

CYBER Overview – My Active Youth

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

Last Update: May 2018

#01042

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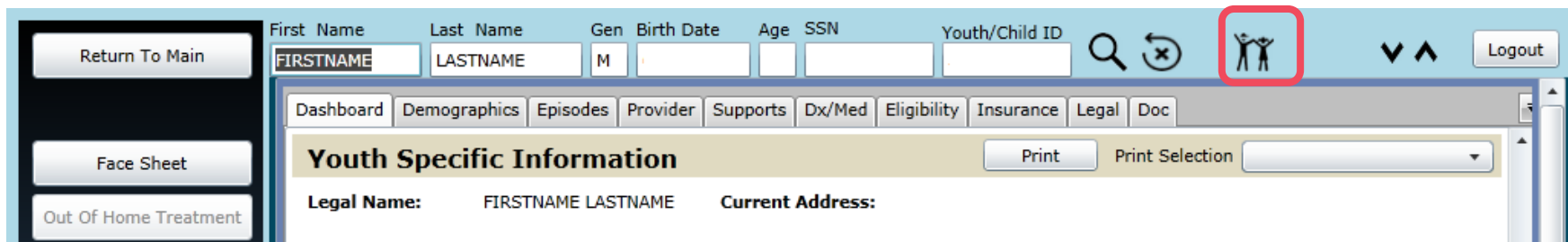
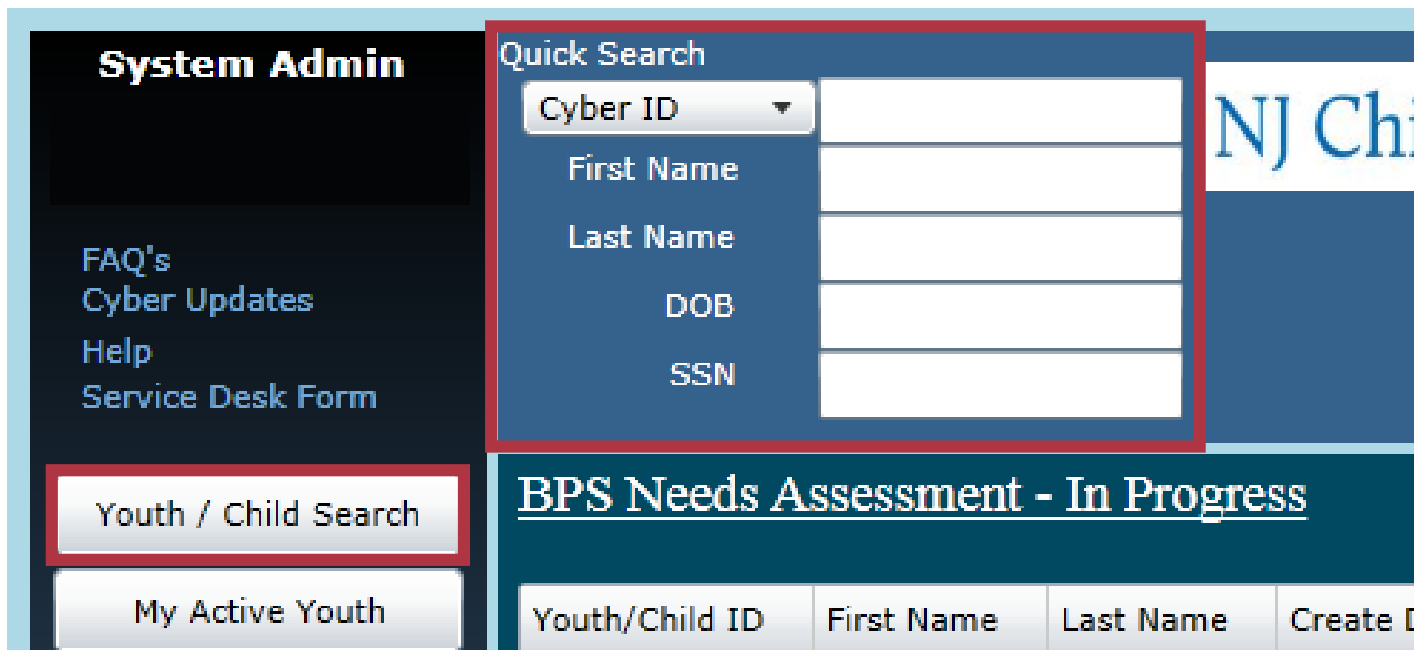
This training will show users how to populate the area called My Active Youth (formerly known as Your Caseload) for themselves and/or for other users within their agency.

What is 'My Active Youth'?

