

CYBER Overview

Training for New Providers in the New Jersey Children's System of Care

October 2023– (02088)

Perform**CARE**[®]

Delivering
High-Quality
Service and Support

What is CYBER?

- A fully functional Management Information System, that is a tool for providers to make the maintenance of youth records more practical.
- An internet-based system allowing for true collaboration among providers regardless of location.
- A digital platform for reporting, outcomes measurement and effectiveness.

CYBER Access Requirements

The minimum requirements needed to run CYBER are:

To run CYBER on a laptop or desktop computer, the following **operating system** is recommended:

- **PC:** Microsoft Windows (Versions still supported by Microsoft are preferred, such as Windows 10, or Windows 11).
- **Memory:** 2GB RAM minimum; 4GB RAM highly recommended.
- **Monitor:** Screen resolution of at least 1024 x 768.

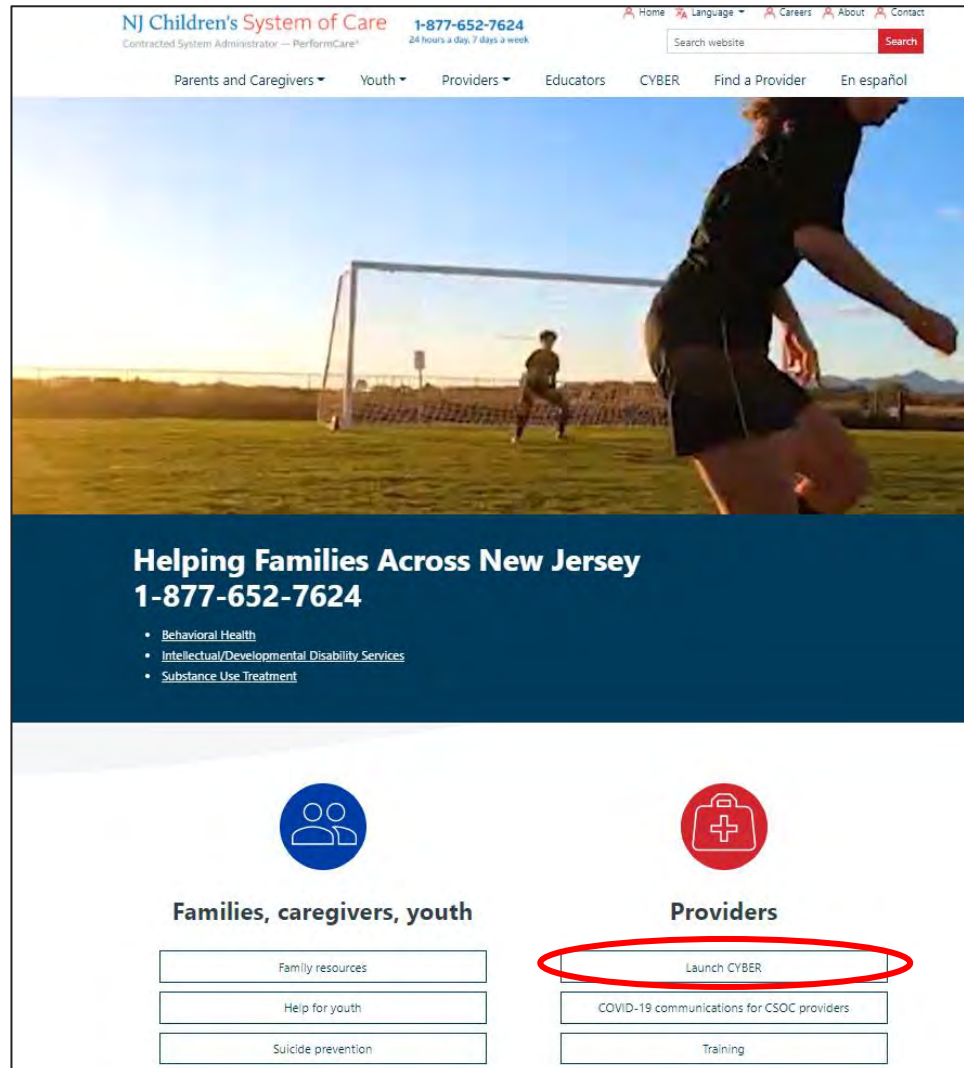
Browsers:

- Microsoft Edge.
- Google Chrome.
- Mozilla Firefox.
- Apple Safari.
- With the release of CYBER 2.0.0.0, CYBER is **no longer compatible with Internet Explorer.**

CYBER and other operating systems (mobile devices, Linux, etc.)

CYBER is configured for desktop and laptop computers that use the Microsoft Windows operating system.

Accessing CYBER: <http://www.performcarenj.org/>



With your mouse, click the LAUNCH CYBER button to begin.
CYBER is available anywhere there is an Internet connection.

How do I log into CYBER?

Before you log in, keep in mind....

- Every time you launch CYBER, you will be required to enter your Login name and Password to continue.
- Inactivity = 'timeout' (logged out of CYBER or not able to save)
- Most links and buttons are single-clicked.

CYBER Version and Server#

CYBER LOGIN

As a CYBER User I understand that my work will involve access to Protected Health Information (PHI) as defined by HIPAA (The Health Insurance Portability and Accountability Act) for the purpose of providing or arranging treatment, payment or other health care operations. I also acknowledge that I am engaged by a covered entity. I further acknowledge my responsibility to protect the privacy of and to guard against inappropriate use or disclosure of this PHI by logging in as a CYBER User.

This is in compliance with The Health Insurance Portability and Accountability Act (HIPAA) of 1996 and its implementation regulations. For more information on HIPAA please go to <http://www.hhs.gov/ocr/hipaa/>

CYBER contains substance abuse diagnosis and treatment information that is protected by federal confidentiality rules (42 CFR Part 2). CYBER users are not permitted access to that information without a valid written consent that meets the requirements of 42 CFR Part 2. Users that access such confidential information pursuant to a valid written consent are prohibited from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Please CLEAR your browser Cache before using this new version of CYBER

Username
Username|

Password
.....

LOGIN

[Customer Service Request Form](#) | [Forgot Password?](#)

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HIPAA Statement

Below the log in area is a statement that, as a CYBER user, you acknowledge your responsibility to protect the privacy of, and to guard against, the inappropriate use of the PHI contained within the system.

This statement will appear each time you log in.

As a CYBER User I understand that my work will involve access to Protected Health Information (PHI) as defined by HIPAA (The Health Insurance Portability and Accountability Act) for the purpose of providing or arranging treatment, payment or other health care operations. I also acknowledge that I am engaged by a covered entity. I further acknowledge my responsibility to protect the privacy of and to guard against inappropriate use or disclosure of this PHI by logging in as a CYBER User.

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Where do I get a login name and password?

- Your agency's CYBER System Administrators can set up a login and password for you.
- Each provider organization has at least two CYBER System Administrators.
- Your access and functionality is based on your login type and security levels.



CYBER Welcome Screen

NJ Children's System of Care
Contracted System Administrator — PerformCare®

Welcome to CYBER [User Name] [User Role] [User Group]

User Name: [] User Role: [] User Group: []

[System Admin](#)

[Youth / Child Search](#)

[FSS Link](#)

[My Active Youth](#)

[Out of Home](#)

[Provider Details](#)

[Message Functions](#)

[System Functions](#)

[Reporting](#)

[Historical Access](#)

[Anomaly Management](#)

Quick Search

DOB

Crisis Assessment - In Progress

Youth/Child ID	First Name	Last Name	Create Date	Assessment Type	Status
----------------	------------	-----------	-------------	-----------------	--------

Refresh Total

In Progress(0)

Aging Report(0)

© 2020 - CyberAng 1.0.0.74-08 [FAQ's](#) [CYBER Updates](#) [Help](#) [Customer Service Request](#) [Training Information](#)

- This is the CYBER Welcome screen that opens after logging into the system.*
- The Welcome Screen is the main access point for many of the different functions that are contained within CYBER.
- Login level of security determines access.
- To get from one place to another in CYBER, it just requires the user to point and left-click with their mouse on the appropriate menu item, link or button.

*Your views, links and buttons may vary depending on your provider type and security levels.

- Welcome Page Links
- Provider Details
- Out of Home - YouthLink, FSS Link, AHH Link
- Annex A
- Active Agency Youth/My Active Youth
- Youth Record - Tabs, Plan Approval, Progress Notes, Authorizations, Claims, Youth Checklist, 3560, Applications, etc.

Active Agency Youth

Multiple records match the search pattern. Select the desired record from the list below or click Close and refine the search.

First Name	Last Name	MI	Gender	DOB	Age	SSN
			F		13	
			F		7	
			M		14	
			M		15	
			F		12	
			F		3	
			M		4	
			M		9	
			F		17	
			M		18	
			M		6	
			M		18	
			M		11	

Progress Note

Show My Draft Progress Notes

Show Committed and Signed Progress Notes

Note Date	Note Type	Note SubType	Created By	Note	Program	Program Type	Hour
2018-01-24 07:29:00	CSA Service Center						00
2017-12-28 13:00:00	Bitable - FFRome Visit				CMO Middlesex	CMO	00
2017-12-15 15:00:00	Bitable - FFRome Visit				CMO Middlesex	CMO	00
2017-12-08 12:42:00	CSA Service Center						00
2017-11-15 17:07:00	FSD - Continued Acc...				FSD MIDDLESEX	FSD	00

System Admin

Quick Search

Service Plans/Assessments - In Progress

Month/Child ID	First Name	Last Name	Child Family Team Date	Create Date	Author	Status	Agency	Plan Type
			03/10/2021	03/10/2021				NEEDS
			03/10/2021	03/10/2021				NEEDS
			08/18/2020	08/18/2020				NEEDS
			08/26/2020	08/26/2020		In-progress		MRSS
			04/28/2020	04/28/2020		In-progress		BA,2-1
			11/04/2019	11/04/2019		OOH		OOH
			10/17/2019	10/17/2019		OOH		OOH
			02/28/2019	02/28/2019		OOH		OOH
			10/19/2017	10/19/2017				NEEDS
			09/29/2017	09/29/2017				OOH
			08/28/2017	08/28/2017				OOH
			05/04/2017	05/04/2017				NEEDS
			04/26/2017	04/26/2017				NEEDS
			04/07/2017	04/07/2017				OOH
			03/20/2017	03/20/2017				OOH
			03/01/2017	03/01/2017				OOH

Outcome Reports

Select Treatment Plan or Assessment type to create:

Double click an existing Assessment to open it for Review/Edit

Assessment Type	Assessment Sub Ty...	Assessment /CFT D...	Author	Submitted to CSA D...	Assessment ID
TREATMENT PLAN	UCM - TISP	05/26/2016			
STRENGTH + NEEDS		05/26/2016			
TREATMENT PLAN	UCM - InitSP	03/10/2016			
STRENGTH + NEEDS		03/03/2016			
TREATMENT PLAN	UCM - FCP	02/26/2016			

Active Eligibility | All Eligibility

Clear Search Show Connected Records Connect Disconnect Search Clear

MMID	EFF Date	End Date	Stat Code	Stat Desc	SPC

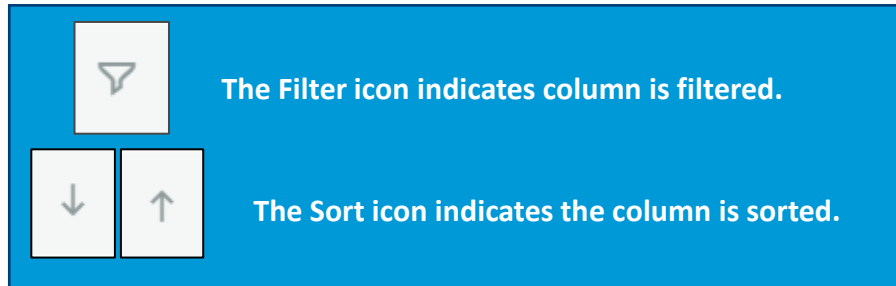
Special Program Code

MMID	SPC	SPC Desc	SPC Eff Date	SPC End Da...

