

## Provider Training Schedule – April to June 2025

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

### Provider 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 the census.
- **Annex A Addendum Administrator Functions** - creating, modifying, and submitting Annex A Addendum.
- **Assisting Families with the DD Eligibility Application** – Provider training to assist families with online and paper versions of the DD Eligibility application.
- **Authorizations and Billing in CYBER** **New** - Review of what providers will find on the Authorization on File grid and when and how to know to bill.
- **Behavioral Health Home (BHH)** - Nursing Assessment, QPUs, progress notes.
- **CMO Out-of-Home Referral Process** **New** - Review the checklist and requirements needed to request out-of-home services.
- **CMO Treatment Planning** **New** - Highlight each CMO plan type and the requirements for submission.
- **CSOC Services: An Overview** **New** - A high-level presentation of CSOC services available in 2025.
- **CYBER Functionality for CMO Trainers** **New** - Open forum to highlight functionality, ask questions, and get current updates.
- **Family Support Organizations (FSO)** - FANS assessment, entering progress notes, and reports.
- **Family Support Services (FSS)** - Welcome Page, FSS Link, Reauthorizations and Progress Notes.

### IIC Series

- **IIC/BA New Agency** (90 min)- Overview for directors/owners/Security Administrators of new IIC agency. Manage Access functions, assigning staff to youth, billing setup, reporting, etc.
- **IIC/BA Security Administrators** **New** - Specifics on setting up staff for a new agency
- **IIC BPS Randomizer Setup** (90 min) - Brief guide on setting up counties, languages, and specializations to receive BPS assessment referrals.
- **IIC BPS Needs Assessment** (90 min) - Review of the schedule and requirements for the BPS Needs Assessment.
- **IIC BPS Claims Process** (90 min) - Overview of non-Medicaid billing training for IIC Billing staff.
- **IIC/BA Treatment Planning** (90 min) - Overview of the Treatment Plan and Matrix process from creation to submission.
- **IIH and ISS Treatment Planning** - Welcome Page, Treatment Plans, Progress Notes.
- **ISS Functional Behavioral Assessment / Behavioral Support Plan** **New** - Review of the FBA/BSP.

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- **MRSS Dispatch New** - Dispatch, Crisis Tracking Form, and Crisis Assessment Tool.
- **MRSS Treatment Planning New** - Highlight MRSS plan types and the requirements for submission.
- **Needs Assessment** - Used by Multisystemic Therapy/Family Functional Therapy (MST/FFT) Children's Crisis Intervention Services (CCIS).
- **New CYBER Users (90 min)** – CYBER user basics, login, welcome page, youth record, progress notes, historical access, printing password reset, and preferences.
- **Open Forum Q&A** – An opportunity for providers to ask any technical questions about CYBER.
- **OOH YouthLink New** - Admission through transition, functionality, documentation, and requirements.
- **OOH Treatment Planning New** - Highlight OOH plan types and the requirements for submission.
- **Password Passphrase Training New** - Review of the requirements for the CYBER passphrase.
- **Progress Notes New** - Discussion of complete and efficient progress notes.
- **Security Administrator Functions** - An overview of the functionality for Security Administrators to create, activate, update, and deactivate CYBER users. Passphrase functionality will be reviewed.
- **Security Awareness** - Best practices for HIPAA and PHI compliance, addresses passwords, public WI-FI, and working from home.
- **Strengths and Needs (CANS) Assessment New** - All about the SNA for CMO, OOH, and SUT providers.
- **Substance Use Treatment Part 1** - Initial Assessment through Admission
- **Substance Use Treatment Part 2** - Treatment planning with Assessments
- **Updating the Youth Face Sheet New** - What users can review and update in the Youth Face Sheet.
- **Understanding PerformCare Forms New** – Review of the use of the Substance Use Consent Form, Authorization for Sharing form, and Personal Representative form.

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## April 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
April 1	2 pm	Security Administrator Functions	Security Administrators	<a href="#">Register</a>
April 2	10 am	Password to Passphrase Training	All CYBER Users	<a href="#">Register</a>
April 3	10 am	New CYBER Users (90 min)	All New Users	<a href="#">Register</a>
April 3	2 pm	Mobile Response Treatment Planning	MRSS Providers	<a href="#">Register</a>
April 4	10 am	Security Awareness and CYBER	New CYBER Users	<a href="#">Register</a>
April 7	11 am	IIC/BA New Agency (90 min)	IIC Owners/Directors	<a href="#">Register</a>
April 7	2 pm	IIC/BA Security Administrators	IIC/BA Security Administrators	<a href="#">Register</a>
April 8	2 pm	IIC Randomizer Setup (90 min)	IIC Owners/Directors	<a href="#">Register</a>
April 9	1 pm	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	<a href="#">Register</a>
April 10	10 am	IIC BPS Claims Process (90 min)	IIC responsible for billing	<a href="#">Register</a>
April 10	2 pm	IIC/BA Treatment Planning (90 min)	IIC Clinicians	<a href="#">Register</a>
April 11	11 am	CMO Out of Home Referral Request	CMO Providers	<a href="#">Register</a>
April 14	1 pm	Intensive In-Home and ISS Treatment Planning	IIH and ISS Providers	<a href="#">Register</a>
April 15	2 pm	Family Support Services	FSS Providers	<a href="#">Register</a>
April 16	3 pm	Adolescent Housing Hub	AHH Providers	<a href="#">Register</a>
April 18 - Good Friday				
April 17	10 am	CYBER Functionality for CMO Trainers	CMO Trainers	<a href="#">Register</a>
April 17	2 pm	CMO Out-of-Home Referral Process	CMO Providers	<a href="#">Register</a>

