

CYBER Face Sheet Overview

For all CYBER Users

December 2023 – 02100

PerformCARE[®]

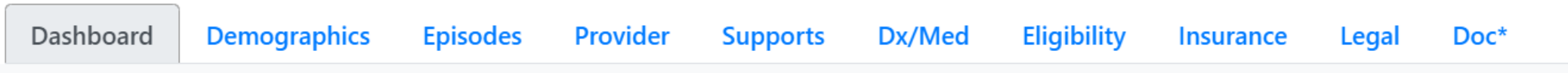


This session will include:

- General Face Sheet design
- Face Sheet tabs
 - Features, fields, and functionality on tabs
- Permissions for specific providers
- How to customize User Preferences
- References

CYBER's Face Sheet design allows access to an individual youth record. The record is designed with interrelated, multiple screens that contain the youth's health data in an electronic format.

The Face Sheet design is structured with individually labeled tabs that are visible and accessible based on provider user type. Some data may be edited by providers based on which provider type is managing care for the youth. This presentation describes the features of and provider accessibility to the Face Sheet tabs.



Face Sheet Tabs

The screenshot displays the PerformCARE interface with a navigation bar at the top containing tabs: Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. Below the navigation bar, the 'Youth Specific Information' tab is active. This tab contains several fields: Legal Name, Address Type, Preferred Name, Date of Birth, Age, Gender, Race, and Ethnicity. It also includes sections for Current Address, Languages Spoken, Youth Primary Phone, Youth Secondary Phone, Youth Email, Youth Marital Status, and Active YL. A 'Print' button and a 'Print Selection' dropdown menu are located in the top right corner of this section. Below the 'Youth Specific Information' tab, the 'Flags for Special Occurrences' tab is visible, showing 'DD Eligible - 12/27/2012'. The 'Parent/Caregiver' tab is also visible, with fields for Primary 1 and Primary 2 (Name, Phone, Email) and Medicaid/NJ FamilyCare and Active TPL. A red-bordered text box is overlaid on the right side of the screenshot, containing the text: 'The Face Sheet is a set of tabs that displays the youth's essential information.'

The Face Sheet consists of many tabs, each containing components of the youth's electronic record.

These users have view access to ALL the provider Face Sheet tabs:

- **Care Management (CMO)***
- **Mobile Response (MRSS)***
- Out of Home (OOH/RES)
- Family Support Organizations (FSO)
- Intensive in-Community (IIC)
- Intensive in-Home (IIH/ISS)
- **Intermediate Unit (IU)****
- Children's Crisis Intervention System (CCIS)
- Partial Hospital Provider (PHP)
- Multi Systemic Therapy (MST)
- Functional Family Therapy (FFT)

*When CMO or MRSS is open to the youth record no other providers may edit the **Demographics** tab, **Supports** tab, **Diagnostic/Medical** tab.

**The information contained on the Face Sheet tabs is read-only to IU providers except for the Dx/Med Tab and the Doc Tab. When youth are open to IU, there will be a note in *Flags for Special Occurrences* with the IU admission date.

Providers with Limited Face Sheet Tabs Access

These providers have limited access to these Face Sheet tabs:

Provider	Dashboard	Demographics	Episodes	Provider	Supports	Dx/MD	Eligibility	Insurance	Doc
Substance Use Providers(SUT)	X	X	X	X			X	X	X
Family Support Services (FSS) <i>FSS cannot see DCP&P flags</i>	X	X		X	X	X	X		X
Adolescent Housing Hub (AHH)providers <i>AHH can only see Youth Specific Information)</i>	X	X							



The **Dashboard tab** is the default landing tab for all users. The tab provides a read-only, youth-centered, *snapshot* of the youth's information.

The Dashboard Tab:

- Displays Information from different areas in the youth's record
- Displays a quick view of the youth's active care
- Does not allow for editing from this tab
- Allows for individual tab printing

Users may change the default landing tab using System Functions > User Preferences and changing the Default Face Sheet Tab setting.

Dashboard Tab - Sections

The **Dashboard Tab** contains:

- Youth Specific Information
- Flags for Special Occurrences
- Parent/Caregiver
- Current Episodes
- Eligibility
- Current Service Authorizations

The screenshot displays the PerformCARE Dashboard Tab with the following sections highlighted in red boxes:

- Flags for Special Occurrences**: A blue bar at the top of the dashboard.
- Parent/Caregiver**: A blue bar above the caregiver information fields.
- Eligibility**: A blue bar above the Medicaid/NJ FamilyCare and Active TPL fields.
- Current Episodes**: A blue bar above the episodes section.
- Current Service Authorizations**: A blue bar above the service authorizations section.