- **My Active Youth** gives users access to a list of the youth they are working with.
- **My Active Youth** button can be found on the Welcome Page and from the Youth/Child Search screen.
- **My Active Youth** is 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 or Active Agency Youth icon (two youth).



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.

The screenshot displays the PerformCARE web application interface. On the left, a sidebar contains buttons for 'Return To Main', 'Face Sheet', and 'Out Of Home Treatment'. The main content area features a header with input fields for 'First Name' (containing 'FIRSTNAME'), 'Last Name' (containing 'LASTNAME'), 'Gen' (containing 'M'), 'Birth Date', 'Age', 'SSN', and 'Youth/Child ID'. Below this is a navigation menu with tabs: 'Dashboard', 'Demographics', 'Episodes', 'Provider' (highlighted with a red box), 'Supports', 'Dx/Med', 'Eligibility', 'Insurance', 'Legal', and 'Doc'. The 'Provider' tab is active, showing 'Youth Specific Information' with a 'Print' button and a 'Print Selection' dropdown menu. Below this, the 'Legal Name:' field contains 'FIRSTNAME LASTNAME' and the 'Current Address:' field is empty. A 'Logout' button is located in the top right corner.

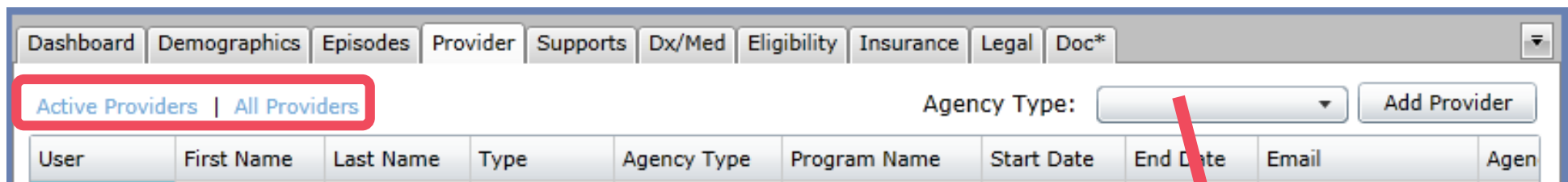
What Will You Find on the Provider Tab?

The screenshot shows the PerformCARE interface. At the top, there is a navigation menu with tabs: Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc*. Below this, there are two sub-tabs: Active Providers (selected) and All Providers. To the right of these sub-tabs is an 'Agency Type:' dropdown menu and an 'Add Provider' button. Below the sub-tabs is a table header with the following columns: User, First Name, Last Name, Type, Agency Type, Program Name, Start Date, End Date, Email, and Agen.

- 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 **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 **Agency Type** push button and selecting the type of Agency you would like to filter by. Only those provider types will be displayed.



Adding a Name to the Provider Tab

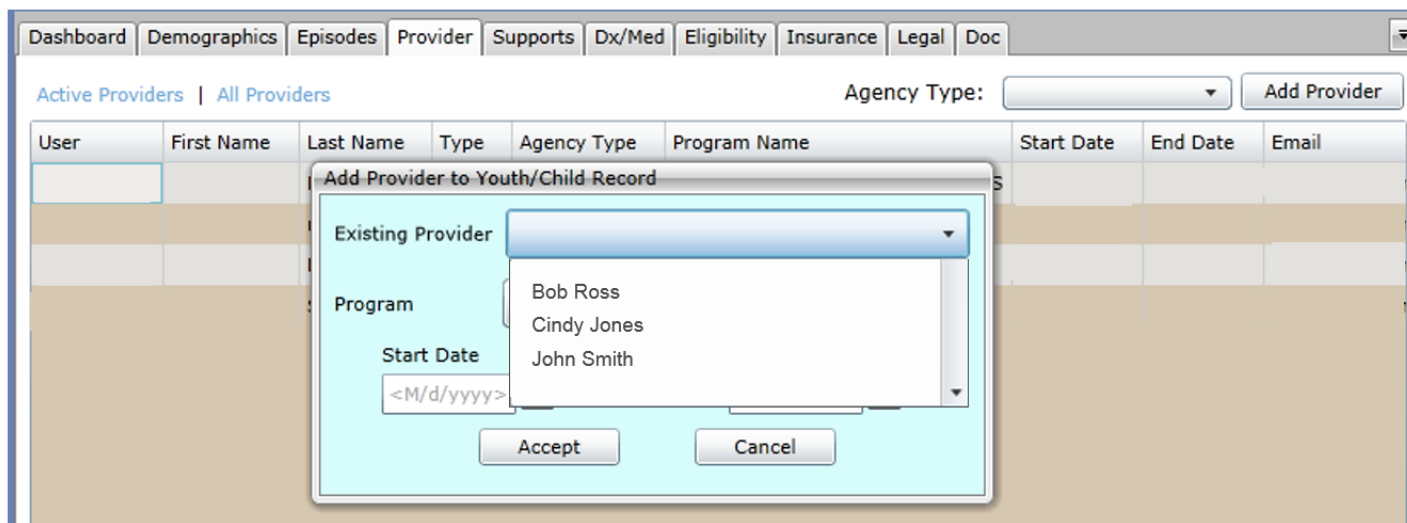
Clicking the Add Provider button opens the Add Provider to Youth/Child Record window.

