



Instruction Guide for Ad Hoc Data Extract : Authorizations

Ad-Hoc Extracts – Authorizations – Instructions for Use and Exporting

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I. Introduction

The report NJ3001 extract contains all the fields from the Authorizations table that pertain to the CMO Authorization data (such as the start date of the authorization, the service code associated with the authorization). The extract will show data for the children that have an authorization created for the agency the user is associated with, within a specific time frame. Definitions of each field are available (See [Dictionary](#)).

****For the purpose of these instructions, the report is defined as a data extraction****

II. Accessing CYBER

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

The screenshot shows the PerformCare website interface. At the top, there is a navigation bar with links for Home, Youth and Family Guide, Careers, About us, and Contact. Below this is the header for 'NJ Children's System of Care' with the text 'Contracted System Administrator — PerformCare®'. A search bar is located on the right. The main navigation menu includes 'Parents and Caregivers', 'Youth', 'Providers', 'CYBER' (highlighted with a red box), and 'Find a Provider'. Below the navigation menu, there are four main sections: 'Launch CYBER' (with a first aid kit icon and text: 'Children's System of Care Providers can access the CYBER system here.'), 'Family Resources' (with a family icon and text: 'Find community resources and supports tailored to your family's specific needs.'), 'For Providers' (with a person icon and text: 'Find clinical criteria, training materials, and additional information here.'), and 'Help for Youth' (with a child icon and text: 'If you are between the ages of 5 and 21 and need help with daily life challenges.'). A red arrow points from the 'Launch CYBER' button to the 'CYBER LOGIN' page shown in the next block.

Each provider organization has at least one CYBER Security Administrator, and your agency's CYBER Security Administrator can set up a login for you.

Your access will be based on your login type and security levels.

Before you log in, keep in mind...

- There is no 'back button' use in CYBER!
- Most areas/buttons are single-click – do not double-click on a button!
- Every time you launch CYBER, **you will be required to enter your Username and Password and click the LOGIN button to continue.**

Below the log in area is a statement that, as a CYBER user, you acknowledge your responsibility to protect the privacy of, and to guard against, the inappropriate use of the Protected Health Information (PHI) contained within the system.

This statement will appear each time you log in.

Please also check the **Providers** section on the PerformCare website for the most up-to-date technical requirements (such as browser compatibility and operating systems) that a user would need to access CYBER.

The screenshot shows the 'CYBER LOGIN' page. At the top, it says 'CYBER LOGIN'. Below this is a disclaimer: '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 of 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/> CYBER contains substance abuse diagnosis and treatment information that is protected by federal confidentiality rules (42 CFR Part 2). CYBER users are not permitted access to that information without a valid written consent that meets the requirements of 42 CFR Part 2. Users that access such confidential information pursuant to a valid written consent are prohibited from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. Please CLEAR your browser Cache before using this new version of CYBER'. Below the disclaimer are the login fields: 'Username' (with a text input box), 'Password' (with a text input box), and a 'LOGIN' button.

