user accounts. Coordinators can view Administrators and Staff registered in CPS in the organization and are able to approve or disable these accounts. Administrators can view and disable Staff accounts. Click on the radio button under DA and account will update. Please notify OASAS Planning if anyone has left the organization, a provider or program has closed or an email address has changed. Planning Coordinators will be the main contact person for the organization and will be receiving most of the system emails.

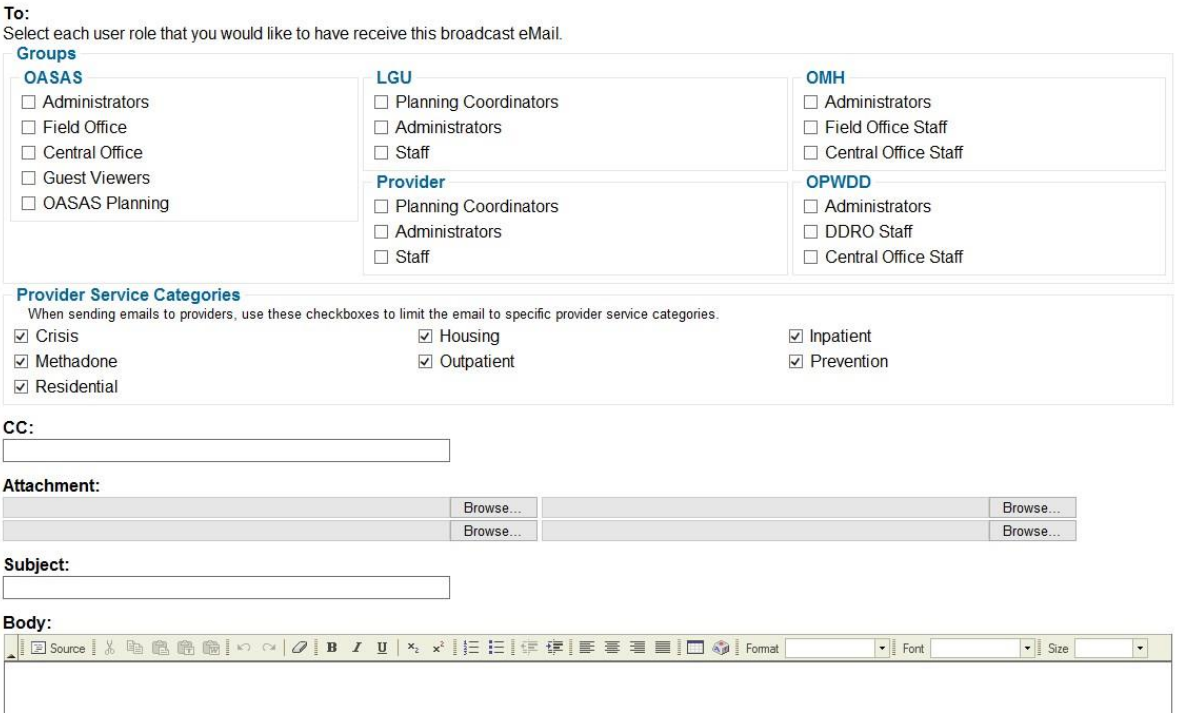
Manage Account Statuses

P = Pending A = Approved DA = Disapproved D = Disabled

Account Status					Account Name	User	Entitlements		
P	A	DA	D	Date			Organization	Role	Org Type
○	●	○	○	5/2/2012	silverr	Silver, Robert Robert.Silver@oasas.ny.gov	St. Lawrence Addiction Treatment Ctr (90005)	Administrator	Provider
○	●	○	○	4/27/2012	ryan17	Ryan, Marialice Marialice.Ryan@oasas.ny.gov	St. Lawrence Addiction Treatment Ctr (90005)	Administrator	Provider
○	●	○	○	4/9/2012	richar03	Richards, Kim KimRichards@oasas.ny.gov	St. Lawrence Addiction Treatment Ctr (90005)	Coordinator	Provider

Reminder Notices is where LGU and State agency staff administrators can send out reminder notices to OASAS providers and LGUs to complete required surveys. The email will list the "Not Completed" planning forms and request the organization to submit the form. After clicking on the link "Reminder Notices" a hyperlink stating "Send Reminder Email" will be displayed by uncompleted forms and clicking on the link will send that email to the organization.

Broadcast Email is where State agency planners, Field Office staff and LGUs can send out targeted emails to OASAS providers, counties and/or state agency staff.



List of Provider Administrators is all the contact information for all providers in the county.

Provider/Program contact Information is a list of all providers in the county and their program information. View OASAS Provider profiles and View LGU Profiles also display contact information.

IV. CONTACTS AND TECHNICAL ASSISTANCE

The County Planning System is managed by OASAS State and Local Planning. We are committed to providing good customer service and encourage users to contact OASAS if you have any questions or problems related to CPS or any of the content contained in CPS. Specific contact information is listed below.

Questions about content of planning surveys

Most planning surveys conducted in CPS include the name, phone number and email link to the contact person responsible for the survey.

Questions about planning data resources

Each data resource in CPS has a brief description of the data and an email link to the contact person responsible for that data resource.

Problems logging into CPS and questions about the planning process

For all questions or concerns regarding CPS please email oasasplanning@oasas.ny.gov.