Status Flags

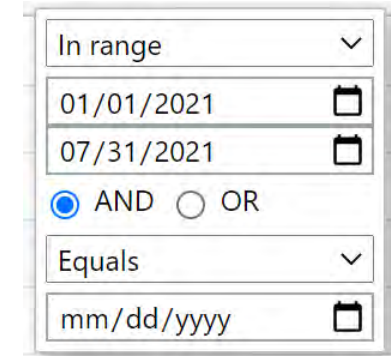
Flag	Desc	Start Date	End Date

Grids – Sorting and Filtering



The Filter icon indicates column is filtered.

The Sort icon indicates the column is sorted.



In range

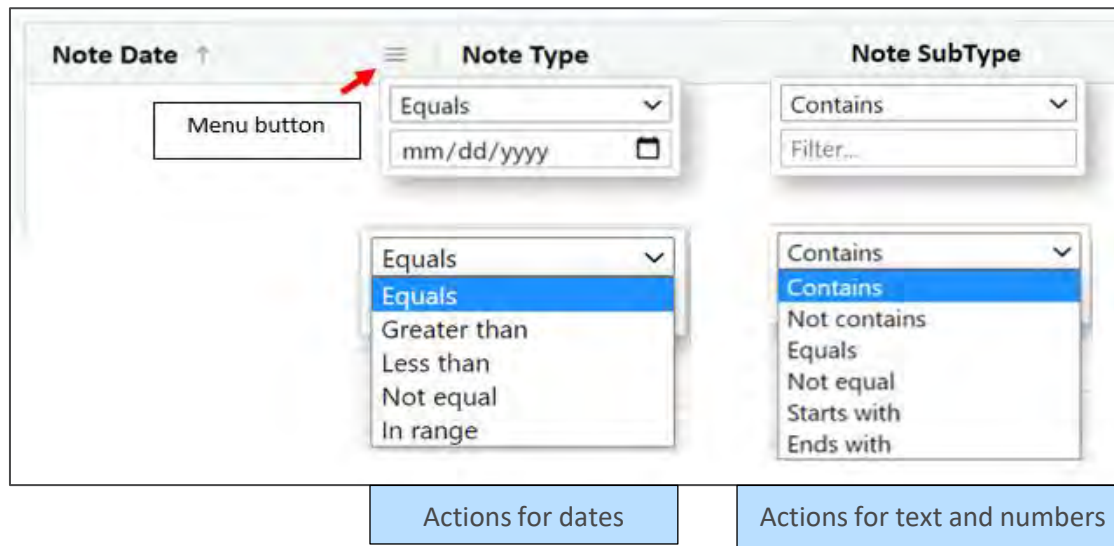
01/01/2021

07/31/2021

AND OR

Equals

mm/dd/yyyy



Note Date ↑

Menu button

Note Type

Equals

mm/dd/yyyy

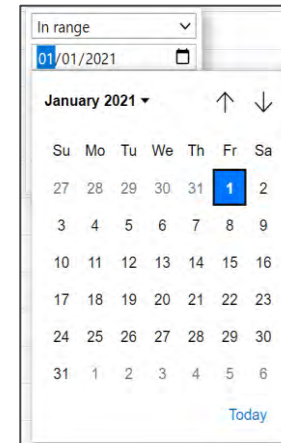
Note SubType

Contains

Filter...

Actions for dates

Actions for text and numbers



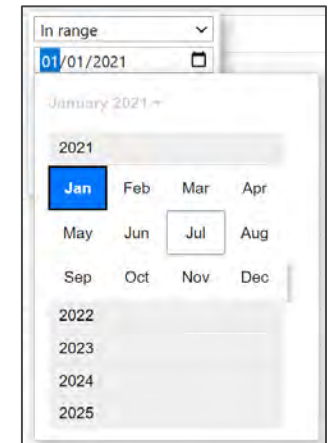
In range

01/01/2021

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
27	28	29	30	31		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today



In range

01/01/2021

January 2021

2021

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

2022

2023

2024

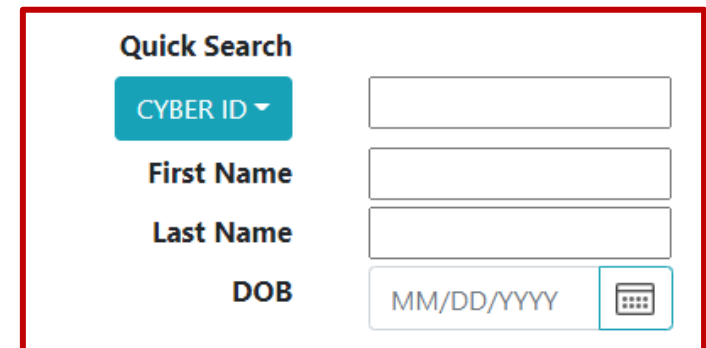
2025

TIP: Users may drop and drag columns in the order of their choice. This order will be kept until the user moves to any other screen.

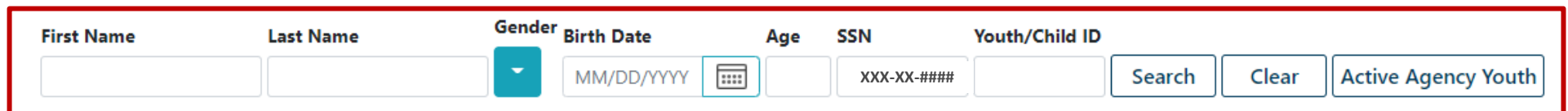
Searching for a Youth

There are two search functions within CYBER where you can input information to find a specific youth.

- **Quick Search** on the Welcome Page
- **Youth/Child Search** on the Face Sheet



The screenshot shows a 'Quick Search' form with a red border. It includes a dropdown menu labeled 'CYBER ID' with a downward arrow. Below it are three input fields: 'First Name', 'Last Name', and 'DOB'. The 'DOB' field contains the text 'MM/DD/YYYY' and a calendar icon.

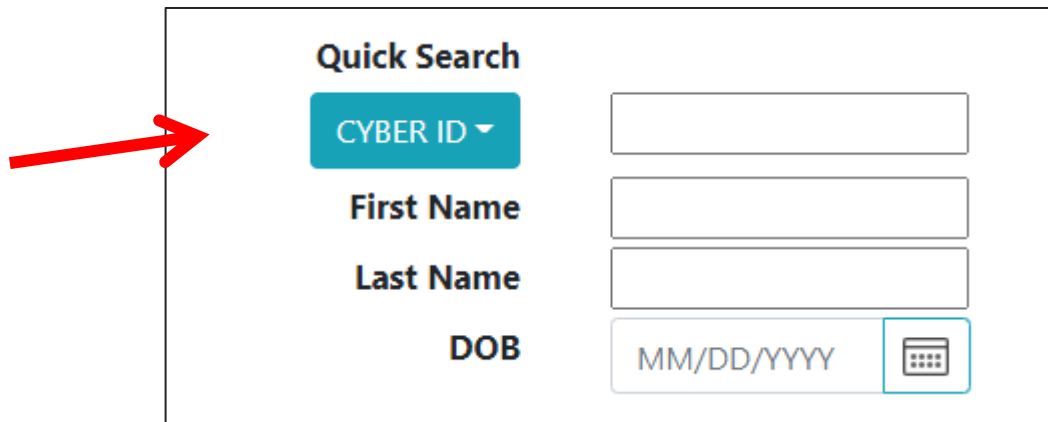


The screenshot shows a 'Youth/Child Search' form with a red border. It features several input fields: 'First Name', 'Last Name', 'Gender' (with a dropdown arrow), 'Birth Date' (with 'MM/DD/YYYY' and a calendar icon), 'Age', 'SSN' (with a masked pattern 'XXX-XX-####'), and 'Youth/Child ID'. To the right of these fields are three buttons: 'Search', 'Clear', and 'Active Agency Youth'.

Note: SSN field is masked and search functionality is not available.

Quick Search

If you are searching for a youth and want to go directly to their record, you can perform a **Quick Search** on your Welcome Screen.



Quick Search

CYBER ID ▼

First Name

Last Name

DOB MM/DD/YYYY

By entering the requested fields and pressing Enter on your keyboard, the user can click Enter and perform a Quick Search and find a youth in CYBER. Partial entry is accepted as well (Mary Smith = *Mar* in First name field and *Smi* in the Last name field).



First Name **Last Name** **Gender** **Birth Date** **Age** **SSN** **Youth/Child ID**

MM/DD/YYYY

Search **Clear**

- [Return To Main](#)
- [Face Sheet](#)
- [Out of Home](#)

To perform a search from within a record, the user may click Clear to clear the current search and enter a new set of parameters, or return to the Welcome Screen first and use the Quick Search.

Searching for a Youth

Youth / Child Search

[FSS Link](#)

[My Active Youth](#)

[Out Of Home](#)

[Provider Details](#)

[Message Functions](#)

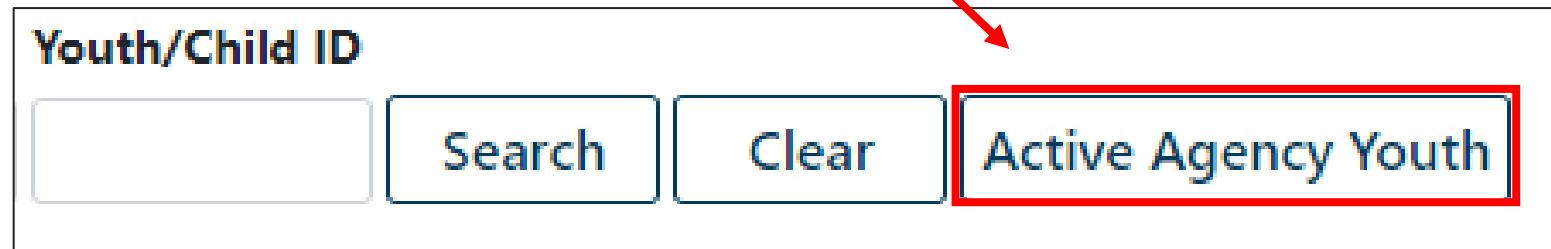
[System Functions](#)

[Reporting](#)

[Historical Access](#)

[Anomaly Management](#)

- Click the **Youth / Child Search** button and then click the **Active Agency Youth** button. This will display a list of all youth open to the Agency.

