



Instructional Guide to Document Upload

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I. Introduction

Document Upload is CYBER functionality that allows users with specific security to upload*, or view uploaded documents in a youth's record. These documents are stored on the Doc tab of the youth's Face Sheet. Users with the ability to upload and view documents have specific security groups assigned to their CYBER username. In some instances, the document upload/view functionality will be automatically assigned, or bundled into a user's security settings; in other instances, it will need to be manually added by the user's Security Administrator. The training document, 'CYBER Security System Administrator Instructional Guide' describes the doc upload security (see [References](#)).

Goals of the Document Upload:

- ✓ To assist in determining the need for clinically appropriate services and improve the clinical decision making process
- ✓ To improve the accessibility of documentation in a youth's record
- ✓ To decrease the amount of phone time for telephonic reviews (for DCP&P)
- ✓ To decrease Out-of-Home (OOH) Referral Request and Transition Joint Care Review (TJCR) returns
- ✓ To eliminate paper submission and referral packets
- ✓ To decrease wait time for consultation from the Office of Residential Services (ORS) formerly the Specialized Residential Treatment Unit (SRTU)

This document will describe the general Document Upload functionality that is available to CYBER users who have the appropriate security access. In addition, each provider type that has access to the Doc tab within a youth's Face Sheet will find an Appendix here dedicated to their provider-specific details, including the types of documents they can upload and view.

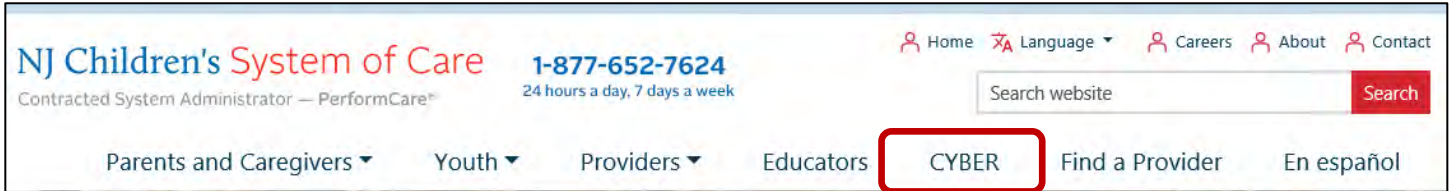
Due to disclosure restrictions pursuant to 42 CFR Part 2, any documents related to substance use treatment are only visible to PerformCare and CSOC staff. Therefore, submit all substance use assessments and other related substance use treatment documents via secure fax to 1-877-949-6590. Substance use related information should **not** be uploaded into a youth's record by any user outside of PerformCare until otherwise communicated.

PerformCare, and CSOC, as necessary, review uploaded documents; some uploaded documents may not be reviewed. Therefore, it is **imperative** that users ensure they are uploading the appropriate information into the correct youth's record. Not doing so could result in a HIPAA violation. Also, because documents are not being reviewed unless necessary, users **must ensure** that they are uploading information under the correct type and sub-type.

If a document intended for one youth is uploaded into a different youth's record in error, PerformCare must be notified to correct the error. The user should submit a request using the Customer Service Request Form (see [Amending a Youth Record](#)) in order to have the document removed from the youth's record.

II. Accessing CYBER

CYBER can be accessed via the PerformCare website – www.performcarenj.org. The link is available under the CYBER menu at the top of the home page or the button at the bottom of the page. Users must log into CYBER with their Username and Password.



Each provider organization has at least two CYBER Security Administrators, and your agency's CYBER Security Administrators can set up a login and temporary password. Access will be based upon login type and security levels.

Before logging in, keep in mind...

- Every time CYBER is launched, the **Username and Password is required, then click the LOGIN button to continue.**
- Users are required to **change their password every 90 days.**

Above the login area is a statement that, CYBER users acknowledge their responsibility to protect the privacy of and to guard against the inappropriate use or disclosure the Protected Health Information (PHI) contained within the system.

This statement will appear during each log in.

Please also check the link: [CYBER Access Requirements](#) page on the PerformCare website for the most up-to-date technical requirements (such as browser compatibility and operating systems) needed to access CYBER.

At the bottom of the login page is the version of CYBER. The server number is the last 2 digits at the end (-XX). This is helpful to note when requesting assistance.



