

PerformCARE

Instructional Guide to the
Functional Behavioral
Assessment (FBA) in CYBER

Instructions for Use

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I. Introduction

Intensive In-Home services (IIH) have been introduced into the Children's System of Care (CSOC) and are managed/authorized by PerformCare. The goal of these services is to restore or assist the youth and family in achieving their best functional level; these services are designed to assist a youth with Intellectual/Developmental Disabilities in improving skills such as self-help, socialization and adaptive skills that are necessary for functioning in the home, at school and in the community.

This guide will review the CYBER functionality related to accessing a youth's record and completing the Functional Behavior Assessment (FBA). For the time being, the Behavioral Support Plan (BSP) will be completed manually until that functionality is placed in the system at a later date. These documents are to be completed by users that are offering behavioral intervention services to youth and families.

For those users that are offering clinical therapeutic services, they must be certified to complete a CANS tool in CYBER (the Strength and Needs Assessment); this certification is offered by Rutgers University of Behavioral Health Center (UBHC). Their training calendar can be found at: <http://www.nj.gov/dcf/providers/csc/training/>. These users will have access to an IIH-specific treatment plan in CYBER in the near future.

If an agency chooses to do so, security can be set-up (by the agency's Systems Administrator) so that plans and assessments are submitted through a hierarchy within the agency prior to submittal to PerformCare for review. For example, a user with a CM (Care/Case Manager) designation on their profile would submit their FBA to another user within the agency with an MGR (Manager) or SUP (Supervisor) designation. That individual can review, edit and return the document back to the author; this user can also submit directly to PerformCare. Individuals with these designations can also assign plans and assessments to any user within the agency via the Plan Approval screen. (Note: Setting up hierarchy is currently not a CSOC requirement for IIH agencies.) These settings can be assigned to a user's CYBER profile by the agencies System Administrator; information about that role and the functionality associated with it can be found in Training #102, posted on the Training page of the PerformCare website: <https://apps.performcarenj.org/NJTraining/CourseList.aspx>.

II. Accessing CYBER

Users must first log-into CYBER with their UserID and Password. The log-in screen can be found via the PerformCare website – www.performcarenj.org.

The screenshot shows the PerformCare website interface. At the top, there is a header with the logo "NJ Children's System of Care" and navigation links: Home, Youth & Family Guide, Careers, Contact, and a search bar. Below the header is a blue navigation bar with links for Families, Youth, Providers, About, and CYBER. The main content area features a large blue box on the left with the text: "We develop and manage Behavioral Health Solutions that are Member and Family Focused". To the right, there are two callout boxes: "Launch Cyber" (circled in red) and "Help for Youth". The "Launch Cyber" box contains the text: "For technical assistance, with the Cyber System, call 1-877-736-9176 or email servicedesk@performcarenj.org." Below this is the "CYBER LOGIN" section, which includes two input fields: "Enter Login Name Here" and "Enter Password Here", followed by a "Login" button. Below the login form is a paragraph of text regarding HIPAA compliance. An arrow points from the "Launch Cyber" box to the "Login" button.

NJ Children's System of Care
Administered by PerformCare Behavioral Health Solutions | An AmeriHealth Mercy Company

Home • Youth & Family Guide • Careers • Contact Search Web site

Families Youth Providers About **CYBER**

We develop and manage Behavioral Health Solutions
that are
Member and Family Focused

Launch Cyber
For technical assistance, with the Cyber System, call 1-877-736-9176 or email servicedesk@performcarenj.org.

Help for Youth
If you are between the ages of 5 and 21 and need help with daily life challenges.

CYBER LOGIN

Enter Login Name Here

Enter Password Here

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 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/> "

III. CYBER Welcome Page - Managing Treatment Plans/Assessments

When a user logs into CYBER, they are brought to the Welcome Page.

Youth/Child ID	First Name	Last Name	Child Family Team Date	Create Date	Author
51472	Testing	Jones		2014/05/16	Wendy Chauncey

The Welcome Page acts as a reporting area; the links on the right-side of the screen populate the center grid with data.

The center grid is sortable. The user can click on the column headings to sort the data.

By default, the center grid will list the Service (Treatment) Plans and Assessments that the logged in user has in draft form (in progress); users will see this information any time they return to the Welcome Page from anywhere in the system.

