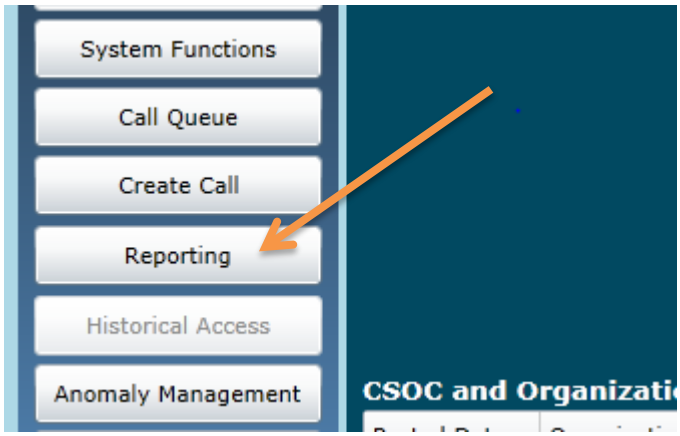
Introduction

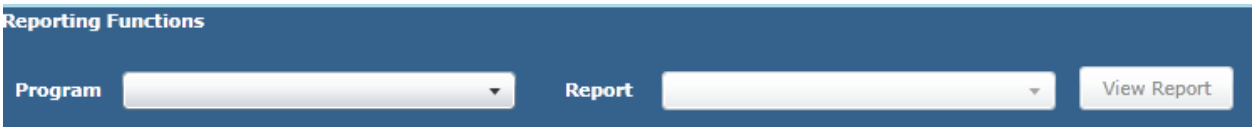
The NJ2026 BHH Dashboard is a quarterly report covering a wide variety of metrics that relate to the BHH population. (*NJ2026* is the reference number assigned to this report.) The report will provide program level aggregate data, detail data and combined aggregate data for programs of the same type. For example, the BHH program in Bergen County would see their own demographic data as well as data representing all BHH programs in the state. In this way a program can easily compare their numbers to other programs of the same level. This document will describe how to access, navigate and understand the BHH Dashboard report.

Accessing the report

The NJ2026 BHH Dashboard is accessed through CYBER by clicking the Reporting button on the left hand menu pane on the Welcome Page. *Please note that a user must have Level 3 security to have access to the Reports button. Please refer to your program's Security Administrator to set these levels appropriately.*



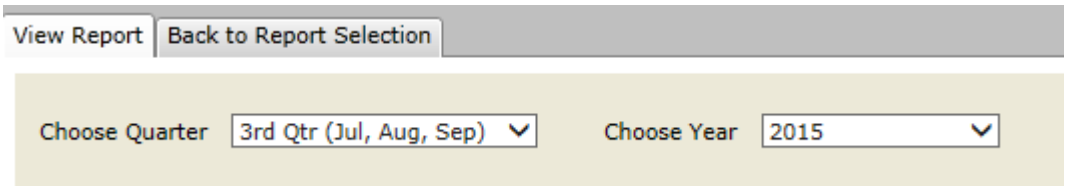
The program that your CYBER login is attached to will show in the 'Program' dropdown menu. If you are attached to multiple programs, all of these programs with show in this menu. To the right of the 'Program' dropdown will be the 'Report' dropdown. In this box you will see all the reports available to the chosen program.



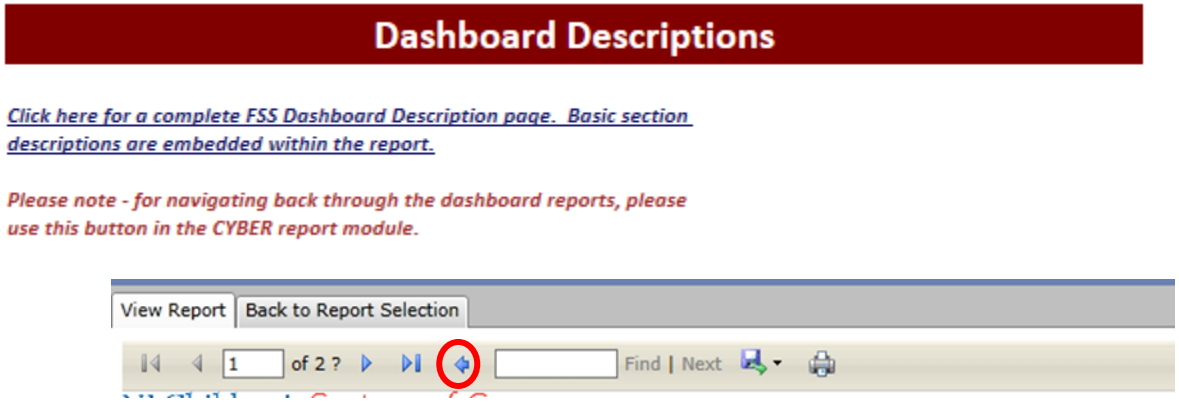
Select the desired program, then the report and click the 'View Report' button. The BHH Dashboard will appear as '93 – NJ2026 BHH Dashboard'.