The screenshot shows the 'CYBER LOGIN' page. It includes a disclaimer about Protected Health Information (PHI) and a statement of understanding. Below this is a login form with fields for 'Username' and 'Password', a 'LOGIN' button, and links for 'Customer Service Request Form' and 'Forgot Password?'. At the bottom, the version information '©2023 – CyberAng 2.0.0.0-07' is highlighted with a red box.

For technical support, please use the [Customer Service Request Form](#) link under the login.

III. Accessing the Document Tab and Upload Functionality

Once a user is given the correct document upload security, the user must locate the correct record prior to uploading any documents. Users can utilize any of the following options to locate a youth's record:

- The Quick Search function on the top of the Welcome Page
- A Youth/Child ID hyperlink from a grid within the system (i.e., on the Welcome Page grids)
- The Face Sheet link on the Provider Queue and Census tabs within Youth Link
- The My Active Youth link on the left-side button bar
- The Youth/Child Search link from the Welcome Page, leads to the Active Agency Youth or the search function above the record screen.

Once the correct record is found, the user can click on the Doc tab within the youth's Face Sheet (highlighted in the example below). An asterisk on the Doc tab means there are new documents uploaded into the Doc tab.

Doc Status	Document Type	Document Sub Type	Description	Date Uploaded	File Name	Uploaded By	Program Name
New Doc Uploaded	Clinical	IMTS-CABS					
New Doc Uploaded	CMD Attachments	CFT Sign-In					

Users will find the following information in the DOC tab grid:

- Doc Status – identifies the status of a document (Status 'New Doc Uploaded' appears for 30 days)
- Document Type – chosen by the user that uploaded the document; the main category that the document falls under
- Document Sub-type – chosen by the user that uploaded the document; the sub-category that the document falls under, more specific than the Type
- Description – open text that is entered by the user uploading the document; this short description should include the specific name of document, author of the document (if applicable) and date of document. For example: Psychiatric Evaluation, Dr. Smith, 3/1/19
- Date Uploaded – the date the document was actually uploaded, and the record was created
- File Name – Name given to the file that was uploaded. Recommended naming convention is *CYBER ID Document Type Date Received* (see [Naming Convention](#))
- Uploaded By – Username of the individual that uploaded the document
- Program Name – The code for the program to which the uploading user is assigned

IV. Uploading Documents

Once the user has clicked on the Add New Document button, the Upload Files window will appear.

The user must select from the Type of Document menu before selecting a Sub-type. *Please review your provider type Appendix at the end of this document for details on what you can and cannot upload.

All supporting clinical documentation must be uploaded (or faxed if related to substance use) **prior** to submittal of other information such as a Treatment Plan or Assessment. Without supporting documentation, the submitted document will be returned and the review will be deemed incomplete.

Users with access to the CYBER CMS 1500 form for billing purposes require document upload functionality to provide appropriate documentation in order to bill. Training for billing is available on PerformCare's website covering the upload functionality within the CMS 1500 Form. Training materials can be found on the Training page, under Billing and Claims, titled 'Entering Claims'.

Once selections are made in both the Document type and Sub-Type menus, the user must enter a comment into the comment text box. Information entered within the comment box may include, but is not limited to, date of assessment, the specific type of specialty assessment/evaluation, applicable dates for a court order, or IEP effective date.

The user can then select the files to upload. Two important facts to remember:

1. Uploaded files **cannot exceed 20 MB in size**; if they are larger than this, the user will receive an error message and will be unable to complete the upload. Users may need to split a large document into two separate files; this may include re-scanning documentation into two (or more) separate files in order to upload the information into the record.
2. The only documents that can be uploaded into a youth record are files with file extensions: .PDF, .BMP, .GIF, .JPEG, .JPG, .PNG, .TIF, .TIFF. Any other formats will not be accepted and the user will need to either convert their document into one of the accepted formats or choose another document. Clicking on the Browse button will open up the user's local files either on their computer or on their network.

Acceptable file formats:

- .PDF – Portable Document Format
- .BMP – Bitmap Image File
- .GIF – Graphic Interchange Format
- .JPEG or .JPG – Joint Photographic (Experts) Group
- .PNG – Portable Network Graphics
- .TIF or .TIFF – Tagged Image Format (File)

Naming Convention

All file names must follow this naming convention – **CYBER ID Document Type Date Received**. For example, a user uploading the IEP Cover Letter for Youth ID 23456, which was received by their agency on November 25, 2016 should name the file '23456 IEP Cover Letter 11252016'. Once a file is selected, the user will see it appear in the Selected Files area.

