

# CYBER 2.0 Overview for Providers

HTML5 Conversion

September 2023 – (02114)

PerformCARE<sup>®</sup>

Delivering  
**High-Quality**  
Service and Support

# Objectives for this Training

- CYBER 2.0 Accessibility and Design Elements
- Welcome Page
- Security and Password
- Face Sheet Enhancements
- Progress Notes
- Plan Approval
- Treatment Plans and Assessments
- Provider Details
- Reporting
- Messages

# Accessibility and Design Elements

PerformCARE<sup>®</sup>

Microsoft  
EDGE



Google  
Chrome



Mozilla  
Firefox



Apple  
Safari



**As of the CYBER 2.0.0.0 deployment with HTML5, Internet Explorer can no longer be used with CYBER.**

- CYBER can be used effectively with the following browsers:
  - Microsoft Edge
  - Google Chrome
  - Mozilla Firefox
  - Apple Safari
- Desktops, laptops, full size tablets
- Microsoft operating systems, macOS, ChromeOS and Android operating systems

HIPAA and 42 CFR Part 2 Statement



## CYBER LOGIN

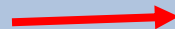
As a CYBER User I understand that my work will involve access to Protected Health Information (PHI) as defined by HIPAA (The Health Insurance Portability and Accountability Act) for the purpose of providing or arranging treatment, payment or other health care operations. I also acknowledge that I am 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 and Password



**Username**

**Password**  
 

[Customer Service Request Form](#) | [Forgot Password?](#)

Eye icon enables you to see what you typed

© 2020 - CyberAng 1.0.0.76-08

Example: CYBER Version (2.0.0.76) and Server (-08)

# Design Elements

- [Security Administrator](#)
- [Youth / Child Search](#)
- [My Active Youth](#)
- [Provider Details](#)
- [System Functions](#)
- [Reporting](#)
- [Historical Access](#)
- [Anomaly Management](#)


Links

**Quick Search**

Youth/Child ID

First Name

Last Name

DOB  

Text boxes

**Refresh Total**

BPS Needs Assessment

In Progress(0)

Returned(0)

Aging Report(0)

Authorizations

Eligibility

Service Plans/Assessments

Non Med Auths

Non Med Claims

Deactivated Users

Accordions

Dashboard Demographics Episodes Provider

Tabs

Search Clear Search Load All Providers

Buttons

Youth/Child ID

Youth/Child ID

DD/ID

Drop-down menus

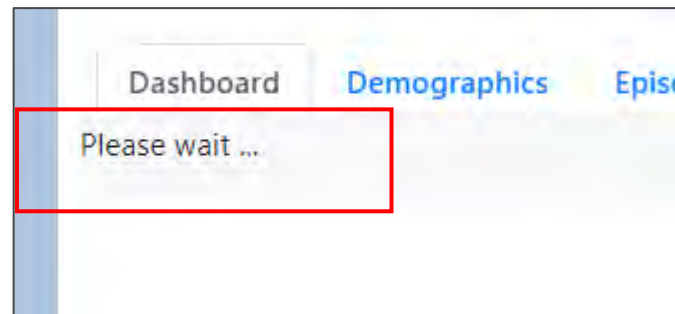
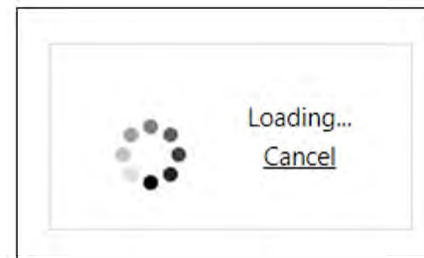
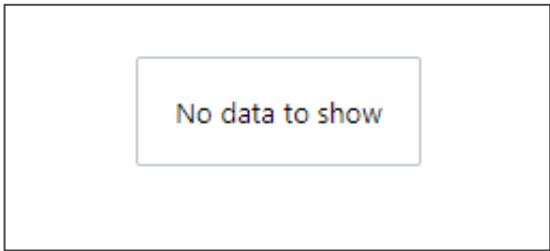
Scroll bars



**Running Process Icons or “Please wait”** messages are alerts within the system to let you know that CYBER is retrieving data.



