

Clinician Roster Information System (CRIS)

Training for Providers

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What Is CRIS?

- New procedures to track the credentials of clinical staff in order to ensure licensure and contracting requirements are met for the agency
- A web-based system that replaces the current spreadsheet submission
- Designed for **both** FFS and contract agencies
- Agencies will enter information **only** for those staff who have a medical or clinical role.
- To facilitate data entry, an interface has been designed to transfer staff information from the Contract Information Management System (CIMS) into CRIS

What Is CRIS?

- CRIS supports the collection, review, and maintenance of participating fee-for-service and contract provider agency clinical and medical staff to ensure that each approved agency site meets licensure requirements for counselor credentialing ratios.
- Participating agencies are responsible for entering and maintaining up-to-date staff information through an accessible web-based portal.
- The system also facilitates reporting on systems-wide adherence to licensure requirements.

Other Users of CRIS

- Will be used by the DMHAS contract monitors to ensure appropriate credentialing ratios are being met per DMHAS's licensing regulations for substance abuse treatment agencies
- Will be used by the DHS Office of Licensing (OOL) to ensure licensing requirements are met
- Will be used by DMHAS for workforce development planning

Outpatient Regulations

- Every facility shall ensure that the ratios of substance abuse counseling staff are maintained so that 50% of the staff are LCADC or CADC or other licensed health professionals doing work of an alcohol or drug counseling nature within their scope of practice by **June 1, 2012**, and at all times thereafter.
- The remaining 50% of substance abuse counseling staff will be considered counselor-interns who are actively working toward LCADC or CADC status, or toward another health professional license that includes work of an alcohol or drug counseling nature within its scope of practice.
- The director of substance abuse counseling must maintain an active client caseload if the director of substance abuse counseling is to be counted in the above ratios.

Staff Roles

Medical Role

- Medical Director
- Physician
- Director of Nursing
- Nursing Staff
- Medical Staff

Clinical Role

- Director of Substance Abuse Counseling
- Clinical Supervisor
- Clinician/Counselor
- Counselor Intern

Credentials To Be Considered in Calculating the 50% Ratio

- LCADC – Licensed Clinical Alcohol & Drug Counselor
- CADC – Certified Alcohol & Drug Counselor
- LPC – Licensed Professional Counselor
- MD/DO – Psychiatrist only
- LPsych – Licensed Psychologist
- LMFT – Licensed Marriage and Family Therapist
- LCSW – Licensed Clinical Social Worker
- LAC - Licensed Associate Counselor
- LSW – Licensed Social Worker

How the Percentage Will Be Computed

- Only “active” staff included
- Calculated for each licensed site
- Two different approaches being considered:
 - 1) Weighted (based on FTEs) vs.
 - 2) Unweighted (based on number of staff)

Approaches to Computing the Percentage

1) Weighted (based on FTEs)

Full time = 30 + hours

Part-time (10 to 29 hours) counts as 1/2 FTE

Part-time (< 10 hours) counts as 1/4 FTE

Total FTE is denominator

Total credentialed FTE is numerator

Credentialed FTE/Total FTE = %

2) Unweighted (based on number of staff)

Credentialed staff/Total staff=%

What We Have Done

- A pilot test was conducted with 4 agencies in December 2011
- Participating agencies included: Turning Point, Preferred Behavioral Health, Daytop and Seashore Family Services
- Agencies were trained via webinar
- Feedback was received and will be incorporated into the system's design and reporting capability

What Agencies Will Need To Do

- Enter staff data into CRIS by June 30, 2012
- Review and update data each quarter
- Certify data were reviewed

What DMHAS/OOL Will Need To Do

- Review data in July
- Develop policy on the 50% calculation
- Assure consistency between licensing and contracting
- Agencies will be held harmless for June and July

Screen Shots

Sign-On

Login to CRIS - Windows Internet Explorer

http://njsams.rutgers.edu/clinmain/AgencyStaff/Login.aspx

File Edit View Favorites Tools Help

Staff CIMS Google NJSAMS IDRC Clin Clinician login CSC cpsai IDRC-Training m-w POMS POMS_U sams

Login to CRIS

Division of Mental Health and Addiction Services

Clinician Roster Information System (CRIS)

Login ID:

Password:

Login

For any Technical Assistance, please contact call center at 609-777-2164 (or)
Email: madhuri.balusu@dhs.state.nj.us

Internet 100%



Transfer Data from CIMS

The first thing you will do is transfer data from CIMS. System allows for a one-time transfer of information.