Users will not see that the size of the file once it is uploaded.

To remove the file, select "Choose File", and you will be able to select a different document to upload.

Users can only upload 1 document at a time.

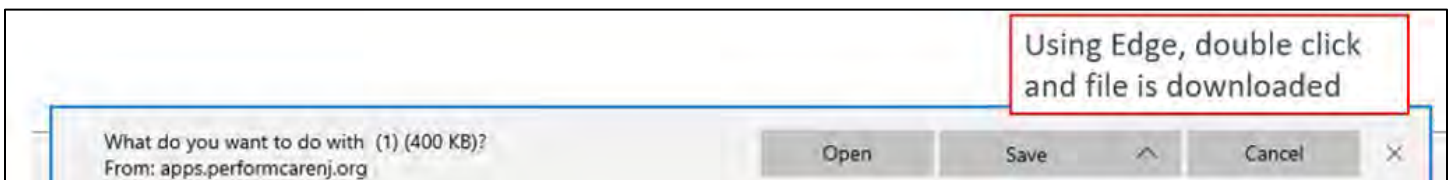
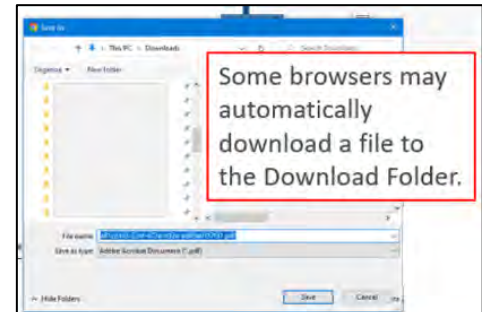
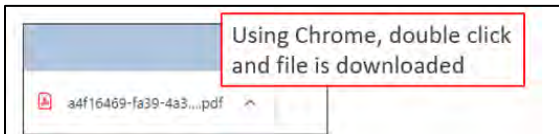
Clicking the Upload button will run the upload;

If the upload is successful, the screen will return to the youth's Doc tab, where the file will be listed by Date Uploaded.

Doc Status	Document Type	Document Sub Type	Description	Date Uploaded	File Name
New Doc Uploaded	Clinical	IEP/Educational Info	IEP Cover Letter from ...	10/04/2023	1234 IEP Cover Letter ...

If the document is too large or is not the correct file type , users will receive a validation indicating the reason the file cannot be uploaded.

OPEN the Document – To view documents, users must double-click on the document they would like to open. Next, the user must download the document to view it. Downloaded views vary based on the user's browser type and version. Once a document is uploaded, the user will be able to view it outside of CYBER.



Once the file has been downloaded, users can zoom and rotate the image within the document reader.

Documents that should not be uploaded

Users are required to ensure that they are uploading only those documents that are appropriate; users are also required to check that the document they are uploading is correct and should be filed under the Document Type and Sub-Type selected. For example:

- **Any billing-related documentation that is in support of the agency's claim against an authorization** should not be uploaded into the record via the Doc tab of the Face Sheet.
- **Any documents that are in support of a family's DD Eligibility application** should not be uploaded into the youth's record. PerformCare and CSOC do not check the Document tab of the youth's record for supporting documentation; if documents are uploaded, they will not be reviewed. The family should either mail the documents or upload them using the Family Portal.
- **Due to disclosure protection under 42 CFR Part II, do NOT upload any documents pertaining to substance use.** Instead, please fax substance use evaluative materials to PerformCare at (877) 949-6590, along with the required *Substance Use Treatment Consent Form* which is located on the PerformCare website.
- **All Social Security Numbers must be redacted in uploaded documentation.**

Amending a Youth Record

If a user enters or uploads documentation into a youth's record that requires modification, the user or the user's supervisor must enter an *amended* progress note indicating:

- Uploaded Document Type, Document Sub-type, Description, Date Uploaded and Filename
- Information that is not correct or entered in error, and that it should not be further disclosed

If uploaded documents with youth specific information is entered into the wrong youth's record, the user should submit a request using the Customer Service Request Form (see [References](#)) in order to have the document removed from the youth's record. Only PerformCare has the ability to remove uploaded documents.