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## May 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
May 6	11 am	Assisting Families with the DD Eligibility Application	Users supporting families with the DD application	<a href="#">Register</a>
May 6	2 pm	Authorizations and Billing in CYBER	All CYBER Users	<a href="#">Register</a>
May 7	2 pm	Behavioral Health Homes	BHH Providers	<a href="#">Register</a>
May 8	10 am	Family Support Organizations	FSO Providers	<a href="#">Register</a>
May 12	11 am	IIC/BA New Agency (90 min)	IIC Owners/Directors	<a href="#">Register</a>
May 12	2 pm	IIC/BA Security Administrators	IIC/BA Security Administrators	<a href="#">Register</a>
May 13	2 pm	IIC Randomizer Setup (90 min)	IIC Owners/Directors	<a href="#">Register</a>
May 14	2 pm	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	<a href="#">Register</a>
May 15	11 am	IIC BPS Claims Process (90 min)	IIC responsible for billing	<a href="#">Register</a>
May 15	2 pm	IIC/BA Treatment Planning (90 min)	IIC/BA Clinicians	<a href="#">Register</a>
May 19	1 pm	Individual Support Services FBA/BSP	ISS Providers	<a href="#">Register</a>
May 20	2 pm	Mobile Response and Stabilization Dispatch	MRSS Providers	<a href="#">Register</a>
May 21	1 pm	Family Support Services	FSS Providers	<a href="#">Register</a>
Monday, May 26 - MEMORIAL DAY				
May 27	11 am	Needs assessment ((MST/FFT, CCIS)	MST, FFT, CCIS	<a href="#">Register</a>
May 27	2 pm	Substance Use Treatment - Initial Assessment through Admission	SUT Providers	<a href="#">Register</a>
May 28	2 pm	Substance Use Treatment - Treatment planning	SUT Providers	<a href="#">Register</a>
May 29	11 am	Updating the Youth Face Sheet	All CYBER Users	<a href="#">Register</a>

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## June 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
June 3	1 pm	3560 for PE Coordinators with CSA	PE Coordinators	<a href="#">Register</a>
June 4	11 am	CMO Out-of-Home Referral Process	CMO Providers	<a href="#">Register</a>
June 4	2 pm	Annex A Addendum	Annex A Administrators	<a href="#">Register</a>
June 5	2 pm	CMO Treatment Planning	CMO Providers	<a href="#">Register</a>
June 9	11 am	CSOC Services: An Overview	All CYBER Users	<a href="#">Register</a>
June 9	2 pm	Progress Notes	All CYBER Users	<a href="#">Register</a>
June 10	1 pm	Strengths and Needs (CANS) Assessment	CMO, OOH, SUT	<a href="#">Register</a>
June 11	1 pm	Open Forum Q&A	All CYBER Users	<a href="#">Register</a>
June 12	10 am	Out of Home – Plans / Assessments	OOH Providers	<a href="#">Register</a>
June 13	2 pm	Out of Home – YouthLink	OOH Providers	<a href="#">Register</a>
June 13	10 am	Understanding PerformCare Forms	All CYBER Users	<a href="#">Register</a>
June 16	11:30 am	IIC/BA New Agency (90 min)	IIC Owners/Directors	<a href="#">Register</a>
June 16	2:30 pm	IIC/BA Security Administrators	IIC/BA Security Administrators	<a href="#">Register</a>
June 17	2 pm	IIC Randomizer Setup (90 min)	IIC Owners/Directors	<a href="#">Register</a>
June 18	2 pm	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	<a href="#">Register</a>
June 19 - Juneteenth				
June 20	11 am	IIC BPS Claims Process (90 min)	IIC responsible for billing	<a href="#">Register</a>
June 20	2 pm	IIC/BA Treatment Planning (90 min)	IIC/BA Clinicians	<a href="#">Register</a>
June 27	10 am	Family Support Services	FSS Providers	<a href="#">Register</a>

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