The dashboard also includes a navigation menu with tabs: Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc. The main content area contains fields for:

- Legal Name, Address Type, Preferred Name, Date of Birth, Age, Gender, Race, Ethnicity
- Current Address, Languages Spoken, Youth Primary Phone, Youth Secondary Phone, Youth Email
- Primary 1, Primary 2 (Name, Phone, Email)
- Medicaid/NJ FamilyCare, Active TPL

Dashboard Tab: Youth Specific Information

This section displays the most current information for the Youth as selected on the demographics tab

- Legal Name and Preferred Name
- Current Address and Address Type
- Date of Birth/Age
- Gender
- Race
- Ethnicity
- Youth Primary and Secondary Phones
- Youth Email
- Languages Spoken
- Youth Marital Status
- Active YL – Will display Yes or No to identify an active YouthLink referral

Flags for Special Occurrences displays active ‘flags’ and will be shown in the following format. Some examples are:

- MLTSS – (MM/DD/YYYY Date *Managed Long-Term Services and Supports* begins)
- Inactive
- Inactive Moved Out of State
- Inactive Transitioned to DMAHS (Division of Medical Assistance and Health Services)
- DD Eligible
- Remain with DDD (Division of Developmental Disabilities)
- DCP&P Involved (Division of Child Protection and Permanency – an active Support member with a Relationship of DCP&P and no end date or has a future end date)

If there are no active flags in the youth record, a message will display:

- No Flags are identified this time.

Parent/Caregiver

- Displays active (no end date or has a future end date) information from the Supports tab.
- Will display Primary 1 and 2 Family Supports from Supports tab.
- Will display DCP&P if the youth has an active Support Member with a Relationship of DCP&P and no end date or has a future end date).

Eligibility

- Displays active information from the Eligibility tab and Insurance tab.

Current Episodes (means active – no end date or has a future end date)

- Displays active episodes of care from the Episodes tab.

An active episode is defined by the start date of specific services beginning and a transition date of services ending. For example Current Episodes might say, “The youth was admitted to [Name of provider] on 3/25/2019 and has a length of stay of 653 days (21 months).”

Note: Months will be rounded down to the most recent number of completed months (e.g. 37 days would read as 1 month, 80 days would be 2 months, etc.)

Current Service Authorizations (means active – no end date or has a future end date)

- Displays each active Authorization from the Authorization screen in the following format:

“The youth is receiving Care Management from [Name of CMO] [CIM number] FROM 11/01/2019 to 1/31/2020.”

Dashboard Tab

The screenshot displays the 'Youth Specific Information' tab in the PerformCARE system. The top navigation bar includes tabs for Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. The main content area is titled 'Youth Specific Information' and contains several data fields arranged in a grid:

Legal Name:	Current Address:	
Address Type:	Languages Spoken:	
Preferred Name:	Youth Primary Phone:	Youth Marital Status:
Date of Birth:	Youth Secondary Phone:	Active YL:
Age:	Youth Email:	
Gender:		
Race:		

On the right side of the 'Youth Specific Information' header, there is a 'Print' button and a 'Print Selection' dropdown menu. The dropdown menu is open, showing a list of tabs that can be printed:

- All Tabs
- Dashboard Tab
- Demographics Tab
- Episodes Tab
- Provider Tab
- Supports Tab
- Diagnostic/Medical Tab
- Eligibility Tab
- Insurance Tab
- Legal Tab

The **Print** dropdown menu is customized to allow printing All Tabs or print Face Sheet tabs individually. **All Tabs will not print the Dashboard Tab.**

Demographics Tab

Dashboard Demographics Episodes Provider Supports Dx/Med Eligibility Insurance Legal Doc*

First Name Last Name MI Preferred Name DOB Age SSN Gender

XXX-XX-XXXX

Save

Youth Marital Status Military Status Eye Color Hair Color Primary Language Spoken In Home

Anomalies

Youth Current Address

Apt #, Building #, Floor, etc.

Copy Address

Special Address & Instructions Address Type

City State Zip County Other Address Type

Youth Email Address

Youth Primary Phone Ext Primary Phone Type Relationship of Contact Allow Text Messages

Yes No

Demographic Updated Date

Demographic Updated By

Social Security Number is masked for all users except for those users with specific SSN CYBER security.

The Demographics tab includes **Youth Specific Information:**

- Youth Name, Preferred Name, Date of Birth, SSN (masked), Gender, Eye and Hair Colors
- Marital and Military statuses
- Address of the youth location and Address Type
- Google Map button
- Copy Address (button) can capture additional addresses by copying the existing youth address
- Youth Email Address
- Youth Primary and Secondary Phone numbers with Type and Relationship of Contact
- Preferred Method of Contact
- Allow Text Messages
- Referral Source (CSA use only)

Additional fields/buttons (Administrative)

- **Save** (button) with pop up confirmation message
- **Demographic Updated Date** and **Demographic Updated By** captures the username and date of last person who saved record.
- **Anomalies** (button) is gray when there are no anomalies to view in a youth's record. Only users with security of Level 2 and Level 3 may access the list of all Anomalies from the Welcome Page.