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Transfer CIMS data for selected records

CIMS Clinician data as of 12/2/2011. One time transfer only.

Check box and click on Transfer CIMS Data	ID	Last Name	First Name	Clinical Title	Medical Title	Hours	Degree	License	Certification
<input type="checkbox"/>	4766	Foreman	Carry	Clinical Supervisor		FT	MD		

Add New Staff

First Name

Last Name

Status

Hours

No.of Working
Hours

Save & Continue to Enter Staff Credentials

Add Credentials/Degree

Go to Credentials to add degree and state- or board-issued credentials.

STEWART, JEREMY (FULL TIME--35HRS)

CREDENTIALS SITE/STAFF ROLE EDIT STAFF

Add Degree Add State-Issued Credentials Add Board-Issued Credentials

	Active Credentials	Practice License No	Exp Date
Edit Delete	MD--Degree		
Edit Delete	LPC--State-Issued Cred	89079	07-12-2012
Edit Delete	ASAM--Board-Issued Cred		03-08-2012

Add Degree, and State/Board Credentials

When you select Credentials you will add the degree and state or board issued credentials.

STEWART, JEREMY (FULL TIME--35HRS)

CREDENTIALS SITE/STAFF ROLE EDIT STAFF

Add Degree Add State-Issued Credentials Add Board-Issued Credentials

State-Issued Cred	Practice License No	Please enter <u>Exp Date</u> before checking <u>ADD</u> Expiration Date	Add
LCADC	<input type="text"/>	<input type="text" value="MM/dd/yyyy"/>	<input type="checkbox"/>
MD-SI	<input type="text"/>	<input type="text" value="MM/dd/yyyy"/>	<input type="checkbox"/>
DO-SI	<input type="text"/>	<input type="text" value="MM/dd/yyyy"/>	<input type="checkbox"/>

Edit/Delete Credentials

Add Degree Add State-Issued Credentials Add Board-Issued Credentials



	Active Credentials	Practice License No	Exp Date
Edit Delete	MD--Degree		
Edit Delete	LPC--State-Issued Cred	89079	07-12-2012
Edit Delete	ASAM--Board-Issued Cred		03-08-2012

Degree	Add
DO	<input type="checkbox"/>
DOCTORATE	<input type="checkbox"/>
MASTERS	<input type="checkbox"/>
BACHELORS	<input type="checkbox"/>
ASSOCIATES	<input type="checkbox"/>
DIPLOMA	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

Add Site/Staff Role

This is where you enter actual hours by site.

STEWART, JEREMY (FULL TIME--35HRS)				
<input type="radio"/> CREDENTIALS <input checked="" type="radio"/> SITE/STAFF ROLE <input type="radio"/> EDIT STAFF				
DASIE TEST AGENCY 0000001	Clinical Title Director of Substance Abuse Counseling	Medical Title No Medical Role	No.of Hours 25	Save
DASIE TEST AGENCY 0000002	Clinical Title Clinical Supervisor	Medical Title No Medical Role	No.of Hours 9	Save

Edit Staff

DASIE TEST AGENCY

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THORNE, EMILY (FULL TIME--34HRS)

CREDENTIALS SITE/STAFF ROLE **EDIT STAFF**

Edit Staff Name/Status/Working Hours

Edit Status	<p>Select from the dropdown menu to change</p> <p>Active</p>						
Edit Hours	<p>Click on dropdown menu to select new Working Hours..enter the new no. of hours in the text box and click on SAVE.</p> <p>FT No.of Hours: 34 Save</p>						
Edit Name	<p>Click on Edit link to correct the name</p> <table border="1"><thead><tr><th data-bbox="473 1149 840 1206"></th><th data-bbox="840 1149 1188 1206">First Name</th><th data-bbox="1188 1149 1646 1206">Last Name</th></tr></thead><tbody><tr><td data-bbox="473 1206 840 1263">Edit</td><td data-bbox="840 1206 1188 1263">EMILY</td><td data-bbox="1188 1206 1646 1263">THORNE</td></tr></tbody></table>		First Name	Last Name	Edit	EMILY	THORNE
	First Name	Last Name					
Edit	EMILY	THORNE					

Edit the status from active to inactive and vice versa

Edit working hours

Click on edit to correct name.

