Intensive In-Community Biopsychosocial Needs Assessment Referrals Provider Details Randomizer Setup

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Delivering High-Quality Service and Support

Purpose

The purpose of the **Biopsychosocial (BPS) Needs Assessment** is to provide a comprehensive clinical assessment designed to identify both strengths and needs pertaining to behavioral health, substance use, and intellectual/developmental disabilities, and to provide treatment recommendations that address identified needs through both local community resources and services available through the New Jersey's Children's System of Care continuum.

The BPS is designed to support the IIC needs assessor in delivering an assessment that yields a rich narrative description of the youth and family's story and allows for the assessor to provide clear context and synthesis of the youth and family's strengths and needs in documentation.



BPS Needs Assessment Requirements/Reminders

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- Clinicians conducting the BPS must be licensed (LCSW, LPC, or LMFT) and Child and Adolescent Needs and Strengths (CANS) certified.
- Clinician must be re-certified *annually* in the CANS.
- <u>Clinical intern or a clinician with lower-level licensure cannot perform the</u> <u>Biopsychosocial (BPS) under the supervision of a clinically licensed independent</u> <u>provider</u>.
- The BPS in CYBER must be completed by the clinician who conducted the assessment.

Training/Preparation for the certification is available through <u>CSOC Training and Technical</u> <u>Assistance</u> or the <u>Praed Foundation</u>.

Certification Exam for Strengths and needs <u>TCOM Training – Praed Foundation</u>

The Randomizer Feature

The <u>Randomizer feature</u> in CYBER is used by PerformCare on calls with parent/legal guardians needing the BPS needs assessment.

The Randomizer selects <u>up to three certified IIC Needs Assessment providers</u> that the Clinician can offer to callers. *The feature also allows for family choice to request a specific IIC provider.*

Three providers will be matched to the caller based on information entered in **Provider Details**:

<u>County</u> – NJ counties where your agency can meet families*.

Language – the languages that your agency can conduct the BPS in.

Specialization – areas you have experience/knowledge.

The randomizer function **does not guarantee** your agency will receive BPS referrals on a consistent basis.

*Telehealth is available at the family's request or when in-person assessment is not feasible.

Randomizer Status in CYBER

After Provider Details setup, the Randomizer Status enables your agency to receive referrals. Setting your agency Randomizer Status to **Randomizer Active** will allow your agency to receive BPS referrals.

Add / Edit Provider Details			
Details County/Lang./Specialization Details			
Grid Order	Randomizer	Status	
Specialization/County/Language	۰	Randomizer Active	\$

Set your agency Randomizer Status to Randomizer Inactive when:

- Clinicians are not currently licensed or certified (lapsed or preparing for certification)
- You are not available (on leave, vacation, etc.)
- You are only providing IIC services.

Periodically check your Provider Details settings for contact information accuracy, and County/Language/Specialization accuracy.

Inaccuracies will create delays for families receiving services.

The CYBER user who is responsible for entering and updating your agency's Provider Details must have the **ProviderDetailEditSelf** security group assigned to their Login ID.

Security groups are added by the agency's Security Administrator. The security group provides the ability to modify the agency's information.

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Security Group	Group Description	
LEVEL1	Basic CYBER Security	
LEVEL2	Anomaly Management	
LEVEL3	Anomaly Management/Reporting	
PLANLEVEL1	Ability to submit to Planlevel2/3	
PLANLEVEL2	Ability to submit to Planlevel3/CSA	
PLANLEVEL3	Ability to submit to CSA	
ProviderDetailEditSelf	Add counties, languages and specialization	

Security Administrator view

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Login

CYBER LOGIN HIPAA and 42 CFR Part 2 As a CYBER User I understand that my work will involve access to Protected Health Information (PHI) as defined by HIPAA Acknowledgement (The Health Insurance Portability and Accountability Act) for the purpose of providing or arranging treatment, payment or other health care operations. I also acknowledge that I am engaged by a covered entity. I further acknowledge my responsibility to protect the privacy of and to guard against inappropriate use or disclosure of this PHI by logging in as a CYBER User. This is in compliance with The Health Insurance Portability and Accountability Act (HIPAA) of 1996 and its implementation regulations. For more information on HIPAA please go to http://www.hhs.gov/ocr/hipaa/ CYBER contains substance abuse diagnosis and treatment information that is protected by federal confidentiality rules (42 CFR Part 2). CYBER users are not permitted access to that information without a valid written consent that meets the requirements of 42 CFR Part 2. Users that access such confidential information pursuant to a valid written consent are prohibited from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient. Please CLEAR your browser Cache before using this new version of CYBER Username Username and Username Eye icon enables you Password Password to see what you typed LOGIN Customer Service Request Form | Forgot Password? © 2020 - CyberAng 1.0.0.76-08

CYBER Version (X.0.0.0) and Server (-0X)

Note: Version and server numbers can be helpful for reporting issues.