Note: Documentation is never completely eliminated from the CYBER record. It can be removed from view through a request using the Customer Service Request Form using the Type of Issue: Record Modification Request. Please add the CYBER ID and note specifically what needs to be removed.

Revocation of SAMHSA Consent

If the caregiver or youth revokes consent at any time, then indicate that on the particular SAMHSA survey, and their participation is complete. CMO must still complete required sections of reporting documents in provided timeframes.

V. Security

Users within CMO and MRSS with the designation of CM or SUP in their profile will automatically receive the ability to view and upload documents into the records of the youth currently open to the agency; this security will be bundled in with their CM or SUP designation and will not appear separately. **Users within other service lines will need the doc upload security groups added onto their profiles by their System Administrator.**

The security part of the security group is described below:

- Document Upload – (provider type designation)**DOCATTACH** (e.g. CMODOCATTACH)
- Document View – (provider type designation)**DOCATTACHRead** (e.g. CMODOCATTACHRead)

It is recommended that both security groups DOCATTACH and DOCATTACHRead be added to a user's profile to allow both uploading and viewing documents functions in a youth's record.

These security groups can be found in the Available Groups list on the individual's user profile. (This information is also included in the updated System/Security Administrator training document on the Training page of the PerformCare website.)

Please note: If the CMO or MRSS ***needs to remove the ability to upload and/or view documents*** from a user's profile who has a CM or SUP designation, their ***security designation must be changed***. The DOCATTACH and DOCATTACHRead security groups cannot be removed from the CM or SUP security designations because they are a part of the bundled security for those designations. The System Administrator will have to give the individual a new security designation that does not have the Document Upload-specific codes bundled in with it, such as CMOQA, MRSSQA, etc.

VI. Appendices

Appendix A: Document Upload Information for CMO

Document upload is used to upload clinical and administrative documentation to support the youth during the episode of care with CMO. CMO may view other user documentation to support in coordination of the youth's care. Document upload is also used to support the initial request for and on-going need for Individual Support Services (ISS), initiate the OOH CSAP Referral request or assist Behavior Analysts in uploading documentation.

CMO Users with the following security designations or groups can utilize the Doc tab of a youth's Face Sheet:

- **CMODOCATTACH** and **CMODOCATTACHRead**

CMO Security Administrator must manually assign these security functions.

- **CMOSUP** (has the document upload security bundled into their security title)
- **CMOCM** (has the document upload security bundled into their security title)

Document Types and Sub-Types Available for CMO

The Doc Tab options for CMO users are as follows:

Document Type	Sub-Type	Upload?	View?	Examples of Acceptable Documents
2021-2023 SAMHSA NOMS2 PPS2	○ NOMS2 Baseline	Y	Y	Used by all CMOs
	○ NOMS2 Re-assessment – 6, 12 mos	Y	Y	
	○ NOMS2 Transition	Y	Y	
	○ NOMS2 Consent	Y	Y	
Assertive Community Treatment Service	○ ACT Initial ISD	Y	Y	Atlantic and Cape May counties only
	○ ACT Update ISD	Y	Y	
	○ ACT Transition ISD	Y	Y	
	○ ACT Treatment Plan	Y	Y	
Clinical	○ ACT Referral	Y	Y	
	○ Clinical Summary Template	Y	Y	BPS Assessment completed outside of CYBER
	○ Clinical Updates	Y	Y	
	○ Community Bio Psychosocial Assessment	Y	Y	
	○ Cover Letter with SRTU Checklist	Y	Y	
	○ CSAP Referral Form	Y	Y	In support of CSAP-IDD IEP cover sheet
	○ IEP/Educational Info	Y	Y	
	○ IMTS Referral Checklist/Form	Y	Y	
	○ IMTS-CABS	Y	Y	
	○ Medical Information	Y	Y	In support of CSAP-IDD
	○ OOH-CABS*(Within last 6 months)	Y	Y	
	○ Other Applicable Reports/Documents	Y	Y	Out-of-home Referral Document Checklist
	○ Psychiatric Evaluation	Y	Y	
	○ Psychological Evaluation/Assessment	Y	Y	