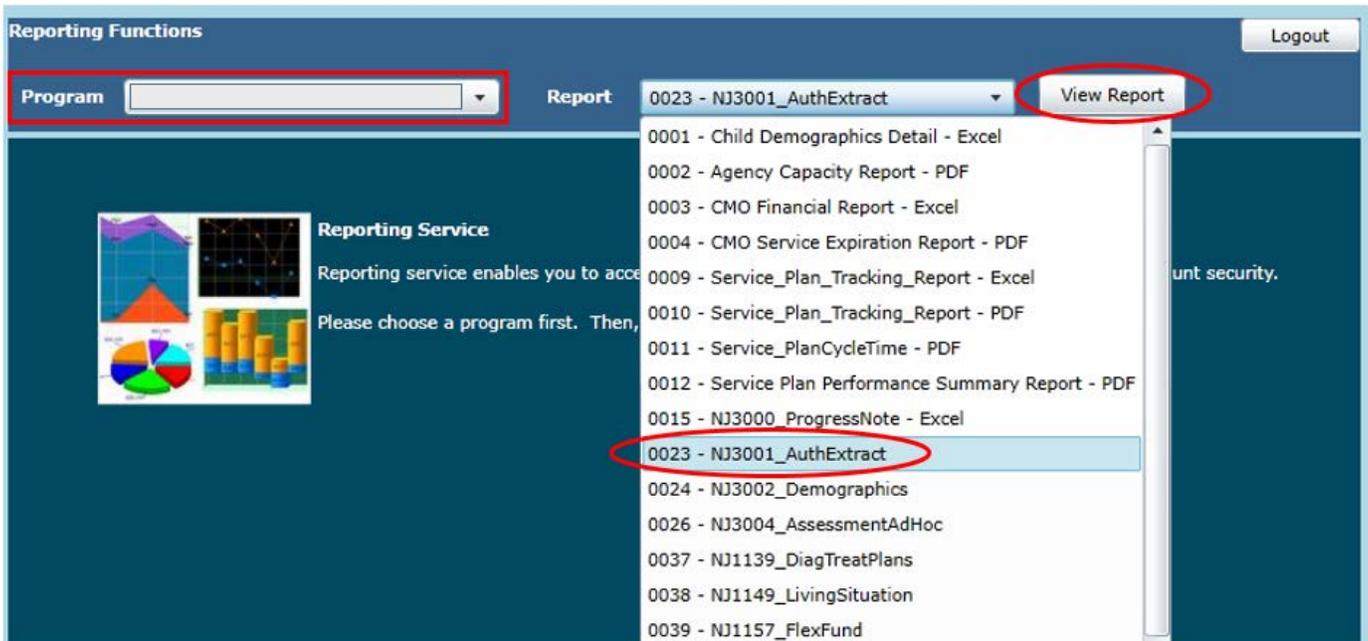
III. Accessing Extracts

To access the Ad Hoc Extracts, CMO users will click on the 'Reporting' button on the left side of their Welcome Page.



Note: if a user does not have a functional Reporting button on the Welcome Page, they should contact their Security Administrator for assistance with security access. **Only users with Level 3 security may access functionality from the Reporting button.**

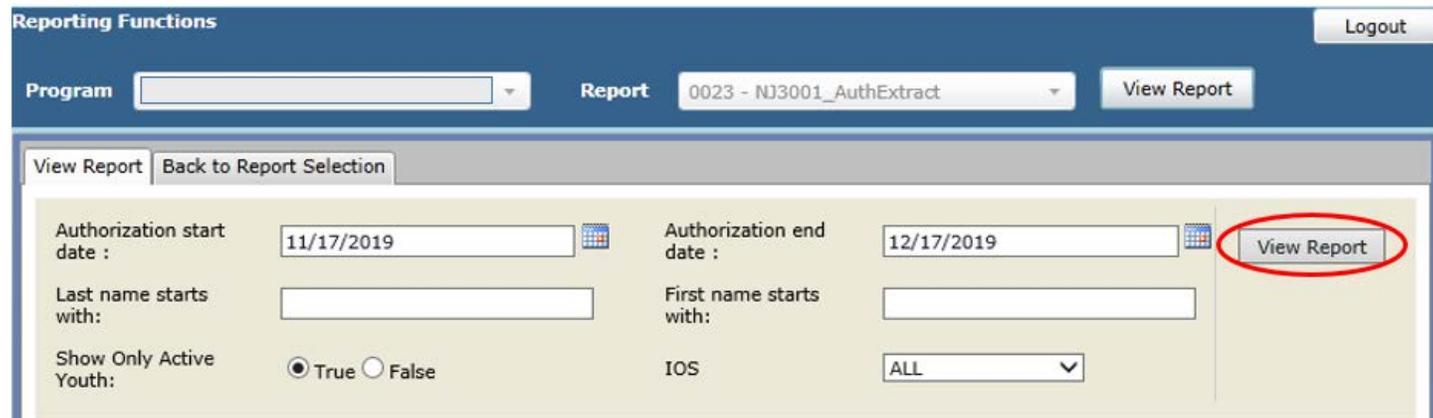
Users will choose their Program Name from the first drop down and the extract from the second drop down.