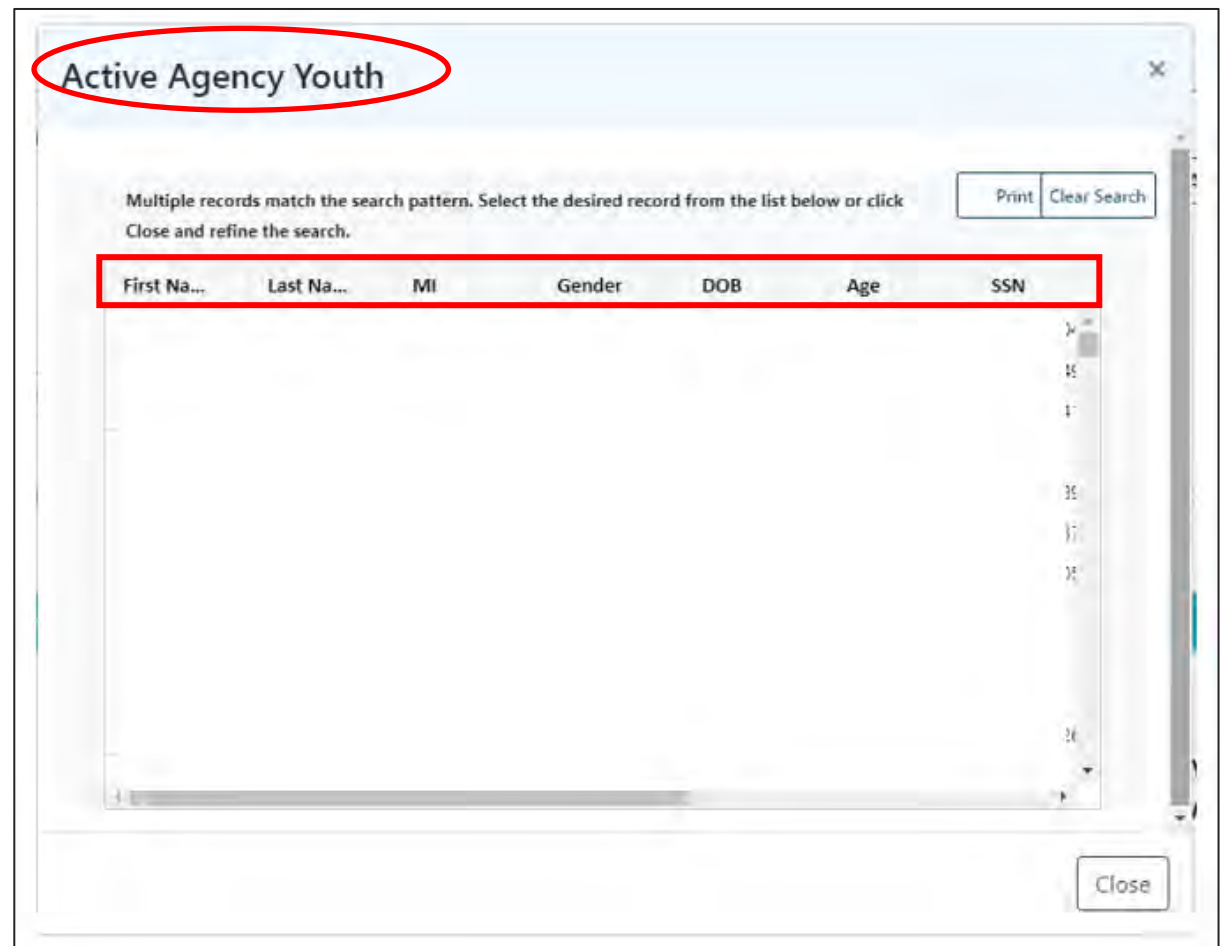


Youth/Child ID

Active Agency Youth

Active Agency Youth is a list of all youth open to the agency. The column headings can be clicked to sort, and the Print button allows the list to be exported and printed.

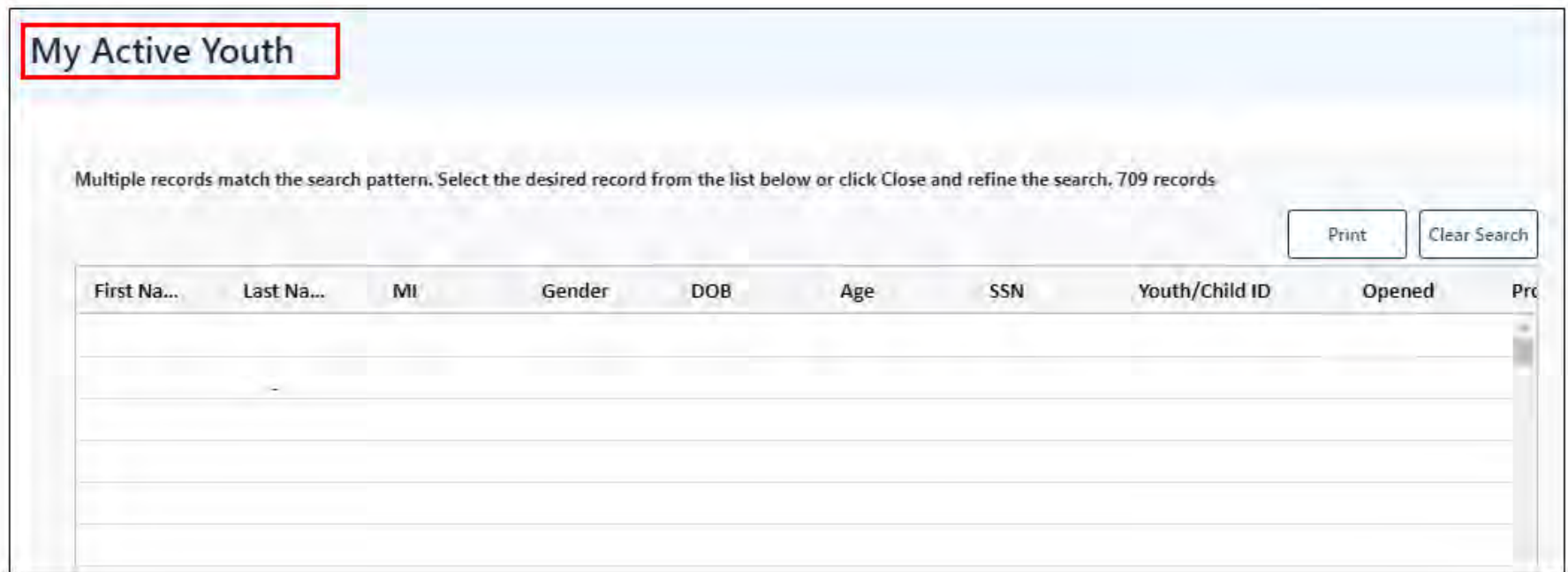
- Double-clicking on any row in the Active Agency Youth will open the Face Sheet for that youth's record.
- Users can search and filter for Youth within the grid





- Agencies may assign specific youth to you by adding your name to the **Provider tab** on youths' records.
- Clicking the **My Active Youth** button from the Welcome Page or the Youth / Child Search page will show a list of the youth **assigned to you.**

My Active Youth is a list of youth assigned to specific users at an agency. When the My Active Youth button is clicked, the list of youth assigned to you is displayed.



What is the Face Sheet?

Dashboard Demographics Episodes Provider Supports Dx/Med Eligibility Insurance Legal Doc*

Print Print Selection

Youth Specific Information

Legal Name: Current Address:
Address Type: Languages Spoken:
Preferred Name: Youth Primary Phone: Youth Marital Status:
Date of Birth: Youth Secondary Phone: Active YL:
Age: Youth Email:
Gender:
Race:
Ethnicity:

Flags for Special Occurrences

Parent/Caregiver Eligibility

Primary 1 Primary 2 Medicaid/NJ FamilyCare:
Name: Name: Active TPL:
Phone: Phone:
Email: Email:

Current Episodes **Current Service Authorizations**

The Face Sheet is a set of tabs that holds all of the youth's essential information.

The Face Sheet consists of a set of tabs, each containing components of the youth's record.

Face Sheet

The screenshot shows the top section of the PerformCARE Face Sheet interface. It features a search bar with several input fields: First Name, Last Name, Gender (with a dropdown arrow), Birth Date (with a calendar icon), Age, SSN, and Youth/Child ID. To the right of these fields are three buttons: Search, Clear, and Active Agency Youth. Below the search bar is a navigation menu with tabs for Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. A blue bar at the bottom of the search area contains the text 'Youth Specific Information' on the left and 'Print' and 'Print Selection' buttons on the right.

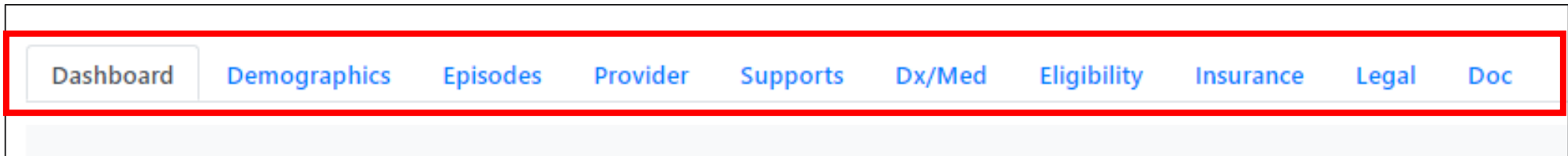
At the top of the Face Sheet, there are fields in which the user can search for a youth. In both types of searches, the user can search using any of the following fields:

- First Name
- Last Name
- CYBER ID Number
- Date of Birth

Partial searches can be performed. Search results will appear and the user can double-click on the individual record in the grid to access the youth's Face Sheet. If the search returns only one match, then the youth's Face Sheet will populate with the youth's information.

Face Sheet Tabs

These are the tabs of the Face Sheet that contain data on the youth.



Tabs appear like a set of file folders in a filing cabinet, staggered and highlighted to show the folder tab that is currently selected.

Dashboard Tab

The **Dashboard tab** is the default starting point, or landing tab for all CYBER users. The Dashboard provides a youth-centered ‘snapshot’ of the youth’s information drawn from different areas and tabs in the youth’s record. The Dashboard tab is read-only – it is not editable, nor is the text available to be copy and pasted. However, there is functionality for PDF printing of all the tabs in the Face Sheet, including the Dashboard tab.

The screenshot displays the PerformCARE Dashboard tab interface. At the top, a navigation menu includes tabs for Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. The Dashboard tab is highlighted with a red box. Below the navigation menu, the main content area is divided into several sections:

- Youth Specific Information:** A blue header bar. To its right is a 'Print' button and a 'Print Selection' dropdown menu.
- Legal Name:** A text field.
- Address Type:** A text field.
- Preferred Name:** A text field.
- Date of Birth:** A text field.
- Age:** A text field.
- Gender:** A text field.
- Race:** A text field.
- Ethnicity:** A text field.
- Current Address:** A text field.
- Languages Spoken:** A text field.
- Youth Primary Phone:** A text field.
- Youth Secondary Phone:** A text field.
- Youth Email:** A text field.
- Youth Marital Status:** A text field.
- Active YL:** A text field.

Below the Youth Specific Information section is a blue header bar for **Flags for Special Occurrences**.

Below the Flags for Special Occurrences section are two blue header bars: **Parent/Caregiver** and **Eligibility**.

- Parent/Caregiver:** A section with two columns: **Primary 1** and **Primary 2**. Each column has fields for Name, Phone, and Email.
- Eligibility:** A section with fields for Medicaid/NJ FamilyCare and Active TPL.

At the bottom of the dashboard are two blue header bars: **Current Episodes** and **Current Service Authorizations**.

Demographics Tab

The **Demographics Tab** contains the core information about the **Youth**, such as current location/address, email, phone number(s), etc.

This information is added to CYBER upon initial contact with PerformCare and through information gathering throughout the youth's time with the Children's System of Care.