View Staff Information

Search By Last Name Agency Staff Add Staff Reports CIMS Data Admin ▶

All Staff Active Staff Inactive Staff

	Name	Working Hours	No.of Hours	
Details	JEREMY STEWART	Full Time	35	Edit
Details	RONALD KING	Full Time	30	Edit
Details	STEPHANIE JONES	Part Time	9	Edit
Details	ELLEN FISHER	Full Time	15	Edit
Details	MARYANN CRIMSON	Part Time	10	Edit

1 2 3 4 5

View Staff Information Details

Shows staff site assignment, no. of hours, title and credentials.

	Name	Working Hours	No.of Hours	
Details	JEREMY STEWART	Full Time	35	Edit

Site info for JEREMY STEWART

Site-License Number	No.of Hours	Clinical Title	Medical Title
DASIE TEST AGENCY-0000001	25	Director of Substance Abuse Counseling	No Medical Role
DASIE TEST AGENCY-0000002	9	Clinical Supervisor	No Medical Role

Credentials

MD, LPC, ASAM

Reports

[Log Out](#)

Select report from the list

-----Select Report ----- ▼

-----Select Report -----

- Staff List
- Staff Detail Report



Change Password

The screenshot displays a web application interface with a dark blue navigation bar. The bar contains several menu items: "Search By Last Name", "Agency Staff", "Add Staff", "Reports", and "CIMS Data". The "Admin" menu item is highlighted with a white background and a right-pointing arrow. A dropdown menu is visible below "Admin", containing two options: "Change Password" and "Staff Data Review". The main content area below the navigation bar is a light gray color.

Change Password

Password requirements

1. Minimum length: 7
 2. Upper case letter required: 1
 3. Lower case letter required: 1
 4. Alpha-Numeric required: 1
 5. Numeric required: 1
- Example: Pa\$\$w0rd

Enter Old Password

Enter New Password

Confirm New Password

Change Password



Admin Features

Search By Last Name Agency Staff Add Staff Reports CIMS Data Admin ▶

Create New User

Expand Admin

Edit User

Change Password

Staff Data Review



Create New User

CREATE NEW USER

Password requirements

1. Minimum length: 7
 2. Upper case letter required: 1
 3. Lower case letter required: 1
 4. Alpha-Numeric required: 1
 5. Numeric required: 1
- Example: Pa\$\$w0rd

Enter First Name

Enter Last Name

Enter a valid User Name

Enter Password

Confirm Password





Check here to assign admin rights to this user.

Create User



Edit User

Click on edit to change the Name/Status/Admin rights. UserID/Password cannot be changed

	User ID	First Name	Last Name	Password	Admin Rights	Status
<u>Edit</u>	dasid	DAS	DAS	welcome		Active 
<u>Edit</u>	eheath	Emma	Heath	3433		Active 



Quarterly Staff Review

Search By Last Name Agency Staff Add Staff Reports CIMS Data

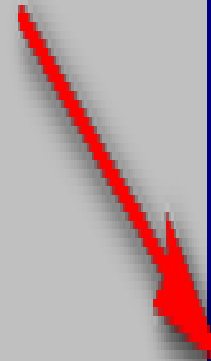
Admin 

Create New User

Edit User

Change Password

Staff Data Review



Quarterly Staff Review (con't)

Quarterly Staff Review Confirmation Form

Quarter: 1/1/2012-3/31/2012

Date: 5/7/2012

Signature: dasid

Comments:

By clicking the Submit button you are confirming that staff data has been reviewed and updated for this quarter.

Submit

Quarterly Staff Review (con't)

DASIE TEST AGENCY

[Back to Home Page](#)

[Log Out](#)

Your quarterly review is due. Please submit...Click on Admin and select quarterly review to go to review form.

Search By Last Name Agency Staff Add Staff Reports CIMS Data Admin

How to Get Started

- Go to link:
<https://njsams.rutgers.edu/ClinMain/AgencyStaff/login.aspx>
- Each agency will have the Admin User who can assign the login for CRIS.
- The Admin Users can use their NJSAMS credentials (User ID and password) to login and access CRIS. They will have to enter CRIS as the second level password.
- If the agency or person responsible for CRIS does not know who is the Admin User in his/her agency they can phone the Call Center at 609-777-2164 or directly email Trina Jordan at Trina.jordan@dhs.state.nj.us
- Let the Call Center know who you want the Admin User for CRIS to be.

Next Steps

- A webinar will be recorded which can be accessed at any time by agencies
- Additional reports will be developed for agencies

Technical Support

Madhuri Balusu

Email: Madhuri.balusu@dhs.state.nj.us

Program Support

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Email: Kathleen.goat@dhs.state.nj.us

Call Center 609-777-2164

Trina Jordan

Email: Trina.jordan@dhs.state.nj.us

Questions?