**“No data to show”** boxes let you know there is no data in the grid.



- Welcome Page Links
- Provider Details
- Out of Home – Youth Link, FSS Link, AHH Link
- Annex A
- Active Agency Youth/My Active Youth
- Youth Record - Tabs, Plan Approval, Progress Notes, Authorizations, Claims, Youth Checklist, 3560, Applications, etc.

Active Agency Youth

Multiple records match the search pattern. Select the desired record from the list below or click Close and refine the search.

First Name	Last Name	MI	Gender	DOB	Age	SSN
			F		13	
			F		7	
			M		14	
			M		15	
			F		12	
			F		3	
			M		4	
			M		9	
			F		17	
			M		18	
			M		8	
			M		18	
			M		11	

Progress Note

Show My Draft Progress Notes

Show Committed and Signed Progress Notes

Note Date	Note Type	Note Subtype	Created By	Note	Program	Program Type	How
	CSA Service Center						0
	Billable - FHome Visit				CMO Middlesex	CMO	0
	Billable - FHome Visit				CMO Middlesex	CMO	0
	CSA Service Center						0
	FSD - Continued Acc.				FSD MIDDLESEX	FSD	0

System Admin

Quick Search

Service Plans/Assessments - In Progress

Month/Child ID	First Name	Last Name	Child Family Team Date	Create Date	Author	Status	Agency	Plan Type
						In-progress		NEEDS
						In-progress		BA,2-1
								COA
								COA
								COA
								COA
								COA
								COA
								COA
								COA

Refresh Total

Service Plans/Assessments

In Progress(21782)

Awaiting Approval(1542)

Submitted to CSA(2087)

Approved(855)

Revised(2343)

Aging Reports(7433)

Residential

MRES

CMO

EBP

3560 Application

3560 Termination

Eligibility

Family Support Services

Outcome Reports

Select Treatment Plan or Assessment type to create:

Double click an existing Assessment to open it for Review/Edit

Assessment Type	Assessment Sub Ty...	Assessment /CFT D...	Author	Submitted to CSA D...	Assessment ID
TREATMENT PLAN	UCM - TISP				
STRENGTH + NEEDS					
TREATMENT PLAN	UCM - InitSP				
STRENGTH + NEEDS					
TREATMENT PLAN	UCM - FCP				

Active Eligibility | All Eligibility

Clear Search Show Connected Records Connect Disconnect Search Clear

MMID	EFF Date	End Date	Stat Code	Stat Desc	SPC

Special Program Code

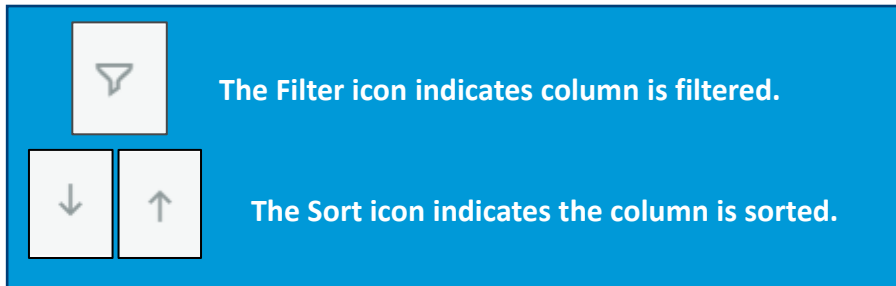
MMID	SPC	SPC Desc	SPC Eff Date	SPC End Da...

