Instruction Guide for Ad Hoc Data Extract: Authorizations
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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](http://www.performcarenj.org). The link is available at the top and bottom of the main page.

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.
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.

![System Admin Menu](image)

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

![Reporting Functions](image)

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.**

*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.

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

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