The screenshot shows a dialog box titled "Add Provider to Youth/Child Record". It contains the following fields and controls:

- Existing Provider:** A dropdown menu.
- Program:** A dropdown menu.
- Start Date:** A text input field with the placeholder "<M/d/yyyy>" and a calendar icon showing the date "15".
- End Date:** A text input field with the placeholder "<M/d/yyyy>" and a calendar icon showing the date "15".
- Accept:** A button at the bottom left.
- Cancel:** A button at the bottom right.

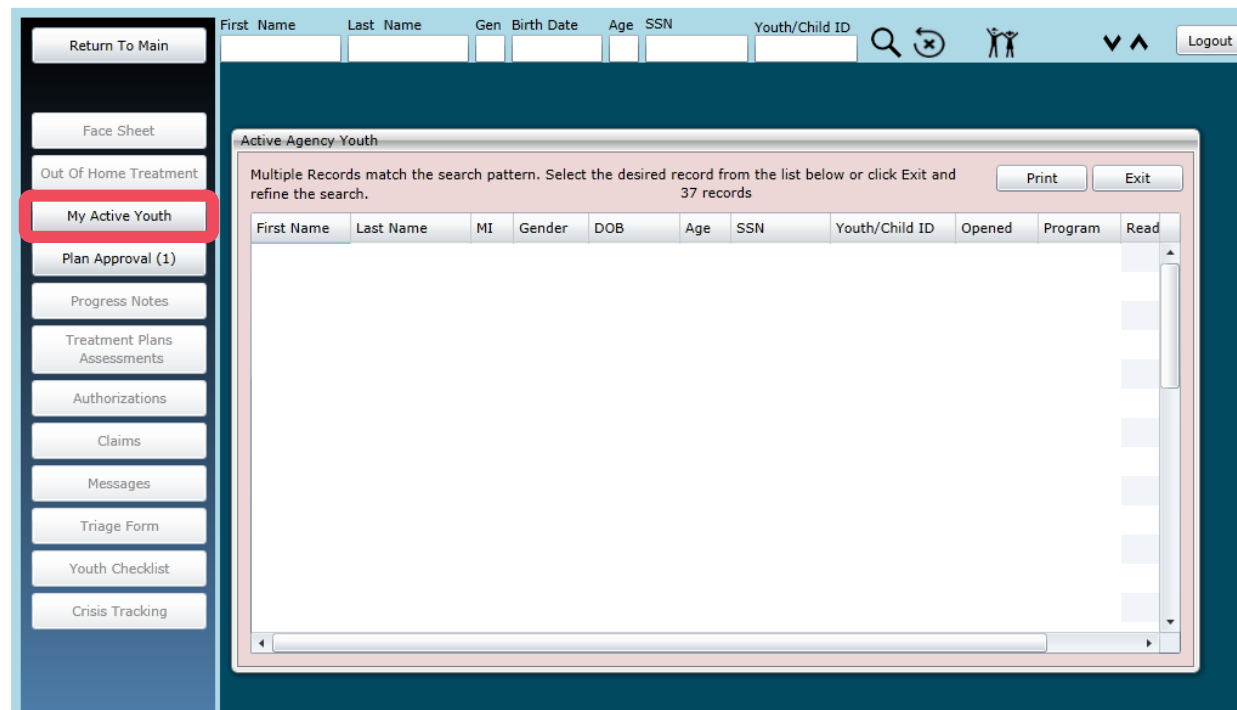
Adding a Provider

- Select the Existing Provider drop down and a list of CYBER users for that agency will appear.
- Select the user name and enter the Start Date while leaving the End Date blank. Click the Accept push button and the name is added to the Provider Tab, also adding the youth to user's My Active Youth list.
- The provider will lose access to the youth automatically when agency access to the youth ends. This can happen at the end of an episode. The end date would be the transition date *plus* a specific number of additional days, based on provider type.
- An agency can end user access to youth at any time by double clicking the row with the user name and adding an End Date.



My Active Youth

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. If there is just one youth, then it will open to the Face Sheet of that one youth.



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