*The Authorizations Ad Hoc Extract is titled – "25 – NJ3001_AuthExtract".

IV. How to Customize the Extract

Users should click on the “**Export**” button to view the extract within CYBER; this will allow users to change the parameters and customize the extract to be exported.



The screenshot shows the 'Reporting Functions' interface. At the top right is a 'Logout' button. Below it are two dropdown menus: 'Program' and 'Report' (set to '0023 - NJ3001_AuthExtract'), followed by a 'View Report' button. Below these are two tabs: 'View Report' (selected) and 'Back to Report Selection'. The main area contains several input fields: 'Authorization start date' (11/17/2019) and 'Authorization end date' (12/17/2019), both with calendar icons; 'Last name starts with' and 'First name starts with' (empty text boxes); 'Show Only Active Youth' (radio buttons for 'True' and 'False', with 'True' selected); and 'IOS' (a dropdown menu set to 'ALL'). A 'View Report' button is circled in red on the right side of the form.

Users will need to enter the parameters to generate the data extract that fits their needs; the information shown in the

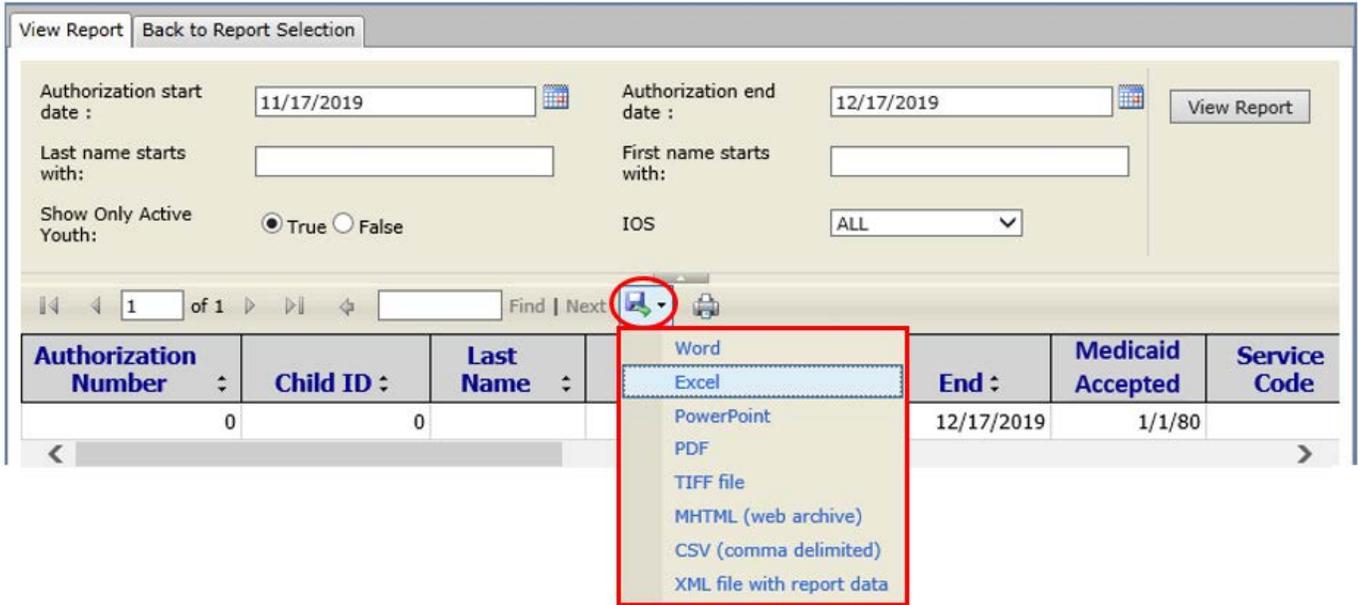
screenshot above is the default setting for the extract parameters. Clicking on the calendar button  will give the user the ability to choose the date parameters. The parameters are as follows:

- Authorization Start Date From/To: The time frame that the user wants to look for Authorizations, based upon the start date of the authorization in the youth’s record
- Last Name Starts With: Users may choose to put only the first letter(s) of the youth’s last name; the user can run the extract without including this information
- First Name Starts With: Users may choose to put only the first letter(s) of the youth’s first name; the user can run the extract without including this information
- Show Only Active Youth: Default is ‘True’; select to see only the youth that are currently opened to the user’s agency and who were admitted to the user’s program during the chosen timeframe; select ‘False’ to see all youth that were open to the user’s agency at any time and were admitted during the chosen time frame
- IOS - Intensity of Service drop down; choices include ‘All’, ‘HI’ or ‘MOD’; defaults to ‘All’.