	<ul style="list-style-type: none"> ○ Specialty Assessment/Evaluation ○ Tier II Referral 	Y	Y	Specialty Eval such as Fire Setting
CMO Attachments	<ul style="list-style-type: none"> ○ CFT Sign-In 	Y	Y	
Court Orders/ Subpoenas	<ul style="list-style-type: none"> ○ CMO 14 Day Plan ○ Court Ordered Guardianship ○ Court Ordered Treatment/Eval ○ Court Orders for Info/Appearance ○ Subpoenas 	Y	Y	Dispositional Court Order
CSSP I/DD Waiver	<ul style="list-style-type: none"> ○ Enrollment ○ Eligibility Notice ○ Disenrollment ○ Disenrollment Notice ○ Update 	Y	Y	CSSP I/DD Forms as provided.
Family Support Organization	<ul style="list-style-type: none"> ○ Contact Sheet ○ Release of Information 	N	Y	
IIC/BA Documents	<ul style="list-style-type: none"> ○ BA ISP* ○ IIC ISD (Interventionist Support Document) 	Y	Y	Hard copy version of the BA ISP if the assessor has not completed the CYBER-based plan
IIH Attachments	<ul style="list-style-type: none"> ○ ISS-CABS* (5 pages) 	Y	Y	In support of ISS
Intensive Mobile Treatment Services	<ul style="list-style-type: none"> ○ IMTS ISD (Interventionist Support Document) 	N	Y	
Intermediate Unit	<ul style="list-style-type: none"> ○ IU Admission Note ○ IU Consent Form ○ IU Interventionist Supporting Document (ISD) 	N	Y	
(Substance Abuse and Mental Health Services) SAMHSA National PPS Documents	<ul style="list-style-type: none"> ○ Caregiver Baseline ○ Youth Baseline ○ Caregiver Re-assessment ○ Youth Re-assessment ○ Caregiver Transition ○ Youth Transition ○ Caregiver Consent ○ Youth Consent 	Y	Y	Visible to CMOs who previously conducted SAMHSA surveys. This type is no longer in use.
SAMHSA NOMS PPS (National Outcome Measures)	<ul style="list-style-type: none"> ○ NOMS Baseline ○ NOMS Re-assessment – 6, 12 mos ○ NOMS Transition ○ NOMS Consent 	Y	Y	Visible to CMOs who previously conducted SAMHSA surveys. This type is no longer in use

*The BA ISP should be entered directly into CYBER; there are some instances where the BA completes a hard copy template instead of the electronic ISP. CMO may need to upload the hard copy BA ISP only when the author of the plan, or their agency, has issues uploading it into a youth's record.

CMO Document Upload Crosswalk

The document crosswalk identifies documents that may be uploaded.

CMO DOCUMENT UPLOAD CROSSWALK		
DOCUMENT	USE CYBER DOC TYPE	USE CYBER DOC SUB-TYPE
Bio Psychosocial (if not in CYBER) or CCIS Psychosocial Assessment	Clinical	Community BPS Assessment
OOH Referral Request (Document Upload Requirement Checklist)	Clinical	Other Applicable Reports/Documents
Other applicable evaluations/reports	Clinical	Other Applicable Reports/Documents
Psychiatric Update*	Clinical	Other Applicable Reports/Documents
Substance Use Assessment	N/A (fax only)	N/A (fax only)

*Required if youth is deemed IDD Eligible or if the DD module was completed within the OOH Referral Request/SNA as part of the TJCR.

Appendix B: Document Upload Information for OOH

Document upload is used to support the process of admitting a youth into an OOH program, as well as assist in the transition of a youth from the OOH program to another IOS or to their community.

OOH Users with the following security designations or groups can utilize the Doc tab of a youth's Face Sheet:

- **OOHDOCATTACH** or **OOHDOCATTACHRead**

OOH provider's Security Administrator must manually assign these security functions.

Out-of-home providers with the correct security groups, receive access to view uploaded documents related to a youth's OOH referral request or TJCR once a referral is assigned to the YouthLink Provider Queue. OOH providers are also required to upload documents related to the Transitional Joint Care Review (TJCR) process.