Status Flags

Flag	Desc	Start Date	End Date



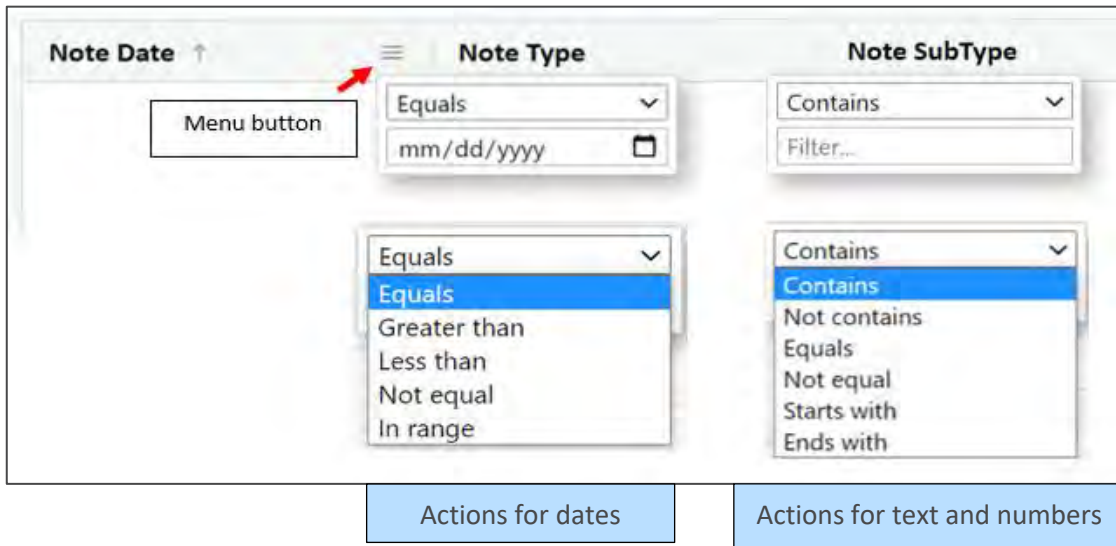

# Grids – Sorting and Filtering



The Filter icon indicates column is filtered.

The Sort icon indicates the column is sorted.

Any location where there are grids you will also now see a “Clear Search” button.



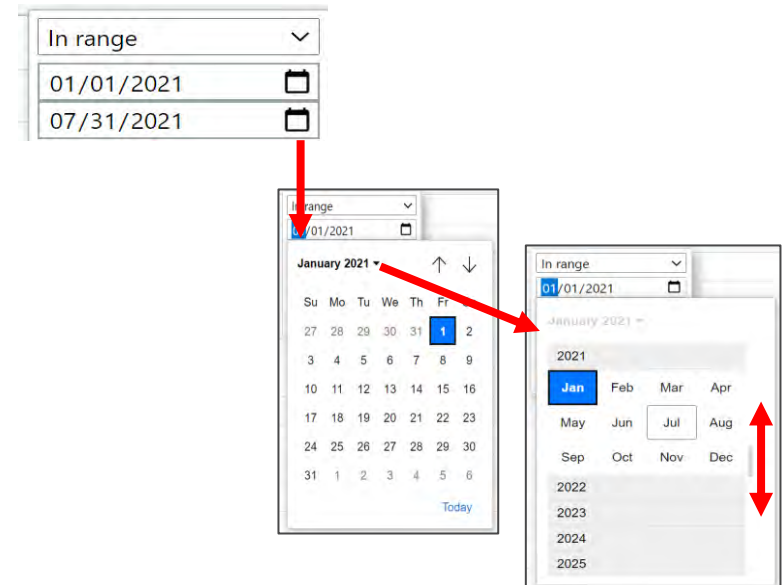
Grid column headers: Note Date ↑, Note Type, Note SubType.

Filters for Note Type: Equals, mm/dd/yyyy. Filter... button.

Filters for Note SubType: Contains, Filter... button.

Actions for dates: Equals, Greater than, Less than, Not equal, In range.

Actions for text and numbers: Contains, Not contains, Equals, Not equal, Starts with, Ends with.



In range dropdown menu showing 01/01/2021 and 07/31/2021.