Dashboard **Demographics** Episodes Provider Supports Dx/Med Eligibility Insurance Legal Doc*

First Name Last Name MI Preferred Name DOB Age SSN Gender
Male

Save

Youth Marital Status Military Status Eye Color Hair Color Primary Language Spoken In Home
ENGLISH

Anomalies

Youth Current Address

Apt #, Building #, Floor, etc. Copy Address

Special Address & Instructions Address Type
Parent/Legal Guardian Address

City State Zip County Other Address Type
NJ

Youth Email Address

Youth Primary Phone Ext Primary Phone Type Relationship of Contact Allow Text Messages
Yes No

Youth Secondary Phone Ext Secondary Phone Type Relationship of Contact Allow Text Messages
Yes No

Preferred Method of Contact Referral Source Other Referral Source
Youth Primary Phone

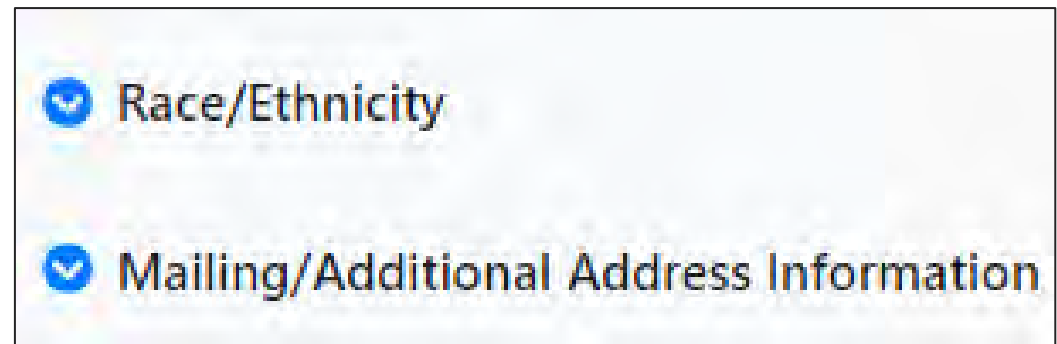
Demographic Updated Date

Demographic Updated By

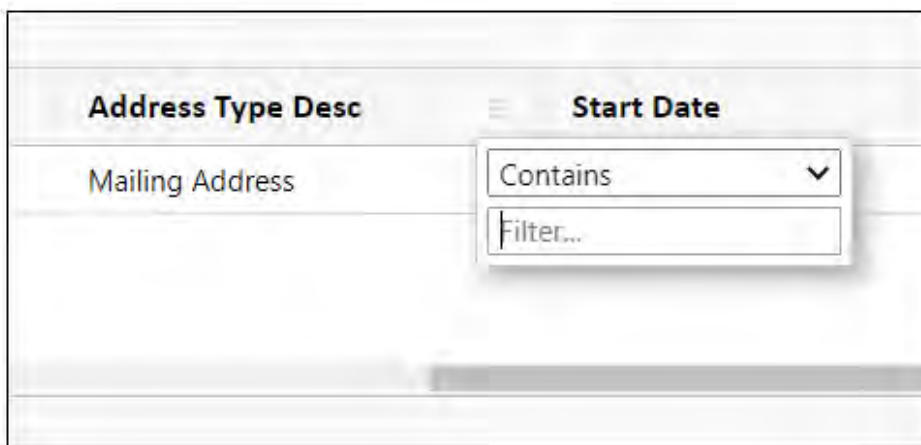
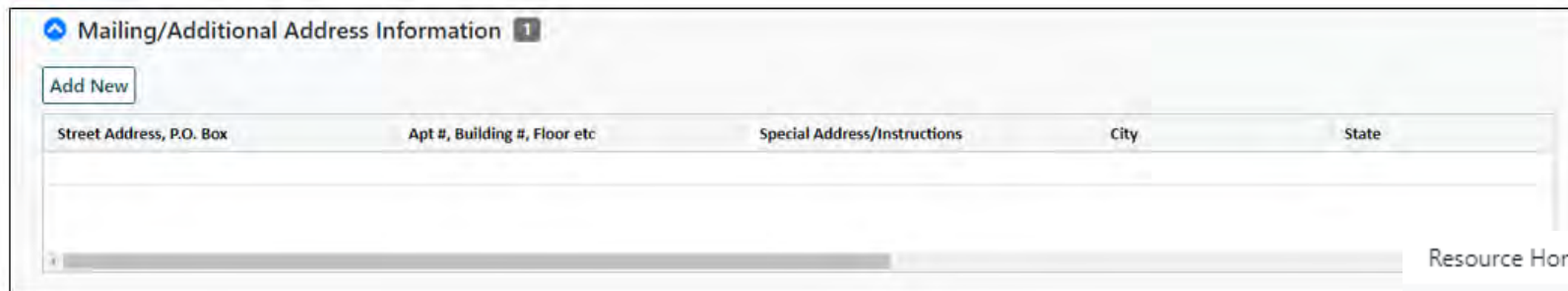
The following information is stored within Demographics:

- Race/Ethnicity
- Mailing/Additional Address Information
- School Information
- Languages
- External ID Information

Additional information on each category can be accessed by clicking on the blue symbol next to the group.



This area lists addresses that are associated with the youth’s record such as Mailing Address or Parent/Legal Guardian Address. Users can filter by any of the grid fields by clicking on the headings’ menus.



Type of Address identifies the address with more detail.

- Resource Home Address
- Inpatient
- Mailing Address
- Missing
- Non-Custodial Parent Address
- Out of Home Treatment Address
- Parent/Legal Guardian Address
- School Address
- Shelter
- Vacation Home Address
- Work Address
- Youth Detention Center Address
- Other

The Languages grid contains all of those known by the family, indicating what the family speaks as their primary language at home.

The screenshot shows a dialog box titled "Add Language for Selected Child". On the left, there is a list of languages: ENGLISH, SPANISH, PORTUGUESE, ARABIC, CREOLE-HAITIAN, MANDARIN, and KOREAN. A teal bar is positioned over the list. To the right of the list is a checkbox labeled "Primary". Below the list is a date field labeled "End Date" with the format "MM/DD/YYYY" and a calendar icon. At the bottom right, there are "Accept" and "Cancel" buttons.

The School Information grid shows the start and end dates of the youth's attendance at the school listed, as well as their counselor's information.

The screenshot shows a table titled "School Information" with a count of 0. There is an "Add New" button above the table. The table has four columns: School, Start Date, End Date, and Counselor. The table body is currently empty.

School	Start Date	End Date	Counselor
--------	------------	----------	-----------

Episodes Tab

Episodes tab contains the history of the youth's episodes of care (periods of time in which services were provided).

Information is stored in a grid, which contains the following fields:

- Program Note and Program Type
- Service Type
- Start Date, Transition Date and Referral Date
- Referral Source

The screenshot shows the 'Episodes' tab selected in a navigation menu. Below the menu are filters for 'Active Episodes' and 'All Episodes', and buttons for 'Clear Search', 'Add/Edit Referral Source', 'Add Episode', and 'Add FSO Element'. A table displays episode data with columns for Program, Program Type, Service Type, Start Date, Transition Date, Referral Date, and Referral S.

Program	Program Type	Service Type	Start Date	Transition Date	Referral Date	Referral S
	BAIIC	Intensive In Comm. Individual LCSW (H0036TJU1)				
	FSO	FSO				
	CMO	CMO_HI				
	BAIIC	Intensive In Comm. Individual Master (H0036TJU2)				
	MRSS	MRE Care Coord & Stabilization Plan CRI02 (H0032...				
	MRSS	Mobile Response - Initial CRI01 (S9485TJ)				

Provider Tab

The **Provider tab** is a list of all treatment providers who are, or have been authorized to provide services to a youth.

User	First Name	Last Name	Type	Agency Type	Program Name	Start Date	End Date	Email
			IICSUP	IIC				
			FSOWOR	FSO				
			CMOQA	CMO				
			CMOFIN/DIR	CMO				
			CMOSUP	CMO				
			CMODIR/CE	CMO				

The Provider tab is where agencies may assign youth to specific workers. If the staff member's name is added to a youth's Provider tab, that assigned youth will appear on the worker's 'My Active Youth' list when they click the corresponding 'My Active Youth' button.

My Active Youth

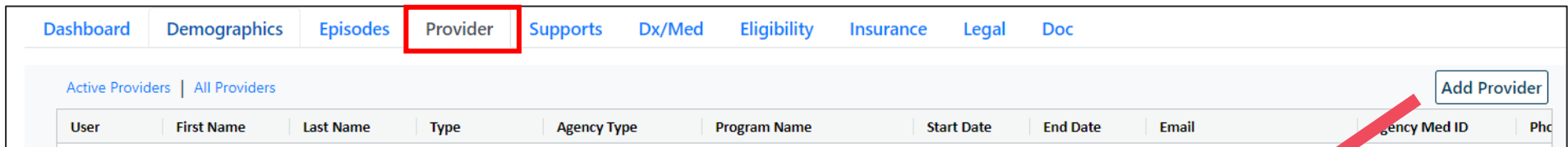
Multiple records match the search pattern. Select the desired record from the list below or click Close and refine the search. 808 records

First Name	Last Name	MI	Gender	DOB	Age	SSN	Youth/Child ID
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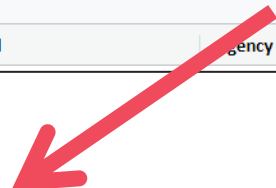
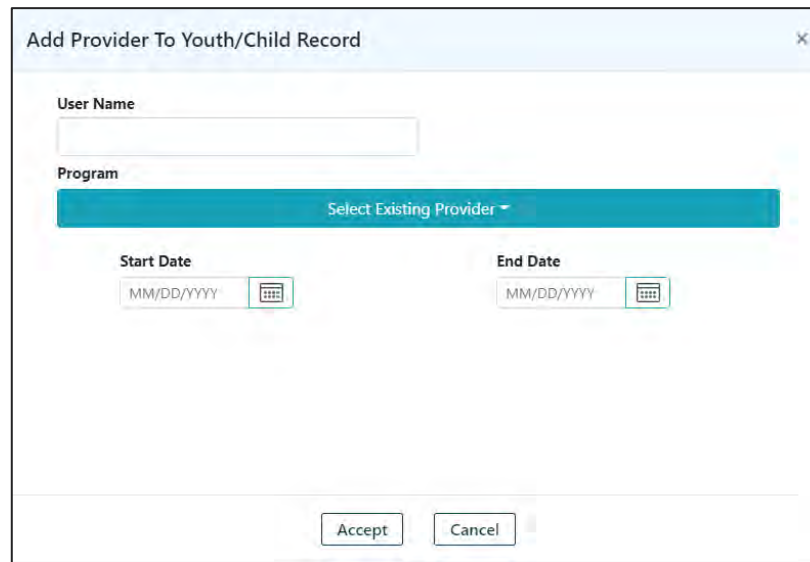
Provider Tab – Add Provider

Entering the first few letters of a provider’s name will allow a search on against the list of agency CYBER users. Click on the user name to select it.

Select the user you want to assign to the youth and enter a start date only and click Accept.



The provider will lose access to the youth automatically when agency access to the youth ends. This can happen at the end of an episode. The End Date would be the **Transition Date** plus a specific number of additional days, based on provider type.



An agency can end staff access to a specific youth at any time by double clicking the row with the user name and adding an End Date.

Supports Tab

The Supports Tab contains a Family grid and a Formal/Informal grid of people who support the youth. Parent / Legal Guardian identification is captured here as well as contact information for the supports.

The people documented here may attend child family team meetings or may assist in the care of the youth.

Dashboard Demographics Episodes Provider **Supports** Dx/Med Eligibility Insurance Legal Doc

Add Support Remove Support Copy To New Additional Contact Number

Active Family | All Family

First Name	Last Name	Relationship	Support Type	Primary Phone	Method of Contact	Email Address	Preferred Language	Start Date	End Date
------------	-----------	--------------	--------------	---------------	-------------------	---------------	--------------------	------------	----------

Add/Edit Support Member

First Name Last Name Middle Name

Address 1

Apt #, Building #, Floor, etc.

City State Zip County

Primary Phone Number Ext Primary Phone Type Allow Text Messages

Secondary Phone Number Ext Secondary Phone Type Allow Text Messages

A user may add a Support by clicking the **Add Support** button. After filling in the information, click the **Accept** button to add the record to the grid.

Remember to scroll down to complete all the required fields.

Supports Tab

Add/Edit Support Member

First Name Last Name Middle Name

Address 1

Apt #, Building #, Floor, etc.

City State Zip County

Primary Phone Number Ext Primary Phone Type Allow Text Messages

Secondary Phone Number Ext Secondary Phone Type Allow Text Messages

Add Edit Support Member screen requires the user to scroll to complete the fields.