By clicking on the links to the right-side of the screen, the user will change the data that appears in the grid. The first set of links will display data related to Treatment Plans and Assessments (**please note – initially users will only have access to the FBA and BioPsychoSocial Assessment (BPS); data related to the BSP and the IIH Treatment Plan will not show here until the documents can be created within CYBER); please note that “plans and assessments” refers to the BSP, the FBA, the IIH Treatment Plan and the BPS Assessment.

- In Progress – the plans and assessments that the logged in user has in progress/in draft.
- Submitted – the plans and assessments that have submitted by the logged in user (to PerformCare)
- Approved – the plans and assessments that have been approved by PerformCare
- Returned – the plans and assessments that have been returned by PerformCare for additional information
- Aging Report – a list of the plans and assessments that are coming due in 30 days and are overdue (late)

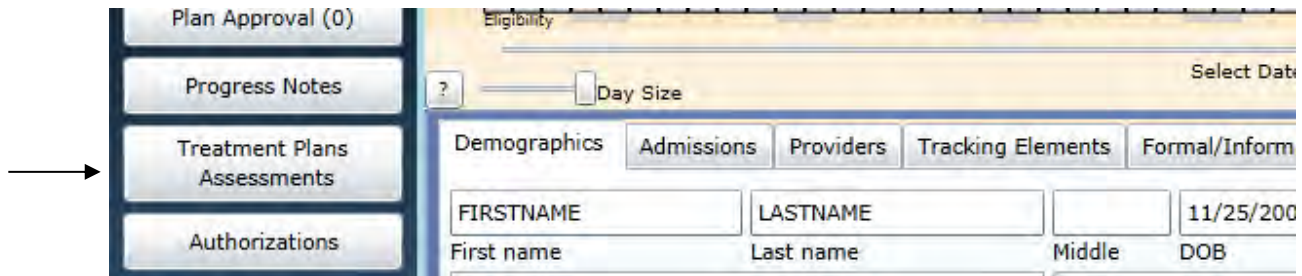
The next area of the Welcome Page is for Authorization data. It is important to note that IIH users should be monitoring the Current and Expiring grids in order to determine when their first BSP will be due; BSPs are due on the 75th day of the initial 90 day authorization. Because this document is not yet in CYBER, it will not appear on the Aging Report as coming due; users **must** watch the Expiring authorizations so that they are aware of what authorizations will expire and what youth are in need of the BSP. Once the BSP is available in CYBER, users can utilize the Aging Report to flag them to when the plan is due; the Treatment Plan that IIH Clinical Therapeutic users will utilize will also appear on the Aging Report when it is available.

For additional information on the Welcome Page, please refer to training #210 – CYBER Welcome Page Instructional Guide for IIH Users, posted on the Training page of the PerformCare website.

To complete work on an existing FBA, the user can select it from the Service Plans/Assessments grid on their Welcome Page. To begin work on a new FBA, the user will need to navigate to the correct youth's record.

IV. Accessing and Creating an FBA

The FBA can be created from the youth's Treatment Plans and Assessments screen; this area can be accessed by the appropriately named button, located on the left-side of the youth's record.



Get Outcome Report

Select Treatment Plan or Assessment type to create: Add New

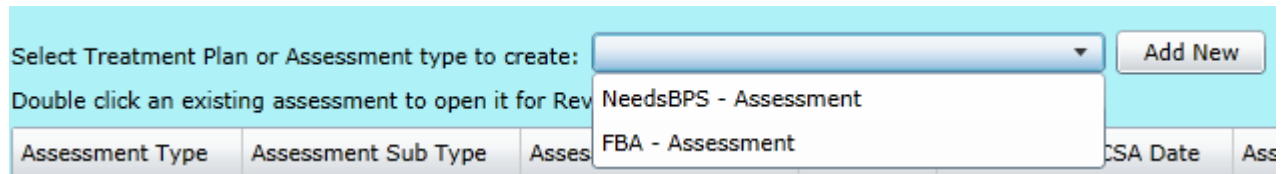
Get Reviewer Report

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

Assessment Type	Assessment Sub Type	Assessment/CFT Date	Author	Submitted To CSA Date	Assessme
TREATMENT PLAN	MRSS - TICP	2014/04/28	CherylF	2014/04/28 20:09:18	806729
CRISIS		2014/04/28	CherylF	2014/04/28 19:56:04	246923
TREATMENT PLAN	MRSS - IniICP	2014/03/07	CherylF	2014/03/08 13:18:58	787205
CRISIS		2014/03/06	CherylF	2014/03/06 21:10:48	240835

Here, the user will find the documents created and approved for other Behavioral Health and/or I/DD providers, as well as those created by users within their agency. Any documents the user creates and keeps in draft (or in progress) will also be housed here; all users at the agency will see the saved document here but only the author or current owner will be able to edit the document.

