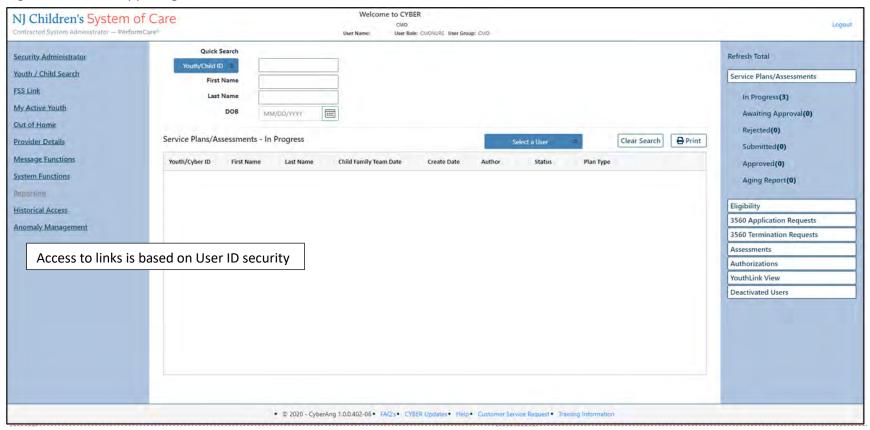
Behavioral Health Homes (BHH) Welcome Page

The Welcome Page is the landing page for all CYBER users. The username and role will display at the top of the screen. An accordion on the right has links that correspond to data displayed in the center grid. Links on the left side take the user to other areas of the system. A Quick Search area (top) allows the user to search for a youth's record. Access to links is based on the user's security levels. The Security Administrator link (top left) lists all Security Administrators at the agency. Users may log out using the Logout link in the upper right.



The links at the bottom edge direct the user to useful PerformCare website pages.

Right Column accordion links display:

Service Plans/Assessments

- In Progress User's plans that have not been submitted and those plans transferred to user
- Awaiting Approval A list of plans sent to logged-on user for approval
- Rejected Plans returned to the logged-on user by CSA or agency
- <u>Submitted</u> Plans submitted to CSA by the user
- Approved User's active youth plans that were approved in last 7 calendar days
- Aging Report User's Coming Due/Overdue plans (youth in agency)

Eligibility

- Added Eligibility User's active youth with new Medicaid in last 30 calendar days and future Eligibility Start Date
- Expiring Eligibility User's active youth Medicaid/3560 to expire in next 30 calendar days and no new eligibility will start within 7 calendar days of the expiring eligibility
- Term Eligibility User's active youth whose Medicaid/3560 terminated last 30 calendar days
- 3560 Auto Term The 3560 numbers that were automatically terminated

3560 Application Requests

- Saved-Unsubmitted User's 3560 application requests in progress
- Submitted-Await Appr User's 3560 applications submitted for CSA/CSOC approval
- Approved User's 3560 application requests approved in last 7 calendar days
- Rejected User's 3560 application requests returned to the user will be on list 14 calendar days

3560 Termination Requests

- <u>Saved-Unsubmitted</u> User's 3560 terminations in progress
- <u>Submitted-Await Appr</u> User's 3560 terminations submitted for CSA/CSOC approval
- Approved User's 3560 termination requests approved
- Rejected User's 3560 termination requests returned to the user

Assessments

- In Progress User's assessments that are in progress, not submitted
- Returned User's assessments that have been returned to user

Authorizations

• Expiring - User's active youth whose authorization will expire in the next 30 days and no other authorization starts within 7 days of prior authorization end date

YouthLink View

- New To YouthLink Referrals added to YouthLink in the last 3 calendar days
- Newly Assigned Youth referrals in user's My Active Youth list in Assign Status in the last 7 calendar days
- Accepted Referrals in user's My Active Youth list in Accept Status
- Scheduled Referrals in user's My Active Youth list in Scheduled status
- 45 Day Reminder Youth referrals in user's My Active Youth list who will auto cancel in 5 calendar days
- Aging Report Youth referrals in user's My Active Youth list on YL for more than 25 calendar days

Deactivated Users (only viewable by CMOSUP and higher)

Progress/Assigned Work - Deactivated user's plans and progress notes not yet submitted plus those transferred to user

Left column links display:

- Security Administrator lists all Security Administrators at the agency and their contact information
- Youth / Child Search The Youth / Child search screen with access to Agency Cases
- FSS Link -
- My Active Youth Youth the user is assigned to via the Provider tab on the youth's Face Sheet
- Out of Home YouthLink, Messages, Out-of-Home Provider Map, Adolescent Housing Hub (AHH) and Family Support Service
 Link
- Provider Details Tabs of Medicaid and Non-Medicaid Providers
- <u>System Functions</u> The Manage Access and Preferences area Non-Security Administrators can change their own password. Security Administrators can manage other users' IDs, edit security settings, deactivate users, etc.
- Reporting Reporting selection options, available for use by Level 3 security (based upon security settings)
- Historical Access A list of youth who are no longer open to the agency; allows a user to access a record in read/print only view
- Anomaly Management Anomalies in the youth records. This area allows users to select, display and resolve anomalies.

Bottom edge links display:

The current version of CYBER (2.0.0.0) and the server number (-XX). This is helpful when contacting Customer Support.

FAQ's – CYBER Frequently Asked Questions on the PerformCare website

CYBER Updates – The CYBER Releases webpage of CYBER Release Notes detailing changes made during updates

Help – Pop up Help Screen with PerformCare Customer Service contact information

<u>Customer Service Request</u> – Use this link to report a CYBER problem or make a request or inquiry.

Training Information – The Provider training webpage with links to training material

PerformCare Service Desk:

www.performcarenj.org/ServiceDesk/

1-877-652-7624