Calendar view for January 2021.

Month selection view for 2021 (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec).

TIP: Users may drop and drag columns in the order of their choice. This order will be kept until the user moves to any other screen.

# Validation Messages and Radio Buttons

The screenshot shows a form titled "Add/Edit Address to Record" with several input fields. The "Street Address, P.O. Box" field is highlighted in pink. The "Zip Code" field is also highlighted in pink. Below the form, a "Validation Failed" section lists three error messages: "Street Address, P.O. Box is required.", "Zip Code is required.", and "Zip Code must be a 5 digit numeric value." Red arrows point from the "Required Validations" and "Validation descriptions" callouts to the highlighted fields and the error messages, respectively.

Validation messages appear throughout CYBER. Required information will be highlighted **pink**. Validations list will appear at the bottom of the screen in **red** until satisfied.

Required Validations

Validation descriptions

Loss of Medicaid	<input type="radio"/> Yes <input type="radio"/> No
DC&P Termination	<input type="radio"/> Yes <input type="radio"/> No
Gap in Coverage	<input type="radio"/> Yes <input type="radio"/> No
Term of Earlier 3560	<input type="radio"/> Yes <input type="radio"/> No
Other	<input type="radio"/> Yes <input type="radio"/> No

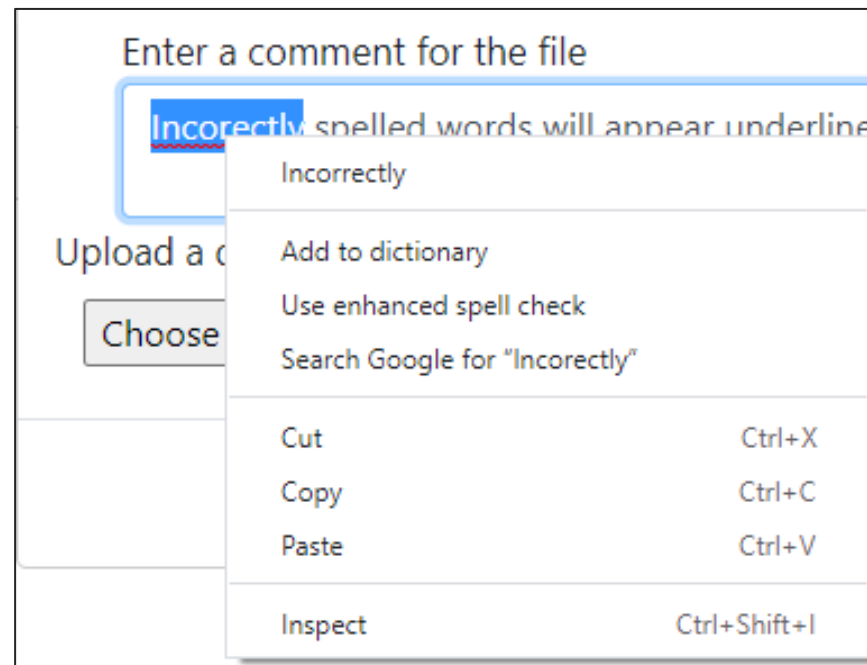
Radio buttons in 3560 application

Radio selection buttons appears throughout CYBER 2.0. Users can select the word next to the button, the actual button, or the area near the button.

# Open Text Fields

**Spell checking feature** will behave like other operating system products. Incorrectly spelled words will appear incorrectly in red.

- Right click on the underlined word and select the correct spelling.
- For words not recognized by the spell check, correct and click 'Add to dictionary'
- Areas where this appears: Progress Notes, Comment boxes within Treatment Plans and Assessments.



# Search Functionality

There are two types of Search functions in CYBER:

Select fields may be **entered either partially or completely**, and then click the Search button or the Enter key.

The **Youth Child/Search** will now show buttons instead of icons.