Validations will appear at the bottom in red until satisfied.

Email Address

Preferred Language Preferred Method of Contact

Relationship Support Type

Start Date End Date

08/12/2021 MM/DD/YYYY

Validation Failed

First Name is required.
Last Name is required.
Relationship is required.

If there are more than 3 validations use the scrollbars to see more.

The Dx/Med tab displays Diagnostic and Medical information for the youth allowing for identification of the diagnosing clinician, clinician credentials, date of diagnosis and associated medications.

The screenshot shows the 'Dx/Med' tab selected in a navigation bar. Below the navigation bar, there are two main sections: 'Existing Diagnosis Entries on File' and 'Existing Medication Entries on File'. The 'Existing Diagnosis Entries on File' section contains a list of entries, with the first entry expanded to show two ICD-10-BH codes: F98.8 and F93.9. The 'Existing Medication Entries on File' section is currently empty.

Navigation tabs: Dashboard, Demographics, Episodes, Provider, Supports, **Dx/Med**, Eligibility, Insurance, Legal, Doc

Existing Diagnosis Entries on File [Add] [Expand All] [Collapse All]

- [-] 07/31/2021 - Physician's Name
 - ICD10-BH F98.8 Other specified behavioral and emotional disorders with onset usually occurring in childhood and adolescence
 - ICD10-BH F93.9 Childhood emotional disorder, unspecified

Existing Medication Entries on File [Add] [Expand All] [Collapse All]

*Diagnosis and Medications can only be entered through the Dx/Med tab by a user with edit access to the Face Sheet.

Dx/Med Tab – Diagnosis Search and Entry

Diagnosis may be entered by copying a prior diagnosis or by searching for the appropriate ICD-10 diagnosis code, selecting it and including it in the Dx/Med tab, or through the Diagnosis module in a plan or assessment*.

Search Diagnosis

Code: F9

Description:

Diagnosis

Type	Code	Description
ICD10-BH	F90	Attention-deficit hyperactivity disorders
ICD10-BH	F90.0	Attention-deficit hyperactivity disorder, predominantly inattentive type
ICD10-BH	F90.1	Attention-deficit hyperactivity disorder, predominantly hyperactive type
ICD10-BH	F90.2	Attention-deficit hyperactivity disorder, combined type
ICD10-BH	F90.8	Attention-deficit hyperactivity disorder, other type
ICD10-BH	F90.9	Attention-deficit hyperactivity disorder, unspecified type
ICD10-BH	F91	Conduct disorders

Diagnosis Comments:

*Diagnosis may not be copied from Nursing assessment or the Biopsychosocial assessment.

Eligibility Tab

The Eligibility tab will show the youth's current or former Medicaid eligibility.

The Eligibility tab has the toggle for:

- **Active Eligibility**
- **All Eligibility**

Active Eligibility allows users to view *active eligibility* for a youth.

Active eligibility has no end date/has a future end date.

All Eligibility allows users to view *all* eligibility for a youth.

The screenshot shows the 'Eligibility' tab in the PerformCare system. The navigation bar includes 'Dashboard', 'Demographics', 'Episodes', 'Provider', 'Supports', 'Dx/Med', 'Eligibility', 'Insurance', 'Legal', and 'Doc'. The 'Eligibility' tab is highlighted with a red box. Below the navigation bar, there are input fields for 'Medicaid Num', 'Last Name', 'First Name', 'PSTAT', 'DOB YYYY', and 'MM'. A toggle for 'Active Eligibility' is highlighted with a red box, next to 'All Eligibility'. A search bar with a 'Clear Search' button is present. Below the search bar, there are three sections:

- Medicaid section:** A table with columns: MAID, Eff Date, End Date, Stat Code, Stat Desc, SPC.
- Special Program Code section:** A table with columns: MAID, SPC, SPC Desc, SPC Eff Date, SPC End Date. A callout box states: 'Special Program Code section - will display the SPC codes 98 and 99.'
- Status Flags section:** A table with columns: Flag, Desc. A callout box states: 'Status Flags section - will display flags open on the youth record on Eligibility tab and on the Dashboard tab: DD Eligible, Remain with DDD, Transfer to DD and MLTSS.'

Insurance Tab

Insurance tab captures and displays Third Party Liability (TPL), or private insurance, information. TPL information may only be entered by PerformCare staff, CMO and MRSS.

Active information is displayed by default and will include the start and end date of coverage and a description of the type of coverage entered; a record that is marked as “Verified” indicates that the State has verified that this insurance record is complete and accurate.

Dashboard Demographics Episodes Provider Supports Dx/Med Eligibility **Insurance** Legal Doc

First Name Last Name Middle DOB Parent/Guardian indicates the youth has TPL. [Add Insurance](#) [Clear Search](#)

[Active Insurance](#) | [All Insurance](#)

Source	Type	Status	Start Date	End Date	Sent Date	Date Entered	Description	Comment	ID (hidden)	Uni
--------	------	--------	------------	----------	-----------	--------------	-------------	---------	-------------	-----

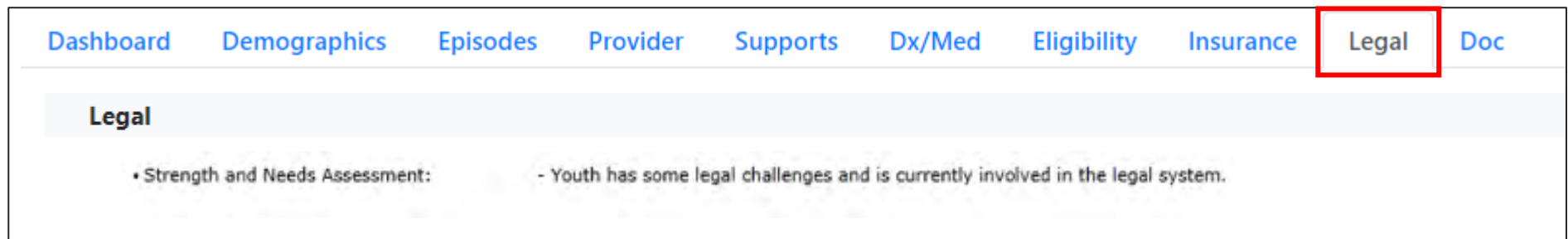
The Insurance tab also has two hyperlinks: ‘**Active Insurance**’ hyperlink and an ‘**All Insurance**’ hyperlink. When a hyperlink is clicked, the information displays in the grid below.

- **Active Insurance** allows users to view *active* insurance for a youth. Active insurance has no end date/has a future end date.
- **All Insurance** allows users to view *all* insurance for a youth.

Legal Tab

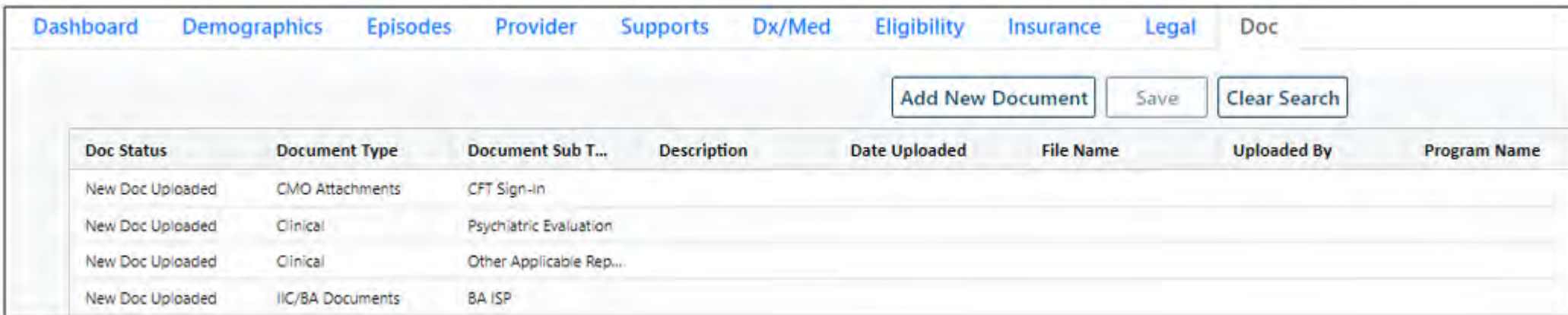
Legal Tab displays legal information on the youth based on input from the following:

- Legal/Juvenile Justice question on Strengths and Needs assessments
- Court Orders/Subpoenas from the Doc Tab.
- Medicaid Special Program Codes and Program Status Codes regarding involvement in the legal system from the Eligibility Tab.
- DCP&P custody from the Supports Tab.



Doc Tab (Document Upload Tab)

The Document Upload Tab contains documents that have been uploaded into a youth's record. Users with appropriate security will be given the ability to view and add documents via the Doc tab within a youth's record. Security may be added by the agency's System Administrator.



The screenshot displays the 'Doc' tab interface. At the top, a navigation menu includes 'Dashboard', 'Demographics', 'Episodes', 'Provider', 'Supports', 'Dx/Med', 'Eligibility', 'Insurance', 'Legal', and 'Doc'. Below the menu are three buttons: 'Add New Document', 'Save', and 'Clear Search'. A table below lists documents with columns for Doc Status, Document Type, Document Sub T..., Description, Date Uploaded, File Name, Uploaded By, and Program Name.

Doc Status	Document Type	Document Sub T...	Description	Date Uploaded	File Name	Uploaded By	Program Name
New Doc Uploaded	CMO Attachments	CFT Sign-In					
New Doc Uploaded	Clinical	Psychiatric Evaluation					
New Doc Uploaded	Clinical	Other Applicable Rep...					
New Doc Uploaded	IIC/BA Documents	BA ISP					

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Plan Approval - Used to review, assign and submit Treatment Plans and Assessments through a Plan Level hierarchy to a Supervisor or PerformCare. (See your System Administrator for security groups)

Progress Notes - Used to record information regarding the services provided to the youth and family.

Treatment Plans and Assessments - Lists all the completed Treatment Plans and Assessments.

Authorizations - Lists all the youth's authorizations.

