

CYBER Overview – My Active Youth

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

October 2023 – (02148)

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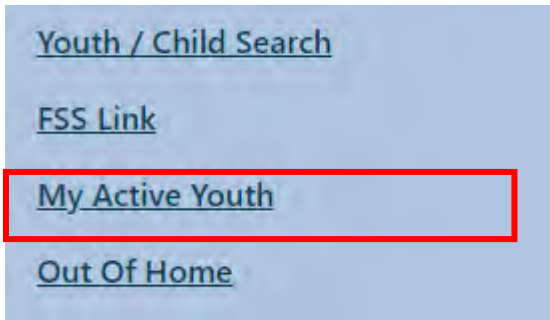
This training will show users how to populate the area called **My Active Youth** for themselves and/or for other users within their agency.

What is 'My Active Youth'?

- Gives users access to a list of the youth they are working with.
- **My Active Youth** link can be found on the Welcome Page and from the Youth/Child Search screen.
- Populated using the Provider Tab from within a youth's record.

Navigating to the Provider Tab

Search for the correct record using **Quick Search**, **Youth / Child Search** button or **Active Agency Youth** link.



Quick Search

Youth/Child ID

First Name

Last Name

DOB

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

Active Agency Youth Grid

My Active Youth

Multiple records match the search pattern. Select the desired record from the list below or click Close and refine the search. 819 records

Print Clear Search

First Name	Last Name	MI	Gender	DOB	Age	SSN	Youth/... ID	Opened	Program	Read Only Access	Transition Date
Test	Child		M	XX/XX/20XX	12	XXXX	123456	1/1/2023			

Close

When the user clicks the Active Agency Youth push button it will display a list of all youth assigned to that user. If there is more than one youth open, the Active Agency Youth list will display the list in order with most recent date opened at top. Users can filter for a specific youth based on the columns within the grid. Double-click on a Youth's name to enter into the Youth's record

The Provider Tab

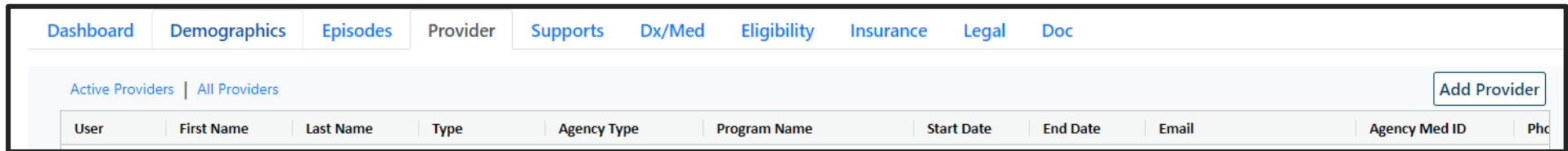
The Provider Tab:

- Can be found on the youth's Face Sheet and it houses information entered by agency users.
- Should include the names and contact information for the CYBER users that are working with the youth and family.
- May include other individuals within the agency that need access such as Supervisors, Finance, and QA.



User	First Name	Last Name	Type	Agency Type	Program Name	Start Date	End Date	Email	Agency Med

What Will You Find on the Provider Tab?



The screenshot shows the PerformCARE interface with the 'Provider' tab selected. The navigation menu includes Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc. Below the menu, there are links for 'Active Providers' and 'All Providers', and an 'Add Provider' button. A table with the following columns is visible: User, First Name, Last Name, Type, Agency Type, Program Name, Start Date, End Date, Email, Agency Med ID, and Phone.

User	First Name	Last Name	Type	Agency Type	Program Name	Start Date	End Date	Email	Agency Med ID	Phc
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- First and Last Name of providers working with the youth and family.
- Type – provider type (**CM** = Care Manager; **SUP** = Supervisor; **MGR** = Manager; **QA** = Quality Assurance)
- Agency Type – acronyms for provider types CMO (UCM) Care Management Organizations, IIC Intensive in Community, etc.
- Program Name – name of the provider’s agency
- Start Date – the first date the provider began to work with the youth
- End Date – the last date the provider worked with the youth
- Email – provider’s email
- Agency Med ID – Medicaid ID or Tracking element ID
- Phone – provider’s phone number

Provider Tab

- **Active Providers** will be displayed by default. Active Providers are users who can see the youth open on their My Active Youth list. The *toggle* **All Providers** link will display providers who had been open in the past, but no longer see the youth on their My Active Youth list.
- The Provider tab grid can be filtered by selecting the menu button on the **Agency Type column** and enter the Agency Type to filter by such as CMO, MRSS, IIC, FSO, etc. When filtered, only those provider types will be displayed. To clear, remove the text in the filter field.

The screenshot shows the top navigation bar with tabs: Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc. Below the navigation bar, there are two links: "Active Providers" (highlighted with a red box) and "All Providers". To the right is an "Add Provider" button. Below these links is a table header with the following columns: User, First Name, Last Name, Type, Agency Type, Program Name, Start Date, End Date, Email, Agency Med ID, and Phc.

A close-up of the "Agency Type" column filter. It shows a dropdown menu with "Contains" selected and a search input field labeled "Filter...". A red arrow points from the "Add Provider" button in the screenshot above to this filter area.

Adding a Name to the Provider Tab

Clicking the Add Provider button opens the **Add Provider to Youth/Child Record** window.

The screenshot displays the PerformCARE software interface. At the top, a navigation bar includes tabs for Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. Below this, there are filters for 'Active Providers' and 'All Providers', along with 'Clear Search' and 'Add Provider' buttons. The 'Add Provider' button is highlighted with a red box. A red arrow points from this button to a modal dialog box titled 'Add Provider To Youth/Child Record'. The dialog box contains a 'Provider' text input field, a 'Program' dropdown menu currently showing 'No Data', and two date pickers for 'Start Date' and 'End Date', both with the format 'MM/DD/YYYY'. At the bottom of the dialog are 'Accept' and 'Cancel' buttons.

Adding a 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.
- Enter only the Start Date and leave the End Date blank. Click the **Accept** push button and the name is added to the Provider Tab, also adding the youth to the user's **My Active Youth** list.
- At the end of an episode, the provider will lose access to the youth automatically when agency access to the youth ends. 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.

The screenshot shows the 'Add Provider To Youth/Child Record' dialog box. The dialog box has a title bar with a close button (X) and a search button. Below the title bar, there are two buttons: 'Clear Search' and 'Add Provider'. The main content area of the dialog box contains the following fields:

- Provider:** A text input field.
- Program:** A dropdown menu currently displaying 'No Data'.
- Start Date:** A date input field with a calendar icon, showing the format 'MM/DD/YYYY'.
- End Date:** A date input field with a calendar icon, showing the format 'MM/DD/YYYY'.

At the bottom of the dialog box, there are two buttons: 'Accept' and 'Cancel'. The background shows a table with columns for 'User', 'First Name', and 'Last Name'. The top navigation bar includes 'Dashboard', 'Demographics', 'Episodes', 'Provider', 'Supports', 'Dx/Med', 'Eligibility', 'Insurance', 'Legal', and 'Doc*'. The top right of the dialog box has 'Clear Search' and 'Add Provider' buttons.

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Use the Customer Service Request Form

www.performcarenj.org/servicedesk/

CYBER Trainings and Presentations:

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