To create a new FBA, the user will click on the drop-down menu above the grid to select the appropriate option.



Clicking Add New will open the new assessment.

Functional Behavior Assessment

- > DEMOGRAPHICS
- > REASON FOR ASSESSMENT
- > BACKGROUND INFORMATION
- > INTERVIEWS
- > OBSERVATIONS
- > BEHAVIORS
- > DESIRED OUTCOMES/GOALS
- > DETERMINATION

The FBA is in an accordion format; clicking on individual headings will open the designated area.

The first accordion is for Demographic information; this area will contain information on the youth as well as the assessor.

Most of the Demographics accordion will automatically populate with information from the youth's Face Sheet; if something here is incorrect, the user will need to correct it on the Face Sheet, return to the FBA and utilize the Refresh button. This will update the information so that it matches the Face Sheet.

Users will find two fields at the bottom of the accordion that allows them to record their certification information;

The screenshot shows a 'Refresh' button on the left. To its right is a form with the following fields:

Assessor Email	NoReply@cbhnp.org
CFT Date	5/13/2014
Assessment Completion Date	<M/d/yyyy>
Certification Type	
Certification Number	

Below the form are several buttons: Save, Save & Close, Update Status, Print, Cancel, and View Review History.

Please note that both of these fields are required. If they are not completed, the user will be unable to submit the assessment.

*The functionality buttons in the above example appear at the bottom of the document; it is recommended that users click the Save button frequently to ensure that data is not lost should there be an Internet connectivity issue or a problem with CYBER. (More information on the functionality buttons can be found on **page 15.**)

The next accordion is Reason for Assessment.

Functional Behavior Assessment

> DEMOGRAPHICS


▼ REASON FOR ASSESSMENT

Reason for Assessment

Referral Date
<M/d/yyyy> 15

Reason for Assessment

Describe the reason for the referral including specific behavioral examples.



Adaptive Behaviors

Functional strengths and needs in the home, school, community and social settings.

This accordion includes the following required fields that must be completed in order for the document to be submitted;

- Referral Date
- Reason for Assessment
- Adaptive Behaviors
- Communication Skills
- Assessment Procedures and Tools – at least one option must be selected; if Other is chosen the user must complete the associated text box
 - Text box titled – Specify findings from assessment(s) – is required

Users will notice that all text boxes within the assessment have a spell check button next to them – shown by the “ABC” button in the above example. This function will work similarly to spell check within a Microsoft application; any misspelled word within the text box will appear highlighted and the user will have the opportunity to replace it or ignore it.

The Background Information accordion will house fields where the user will document their findings in regards to the youth’s background – medical treatment, interventions attempted in the past as well as current, etc.

Functional Behavior Assessment

> DEMOGRAPHICS

> REASON FOR ASSESSMENT

▼ BACKGROUND INFORMATION

Background Information

Review of Record

Please describe the pertinent findings from prior records reviewed.



Medical Information & Health Concerns

Are there any medical/physical contraindications or health concerns for the use of any specific behavioral interventions?



Previous Behavioral Interventions & Response to Treatment

Please indicate what was helpful and what was not.

The following information is required;

- Review of Record
- Medical Information & Health Concerns
- Previous Behavioral Interventions & Response to Treatment
- School

The Interviews accordion allows for documentation of all interviews conducted in support of completing the assessment and in the creation of the plan for treatment. Users **must** input at least **two** interviews in order to submit the assessment.

Functional Behavior Assessment

- > DEMOGRAPHICS
- > REASON FOR ASSESSMENT
- > BACKGROUND INFORMATION
- ▼ INTERVIEWS

Interviews

Please list all information sources including parent/legal guardian, school, and others. Parent/Legal guardian & school are required.

Last Name	First Name	Relationship	Phone	Information
Smith	Maria	TEACHER	609-555-5555	Met w/ teacher on 5-15-14 at school; youth is disruptive in class and has di

Add Interview

The grid in this accordion will remain blank until the user clicks on the Add Interview button and completes the Add/Edit Interview window.