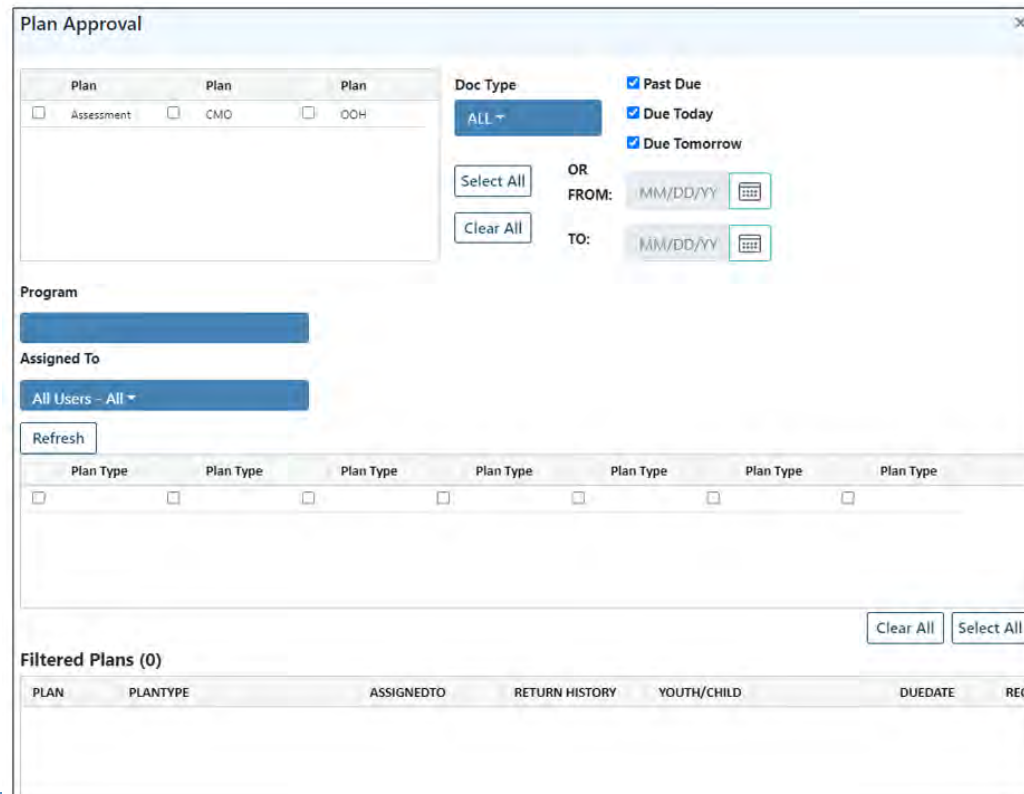
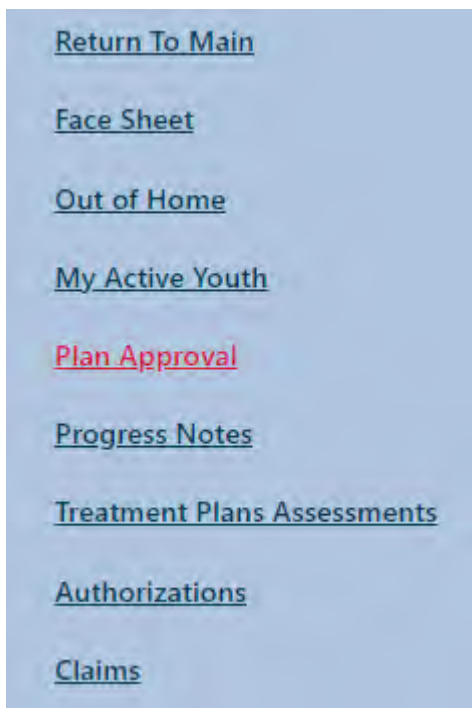
Claims - Lists information on claims submitted to PerformCare and Medicaid for payment.

You can access these areas by selecting the links on the left side of the Face Sheet.

Plan Approval

The Plan Approval screen where users at an agency can see who is assigned to plans / assessments before they are submitted to the CSA. The Plan Approval screen allows user the option to Assign documents to other users within their agency.

Users with Plan Level 1, Plan Level 2, or Plan Level 3 Security Groups will have access to the Plan Approval screen by clicking the **Plan Approval** button.



Progress Notes

Your Provider Type determines which Progress Notes you may view and create.

Click on the **New Progress Note** button to add a New Note.

The screenshot displays the 'Progress Notes' interface. At the top left, there are three radio button options: 'Show All Draft Progress Notes', 'Show My Draft Progress Notes', and 'Show Committed and Signed Progress Notes'. The third option is selected. To the right of these options are buttons for 'Filter Notes', 'Clear Search', 'New Progress Note', and 'Print'. Below these buttons is a 'Truncate Notes' checkbox which is checked, and a 'Print Progress Note Grid' button. The main area is a table with the following headers: 'Note Date', 'Note Type', 'Note SubType', 'Created By', 'Note', 'Program', 'Program Type', 'Hours', 'Mins', and 'Created Date'. A red arrow points from the 'New Progress Note' button in the callout box to the 'New Progress Note' button in the interface. Another red arrow points from the 'Show All Draft Progress Notes' radio button to the left.

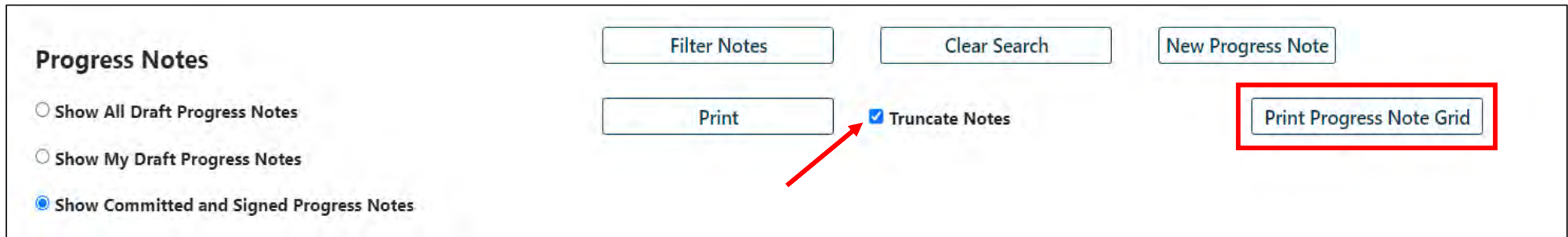
- Notes may be filtered in the grid using the filtering features as well as the Filter Notes button
- To clear filters within the grid or filters applied through the Filter Notes button, you can select the **Clear Search** button
- Draft progress notes may be viewed and printed using the Show All Draft Progress Notes button. Draft notes will be printed with a 'Draft' watermark.

Progress Notes Grid

The Progress Notes grid shows:

- **Note Date:** The date entered inside the Progress Note (user defined by event).
- **Note Type/Sub Type:** The Progress Note Type and Sub Type selected by the user.
- **Created By:** The login ID of the person who committed the note.
- **Note:** The details documenting the activity regarding the youth.
- **Program:** Agency Name
- **Program Type :** Provider Type
- **Hours and Minutes:** The Duration represented in hours and minutes entered in the Progress Note.
- **Created Date:** The date the user committed the Progress Note.
- **Note ID:** Unique Note ID
- **Member ID:** Youth ID
- **Member Name :** Youth Name

Printing Progress Notes



- Progress notes can only be printed in **PDF format**
- Draft Progress Notes will print with a **'Draft' watermark**
- Users can print a single individual progress note by selecting the note with one click and using the **Print** button.
- **Print Progress Note Grid** button, will print all the progress notes that appear in the grid. This allows users the ability to filter the progress notes in the grid and then print.
- Users must unselect **"Truncate Notes"** to ensure all the text in the progress note prints.

Entering a Progress Note

Enter a Progress Note....

Notation Type [Dropdown]

Date [MM/DD/YYYY] [Calendar Icon]

Time H [Input] M [Input] [AM] [PM]

Dur H [Input] M [Input]

Notation Sub Type [Dropdown]

This symbol indicates the text box expands as you type.

[Save Draft] [Commit] [Cancel]

Type the note in the blank row and it will expand as you type. Choose **Save Draft** to save and edit later. Choose **Commit** to save the progress note to the record, (you will no longer be able to edit the note).

- **Notation Type and Sub Type** define the note contents.
- **Date** is entered by the user and should reflect the event referenced in the progress note. If no date is entered it will default to the current date.
- **Time** is entered by the user, if time is not entered it will default to the current time.
- **Dur** (Duration) is entered by the user, if no duration is entered it will default to 0 hours and 0 minutes.

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- The link for Treatment Plans and Assessments is located on the left side of the Face Sheet.
- Selecting this link will bring you to the Treatment Plans and Assessments grid in the youth's record.

Select Treatment Plan or Assessment type to create: Select an Assessment/Treatment Plan Add New

Double click an existing assessment to open it for Review/Edit

Assessment Type	Assessment Sub Type	Assessment /CFT Date	Author	Submitted to CSA Date	Assessment ID	Create Date
TREATMENT PLAN	OOH - JCR					
TREATMENT PLAN	UCM - CR90D					
StrengthsAndNeedsA...	Routine					
StrengthsAndNeedsA...	Routine					
TREATMENT PLAN	OOH - JCR					
StrengthsAndNeedsA...	Routine					

Treatment Plans and Assessments Grid

Select Treatment Plan or Assessment type to create: Select an Assessment/Treatment Plan Add New

Double click an existing assessment to open it for Review/Edit

Assessment Type	Assessment Sub Type	Assessment /CFT Date	Author	Submitted to CSA Date	Assessment ID	Create Date
TREATMENT PLAN	OOH - JCR					
TREATMENT PLAN	UCM - CR90D					
StrengthsAndNeedsA...	Routine					
StrengthsAndNeedsA...	Routine					
TREATMENT PLAN	OOH - JCR					
StrengthsAndNeedsA...	Routine					

CMO Example

- Your user type will determine which Treatment Plans or Assessment(s) you can complete.
- Approved plans and assessments are available to any user who has access to the youth's record.
- The grid can be sorted and filtered by clicking on any column heading.
- Double-clicking on the row with the Treatment Plan or Assessment will open the document for viewing.

Creating Treatment Plans and Assessments

Select the type of Treatment Plan or Assessment available to create and select the **Add New** push button.

Select Treatment Plan or Assessment type to create: **Select an Assessment/Treatment Plan** **Add New**

Double click an existing assessment to open it for Review

Assessment Type	Assessment Sub Type	A:	Submitted to CSA Date	Assessment ID	Create Date
TREATMENT PLAN	OOH - JCR				
TREATMENT PLAN	UCM - CR90D				
StrengthsAndNeedsA...	Routine				
StrengthsAndNeedsA...	Routine				

CMO Example

Select Treatment Plan or Assessment type to create: **Select an Assessment/Treatment Plan** **Add New**

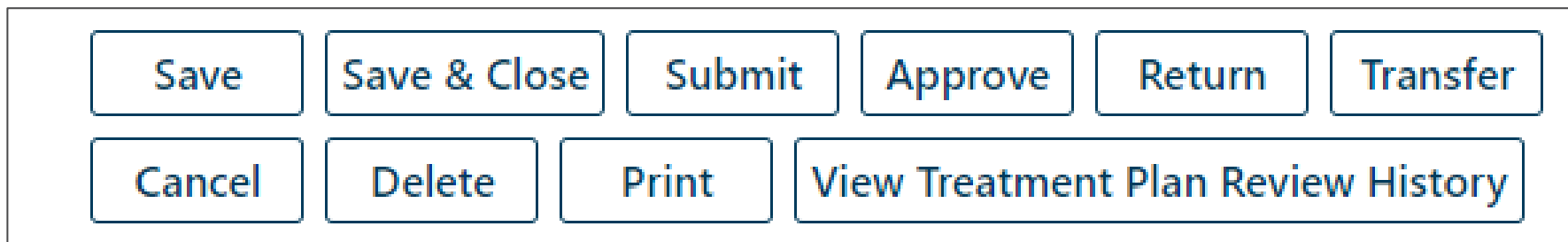
Double click an existing Assessment to open it for Review

Assessment Type	Assessment Sub Ty...	Submitted to CSA D...	Assessment ID	Create Date	UM Form
OOH - CON	Initial				
StrengthsAndNeedsA...	Routine				
OOH					
TREATMENT PLAN	UCM - SC				
BPSAsmt	Behavioral Health				YES
TREATMENT PLAN	UCM - Annual Review				

OOH Example

Submitting Treatment Plans and Assessments

At the bottom of each Treatment Plan and Assessment are **Action buttons** that allow the user to Save, Save and Close, Submit, Cancel, Delete and Print. In addition, users may Return or Transfer the Treatment Plan to another user in their Agency, and see the review history of the Treatment Plan or Assessment.



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- [Treatment Plans Assessments](#)
- [Authorizations](#)**
- [Claims](#)
- [Youth Checklist](#)
- [Forms](#)

- The Authorizations link is on the left side of the screen from within the youth’s record.
- When the button has been left-clicked, the Authorizations on File grid will populate showing all Authorizations for the youth.