Reminder: When Care Management Organizations (CMO) or Mobile Response Services (MRSS) is open to a youth's record, no other providers may update the Demographics tab. When CMO or MRSS is closed, any other provider type open to the youth may update the Demographics tab.

Demographics Tab – Race/Ethnicity

Race and Ethnicity section contains check boxes and adheres to Federal guidelines.

Race/Ethnicity

Race

White

Black or African American

American Indian or Alaska Native - Indicate name of enrolled or principal tribe.

Asian Indian

Chinese

Filipino

Other Asian - Indicate race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.

Some other race

Declined

Unknown

Japanese

Korean

Vietnamese

Other Pacific Islander - Indicate race, for example, Fijian, Tongan and so on.

Native Hawaiian

Guamanian or Chamorro

Samoan

Ethnicity

Hispanic, Latino or Spanish Origin

Not of Hispanic, Latino, or Spanish Origin

Mexican, Mexican American, Chicano

Puerto Rican

Cuban

Other Hispanic, Latino, or Spanish origin - Indicate origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.

To select **Race** and/or **Ethnicity** click the checkboxes and add specific names as required.

More than one Race or Ethnicity may be selected, all selected will be displayed on the Dashboard for the youth.

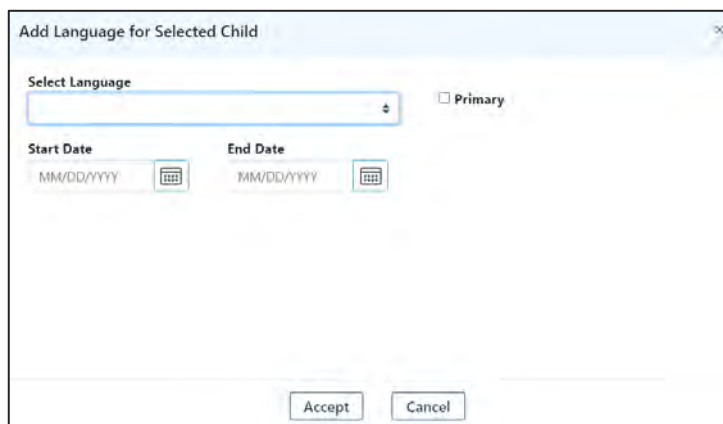
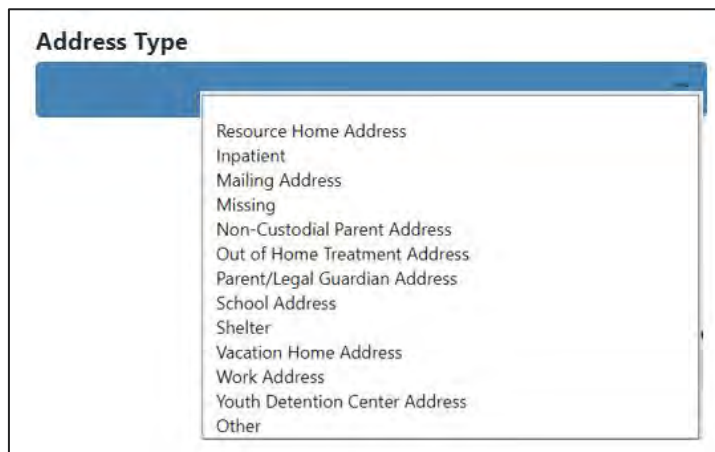
Declined means the caller declined to answer

Unknown means the caller did not know how to answer



Accordions

- **Mailing/Additional Address Information** allows entry of additional addresses with types.
- **School Information** houses general school and counselor information.
- **CSA Preferred Method of Contact** documents how Parent/Guardian prefers to receive communication from PerformCare (CSA use only).
- **Languages** documents spoken languages by the family. (P) identifies Primary language on Dashboard.
- **External ID Information** identifies DD youth.



Missing Demographic Information

Once a youth is opened to CMO and MRSS, demographic information should be reviewed.

Users will receive a validation message, every time a user accesses the youth's record , until all the required fields have been entered.

Required fields for the youth:

- First Name
- Last Name
- DOB
- Gender
- Youth Current Address
- City
- State
- Zip Code

On admission to an OOH program, the system will automatically update the youth's Current Address with the Site Address of the admitting OOH Program.

