

FSO Progress Notes – Quick Reference Guide

Recent CYBER enhancements have changed and improved how FSO providers' access to a youth's record is kept open and automatically closed by the CYBER system.

The Continued Access Progress Note will no longer need to be entered to keep a youth's record open. Instead, **nearly all FSO Progress Note types entered will keep the youth's record open** to the FSO for an additional **90 days**. The 90-day "clock" starts over again when another FSO Progress Note is committed.

The **exceptions** to this rule are the following Progress Note types:

- *FSO – Family Declined*
- *FSO – Family No Longer Engaged*
- *FSO – No Family Contact*
- *FSO - Transition*

If a **FSO – Family Declined, FSO – Family No Longer Engaged, or FSO – No Family Contact** Progress Note is committed, the CYBER system will **automatically close** the youth's record during its nightly batch processes. The Transition Date on the Episodes Tab will capture the date the user entered in the Date Field for the FSO – Family Declined, Family No Longer Engaged and No Family Contact Progress Note types.

If the **FSO - Transition** Progress Note is committed, the agency **will still have 14 calendar days** to access the youth's record before it is closed. The Transition Date on the Episodes Tab will capture the date the user entered in the date field in the FSO – Transition Progress Note.

As part of these enhancements, on the FSO Welcome page, the name of the *Cont Access Prog Note* accordion has been changed to *Youth Access Progress Notes* to reflect the updated functionality. In the updated accordion, the Aging Report link displays youths' records that require an FSO Progress Note to be entered within the next 15 calendar days to keep the record open.

In addition, the FSO – Continued Access Progress Note has been removed from the Progress Note Type selection dropdown. However, Continued Access Progress Notes in draft can be opened and committed, and previously committed Continued Access Progress Notes will still be visible in the youths' records.

In the event the record is closed to the FSO, and access is still needed, PerformCare will have the ability to enter a new *Continued Access Request Progress Note*. This Progress Note will give the FSO 2 business days to enter an additional FSO Progress Note and keep the record open.

If you have any questions about this update, please call the CYBER Service Desk at **877-736-9176** or email at servicedesk@performcarenj.org.