

Provider Training Schedule – October to December 2024

All training sessions are one (1) hour long except where noted.

Training Session Descriptions:

- **3560 for PE Coordinators** – 3560 application, review, approval, and termination process, related Welcome Page links.
- **Adolescent Housing Hub (AHH)** – AHH Link, admitting and transitioning youth, managing census.
- **Annex A Addendum Administrators (type of Out of Home Providers)** – creating, modifying and submitting Annex A Addendum.
- **Behavioral Health Home (BHH)** – Nursing Assessment, QPUs, progress notes.
- **Care Management Organization (CMO)** - Strengths and Needs Assessment, OOH Assessment and Process, CMO Treatment Plans, 3560 applications.
- **CYBER for New Users** – CYBER user basics, login, welcome page, youth record, and progress notes, historical access, printing password reset and preferences.
- **DD Eligibility Application** – Provider training to assist families with online and paper versions of the DD Eligibility application, review of services available for DD eligible youth.
- **Family Support Organization (FSO)** – FANS assessment, entering progress notes, reports.
- **Family Support Service (FSS)** - Welcome Page, FSS Link, Reauthorizations and Progress Notes
- **Intensive In-Community (IIC) Series (offered monthly):**
 - **IIC New Agency** – (90 min) Overview for directors/owners/Security Administrators of new IIC agency. Manage Access functions, provider details setup, locating referrals, assigning staff to youth, billing setup, reporting, etc.
 - **IIC BPS Needs Assessment** – (90 min) Review of the schedule and requirements for the BPS Needs Assessment.
 - **IIC BPS Randomizer Setup** – (90 min) Step by step to entering the Provider Details to participate in BPS randomizer function.
 - **IIC Billing** – (90 min) Overview of non-Medicaid billing training for IIC Billing staff.
 - **IIC Treatment Plan** – (90 min) Overview of the Treatment Plan and Matrix process from creation to submission.
- **Intensive In-Home (IIH)** – Welcome Page, IIH Treatment Plans, Progress Notes.
- **Intensive Mobile Treatment Services (IMTS)** – locating and viewing youth records.
- **Individual Support Services (ISS)** – Welcome Page, Functional Behavioral Assessment, Behavioral Support Plan.
- **Intermediate Units (IU)** – Welcome Page, completing the ISD, uploading documentation, entering Diagnosis.
- **Mobile Response and Stabilization Services (MRSS)** – Welcome Page, Dispatch to Crisis Tracking Form, Crisis Assessment Tool, Treatment Planning, 3560 applications.

All trainings are conducted via Zoom. Please click the 'Register' link to register for a specific training. You will receive a link following registration. Please register early.

Need assistance registering? Contact the Service Desk at 877-652-7624

July 2024 – (02422)

Provider Training Schedule – October to December 2024

All training sessions are one hour long except where noted.

Training Session Descriptions:

- **MultiSystemic Therapy/Family Functional Therapy (MST/FFT) Partial Hospital Provider /Children’s Crisis Intervention Services (PHP/CCIS)** – Needs Assessment, Authorization.
- **Open Forum Q&A** – Opportunity for providers to ask any technical questions about CYBER.
- **Out of Home (OOH)** – Strengths and Needs Assessment, OOH Treatment Plans, Progress Notes.
- **Security Administrator Functions** – Overview of the functionality for Security Administrators to create, activate, update, and deactivate CYBER users. Password unlock and reset functionality will be reviewed.
- **Security Awareness** – Best practice for HIPAA and PHI compliance, addresses passwords, public WI-FI and working from home. – All providers are welcome.
- **Substance Use Consent Form** – a walkthrough of the substance use consent form available to all providers, but used frequently by Substance Use Treatment providers, BPS Needs assessors, CMO and MRSS.
- **Substance Use Treatment** – Introduction through Initial Assessment, treatment planning including LOCI, SNA and plans, billing using the Health Insurance Claim Form.
- **Superuser Training Support** – Tips and Advice - Open Forum for Superusers

October 2024

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
10/1	2 PM	CYBER for New Users	All new users	Register
10/2	1 PM	Security Awareness	All users	Register
10/3	10 AM	Security Administrator Functions	All Security Administrators	Register
10/7	10 AM	Substance Use Consent Form	SUT, BPS Needs assessors, CMO and MRSS	Register
10/7	1 PM	Mobile Response and Stabilization Services (MRSS)	MRSS users	Register
10/8	11 AM	IIC BPS Randomizer Setup (90 min)	IIC owners, Directors, Security Administrators	Register

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July 2024 – (02422)

October 2024 (cont)

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
10/8	2 PM	IIC New Agency (90 min)	IIC owners, Directors, Security Administrators	Register
10/9	1 PM	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors, Directors	Register
Monday, October 14 – Columbus Day				
10/15	2 PM	IIC Billing (90 min)	IIC users responsible for billing, owners	Register
10/16	1 PM	IIC Treatment Plan (90 min)	IIC users working with CMO	Register
10/17	11 AM	3560 for PE Coordinators	PE Coordinators	Register

November 2024

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
11/4	1 PM	Care Management Organization (CMO)	All CMO users	Register
11/5	2 PM	Family Support Organization (FSO)	All FSO users	Register
11/6	1 PM	MultiSystemic Therapy/Family Functional Therapy (MST/FFT) Partial Hospital Provider /Children’s Crisis Intervention Services (PHP/CCIS)	MST/FFT/PHP/CCIS users	Register
November 11, 2024 - Veterans Day				
11/12	2 PM	Open Forum Q&A	All users	Register
11/13	1 PM	Behavioral Health Home (BHH)	CMO and BHH users	Register
11/14	10 AM	Intermediate Units (IU)	IU users	Register

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July 2024 – (02422)

November 2024 (cont)

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
11/18	1 PM	Annex A Addendum Administrators	Annex A Administrators (OOH)	Register
11/19	11 AM	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors, Directors	Register
11/19	2 PM	Out of Home (OOH)	OOH users	Register
11/20	1 PM	IIC New Agency (90 min)	IIC owners, Directors, Security Administrators	Register
11/21	10 AM	IIC Billing (90 min)	IIC users responsible for billing, owners	Register
11/22	10 AM	IIC BPS Randomizer Setup (90 min)	IIC owners, Directors, Security Administrators	Register
11/25	1 PM	IIC Treatment Plan (90 min)	IIC users working with CMO	Register
November 28-29, 2024 - Thanksgiving				

December 2024

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
12/2	10 AM	DD Eligibility Application	Providers assisting families	Register
12/2	1 PM	Substance Use Treatment Training	SUT users	Register
12/3	2 PM	Adolescent Housing Hub (AHH)	AHH users	Register
12/4	1 PM	Intensive In-Home (IIH)	IIH users	Register
12/9	1 PM	Individual Support Services (ISS)	ISS users	Register
12/10	2 PM	Intensive Mobile Treatment Services (IMTS)	IMTS and CMO users	Register

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July 2024 – (02422)

December 2024 (cont)

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
12/11	1 PM	Family Support Service (FSS)	FSS users	Register
12/12	10 AM	Division of Children’s Protection and Permanency (DCP&P)	DCP&P users	Register
12/16	10 AM	IIC New Agency (90 min)	IIC owners, Directors, Security Administrators	Register
12/16	2 PM	IIC BPS Randomizer Setup (90 min)	IIC owners, Directors, Security Administrators	Register
12/17	11 AM	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors, Directors	Register
12/18	1 PM	IIC Billing (90 min)	IIC users responsible for billing, owners	Register
12/19	10 AM	IIC Treatment Plan (90 min)	IIC users working with CMO	Register

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