Document Types and Sub-Types Available for OOH

Document Type	Sub-Type	Upload?	View?	Examples of Acceptable Documents
Clinical	○ Clinical Summary Template	Y	Y	BPS Assessment completed outside of CYBER
	○ Clinical Updates	Y	Y	
	○ Community Bio Psychosocial Assessment	Y	Y	
	○ Cover Letter with SRTU Checklist	N	Y	IEP cover sheet
	○ IEP/Educational Info	Y	Y	
	○ Medical Information	Y	Y	In support of CSAP-IDD TJCR Doc Upload Checklist Psychiatric Eval Psychological Eval Specialty Evals such as Fire Setting
	○ OOH-CABS (13 pages)*	Y	Y	
	○ Other Applicable Reports/Documents	Y	Y	
	○ Psychiatric Evaluation	Y	Y	
	○ Psychological Evaluation/Assessment	Y	Y	
	○ Specialty Assessment/Evaluation	Y	Y	

*CABS must be within the last 6 months

OOH Document Upload Crosswalk

The document upload crosswalk identifies documents that may be uploaded, but are not listed in the specific types or sub-types of the Doc tab.

OOH DOCUMENT UPLOAD CROSSWALK		
DOCUMENT	CYBER DOC TYPE	CYBER DOC SUB-TYPE
BPS (if not in CYBER) <i>or</i> CCIS Psychosocial Assessment	Clinical	Community BPS Assessment
Neurology Update**	Clinical	Other Applicable Reports/Documents
Neuropsychological Evaluation	Clinical	Other Applicable Reports/Documents
OOH Referral Request (Document Upload Requirement Checklist)	Clinical	Other Applicable Reports/Documents
Other applicable evaluations/reports	Clinical	Other Applicable Reports/Documents
Psychiatric Update***	Clinical	Other Applicable Reports/Documents
Transition Joint Care Review (TJCR) (Document Upload Requirement Checklist)	Clinical	Other Applicable Reports/Documents
Substance Use Assessment	N/A	N/A

*CABS must be within last 6 months

**Required if youth is deemed IDD Eligible or if the DD module was completed within the OOH Referral Request/SNA as part of the TJCR.

***Required if Psychiatric/Neuropsychological Evaluation is more than six months old

Appendix C: Document Upload Information for MRSS

Document upload is used to support the initial request for and on-going need for Individual Support Services (ISS), initiate the OOH CSAP Referral request or assist Behavior Analysts in uploading documentation.

MRSS Users with the following security designations or groups can utilize the Doc tab of a youth's Face Sheet:

- **MRSSDOCATTACH** and **MRSSDOCATTACHRead**

MRSS Security Administrator must manually assign these security functions.

- **MRSSSUP** (has the document upload security bundled into their security title)
- **MRSSCM** (has the document upload security bundled into their security title)

Document Types and Sub-Types Available for MRSS

The Doc tab options for MRSS users are as follows:

Document Type	Sub-Type	Upload?	View?	Examples of Acceptable Documents
Clinical	○ CSAP Referral Form	Y	Y	In support of CSAP-IDD
	○ OOH-CABS (13 pages)	Y	Y	In support of CSAP-IDD
IIC/BA Documents	○ BA ISP*	Y	Y	Hard copy version of the BA ISP if the assessor has not completed the CYBER-based plan
	○ IIC ISD (Interventionist Support Document)	Y	Y	
IIH Attachments	○ ISS-CABS* (5 pages)	Y	Y	In support of ISS

*The BA ISP should be entered directly into CYBER; there are some instances where the BA completes a hard copy template instead of the electronic ISP. MRSS may need to upload the hard copy BA ISP only when the author of the plan, or their agency, has issues uploading it into a youth's record.

*CABS must be within the last 6 months

Appendix D: Document Upload Information for IIC/BA

IIC/BA Providers utilize the doc upload functionality to view specific document types and upload identified documentation into the youth's CYBER record.

IIC/BA users with the following security designations or groups can utilize the Doc tab of a youth's Face Sheet:

- **IICDOCATTACH** and **IICDOCATTACHRead**

IIC Security Administrator must manually assign these security functions.