On OOH admission, CYBER will automatically:

- **Collect and End Date the current address** and store it in Additional Address Information
- **Add the OOH address to the Additional Address Information** with the admission date as Start Date

On OOH transition, CYBER will automatically:

- Add an End Date to the OOH Additional Address Information

The **OOH address will remain as the youth's location** in the record until changed by CMO.

Users will not be able to edit the OOH address record in the Additional Address Records accordion that was automatically created by CYBER on admission.

Anomalies are something about the youth record that may need to be reviewed and resolved.

[Anomaly Management](#)

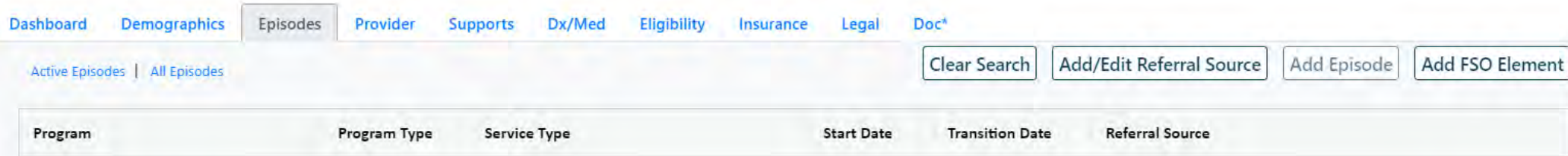
The Anomaly Management button is on the Welcome Page.

- Only Users with security groups Level 2 and Level 3 will be able click the Anomaly Management button on the Welcome Page.
- Greyed-out Anomalies button in the Demographics indicates there are no anomalies

Anomalies that could be indicated are:

1. Open Tracking Element/No Medicaid
2. Open Tracking Element/No Progress Notes 30CD (calendar days)
3. Missing Address Data
4. Open Tracking Element Missing/Malformed SSN (Social security number can only be modified by CMO with specific security)
5. Open Tracking Element/Malformed DOB (date of birth)
6. Open Tracking Element/Over 20 ½ Years Old
7. Open Tracking Element/Over 20 Years Old
8. Exceeds Expected Length of Stay
9. Consistent High Rating in One or More Domain
10. Consistent Low Ratings in One or More Domain

Episodes Tab



The Episodes tab will display the episodes of care for the youth. An **Episode of Care** is a period of service the youth receives, framed by a start date and an end date.

The Episodes tab is a grid of all the episodes that the youth is currently receiving or has received in the past.

- Information will include the Program (name), Program Type (IIC, FSO, PHP, etc.), Service Type (IOS-Intensity of Service), Start Date and Transition Date.
- The grid is automatically populated when a youth is admitted to a program or receiving a service; these episodes may occur via YouthLink, FSS Link, or approval through review of Treatment Plans/Assessments.
- As noted on the Dashboard, the Current Episodes section will display each *active* Episode of Care on the Episodes tab.

Episodes of Care

Prvd type	Episodes of Care are determined by:	Access ends to youth:
AHH	AHH admission and transition dates	On the Transition date on the Census tab
CMO/BHH	CMO/BHH admission and transition dates	14 calendar days from the date the CMO TISP/CMO-BHH Transition is submitted
MRSS	MRSS Dispatch admission/transition MRSS Stabilization admission/transition	<u>Dispatch Refuse/Cancel</u> : Transition Date +3 days <u>Dispatch</u> : 14 calendar days from the authorization end date <u>Stabilization</u> : 14 calendar days from the date the MRSS TICP is submitted
OOH	OOH admission and transition dates	14 days from the date on the OOH Discharge JCR or date reported discharged
FSS	FSS admission and transition dates	On the Transition date on the Census tab
FSO	Family Request / Opening of CMO / FANS is submitted to CSA / Progress Note that keeps record open	On the Date CMO submits the CMO Transition ISP or MRSS submits a TICP Also access ends If a Progress Note to close the record is entered, or a FSO-FANS is not completed, is not submitted every 90 CD days. If FSO Transitions, record stays open 14 days.
IIC	BPS – not shown in Episodes tab	3 business days from the authorization end date
IIC/BA	IIC/BA authorizations start and end dates	14 calendar days from the Authorization End Date (updated if a new authorization Start Date is within 30 days of the previous authorization End Date)
IIH/ISS	IIH/ISS authorizations start and end dates	14 calendar days from the Authorization End Date (updated if the subsequent auth Start Date is within 30 days of the previous authorization End Date)
IU	IU authorizations start and end dates	14 calendar days from the authorization end date
PHP	PHP authorization start and end dates	<u>Access to record</u> : 14 calendar days from date opened <u>PHP Services</u> : 14 calendar days from authorization end date
CCIS	CCIS requested start date and end date based on access request	<u>Access request to record</u> : 30 calendar days from request start date <u>Access request from Intermediate units</u> : 60 calendar days from request start date
MST / FFT	MST/FFT authorization start and end dates	14 calendar days from access start date or authorization end date if authorized
SUT	SUT authorization start date and transition date	<u>Detox</u> : 14 calendar days from Detox discharge is submitted <u>Service Extension</u> : 14 calendar days from date the extension request is submitted <u>Outpatient</u> : 30 Calendar days from the Start Date