Navigating the report

Upon clicking the View Report button you will be presented with the main menu screen for the dashboard. On this screen you will see the various categories and reports that make up the BHH Dashboard. This Dashboard is a parameter driven report; in the case of this dashboard the parameters are Quarter & Year. This means the user is able to choose the quarter and the year for which they want to view data. The parameters are at the top of the report screen.



This report will always default to the most recently completed quarter and year. The user can then, if they choose, change either of these parameters to change the scope of the report. If the user chooses to change either of these parameters the 'View Report' button within the report window (next to the Choose Year menu) must be clicked to produce the report with the new parameters. The actual start and end dates of the chosen quarter and year will always be displayed in the title portion of the report.



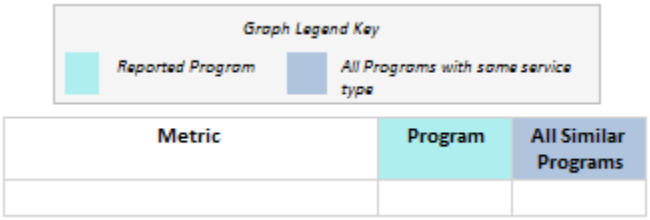
On the lower portion of the menu page, below the red Dashboard Descriptions bar, users will find an underlined link to a description page that will explain the various methods and data sources used in the dashboard reports. There is also a note included in this area to the user – for navigating back through the reports users must use the back button from within the report module; using the back button in the browser window will log the user out of CYBER.

Accessing Dashboard Reports

All dashboard reports created by PerformCare are broken into 4 major categories; Demographics, Access, Outcomes and Utilization. Below these headings are the individual reports that represent the categories. Reports are accessed by clicking the box with the report name. Upon clicking the report box, the report will be generated using the Quarter & Year parameters that have been chosen.

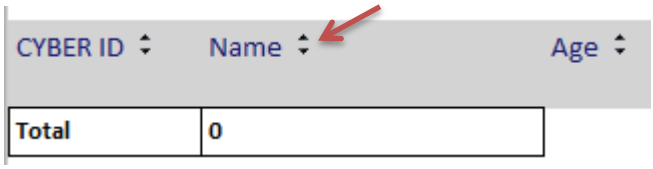
As previously stated, our dashboards are designed to show the user metrics and values that represent their own program, and these same values for programs of the same service type. In addition, where applicable, percentages will be reported and graphs will be displayed. This is a useful tool for comparing your program's metrics to those of other programs.

All dashboard reports utilize a consistent look and feel. The column headings which represent the program initially chosen will always be shown as 'Program' and will be represented in a light turquoise color. Combined programs of the same service type will always be shown as 'All Similar Programs' and be represented in blue. These color designations also apply to all graphs.



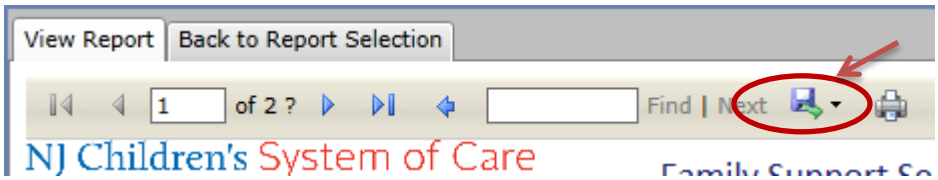
Many dashboard reports contain drilldown functionality; in addition to displaying aggregate values, the user can click an active link and view the detail data that is being reported. Drilldown data is available only for the user's own program so there are no active links in the combined program sections. The availability of detail data will always be represented by an underlined value or statement.

Detail reports that are accessed through the drilldown links also utilize a consistent structure and will include; CYBER ID (A number assigned to all youth in CYBER), Name (Last Name, First Name), Age and Gender. Following these columns will be the unique data to which the report represents. For example, clicking on the value of Total Number of Youth from the Program involved with OOH on the Access/System Involvement report would display the previously stated fields in addition to BHH Effective Date, Expiration Date (Discharge Date), OOH Admission Date, and information regarding the site/program the youth was admitted to. All detail reports also include a total number at the bottom of each report. Lastly, all detail reports are sortable meaning you can easily sort by any of the columns displayed on the report by clicking the arrows next to each column heading.