The screenshot shows a 'Quick Search' form with the following fields and controls:

- Youth/Child ID**: A dropdown menu with a downward arrow.
- First Name**: A text input field.
- Last Name**: A text input field.
- DOB**: A date input field with the format 'MM/DD/YYYY' and a calendar icon.

The screenshot shows a search bar with the following fields and controls:

- First Name**: A text input field.
- Last Name**: A text input field.
- Gender**: A dropdown menu with a downward arrow.
- Birth Date**: A date input field with the format 'MM/DD/YYYY' and a calendar icon.
- Age**: A text input field.
- SSN**: A text input field.
- Youth/Child ID**: A text input field.
- Search**: A button.
- Clear**: A button.
- Active Agency Youth**: A button.

Select fields have a **search as type feature**:

Enter at least 3 letters and a pop-up menu will display choices for the user.

The screenshot shows a pop-up window titled 'Add Provider Record' with the following fields and controls:

- User Name**: A text input field containing the text 'and'. A dropdown menu is open below the input field, displaying the following options: Andrew, Andrea, Andrew, and Andres.

# Acronyms and Terminology

## Acronyms:

- “**CMO**” Care Management Organization providers (formerly UCM)
- “**MRSS**” Mobile Response Stabilization Service providers (formerly CRI)
- “**OOH**” Out of Home providers (formerly RES)
- “**SUT**” Substance Use Treatment providers (formerly SAB)
- “**CSOC**” Children’s System of Care users (formerly EXE)
- “**DCP&P**” Division of Child Protection & Permanency users (formerly DYFS)

## Security Group:

- “**IICCL**” Intensive in Community Clinician (formerly IICCM, Intensive in Community Care Manager)

## Terminology:

- “**State Medicaid Fiscal Agent**” Medicaid entity (formerly UNISYS, DXC, or Molina)

# Welcome Page Enhancements

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## Header – user identification

The screenshot displays the 'Welcome to CYBER' header with user information: User Name, User Role (CMODIR/CE), and User Group (CMO). A 'Quick Search' section includes filters for 'Youth/Child ID', 'First Name', 'Last Name', and 'DOB'. The main content area shows 'Service Plans/Assessments - In Progress' with a table header: Youth/Cyber ID, First Name, Last Name, Child Family Team Date, Create Date, Author, Status, and Plan Type. A navigation bar below the table contains icons for back, forward, refresh, and home. A right-hand sidebar lists 'Refresh Total' categories: Service Plans/Assessments (In Progress(1), Awaiting Approval(0), Rejected(0), Submitted(79), Approved(0), Aging Report(298)), Eligibility, 3560 Application Requests, 3560 Termination Requests, Assessments, Authorizations, YouthLink View, and Deactivated Users. A footer contains copyright and help links.

The browser 'Back' button allows the user to navigate to previously accessed screens with out resubmitting previously submitted documents.

