

CYBER Training – January to March 2025

Provider Training Sessions

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.

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.

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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** - 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** - How providers should use the Substance Use Consent Form, Authorization for Sharing form, and Personal Representative form.

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CYBER Training – January to March 2025

January 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
Jan 9	10 am	Password to Passphrase Training	All CYBER Users	Register
Jan 10	10 am	Password to Passphrase Training	All CYBER Users	Register
Jan 13	10:30 am	IIC New Agency (90 min)	IIC Owners/ Directors	Register
Jan 13	2 pm	IIC/BA Security Administrators	IIC/BA Security Administrators	Register
Jan 14	1 pm	IIC Randomizer Setup	IIC Owners/ Directors	Register
Jan 15	1 pm	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	Register
Jan 16	10:30 am	IIC Billing with CSA (90 min)	IIC responsible for billing	Register
Jan 17	1 pm	IIC/BA Treatment Plan (90 min)	IIC/BA Clinicians	Register
Jan 20 - Martin Luther King Jr. Day				
Jan 21	11 am	New CYBER Users	All new CYBER Users	Register
Jan 21	2 pm	Adolescent Housing Hub	AHH Users	Register
Jan 22	10 am	CYBER Functionality for CMO Trainers	CMO Trainers	Register
Jan 22	1 pm	Family Support Organizations	Family Support Partners	Register
Jan 23	11 am	Mobile Response and Stabilization Dispatch	MRSS Users	Register
Jan 23	2 pm	Individual Support Services FBA/BSP	ISS Users	Register
Jan 24	10 am	Security Administrator Functions	All Security Administrators	Register
Jan 24	1 pm	Behavioral Health Homes	BHH Users	Register

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February 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
Feb 3	2 pm	CMO Treatment Planning	CMO users	Register
Feb 4	11 am	Substance Use Treatment Part 1 - Initial Assessment through Admission	SUT users	Register
Feb 4	2 pm	Assisting Families with the DD Eligibility Application	Users supporting families with the DD application	Register
Feb 5	2 pm	Substance Use Treatment Part 2 - Treatment Planning/Assessments	SUT Users	Register
Feb 5	10 am	Password to Passphrase Training	All CYBER Users	Register
Feb 6	11 am	Authorizations and Billing in CYBER	All CYBER Users	Register
Feb 6	2 pm	Mobile Response Treatment Planning	MRSS Users	Register
Feb 7	11 am	Family Support Services	FSS Users	Register
Feb 17 - President's Day				
Feb 18	11 am	IIC New Agency (90 min)	IIC Owners/ Directors	Register
Feb 18	2 pm	IIC/BA Security Administrators	IIC Security Admin	Register
Feb 19	1 pm	IIC BPS Randomizer Setup	IIC Owners/ Directors	Register
Feb 20	10 am	IIC BPS Needs Assessment (90 min)	IIC needs assessors	Register
Feb 20	1 pm	IIC Billing with CSA (90 min)	IIC responsible for billing	Register
Feb 21	1 pm	IIC/BA Treatment Plan (90 min)	IIC/BA Clinicians	Register
Feb 24	1 pm	Needs assessment (MST/FFT, PHP/CCIS)	MST, FFT, CCIS, PHP users	Register
Feb 25	11 am	New CYBER Users	All New Users	Register
Feb 26	2 pm	Updating the Youth Face Sheet	CMO / MRSS / IIC / SUT	Register

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Feb 27	11 am	Intensive In-Home and Individual Support Service Treatment Planning	IIH and ISS Users	Register
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March 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
Mar 3	11 am	Understanding PerformCare Forms	All CYBER Users	Register
Mar 3	2 pm	CSOC Services: An Overview	All Users	Register
Mar 4	2 pm	3560 for PE Coordinators with CSA	PE Coordinators	Register
Mar 5	2 pm	Annex A Addendum Administrator Functions	OOH Annex A Administrators	Register
Mar 6	10 am	Password to Passphrase Training	All CYBER Users	Register
Mar 6	2 pm	Open Forum Q&A	All CYBER Users	Register
Mar 7	11 am	Strengths and Needs (CANS) Assessment	CMO, OOH, SUT	Register
Mar 10	11 am	IIC New Agency (90 min)	IIC Owners/ Directors	Register
Mar 10	2:30 pm	IIC/BA Security Administrators	IIC Security Admin	Register
Mar 11	1:30 pm	IIC BPS Randomizer Setup	IIC Owners/ Directors	Register
Mar 12	1:30 pm	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	Register
Mar 13	11 am	IIC Billing with CSA (90 min)	IIC responsible for billing	Register
Mar 14	1:30 pm	IIC/BA Treatment Plan (90 min)	IIC Clinicians	Register
Mar 24	2 pm	Out of Home – YouthLink (90 min)	OOH Users	Register
Mar 25	11 am	Progress Notes	All CYBER Users	Register
Mar 25	2 pm	Out of Home Treatment Planning	OOH Users	Register

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Mar 26	1 pm	CMO Out-of-Home Referral Process	CMO Users	Register
Mar 27	11 am	Family Support Organizations	Family Support Partners	Register

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