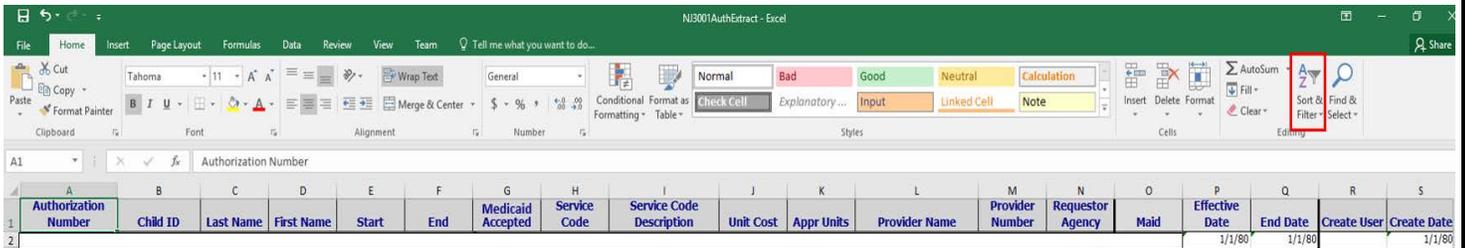
Clicking the ‘**View Report**’ button will generate the extract.

V. Exporting the Extract into Excel

Once the extract loads, the user will have the option to export the data to another format, such as Excel. Click the 'Export'  drop down to select a file format.



Choosing Excel from the menu, and then clicking on 'Export', will export the data to an Excel worksheet.



Once the data is exported into Excel, the user can choose to filter or sort it as needed.



The user can click the 'Back to Report Selection' tab to return to the Reporting Functions screen.

VI. Ad Hoc Data Extract Dictionary

Authorizations

The definitions below explain the various data field in the data extract

Field Name	Definition
Authorization Number	The Authorization Number that is assigned to each individual Authorization in the youth/child's CYBER record
Child ID	The Child ID is the unique identifier number for a child/ youth or young adult associated with the Authorization in CYBER
Last Name	Last Name of the youth as its entered on the Face Sheet
First Name	First Name of the youth as its entered on the Face Sheet
Start	The Start Date of the Authorization
End	The End Date of the Authorization
Medicaid Accepted	The date that the Authorization was accepted by Medicaid
Service Code	The code that is associated with the service that is authorized and housed in the youth/child's CYBER record
Service Code Description	A short description of the service that the Authorization was created for
Unit Cost	The cost per unit for the service that was authorized; may be blank if there is no billable amount associated with the service code
Appr Units	The number of units that were approved for the service that was authorized
Provider Name	Name of the provider agency that the authorization was created for
Provider Number	Unique numerical identifier within CYBER that is associated with the provider that the service was authorized for
Requestor Agency	The name of the agency requesting the authorization
MAID	The Medicaid ID number found under the Eligibility tab of the youth's Face Sheet
Effective Date	The date Medicaid coverage started for the youth; found under the Eligibility tab of the youth's Face Sheet
End Date	The date Medicaid coverage ended for the youth; found under the Eligibility tab of the youth's Face Sheet
Create User	CYBER username of the individual that created the authorization in CYBER
Create Date	The date on which the authorization was entered into the youth/child's CYBER record

VII. References

PerformCare website

- Providers Training page: <https://www.performcarenj.org/provider/training.aspx>
- Reports section: <https://www.performcarenj.org/provider/training.aspx#reports>

PerformCare Customer Service

www.performcarenj.org/ServiceDesk

1-877-652-7624