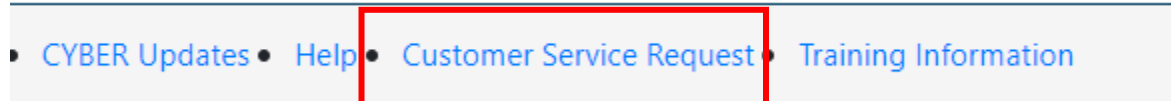
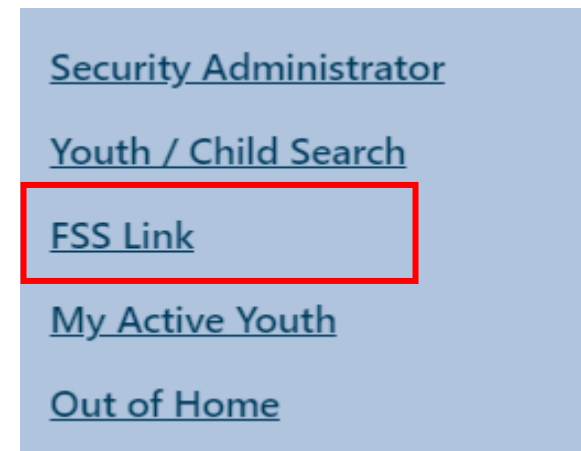
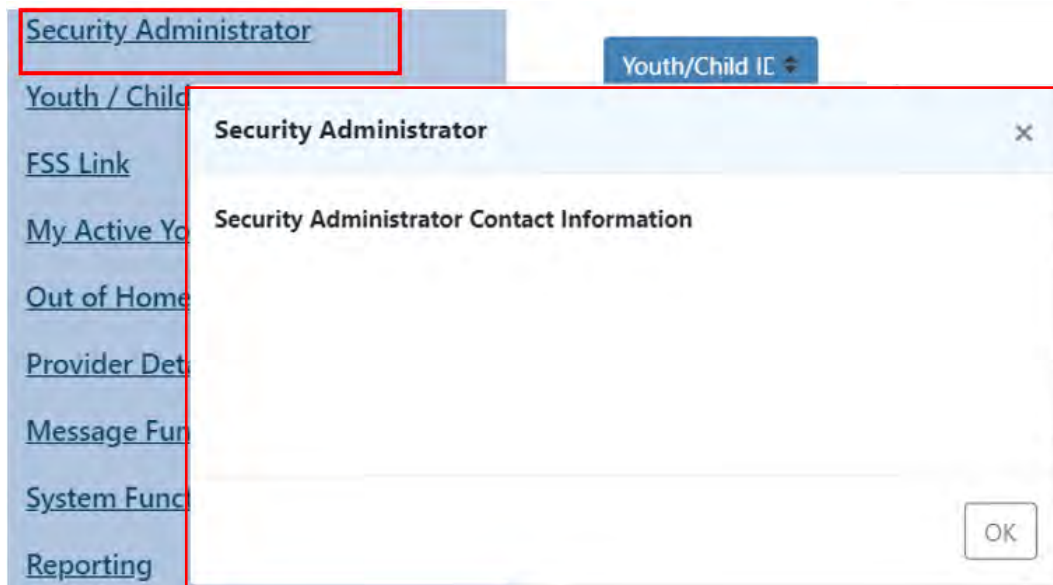
Totals automatically refresh

## Footer – links to the PerformCare website

# Welcome Page Link Updates

**Security Administrators** will now appear as a link. Users will then click the link and all their agency's Security Administrators and contact information will appear in a pop-up box.

For providers that can access the Family Support Service Link, the **FSS Link** will now appear on the Welcome Page.



Service Desk Form link will be replaced with Customer Service Request link.



# Welcome Page Link Updates

- Visibility will be based on Provider Type and Security Level
- Links are grey if the Provider Type has access, but user does not have the security level to access.
- Links will be hidden if the Provider type does not have access.

<a href="#">Security Administrator</a> <a href="#">Youth / Child Search</a> <a href="#">FSS Link</a> <a href="#">My Active Youth</a> <a href="#">Out of Home</a> <a href="#">Provider Details</a> <a href="#">Message Functions</a> <a href="#">System Functions</a> <a href="#">Reporting</a> <a href="#">Historical Access</a> <a href="#">Anomaly Management</a>	<a href="#">Security Administrator</a> <a href="#">Youth / Child Search</a> <a href="#">FSS Link</a> <a href="#">My Active Youth</a> <a href="#">Out of Home</a> <a href="#">Provider Details</a> <a href="#">Message Functions</a> <a href="#">System Functions</a> <a href="#">Reporting</a> <a href="#">Historical Access</a> <a href="#">Anomaly Management</a>	<a href="#">Security Administrator</a> <a href="#">Youth / Child Search</a> <a href="#">My Active Youth</a> <a href="#">FSS Link</a> <a href="#">Provider Details</a> <a href="#">System Functions</a> <a href="#">Historical Access</a> <a href="#">Reporting</a>	<a href="#">Security Administrator</a> <a href="#">Youth / Child Search</a> <a href="#">My Active Youth</a> <a href="#">Out of Home</a> <a href="#">Provider Details</a> <a href="#">System Functions</a> <a href="#">Reporting</a> <a href="#">Historical Access</a>
CMO Level 3	CMO Level 1	FSS	SUT

# Security and Password Reset Enhancements

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The Manage Access Screen will be modified with the new appearance.

