**PROS CAIRS Revision Transition Tips**

***(It is suggested that this document be shared and discussed with all PROS staff, both administrative and clinical. Please forward!)***

Those who have reviewed the PROS CAIRS Revised training webinar and have viewed the new PROS CAIRS screens may be aware of the profound shift in the way that OMH recommends that programs enter and use PROS CAIRS data. This note is intended to provide information to PROS programs as they adjust to the changes.

OMH recognizes that it will take time for programs to develop their own vision for this philosophical shift and to modify operational workflows accordingly. Some programs are already using data analysis. Some programs are already using Concurrent Documentation (CD) where appropriate. Other programs are in various stages of learning about these concepts and clarifying what the concepts mean for their particular programs.

To assist programs during this transition, the PROS Follow up Blank Form and the PROS Discharge Blank Form are now available under Client Reports. The blank forms are recommended for use as an interim measure. Programs who are still in transition are encouraged to review the PROS CAIRS Revised training webinar (see below) and to continue (or begin) implementing the operational changes needed to align with the new PROS CAIRS.

***Tips:***

* **We encourage programs to talk to each other to brainstorm how to make the changes smoothly.**
* **We strongly encourage leadership and all PROS staff, both administrative and clinical, to review the PROS CAIRS training webinar.**
* **We encourage programs to review which personnel currently have PROS CAIRS access and to consider which personnel needs PROS CAIRS access.**
* **We encourage leadership to provide support to clinicians who are new to incorporating CD into their practice. Some clinicians may benefit from the support and help from their leadership and colleagues during the transition.**
* **Consider setting a target date to make the PROS CAIRS transition.**

***Training Webinar:***

Below, you will find a link to a WebEx recording accompanying a PowerPoint presentation, “PROS CAIRS Revised.” The recorded training takes a little over an hour to review. The recorded material provides information about the thinking behind the changes in PROS CAIRS, while the PowerPoint slides show screen shots of the new questions and responses.

<https://meetny.webex.com/meetny/lsr.php?RCID=cdfafb3af89e44e4986bf5349e33fce1>

***Transition Benchmarks:***

What will it look like when PROS programs have made the PROS CAIRS transition? OMH is still developing new PROS CAIRS reports, but in the meantime, here are some ideas to help programs visualize the philosophical shift:

* Administrative staff will play a lesser role in CAIRS
* The use of blank forms will diminish
* Clinicians and consumers, together, will play much larger roles in CAIRS
* Clinicians will develop and practice new workflows that facilitate Concurrent Documentation (CD)
* The use of CD, where appropriate, will increase
* Consumers will have a greater experience of “Nothing About Me Without Me” at the PROS program
* The need for “paperwork time” will diminish
* Programs will submit RFA’s for more or for all of their PROS staff
* More or all PROS staff will have access to more CAIRS reports
* More clinicians will use reports as a tool to understand the consumers on their caseloads
* More programs will use data to identify trends and patterns, to better identify clinical needs, to provide a more coordinated service, etc.

***New RFA’s:***

To request access for new users, please contact Laura Davis for the RFA form and instructions. [Laura.davis@omh.ny.gov](mailto:Laura.davis@omh.ny.gov)

***New User Training:***

Soon, there will be a recorded webinar for new PROS CAIRS users. The New User webinar differs from the PROS CAIRS Revised training webinar. The New User webinar will be intended to assist new users with PROS CAIRS navigation. Please contact me with requests for the New User webinar.

Please do not hesitate to reach out with any questions. Thanks, Kelly

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