Open Provider Details

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Access CSOC Providers Tab

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- Click CSOC Providers tab
- Choose Program **BAIIC**
- All IIC agencies in CYBER will appear in the grid.

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All Providers	Medicaid Prov	iders CSOC Providers 00	OH Provide	rs Non Me	d Providers AHH Providers	
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Search for Your Agency

- Click Search.
- Enter the name or a partial name of your agency in the grid filter feature of the Provider Name field. Wait for the filter to occur.
- The grid will display any matches to the filter search.
- Double click the row to open the agency's provider details.

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Add Contact Information

Add / Edit Provider Details

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For a first-time setup, on the **Details tab**, provider contact information for your agency can be entered by the user with Provider Details security or the Service Desk.

- Contact Name
- Email
- Weblink

Click Save.

• Phone 1/Ext

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	903	Behavioral Assistance					

All other fields are from Medicaid and cannot be changed.

Activating the Randomizer

These steps are required to receive referrals. If this is a first-time setup, there will be nothing in the center grid.

• Click the County / Language / Specialization Details tab.

 To edit the Counties, Languages and Specializations the user <u>must set the Randomizer</u> <u>Status to 'Randomizer Active'</u>

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Add Counties

<u>Counties</u>: Check at least one New Jersey county where clinicians will conduct the Biopsychosocial needs assessment.*

MFRCFR ATLANTIC BERGEN BURLINGTON MORRIS CAMDEN **OCEAN** CAPF MAY PASSAIC **CUMBERIAND** SALEM ESSEX **GLOUCESTER** SUSSEX HUDSON UNION **HUNTERDON**

MIDDLESEX MONMOUTH SOMERSET WARREN



Select All		Clear
Selection	County	
D	ATLANTIC	
	BERGEN	
D	BURLINGTON	
	CAMDEN	

Tip: Click Select All to select all *Counties* and then remove the counties you will not work in.

*Telehealth is available at the family's request or when in-person assessment is not feasible.

Add Languages

<u>Languages</u>: Check **ONLY languages** that CANS-certified licensed clinicians can speak fluently. The top languages are listed first, and then alphabetically afterward. *English is checked by default.*

Select All		Clear				
Select All		cicar	Selection	Language	Selection	Language
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				French		Afrikaans
	English	-		Vietnamese		Akan
	Spanish			Hindi		Albanian
	Portuguese			Cantonere		Archaele
	Arabic		-	cantonese		Amnaric
	Creole-Haitian			Polish		Armenian
	Mandarin			Urdu		ASL
	Korean			Turkish		Assyrian

If an American Sign Language interpreter is needed, contact PerformCare.

Add Specializations

<u>Specializations</u>: Check from the below Specializations that can be addressed by the clinicians. This is <u>self-identified knowledge/experience</u> and does not require formal certification, nor CSOC notification. *Behavioral Health is checked by default.*

Behavioral Health - BH Complex Trauma - CT Domestic Violence - DV Eating Disorder - ED Family Therapy - FT Fire Setting - FS Infant Mental Health/Infant Parent Psychotherapy - IMH/IPP LGBTQI - LGBTQI Parent Training/Skills Building - PT Sexual Abuse - SA Treatment Home Provider - THP

Select All		Clear
Selection	Specialization	
	Behavioral Health - BH	
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	Complex Trauma - CT	
	Damestic Violence - DV	
	Eating Disorder - ED	
	Family Therapy - FT	
	Fire Setting - FS	
	I/DD - DD	
	Infant Mental Health/Infant Par	
	LGBTQI - LGBTQI	
	Parent Training/Skills Building	
	Sexual Abuse - SA	
	Substance Use - SU	
	Treatment Home Provider - THF	

CSOC Approved Specializations

If your agency can conduct the BPS in the below areas of specialization, CSOC must provide approval:

- Adoption (AD)
- Child Protection Permanency (CPP)
- Detention Center (DC)
- Intellectual/Developmental Disabilities (IDD/DD)
- Substance Use (SU)

If approved, they will appear on the Details tab under Specialty and on the County/Lang/Specialization tab in the Specialization grid for selection.