Document Types and Sub-Types Available for IIC/BA

Document Type	Sub-Type	Upload?	View?	Examples of Acceptable Documents
IIC/BA Documents	○ BA ISP *(Behavioral Assistant Individual Support Plan)	Y	Y	Hard copy version of the BA ISP
	○ IIC ISD (Interventionist Support Document)	Y	Y	

*The BA ISP should be entered directly into CYBER; there are some instances where the BA completes a hard copy template instead of the electronic ISP. IIC users may need to upload the hard copy BA ISP only when the author of the plan or their agency has issues uploading it into a youth's record.

Appendix E: Document Upload Information for FSO

FSO Providers utilize the doc upload functionality to view specific document types and upload identified documentation into the youth's CYBER record.

FSO users with the following security designations or groups can utilize the Doc tab of a youth's Face Sheet:

- **FSODOCATTACH** and **FSODOCATTACHRead**

FSO Security Administrator must manually assign these security functions.

Document Type and Sub-Type Available for FSO

Document Type	Sub-Type	Upload?	View?	Examples of Acceptable Documents
Clinical	o IEP/Educational Info	N	Y	
CMO Attachments	o CFT Sign-In	N	Y	
Family Support Organization	o Contact Sheet	Y	Y	
Family Support Organization	o Release of Information	Y	Y	

Appendix F. Document Upload Information for IU

IU Providers utilize the doc upload functionality to view specific document types and upload identified documentation into the youth's CYBER record.

IU users with the following security designations or groups can utilize the Doc tab of a youth's Face Sheet:

- **IUDOCATTACH** and **IUDOCATTACHRead**

Document Type and Sub-Type Available for IU

Document Type	Sub-Type	Upload?	View?	Examples of Acceptable Documents
Intermediate Unit	o IU Admission Note	Y	Y	
	o IU Consent Form	Y	Y	
	o IU Interventionist Supporting Document (ISD)	Y	Y	

Appendix G: Document Upload Information for IMTS

IMTS Providers utilize the doc upload functionality to view specific document types and upload identified documentation into the youth's CYBER record.

IMTS users with the following security designations or groups can utilize the Doc tab of a youth's Face Sheet:

- **IMTSDOCATTACH and IMTSDOCATTACHRead**

IMTS Security Administrator must manually assign these security functions.

Document Types and Sub-Types Available for IMTS

Document Type	Sub-Type	Upload?	View?	Examples of Acceptable Documents
IMTS Documents	○ IMTS ISD (Interventionist Support Document)	Y	Y	
	○ IMTS Referral Form	Y	Y	
	○ IMTS-CABS	Y	Y	

VII. References

PerformCare Website: www.performcarenj.org

Customer Service Request Form: www.performcarenj.org/ServiceDesk

PerformCare Training Webpage: <http://www.performcarenj.org/provider/training.aspx>

Provider Forms Page: <http://www.performcarenj.org/provider/forms.aspx>

Out-of-Home (OOH) Referral Packet Checklist

- [OOH referral request checklist for document upload](#)
- [Access to ORS information*](#)
- [ORS/SRTU cover letter for document upload*](#)
- [DCPP telephonic review fax cover sheet for document upload](#)

* The Office of Residential Services (ORS) formerly known as the Specialized Residential Treatment Unit (SRTU)

Tier II Consultation

- [Tier II Consultation process](#)
- [Tier II Consultation tips for CMEs](#)
- [Tier II Consultation request form](#)

Transitional Joint Care Review Checklist

- [TJCR document upload requirement checklist](#)

Intermediate Inpatient Units

- [Intermediate Inpatient Unit interventionist supporting document](#)

- Authorization for Disclosure of Health Information

Documents Used for CSAP-DD Referrals

- Crisis Stabilization and Assessment Program referral form: Go to <https://www.performcarenj.org/provider/forms.aspx> and scroll down to Intellectual/Developmental Disability Services.
- Child Adaptive Behavior Summary (Long version, 13 pp) (English)

ISS-CABS used for Individual Support Services (abbreviated version, 5 pp)

- Individual Support Services - Revised Child Adaptive Behavior Summary (CABS)

Documents Used for IMTS

- IMTS ISD (Interventionist Support Document)
- IMTS-CABS
- IMTS Referral Form

Timeframes for Clinical Assessments Submitted for Developmental Disability Eligibility Determination

Intensity of Service Dispute Form

- Intensity of service dispute process
- Intensity of service dispute form

Customer Service Request Form
www.performcarenj.org/ServiceDesk
1-877-652-7624