Printing the Dashboards

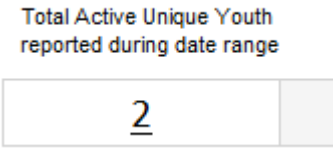
All reports are formatted to be printed as PDF documents. For the best results please click the Save icon in the upper portion of the report screen. (Please do not use the print icon; using this functionality will greatly extend the time it will take for the system to print the reports.)



Once PDF is chosen, the user may print directly from the PDF or save the document to their computer. Then print as they would normally print any document. (Any report you are viewing can be printed in this manner.)

Individual Report Descriptions

Demographic report - The Demographic report displays the number of youth that were active at any time during the report period. This means any youth who had a service that ended after the report start date, and/or started before the report end date. In addition, various sub categories are displayed such as gender, race, ethnicity, age group and county distribution (based upon information from the youth's record). Respective counts for all providers of a BHH program are provided along with percentage bar graphs of both populations. The detail list of youth for this report is available by clicking the underlined value in the total box at the top of the report.



Access Dashboard – System Involvement Report – This report displays BHH youth with Mobile Response activity – both during the report period and one year prior to BHH start date, episodes of Out of Home treatment – current and any episodes during the reporting period, and Eligibility for DD Services – any youth with open/active DD Eligibility during the report period. Each section of the report will show the program's data as well as all similar programs; the data sets will be accompanied by a graph which displays the information in percentages (percentage of BHH population).

Outcomes Dashboard – Multiple Reports – These reports focus on the Nursing Assessment and Quarterly Progress Update.

- Nursing Assessments Submission – This report will display the distribution of completed Nursing Assessments and Quarterly Progress Updates for the program and all BHH programs. The detail report for the program will include the youth information, and a count of Initial and Update Nursing Assessments and Initial, Update and Discharge Quarterly Progress Updates.
- Nursing Assessment Outcome Measures – This report pulls data from the most recent two (2) Quarterly Progress Updates for all youth in the program and in all BHH programs. The data is also displayed in graphical format. It includes data on:
    - Overall School Attendance and data on the number of school days missed by youth in the program and in all BHH programs. This information comes from the Health Measures tab of the Quarterly Progress Update.
    - Overall School Grade improvement, stabilization or regression
    - School Enrollment which shows the number of youth that were active in the BHH program during the report period and their school status – attending high school, graduated high school, homebound, other, received GED; the information for all BHH programs is also displayed.
    - Body Mass Index Comparison data will display the information that is entered into the most recent Quarterly Progress Updates and whether or not numbers are improving, remaining stable or regressing. This data set will also show if there are active youth during the report period that had only one BMI entry or no BMI entry.
    - Depression Scale information is taken from the initial assessment; the determination is made using the established threshold for the CES-DC & CES-D depression tools. The data is broken into two groups – youth and adult; it is then broken down further to negative and positive indicator for depression. Included in this area is the number of youth with depression scale data and those without.
    - Emergency Care Utilization data is pulled from the Quarterly Progress Update, Healthcare Utilization tab and show the number of times emergency care was utilized by youth active in the BHH program and in all BHH programs in the state. Levels of Care include Emergency Room, Urgent Care Facility and Psychiatric Hospital Admission.
    - Medication Data displays the data from the three (3) yes/no questions in the Initial Nursing Assessment. The data shows how many youth are on prescription medications, OTC medications, and/or had a change in medications in the last 90 days.
- Nursing Assessment Indicators – This data is captured from the Initial Assessment's Medical History tab. There are counts for Substance Use, Medical Indicators (such as Asthma and Cystic Fibrosis), Developmental Disabilities (including Cerebral Palsy, Fetal Alcohol Syndrome Disorder and Metabolic Disorder), Diabetes, and other indicators such as Eating Disorders, Kidney Disease and Seizure Disorders from the assessment.
    - Each data set will display the data for the program and for all BHH programs. The total number for the program will be a link to the detail data for that set.

Utilization Dashboard – Service Code Distribution Active during Report Period – This report displays the total number of active authorizations that are attached to the active BHH population during the report period. The data is broken down by service code groups such as Care Management, IIC, Family Support Services, Intensive In-Home and ABA Behavioral Technician. The data for the program is also a link to the detail data for the service code group; the data for all BHH programs is also displayed for each group but the details are not available.