

Provider Training Schedule – July to September 2024

All training sessions are one (1) hour long except where noted.

Training Session Descriptions:

- **3560 for PE Coordinators** – 3560 application, review, approval, and termination process, related Welcome Page links.
- **Adolescent Housing Hub (AHH)** – AHH Link, admitting and transitioning youth, managing census.
- **Annex A Addendum Administrators (type of Out of Home Providers)** – creating, modifying and submitting Annex A Addendum.
- **Behavioral Health Home (BHH)** – Nursing Assessment, QPUs, progress notes.
- **Care Management Organization (CMO)** - Strengths and Needs Assessment, OOH Assessment and Process, CMO Treatment Plans, 3560 applications.
- **DD Eligibility Application** – Provider training to assist families with online and paper versions of the DD Eligibility application, review of services available for DD eligible youth.
- **Family Support Organization (FSO)** – FANS assessment, entering progress notes, reports.
- **Family Support Service (FSS)** - Welcome Page, FSS Link, Reauthorizations and Progress Notes
- **General CYBER for All new users** – CYBER user basics, login, welcome page, youth record, and progress notes, historical access, printing password reset and preferences.
- **Intensive In-Community (IIC) Series (offered monthly):**
 - **IIC New Agency** – Overview for directors/owners/Security Administrators of new IIC agency. Manage Access functions, set up of Provider Details for Biopsychosocial (BPS) Needs Assessment, assigning staff to youth, billing setup, reporting, etc.
 - **IIC BPS Needs Assessment** – Review of the schedule and requirements for the BPS Needs Assessment.
 - **IIC Billing** – Overview of non-Medicaid billing training for IIC Billing staff.
 - **IIC Treatment Plan** – Overview of the Treatment Plan and Matrix process from creation to submission.
- **Intensive In-Home (IIH)** – Welcome Page, IIH Treatment Plans, Progress Notes.
- **Intensive Mobile Treatment Services (IMTS)** – locating and viewing youth records.
- **Individual Support Services (ISS)** – Welcome Page, Functional Behavioral Assessment, Behavioral Support Plan.
- **Intermediate Units (IU)** – Welcome Page, completing the ISD, uploading documentation, entering Diagnosis.
- **Mobile Response and Stabilization Services (MRSS)** – Welcome Page, Dispatch to Crisis Tracking Form, Crisis Assessment Tool, Treatment Planning, 3560 applications.

All trainings are conducted via Zoom. Please click the 'Register' link to register for a specific training. You will receive a link following registration. Please register early.

Need assistance registering? Contact the Service Desk at 877-652-7624

June 2024 – (02421)

Provider Training Schedule – July to September 2024

All training sessions are one hour long except where noted.

Training Session Descriptions:

- **MultiSystemic Therapy/Family Functional Therapy (MST/FFT) Partial Hospital Provider /Children’s Crisis Intervention Services (PHP/CCIS)** – Needs Assessment, Authorization.
- **Open Forum Q&A** – Opportunity for providers to ask any technical questions about CYBER.
- **Out of Home (OOH)** – Strengths and Needs Assessment, OOH Treatment Plans, Progress Notes.
- **Security Administrator Functions** – Overview of the functionality for Security Administrators to create, activate, update, and deactivate CYBER users. Password unlock and reset functionality will be reviewed.
- **Security Awareness** – Best practice for HIPAA and PHI compliance, addresses passwords, public WI-FI and working from home. – All providers are welcome.
- **Substance Use Consent Form** – a walkthrough of the substance use consent form available to all providers, but used frequently by Substance Use Treatment providers, BPS Needs assessors, CMO and MRSS.
- **Substance Use Treatment** – Introduction through Initial Assessment, treatment planning including LOCI, SNA and plans, billing using the Health Insurance Claim Form.