Contact CSOC: 609-888-7200

ecialty		
ID	ShortDesc	LongDesc
113636	902	Intensive In-Community Services
113637	903	Behavioral Assistance
559455	DD	I/DD
805264	SU	Substance Use
559454	CPP	Child Protection Permanency

Select All	Clear
Selection	Specialization
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	Child Protection Permanency
	Complex Trauma – CT
ā.	Domestic Violence - DV
	Eating Disorder - ED
	Family Therapy - FT
	Fire Setting - FS
	I/DD - DD
	Infant Mental Health/Infant Par
	LGBTQI - LGBTQI
<u> </u>	Parent Training/Skills Building
	Sexual Abuse - SA
	Substance Use - SU
Ci	Treatment Home Provider - THP

Click Add Selections

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After choosing from the three columns, click **Add Selections**.

A confirmation will appear.

Center grid will populate with all the selections.

Add Selections				Clear All
		Information	×	
		County/Language/specifications successfully.	on added	
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	County/Lang./Spec	ialization		
	Remove	Specialization	County	Language
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	Remove	Sexual Abuse	ATLANTIC	English
	Remove	Sexual Abuse	OCEAN	English
	Remove	Substance Use	ATLANTIC	English
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Modifying the County/Lang/Specializations

Each row has a Specialization, County and Language.

If the agency has a change to counties, languages or specialization, OR if the wrong county, language or specialization is entered, remove the entire ROW by clicking the <u>Remove</u> link in the left column.

To clear the center grid and start over, click Delete All.

Grid Order			Randomizer Status		
	Specialization/County/Langu	lageli	Rand	omizer Active	😝 Pr
unty		Language		Specialization	
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				Are you sure you wish to delete this line item?	
				Are you sure you man to delete this intertern.	
					OK Cancel

Filtering the Center Grid

Filtering the view can help identify errors in your selections. To filter, pick selections from at least one drop-down menu and click **Filter**. The center grid will display a filtered view of your selections. Click **Clear Filter** to return to the unfiltered view.

Grid Order			Randomizer Status					
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County		Language		Specialization
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County/Lang./Specializ	ation			
Remove	Specialization	County	Language	
Remove	Behavioral Health	ATLANTIC	English	

Randomizer Status

PerformCARE®

Ac	ld / Edit	Provider Details							
	Details	County/Lang./Specialization Details							
	Grid Order			Randomizer Status					
		Specialization/County/Language	\$	•	Randomizer Acti	ve	\$		🖶 Print
(County		Language			Specialization			
		Select a County	;	Select a Language	\$		Select a Specialization	Filter	Clear Filter

If your clinicians are licensed and CANS certified and available to receive BPS referrals, make sure the Randomizer Status is set to Randomizer Active.

Set the Randomizer Status to Randomizer Inactive if clinicians are:

- Not currently licensed or certified (lapsed or preparing for certification)
- Not available (on leave, vacation, etc.)

Periodically check your Provider Details settings for contact information accuracy, and County/Language/Specialization accuracy.

Inaccuracies will create delays for families receiving services.

Notification of BPS Referrals

PerformCARE®

PerformCare will not call, email or text about new referrals.

Make sure you:

- Check Active Agency Youth list in CYBER at least one time a day for new referrals.
 - Review Authorizations for service codes **H0018TJU1 or H0018TJU2** and CSA Progress Notes regarding Triage.
 - Assign a user from your agency to new referrals in Providers tab.

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Resources

Providers Training webpage <u>https://www.performcarenj.org/provider/training.aspx</u>

• Section to Review: Intensive-In Community (IIC)/Behavioral Assistance (BA)

IIC Providers Orientation webpage https://www.performcarenj.org/provider/iicproviders.aspx

Training/Preparation for CANS certification is available through <u>CSOC Training</u> and <u>Technical Assistance</u> or the <u>Praed Foundation</u>.

The Praed Foundation <u>https://praedfoundation.org/tcom/tcom-tools/the-child-and-adolescent-needs-and-strengths-cans/</u>

Care is the heart of our work.