The screenshot shows a window titled "Add/Edit Interview" with the following fields:

- Last Name:
- First Name:
- Entity, Agency, or Relationship to youth:
- Phone:
- Information:

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Users must complete all of the fields in order to save the interview record.

Double-clicking in a record in the grid will allow the user to edit or delete the interview record; the interview records cannot be edited once the assessment has been submitted.

Utilizing the Observations accordion allows the user to document the observations that were completed in support of completing the assessment.

*It is expected that at least one face-to-face interview will take place with the parent/guardian AND school personnel (child study team members, school counselor, teacher, etc.)

Clicking the Add Observation button will open the Add/Edit Observation window.

Add/Edit Observations

Observations

Observer

Observation Date
<M/d/yyyy> 15

Hours Observed

Observation Type

Behaviors

Name of Behavior	Frequency	Times Per	Duration	Setting Type	Describe specific settings. (ex. Vehicles, Stores, Restau
<input type="text"/>					

Observation
Please include people present for observation, how information was gathered, and details of the observation (including but not limited to special circumstances, unexpected findings, and extraneous factors).

Please summarize data analysis findings

This window includes a number of required fields, as well as a grid that will house the added behaviors and text fields where the user will document specific information regarding the observation. Clicking on the “Add Observed Behavior” button will bring up the following window;

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Add/Edit Observed Behavior

Name of Behavior


Frequency

Times Per

Duration

Setting Type

Describe specific settings. (ex. Vehicles, Stores, Restaurants, etc.)

ABC 

The next accordion, the Behaviors accordion, is where the assessor is expected to document specific information regarding the behaviors that were observed, such as the antecedents to the behavior, the consequences of the behavior and the setting in which the behavior occurred.

Add/Edit Behavior X

Behaviors

Name of Behavior:

Describe the presentation of behavior in observable terms:

Function

Identify function(s) of behavior.

Escape Attention Sensory Tangible

Other

Specify If Other

Setting Events

Identify the specific setting events or factors which are often associated with an increase in the problem behaviors.

Antecedents

Identify all antecedents to behavior.

Consequences

Identify all consequences to behavior.

Potential Environmental Reinforcers

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Users must input **at least one** behavior in order to submit the assessment; at least one behavior must be entered in order for the user to utilize the Desired Outcomes/Goals accordion. The user will be unable to add information into that accordion without a behavior.

The Desired Outcomes/Goals accordion will open with a blank grid, which the user will add to using the Add Desired Outcome button; the following screen will appear.

Add/Edit Desired Outcomes

Behavior

Replacement Type

Functionally Equivalent Skills/Behaviors

Identify skills that will be taught to replace inappropriate behaviors. Identify skills that will be taught to support the expansion of developmental skills identified in this report.

ABC ✓

The user must input **at least two** outcomes/goals in order to submit the assessment. Multiple outcomes can be assigned to each behavior; users will need to enter the outcomes separately.

The final accordion of the document is the Determination accordion.

> Desired Outcomes/Goals

▼ Determination

Determination

Positive Promoting Factors

ABC ✓

Potential Barriers

ABC ✓

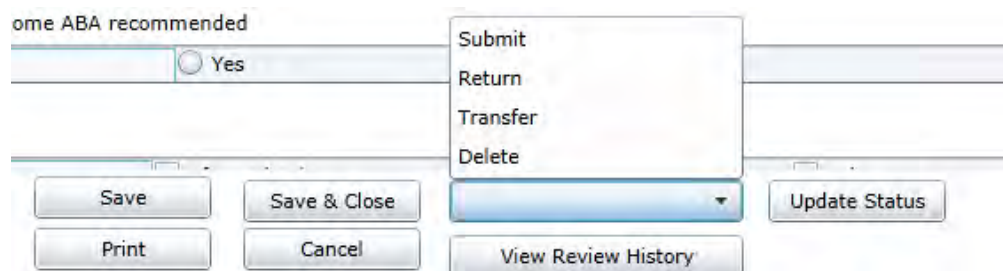
Is intensive in home ABA recommended

No Yes

Time of Day

All of the fields in this accordion require a response or entry.