The Transition Date sets the end date of the episode. The specific plans below require the entry of a Transition Date before submission:

- CMO – Transition ISP
- CMO – BHH Transition
- MRSS – Transition ICP
- OOH – Discharge Joint Care Review
- SUT – SA Detox Service Request – Transition
- SUT – SA Detox Service Request - Discharge
- SUT – SA Service Extension Request - Routine
- SUT – SA Service Extension Request – Transition

The Toggle

Some tabs contain a 'toggle' feature that allows the user to switch back and forth to see historical information as well as current information about the tab.

Episodes, Provider, Supports, Eligibility, and Insurance tabs all have the toggle option that displays the following:

- *Active* (tab name) (active information only with no Transition Date or having a future Transition Date)
- *All* (tab name) (active information as well as historical information).

The screenshot displays the PerformCARE user interface. At the top, there is a navigation bar with tabs for Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. Below the navigation bar, there are several buttons: Clear Search, Add/Edit Referral Source, Add Episode, and Add FSO Element. A red box highlights the 'Active Episodes | All Episodes' toggle, with a red arrow pointing to a callout box labeled 'The Episodes Toggle'. Below the toggle, there is a table header with columns: Program, Program Type, Service Type, Start Date, Transition Date, and Referral Source.

Episodes Tab

The Episodes Tab displays all episodes of care documented in the youth's record. From the Episodes tab, either CMO or MRSS will be able to open FSO to a youth using the **Add FSO Element** button.



The Episodes Toggle

The Episodes grid will show **Active Episodes** (no end date or has a future end date) by default.

Provider Tab

The Provider tab documents all the assigned providers working with a youth. If an agency adds users on the youth's Provider tab, it allows the users to access these youth on their **My Active Youth** button. Adding usernames to this grid also activates the Welcome Page to track and manage plan/assessment/eligibility activity.

The screenshot shows the 'Provider' tab selected in the navigation menu. Below the menu, there are two buttons: 'Clear Search' and 'Add Provider'. A toggle switch is present, with 'Active Providers' selected and 'All Providers' unselected. A red arrow points from a text box below to the 'Active Providers' toggle. Below the toggle is a table header with the following columns: User, First Name, Last Name, Type, Agency Type, Program Name, Start Date, End Date, and Email.

The Provider Toggle

The Providers grid will show Active Providers (no end date or has a future end date) by default.

Provider Tab

The screenshot displays the 'Provider' tab in the PerformCARE system. The main interface includes a navigation bar with options like Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. Below this, there are tabs for 'Active Providers' and 'All Providers'. A table with columns for User, First Name, Last Name, Start Date, End Date, and Email is partially visible. A modal dialog box titled 'Add Provider To Youth/Child Record' is open, featuring a search field for the provider name. A dropdown menu is active, showing a list of providers: Amanda B, Amanda G, Amar, and Amar. A red arrow points from the 'Add Provider' button in the background to the search dropdown.

Users will need to know the name of the worker they would like to add to the youth's record
As the user starts typing, the field will populate with the users that meet that criteria

Provider Tab and Manage Access

The Provider tab is populated with the provider's email and phone number entered on the **System Function / Manage Access** screen. The information is displayed in real time on the Provider tab whenever the provider information is added or changed.

The screenshot shows a 'System Functions' window with an 'Edit My Login' modal. The modal contains the following fields: Login Name, First, Last Name, Password, Email (NoReply@cbhnp.org), and Phone (with an Ext field). At the bottom of the modal are 'Save Login Info' and 'Cancel' buttons.

Dashboard Demographics Episodes **Provider** Supports Dx/Med Eligibility Insurance Legal Doc*

Active Providers | All Providers

Clear Search

Add Provider

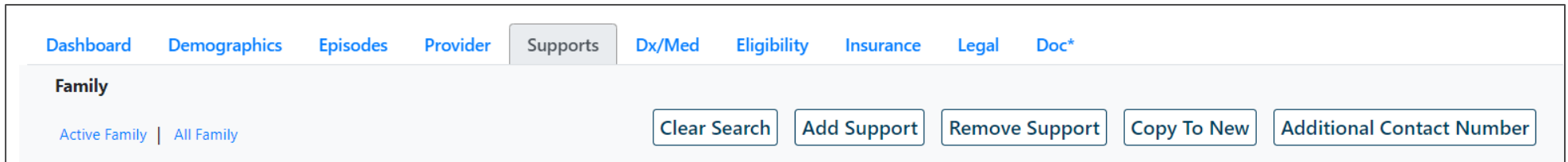
User	First Name	Last Name	Type	Agency Type	Program Name	Start Date	End Date	Email
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Supports Tab

The Supports tab displays the **Family** and **Formal/Informal Supports** grids. The Supports tab allows users to view the supports for a youth in two separate grids.