Authorizations on file

[Print All](#) [Print Provider Selected](#) [Print Parent Selected](#)

AuthNum	Provider	ServiceCode	AuthType	StartDate	EndDate	ApprovedUnits	ProviderID
		Z5008	Approved			2	
		H0036TJU1	Approved			104	
		H0036TJU1	Approved			48	

Printing Authorizations

There are two report options for printing authorization letters:

- Provider Letter
- Parent/Guardian Letter

The screenshot shows a table titled "Authorizations on file" with columns: AuthNum, Provider, ServiceCode, AuthType, StartDate, EndDate, ApprovedUnits, ProviderID, EstCost, and State Medicaid. Above the table are buttons for "Clear Search", "Print All", "Print Parent Selected", and "Print Provider Selected". Below the table, two callout boxes highlight the "Print Provider Selected" and "Print Parent Selected" buttons.

AuthNum	Provider	ServiceCode	AuthType	StartDate	EndDate	ApprovedUnits	ProviderID	EstCost	State Medicaid

Clicking on either button option will produce a form letter from PerformCare containing authorization information necessary for billing, such as the authorization number, service dates, procedure code, units, and frequency.

Claims

- The Claims link is located on the left side of the Face Sheet. Selecting this link will bring you to the Claims Screen.

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- [Claims](#)**
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The screenshot shows the Claims screen interface. At the top, there are search filters for ICN, Auth Number, Start Date (MM/DD/YYYY), End Date (MM/DD/YYYY), Service Code, and Provider Number. Below these are buttons for Search, Clear, and Print. There is a section for Provider Name and a Year dropdown menu set to 2022. Below this, there are tabs for Behavioral Health, Inpatient, and Outpatient. At the bottom, a table displays a list of claims with columns for Auth Number, Provider Name, Service Code, Service Description, Start Date, and End Date.

Auth Number	Provider Name	Service Code	Service Description	Start Date	End Date
		H0036TJU1	Intensive In Comm. Individual LCSW		
		H0036TJU1	Intensive In Comm. Individual LCSW		

- The Claims screen lists claims submitted to PerformCare and Medicaid for payment.
- The user's Provider Type determines access to the screen and the type of claims available for viewing including Behavioral Health, Pharmacy, Substance Use, Inpatient and Outpatient.

Links on the Welcome Page



Full access to these areas is dependent on the user's Provider Type and Security level.

FSS Link - Direct access to the Family Support Services Link for respite

Out of Home – access to YouthLink (residential treatment), Family Support Services (respite services) Link, and Adolescent Housing Hub Link (independent housing) functions

Provider Details – Providers contact information, access to specify details of providers' services

Message Functions – for CMO, MRSS and OOH, view messages generated from YouthLink around referral status

System Functions – access to the System Administrative functions and user password reset

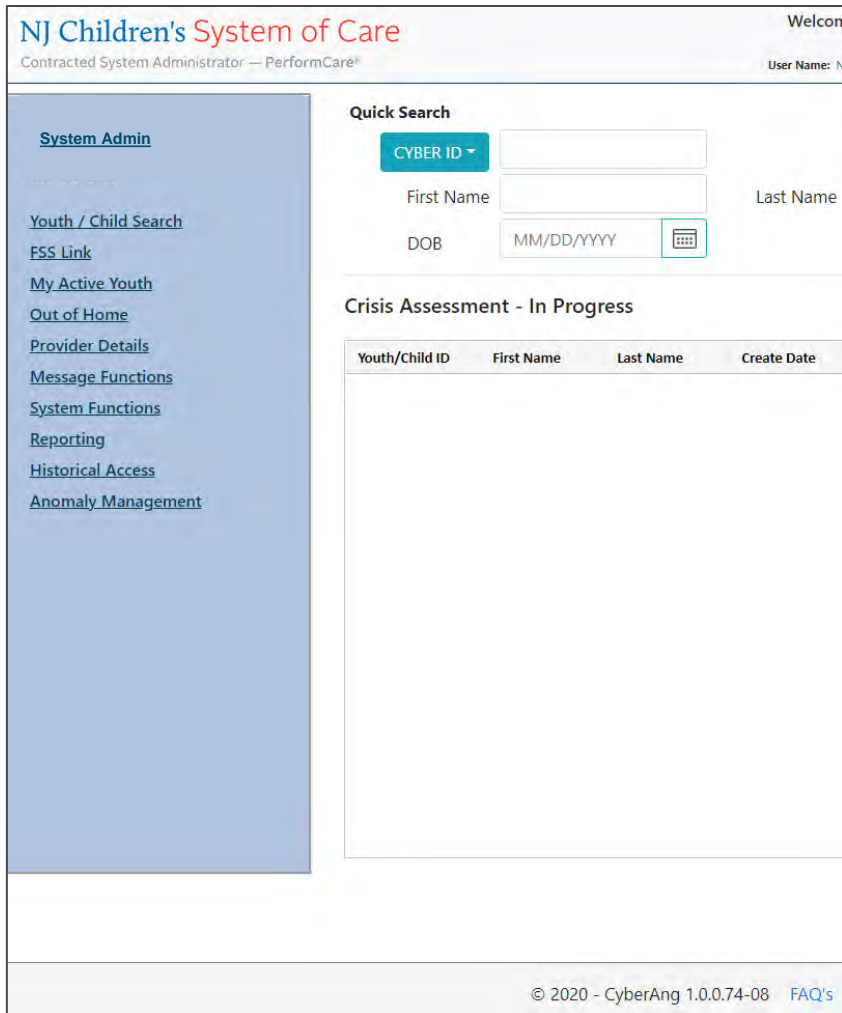
Reporting – access to Reporting functions specific to the provider type

Historical Access – for youths' historical information when a provider is no longer providing services

Anomaly Management – listing of anomalies found in youth records

Buttons on the Welcome Page are based on Provider Type

MRSS Provider Welcome Page

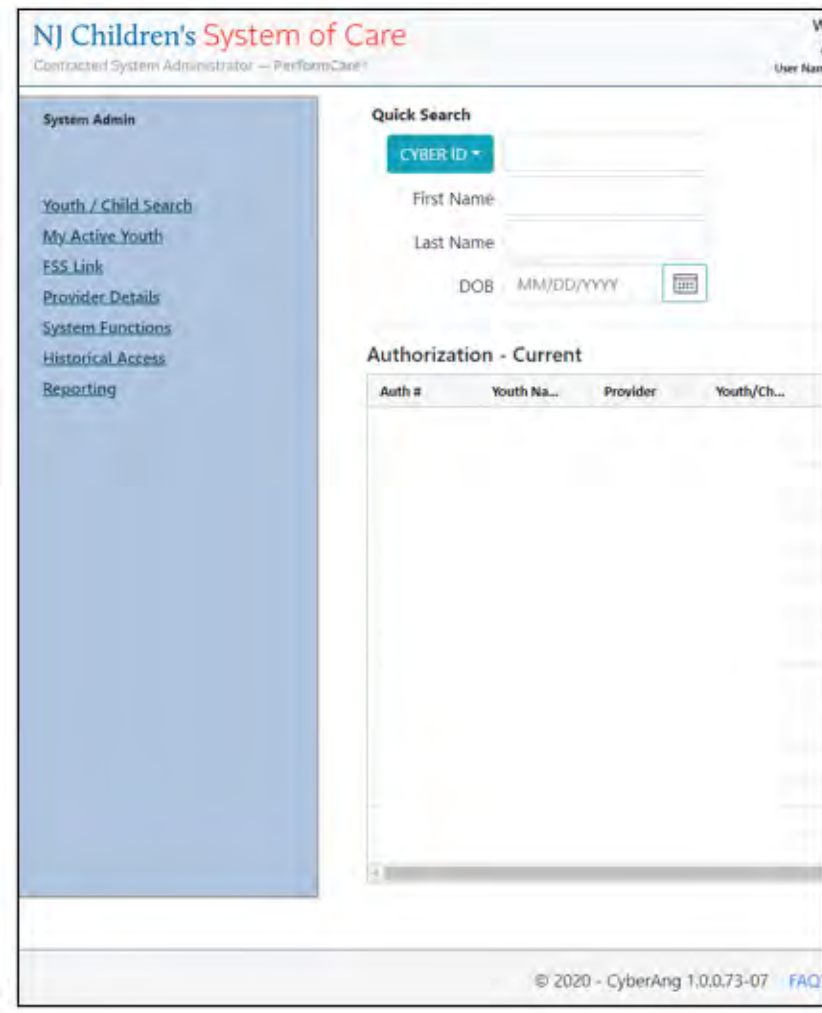


The screenshot shows the MRSS Provider Welcome Page. At the top, it says "NJ Children's System of Care" and "Contracted System Administrator — PerformCare®". The user name is partially visible as "User Name: N". On the left, there is a blue sidebar menu with the following items: [System Admin](#), [Youth / Child Search](#), [FSS Link](#), [My Active Youth](#), [Out of Home](#), [Provider Details](#), [Message Functions](#), [System Functions](#), [Reporting](#), [Historical Access](#), and [Anomaly Management](#). The main content area has a "Quick Search" section with a "CYBER ID" dropdown, a search input field, and fields for "First Name" and "Last Name". Below that is a "DOB" field with a date picker icon. Underneath is a "Crisis Assessment - In Progress" section with a table header:

Youth/Child ID	First Name	Last Name	Create Date
----------------	------------	-----------	-------------

. The footer contains "© 2020 - CyberAng 1.0.0.74-08" and a link to "FAQ's".

FSS Provider Welcome Page



The screenshot shows the FSS Provider Welcome Page. At the top, it says "NJ Children's System of Care" and "Contracted System Administrator — PerformCare®". The user name is partially visible as "User Name: V". On the left, there is a blue sidebar menu with the following items: [System Admin](#), [Youth / Child Search](#), [My Active Youth](#), [FSS Link](#), [Provider Details](#), [System Functions](#), [Historical Access](#), and [Reporting](#). The main content area has a "Quick Search" section with a "CYBER ID" dropdown, a search input field, and fields for "First Name" and "Last Name". Below that is a "DOB" field with a date picker icon. Underneath is an "Authorization - Current" section with a table header:

Auth #	Youth Na...	Provider	Youth/Ch...
--------	-------------	----------	-------------

. The footer contains "© 2020 - CyberAng 1.0.0.73-07" and a link to "FAQ".

YouthLink for CMO, MRSS, DCP&P

YouthLink stores referrals of youth and young adults for Out of Home Treatment Services; it allows for appropriate matching of the youth's Intensity of Service (IOS) needs, the Provider Information and program capacity.