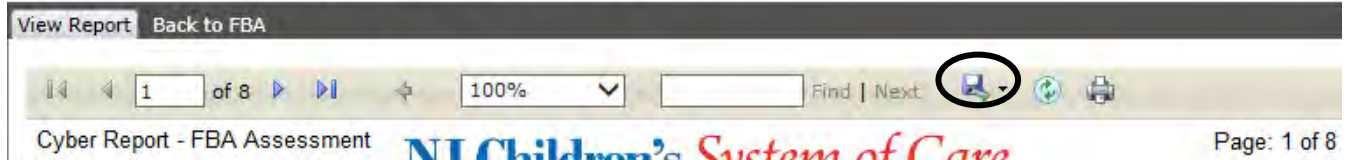
The functionality buttons at the bottom of the document appear as demonstrated below;



Each of the buttons, when clicked, will commit the following actions;

- Save – will save the document and keep it open
- Save & Close – will save and close the document, returning the user to the Treatment Plans and Assessments screen of the record
- Print – will generate a print version of the document in its current state
 - When the system generates the print version of the document, users have the option to print directly from CYBER or export and print or save the document; it is recommended that users export and then print from another format such as PDF.

Functional Behavior Assessment



*Clicking on the blue disk icon (circled in the above example) will give the user the option to export the file to an Adobe PDF file; choosing PDF will then create the file.

- Cancel – will cancel any changes the user made to the document since the creation or last save and will return the user to the Treatment Plans and Assessments screen of the record
- Menu and Update Status button – a user must select an option from the menu in order to change the status of the document.
 - Submit – will submit the document
 - As mentioned in the Introduction of this document, agencies may set-up hierarchy so that users must submit their assessment internally prior to submitting to PerformCare
 - Return – will return the document to the user that transferred it to the current user
 - Transfer – will transfer the document to another user within the agency
 - Delete – only available prior to submitting the document

V. The Plan Approval Window

The Plan Approval window is used by an agency to view the plans and assessments that are still with the agency (not submitted to PerformCare/returned back to the agency by PerformCare) to assign or transfer documents to users within the agency. This is especially useful for managers or supervisors to utilize in the case of a sudden illness or emergency with a staff member that has started a plan or assessment that must be completed and submitted.

Plan Approval can be accessed via the Plan Approval button, which can be found on the left-side button bar that appears when the user accesses the Youth/Child Search or when in a youth's record.

The selections that a user makes in the top grid area of the window will dictate the information that appears in the rest of the window.

The first grid at the top will display the general type of documents that are in the system for the agency; for IIH users Assessment and FBA will display; Assessment refers to the BPS. (Other documents will be available on this screen once they are available in the system (i.e., IIH Treatment Plan and BSP)

Users also have the ability to search for specific document types (treatment plan, assessment), by due date, and by user and program. Please note that only users that are Supervisors or higher in CYBER (Manager, etc) will have the ability to look for work assigned to users other than themselves; they will also be able to assign work to other users in the agency. Those users that are Care/Case Managers can only assign work to themselves via Plan Approval.

Once the user selects the Plan and Plan Type, the Filtered Plans grid will populate.

Plan Type	Plan Type	Plan Type	Plan Type	Plan Type	Plan Type	Plan Type	Plan Type
<input checked="" type="checkbox"/> FBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Filtered Plans (6)

PLAN	PLANTYPE	ASSIGNEDTO	YOUTH/CHILD	REQUESTOR	DUE DATE	AGENCY
FBA	FBA - In Progress	FBA	Kathy Mullery	Kathy Mullery		THE ARC OF MONMOUTH
FBA	FBA - In Progress	FBA	Kathy Mullery	Kathy Mullery		THE ARC OF MONMOUTH
FBA	FBA - Assigned	FBA	Kathy Mullery	Kristen Creed		THE ARC OF MONMOUTH
FBA	FBA - Transferred	FBA	Kathy Mullery	Kristen Creed		THE ARC OF MONMOUTH
FBA	FBA - In Progress	FBA	Kristen Creed	Kristen Creed		THE ARC OF MONMOUTH

Here, the user will find a list of the plans/assessments that are in the system for their agency; the grid will include the following information;

- Plan
- Plan Type – will include if the document is in progress (draft), has been transferred, returned, etc.
- Assigned To – the current owner of the document
- Youth/Child – the ID and name of the youth
- Requestor – author
- Due Date
- Agency
- Treatment Plan ID
- Return History – a user ID will appear here if the document has been returned to the author
- Current PGM Indicator
- Original PGM Indicator
- Date Submitted to CSA – will include a date if the document was submitted and then returned
- Assessment Date

The final grid on Plan Approval, My Plans, will be a list of the assessments and plans that are assigned to the logged in user. Double-clicking on a record in the grid will open it for review, for work and for submittal.