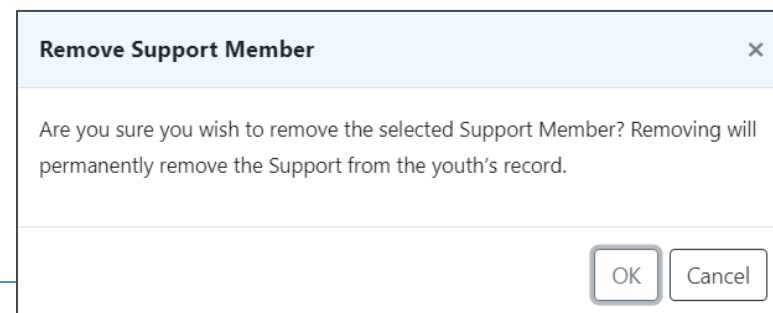
The screenshot displays the 'Supports' tab in a software application. At the top, there is a navigation bar with tabs: Dashboard, Demographics, Episodes, Provider, Supports (selected), Dx/Med, Eligibility, Insurance, Legal, and Doc*. Below the navigation bar, the 'Family' section is active, showing 'Active Family' and 'All Family' toggle options. A red arrow points to the 'Active Family' toggle. To the right of the toggle are buttons for 'Clear Search', 'Add Support', 'Remove Support', 'Copy To New', and 'Additional Contact Number'. Below this is a table header for the Family grid with columns: First Name, Last Name, Relationship, Support Type, Primary Phone, Method of Contact, Email Address, Preferred Language, and Start. A callout box points to the 'Active Family' toggle with the text: 'The Supports Toggles'. Another callout box points to the Family grid with the text: 'The Family grid will show Active Family Supports (no end date or has a future end date) by default.' Below the Family grid is the 'Formal/Informal Supports' section, showing 'Active Formal/Informal Supports' and 'All Formal/Informal Supports' toggle options. Below this is a table header for the Formal/Informal Supports grid with columns: First Name, Last Name, Relationship, Support Type, Primary Phone, Method of Contact, Email Address, Preferred Language, and Start. A callout box points to the Formal/Informal Supports grid with the text: 'The Formal/Informal grid will show Active Formal and Informal Supports (no end date or has a future end date) by default.'

Family and Formal/Informal Supports



Features for the Supports tab:

- Clicking the **Add Support** allows the user to add a Support.
- Selecting a Support Member and clicking **Copy to New**, will open the Add/Edit Support Member screen, copy all the information for the selected Support Member, and every field will be editable.
- Double clicking an existing active Support allows the user with edit access, to edit specific fields to update, or to add an End Date to a Support. The Relationship and Support Type are not editable to retain integrity of the entry for historical purposes.
- If a Support is added in error, users with edit access, clicking a Support and selecting **Remove a Support** will allow the user to delete a Support.



When Care Management Organizations (CMO) or Mobile Response Services (MRSS) are open to a youth's record, no other providers may update the Supports from the Supports Tab.

If CMO or MRSS are closed, these providers may update the Supports tab:

- OOH
- IIC
- IIH/ISS
- FSS
- FSO
- CCIS
- PHP
- MST
- FFT

Supports Tab – Add/Edit Support Member

When the **Add Support** button is clicked the Add/Edit Support Member window will open.

The screenshot shows the 'Add/Edit Support Member' form with the following fields and options:

- First Name, Last Name, Middle Name
- Address 1 (with a red box around the 'Same as Face Sheet' button)
- Apt #, Building #, Floor, etc.
- City, State, Zip, County
- Primary Phone Number, Ext, Primary Phone Type (with a dropdown menu), Allow Text Messages
- Secondary Phone Number Ext, Secondary Phone Type (with a dropdown menu), Allow Text Messages
- Email Address
- Preferred Language, Preferred Method of Contact (both with dropdown menus)
- Relationship, Support Type (both with dropdown menus)
- Start Date (with a calendar icon and the value '09/08/2023')
- End Date (with a calendar icon and the value 'MM/DD/YYYY')

Relationship contains a list of Relationship types.

Same as Face Sheet button allows the youth's address on the Face Sheet to be populated as the Support's address.