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June 2024 – (02421)

July 2024

| DATE | TIME | SESSION | PARTICIPANT TYPE | LINK |
|-------------------------------------|-------|---|--|--------------------------|
| Thursday, July 4 - Independence Day | | | | |
| 7/15 | 11 AM | Care Management Organization (CMO) | All CMO users | Register |
| 7/15 | 2 PM | Mobile Response and Stabilization Services (MRSS) | MRSS users | Register |
| 7/16 | 2 PM | Family Support Organization (FSO) | All FSO users | Register |
| 7/17 | 1 PM | MultiSystemic Therapy/Family Functional Therapy (MST/FFT) Partial Hospital Provider /Children's Crisis Intervention Services (PHP/CCIS) | MST/FFT/PHP/CCIS users | Register |
| 7/22 | 1 PM | Behavioral Health Home (BHH) | CMO and BHH users | Register |
| 7/23 | 10 AM | Intermediate Units (IU) | IU users | Register |
| 7/23 | 1 PM | IIC New Agency (90 mins) | IIC owners, Directors, Security Administrators | Register |
| 7/24 | 11 AM | IIC BPS Needs Assessment (90 mins) | IIC Needs Assessors, Directors | Register |
| 7/24 | 2 PM | IIC Billing (90 mins) | IIC users responsible for billing, owners | Register |
| 7/25 | 1 PM | Open Forum Q&A | All users | Register |
| 7/29 | 11 AM | IIC Treatment Plan (90 mins) | IIC users working with CMO | Register |
| 7/30 | 11 AM | Annex A Addendum Administrators | Annex A Administrators (OOH) | Register |

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June 2024 – (02421)

August 2024

| DATE | TIME | SESSION | PARTICIPANT TYPE | LINK |
|------|-------|---|--|--------------------------|
| 8/22 | 10 AM | DD Eligibility Application (new) | Providers assisting families | Register |
| 8/23 | 10 AM | Out of Home (OOH) | OOH users | Register |
| 8/23 | 1 PM | IIC New Agency (90 min) | IIC owners, Directors, Security Administrators | Register |
| 8/26 | 10 AM | 3560 for PE Coordinators with CSA (new) | PE Coordinators | Register |
| 8/26 | 1 PM | Security Awareness | All users | Register |
| 8/27 | 11 AM | Substance Use Consent Form (new) | CMO, MRSS, IIC, SUT providers | Register |
| 8/27 | 2 PM | IIC Billing (90 min) | IIC users responsible for billing, owners | Register |
| 8/28 | 1 PM | IIC BPS Needs Assessment (90 min) | IIC Needs Assessors, Directors | Register |
| 8/29 | 11 AM | IIC Treatment Plan (90 mins) | IIC users working with CMO | Register |

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June 2024 – (02421)

September 2024

| DATE | TIME | SESSION | PARTICIPANT TYPE | LINK |
|---------------------------------|-------|--|--|--------------------------|
| Monday, September 2 – Labor Day | | | | |
| 9/3 | 2 PM | Substance Use Training | SUT users | Register |
| 9/4 | 1 PM | Adolescent Housing Hub (AHH) | AHH users | Register |
| 9/5 | 10 AM | Intensive In-Home (IIH) | IIH users | Register |
| 9/5 | 2 PM | Individual Support Services (ISS) | ISS users | Register |
| 9/9 | 10 AM | IIC New Agency (90 min) | IIC owners, Directors, Security Administrators | Register |
| 9/10 | 11 AM | Intensive Mobile Treatment Services (IMTS) | IMTS and CMO users | Register |
| 9/10 | 2 PM | IIC BPS Needs Assessment (90 min) | IIC Needs Assessors, Directors | Register |
| 9/11 | 2 PM | IIC Billing (90 min) | IIC users responsible for billing, owners | Register |
| 9/12 | 10 AM | IIC Treatment Plan (90 min) | IIC users working with CMO | Register |
| 9/16 | 1 PM | Family Support Service (FSS) | FSS users | Register |

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June 2024 – (02421)