OOH Specific Functions

Provider Status: All Active | Youth/Child ID: | Referral#: | IOS: | Search | Clear Search

Youth Link Print

Youth/Ch... ID	Map	Referral Number	Referral Status	Youth/Child	Gender	Age	Case Management Entity	Intensity Of Services	Open to SRTU	CON	CON Exp Date	Days On Yc
	Map		Assign									
	Map		InProcess									
	Map		InProcess									
	Map		Assign									
	Map		InProcess									
	Map		Assign									

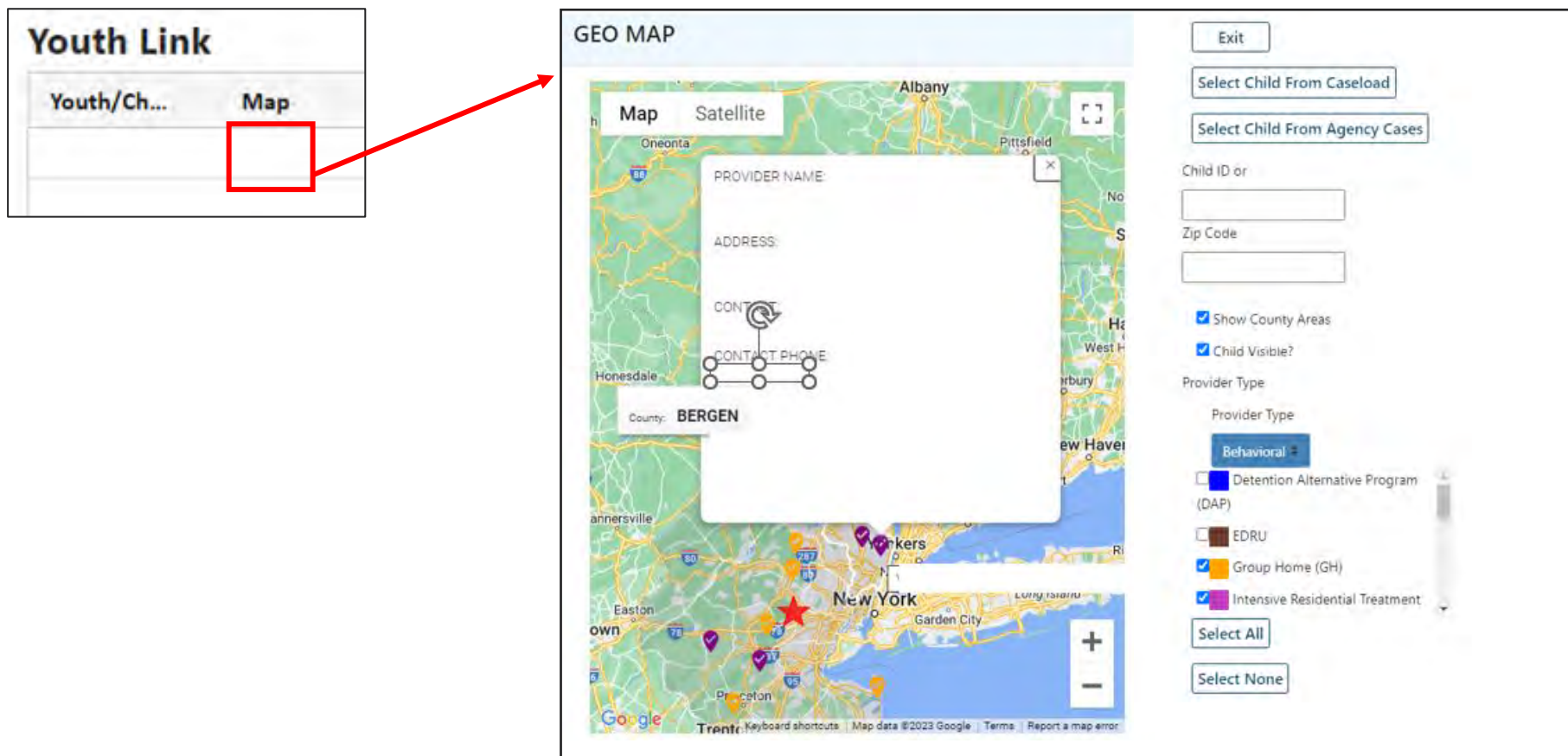
Number of Youth on Youth Link:(18)

Provider Status Clear Search Print

Referral Number	Status	Reason Description	Site Name	Provider Type	Avail Beds	Contact Name	Contact Phone	Contact Email	Youth/Child	Days In Prov Queue
<i>CMO View YouthLink screen</i>										

Geomap

The Geomap helps users identify the location of a specific provider. The Geomap functionality is accessed through a button found in Provider Details and Out of Home Treatment area. Geomap appears on YouthLink, Adolescent Housing Hub (AHH) and Family Support Service (FSS) screens. The Geomap displays details about providers. On YouthLink the Geomap also displays the location of the youth as a Star.



The OOH Provider Youth Link Tab displays a grid with several column headings:

- Referral Number
- Status
- Youth/Child ID
- Gender
- Age
- Case Management Entity
- Intensity of Services
- Certification of Need (CON)
- CON Exp Date
- Days on YouthLink
- Last Date Referral
- Cancelled
- Create Date
- All the referral's specifiers

The screenshot shows a web application interface for OOH Specific Functions. At the top, there is a blue header bar with the text "OOH Specific Functions". Below this, there is a "Filter By Location:" label followed by a text input field and a small square icon with three dots. Underneath the filter, there are several tabs: "Provider Queue", "Youth Link", "Census", "Assignment History", and "Projected Discharges / Other". The "Youth Link" tab is currently selected. To the right of the tabs, there are two buttons: "Clear Search" and "Print". Below the tabs, there is a table with the following column headings: "Referral Number", "Status", "Youth/Child ID", "Gender", "Age", "Case Management Entity", "Intensity Of Services", "CON", "CON Exp Date", "Days On Youth Link", and "Last Date Referral Cancelled". The table area is currently empty, with a large box in the center containing the text "OOH User Youth Link Tab". At the bottom of the table, there is a horizontal scrollbar and a status bar that reads "Number of Youth on Youth Link:(0)".

Adolescent Housing Hub

Adolescent Housing Hub (AHH) is a real-time, bed tracking, and referral process, targeted to address the complex needs of youth who are homeless and youth transitioning out of the DCF system. The system allows for appropriate matching of youth for housing services by accurately capturing the needs of the youth, provider information, and program capacity.

The screenshot displays the AHH interface with the following sections:

- AHH Specific Functions**: A blue header bar.
- Provider Status**: A dropdown menu set to "All Active".
- Youth/Child ID**: An empty text input field.
- Referral#**: An empty text input field.
- Search**: A button to execute the search.
- Clear Search**: A button to reset the search filters.
- AHH Link**: A section header with a **Print** button.
- Table 1 (AHH Link)**: A table with the following columns: Map, Referral Number, Referral Status, Youth/Child ID, Youth/Child Name, Created Date, Created By, Date Last Updated, Gender, Age, and County. The table is currently empty.
- Number of People on AHH Link:(434)**: A summary count.
- Provider Status**: A section header with **Clear Search** and **Print** buttons.
- Table 2 (Provider Status)**: A table with the following columns: Referral Number, Status, Reason Description, Site Name, Avail Beds, Contact Name, Contact Phone, Contact Email, Youth/Child Name, Days In Prov Queue, and Date To P. The table is currently empty and displays "No data to show".

Family Support Services – FSS Link

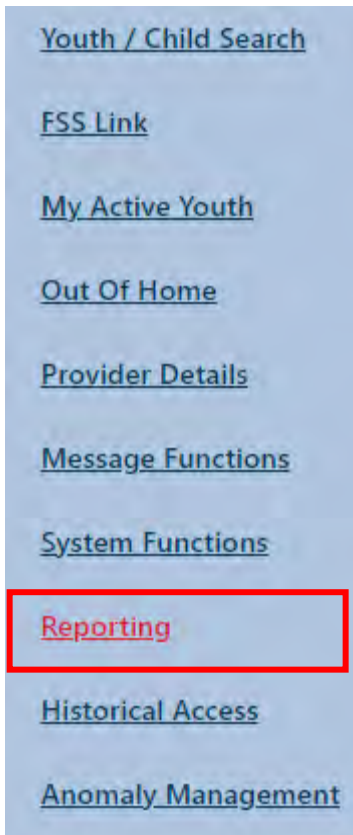
FSS Link is an area of CYBER that houses family applications with requests for Family Support Services including different types of respite, assistive technology, and educational advocacy services. It allows for appropriate matching of the youth and family's requests, the Provider Information and program capacity.

The screenshot displays the FSS Link web application interface. At the top, there is a blue header bar labeled "FSS Specific Functions". Below this, a search section includes a "Provider Status" dropdown menu set to "All Active", and input fields for "Youth/Child ID", "App ID", "Referral#", and "Service". A "Search" button is located to the right of these fields, and a "Clear Search" button is below. A "Print" button is also visible in the top right corner of the search area.

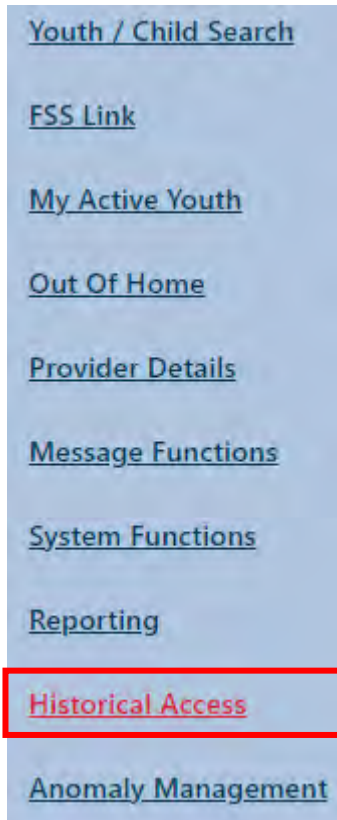
The main content area is divided into two sections. The first section is titled "FSS Link" and contains a table with the following columns: App ID, Ref ID, Youth/Child ID, Youth/Child, Family's Level of Need, App Type, Ser Req Status, Ser Req Create Date, Service, Units Requested, and Units R. The table is currently empty. A status indicator at the bottom right of this section reads "Number of Youth on FSS Link:(3061)".

The second section is titled "Provider Status" and contains a table with the following columns: Status, Reason Description, Program Name, Units Rem, Contact Name, Contact Phone, Contact Email, Days In Prov Queue, and Service Approved Date. This table is also empty. "Clear Search" and "Print" buttons are located to the right of the table header.

- The Reporting link is located on the left side of the Welcome Screen. This link will bring users to the Reporting Functions screen.



- The user's provider type and security level determines the access to the Reporting Functions Screen and the available reports for viewing.
- Only users with **Level 3** security are granted access to this function by their System Administrator.



If a youth that was previously opened to a provider is now closed, that provider will have **Historical Access** to the youth.

- **Historical Access** gives providers read- and print-only access to a youth's record after they have been closed.
- Providers will have access to the information that was put into the system during the time they had access to the youth; information outside of that time-frame will not be available.

Anomaly Management

- [Youth / Child Search](#)
- [FSS Link](#)
- [My Active Youth](#)
- [Out Of Home](#)
- [Provider Details](#)
- [Message Functions](#)
- [System Functions](#)
- [Reporting](#)
- [Historical Access](#)
- [Anomaly Management](#)**

- The Anomaly Management link is located on the left side of the Welcome Screen. Selecting this link will bring you to the **Anomaly Management Functions** screen.
- Level 2 or 3 Security Group is granted access to this function.

The screenshot shows the 'Anomaly Management Functions' interface. At the top, there is a blue header with the title. Below the header, there are search and filter options: 'Current Anomalies on File', 'Select a Specific Type of Anomaly to List', and a 'Show All Anomalies' dropdown menu. On the right side, there are two buttons: 'Clear Search' and 'Resolve Selected'. The main content is a table with three columns: 'Youth/Child ID', 'Description', and 'Date'. The table contains ten rows of data, all with a date of 02/04/2022. The descriptions include various tracking elements and progress notes.

Youth/Child ID	Description	Date
	Open Tracking Element/Over 20 Years Old	02/04/2022
	Open Tracking Element/Over 20 1/2 Years Old	02/04/2022
	Open Tracking Element/Over 20 Years Old	02/04/2022
	Open Tracking Element/No Medicaid	02/04/2022
	Open Tracking Element/Over 20 1/2 Years Old	02/04/2022
	Open Tracking Element/Over 20 Years Old	02/04/2022
	Open Tracking Element/Over 20 1/2 Years Old	02/04/2022
	Open Tracking Element/Over 20 Years Old	02/04/2022
	Open Tracking Element/No Progress Notes in 30 Days	02/04/2022

- This screen allows the user to view and resolve anomalies in youth records such as Assessment Ratings, Progress Notes and Demographic Data for the youth assigned to their agency.

Technical, Billing, Clinical, or Procedural questions about CYBER:

Use the Customer Service Request Form

www.performcarenj.org/servicedesk/

CYBER Trainings and Presentations:

<https://www.performcarenj.org/provider/training.aspx>

Email Training:

PCNJTraining@performcarenj.org

PerformCare 1-877-6520-7624

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