Support Type selection determines the Support type available. **Primary, Formal, or Informal.**

Start Date documents when a support member begins as a support and **End Date** is when the support member is longer considered a support for the youth.

DCP&P has specific Support.

Relationship/Support Types

Once a Relationship Type is selected, only certain Support Types will be available. The Family Grid and the Formal/Informal Support Grid provides the overview on the designations.

Relationship Drop Down	Family Grid	Formal/Informal Support Grid
Aunt	X	
Brother	X	
Caregiver		X
Care Manager		X
Child Study Team Member		X
Cousin	X	
Daughter	X	
DCP&P		X
Father	X	
Friend		X
Guardian		X
Maternal Grandfather	X	
Maternal Grandmother	X	
Mother	X	
Other Non-Specified		X
Other Family Member	X	
Other Related		X
Paternal Grandfather	X	
Paternal Grandmother	X	
Provider		X
Resource Brother		X
Resource Father		X
Resource Mother		X
Resource Sister		X
Self	X	
Sister	X	
Son	X	
Stepfather	X	
Stepmother	X	
Teacher		X
Uncle	X	

Family Supports and Guardian have these Support types:

- Primary 1
- Primary 2
- Informal

Formal/Informal Supports have these Support types:

- Formal
- Informal

DCP&P Relationship has these Support types:

- Custody
- Guardianship
- Court Ordered Involvement
- Investigating Abuse & Neglect
- Involvement (Child welfare only)

Relationship/Support Types

Primary 1 is defined as per family identification - the primary contact

Primary 2 is defined as per family identification – the second primary contact

Informal - Individuals or organizations in the family's own community, kinship, social, or spiritual networks, such as friends, extended family members, ministers, neighbors, and so forth.

Formal - Services and supports provided by professionals (or other individuals who are “paid to care”) under a structure of requirements for which there is oversight by state or federal agencies, national professional associations, or the general public arena.

- Custody
- Guardianship
- Court Ordered Involvement
- Investigating Abuse & Neglect
- Involvement (Child Welfare only)

Family Relationship examples are: Brother, Father, Mother, Sister, Grandparents, Cousin, Aunt, Uncle, Daughter, Son, Stepparents, Stepchildren, Stepbrother/sister, etc.

****Relationship Types in the Family Grid have Support Type options of Primary 1, Primary 2, or Informal. If the relationship type is not the primary or secondary contact, then the support type will always be Informal. ****

Formal/Informal Relationship examples are: Teacher, Provider, Caregiver, Friend, Guardian, Child Study Team Member, Resource Brother, Resource Father, Resource Mother, Resource Sister, Other Family Member, etc.

Dashboard Demographics Episodes Provider Supports **Dx/Med** Eligibility Insurance Legal Doc*

Existing Diagnosis Entries on File

Add

Expand All

Collapse All

The Dx/Med tab displays **Diagnostic and Medical** information for the youth entered via:

- Submitted Treatment Plans
- Dx/Med tab by CMO/MRSS when open
- (If no CMO/MRSS is open) via Dx/Med tab - other providers may enter such as OOH, IIC, IIH/ISS, FSS, FSO, CCIS, PHP, MST, FFT.
- IU (can enter Dx/Med with or without CMO/MRSS)

Existing Diagnosis Entries on File

Add

Expand All

Collapse All



ICD10-BH F90.0 Attention-deficit hyperactivity disorder, predominantly inattentive type
ICD10-BH F84.0 Autistic disorder
ICD10-BH F90.0 Attention-deficit hyperactivity disorder, predominantly inattentive type
ICD10-BH F84.0 Autistic disorder



+

Use the **plus sign (+)** to expand one diagnosis at a time.

Use the **Expand All** and **Collapse All** buttons to display or hide all diagnoses at a time.

Existing Medication

Add

Expand All

Collapse All

Dx/Med Tab – Enter a New Diagnosis

Adding a diagnosis to the Dx/Med tab allows entry for:

- Diagnosing Clinician
- Date Diagnosis Rendered
- Clinician Credentials
- Diagnosis
- Diagnosis Comment

Enter a New Diagnosis....

Diagnosing Clinician:

Date Diagnosis Rendered: MM/DD/YYYY

Clinician Credentials:

Diagnosis Details

Type	Code	Description	Diagnosis
No data to show			

Clear Diagnosis Save Cancel

Creating a medication on the Dx/Med tab requires:

- Medication Name
- Prescriber
- Actual dosage
- Frequency
- Reported Date
- Associated Diagnosis

Add/Edit Medication Comment for a Treatment

Medication Name:

Prescriber:

Actual Dosage:

Frequency:

Reported Date: MM/DD/YYYY

Created Date:

Diagnoses:

Diagnosing Clinician	Diagnosis Code	Diagnosis Description
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Cancel Accept

Eligibility tab shows Medicaid eligibility, SPC codes and a Status Flags grid.

The **Special Program Code (SPC)** Grid will continue to display the existing SPC codes 98 and 99 will also display on the Legal tab.

Status Flags grid will display flags open on the youth record here and on the Dashboard:

- DD Eligible
- Remain with DDD
- Transfer to DD
- MLTSS

Insurance Tab

Insurance tab displays Third Party Liability (TPL), or private insurance information. TPL information may only be entered by PerformCare staff, CMO and MRSS.

Information will include the start and end date of coverage and a description of the type of coverage entered; a record that is marked as 'Verified' indicates that the State has verified that this insurance record is complete and accurate.

Dashboard Demographics Episodes Provider Supports Dx/Med Eligibility Insurance Legal Doc*

First Name Last Name Middle DOB

Parent/Guardian indicates the youth has TPL.

Active Insurance | All Insurance

Source	Type	Status	Start Date	End Date	Sent Date	Date Entered	Description	Con
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The Insurance Toggle

The Insurance grid will show **Active Insurance** (no end date or has a future end date) by default.

Legal Tab

The Legal Tab is **read-only** and will display legal information for the youth.



Users with *access to the Legal tab* will see the following bulleted Legal information:

- If the Strengths and Needs Assessment (SNA) is less than 90 days old with the *Legal/Juvenile Justice module question triggered by a score of 2 or 3*, the system will display the comment from the question, for example:
 - **Strength and Needs Assessment: (Comment from the Legal/Juvenile Justice question)**
- If there is an *active* (no end date) Support Member with *DCP&P Relationship* and a *Custody or Guardian Support Type*, the system will display for example:
 - **This youth has an active DCP&P Custody**
- If documents are uploaded that have the document type *Court Orders/Subpoenas*, the system will display for example:
 - **This youth has a Court Orders/Subpoenas: Court Ordered Guardianship on the Doc tab**

- If the youth has one of the below Special Program Codes (SPC) on the *Eligibility* tab:
 - 98 – Incarcerated State Prison
 - 99 – Incarcerated County Prison

...On the **Legal tab**, the system will display the message:

- **This youth has an active Special Program Code 98-Incarcerated State Prison on the Eligibility tab**

- If the youth has one of the below Program Status Codes (PSC):
 - 800 – Juvenile Services - NFM
 - 801 – DOC (Department of Corrections) – NFM (Not on the RHMF, Assigned Internally)
 - 810 – County Juvenile Services – NFM

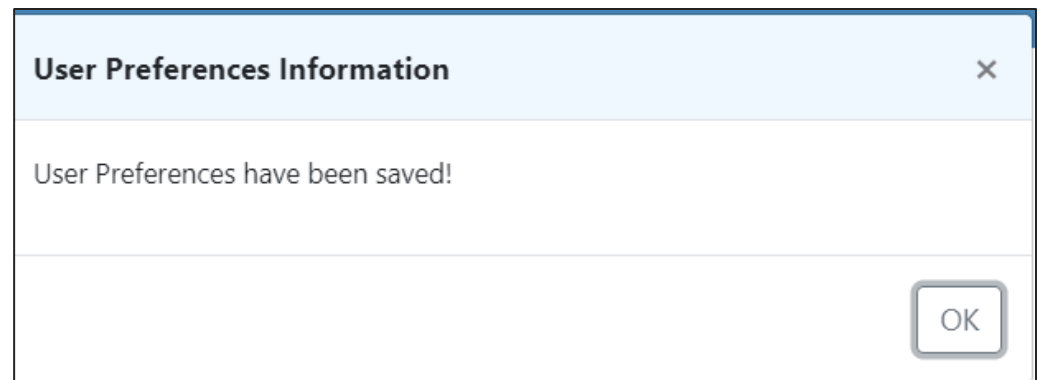
...On the **Legal tab**, the system will display the message:

- **This youth has an active 800 –Juvenile Services –NFM on the Eligibility tab**

Additionally, when users set the **Face Sheet Tabs** preference, the selected Face Sheet Tab will be the *landing page* each time a youth record is opened until the setting is changed.

From the Welcome Page:

1. Select System Functions
2. Select User Preferences > Face Sheet Tabs
3. Select the Setting drop down menu for **User Pref. FS Tab (name of the tab)**
4. Click Save and Return to Main
5. A validation confirms your selection.



PerformCare Provider Training webpage:

<https://www.performcarenj.org/provider/training.aspx>

Technical, Billing, Clinical, or Operational questions about CYBER,
use the Customer Service Request Form:

www.performcarenj.org/servicedesk/

Customer Service Request Form

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