For Security Administrators, **Active** user status will appear by default in the Manage access screen.

The screenshot displays the 'System Functions' section of the Manage Access screen. It features a 'Search Criteria' section with several dropdown menus and input fields. The 'Program by Name' and 'Program By Trk Elem' dropdowns are both set to 'All'. The 'Security Group' dropdown is also set to 'All'. The 'Status' dropdown is highlighted with a red box and is set to 'Active'. Below these dropdowns are input fields for 'Email', 'First Name', and 'Last Name'. At the bottom, there are buttons for 'Add New User Id', 'Search', 'Clear Search', and 'Print'.

System Functions	
Search Criteria	
Program by Name	All
Program By Trk Elem	All
Security Group	All
Status	Active
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
User ID	<input type="text"/>
<input type="button" value="Add New User Id"/>	
<input type="button" value="Search"/>	
<input type="button" value="Clear Search"/>	
<input type="button" value="Print"/>	

# Password Reset

The Password field and default password Change\_Me123 have been removed.

User Login Details

Deactivate

Deactivation Date MM/DD/YYYY

Status

First Name Firstname

Last Name Lastname

User ID UserID

Credentials

Reset Password To Default

Login Attempts 0

Reset Login Attempts

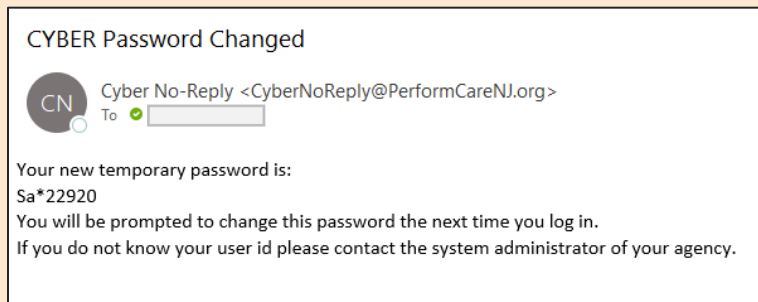
Email

Phone

Ext

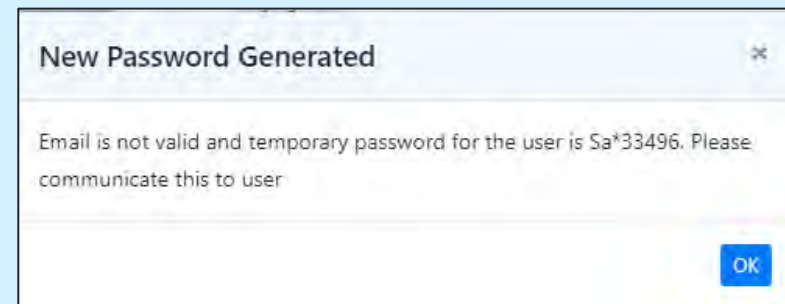
Assigned Program(s) Add a Program

With email a random email message will be emailed to the user.



This has not changed.

Without email the password must be read to the user by the Security Administrator.



# Face Sheet Enhancements

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# Dashboard Tab

The screenshot shows a user interface for a dashboard. At the top, there are search filters for First Name, Last Name, Gender (set to Male), Birth Date, Age, SSN, and Youth/Child ID. Below the search bar is a navigation menu with tabs: Dashboard, Demographics, Episodes, Provider, Supports, Dx/Med, Eligibility, Insurance, Legal, and Doc. The main content area is divided into several sections: 'Youth Specific Information' (with a 'Print' button and 'Print Selection' dropdown), 'Flags for Special Occurrences', 'Parent/Caregiver' (with fields for Primary 1 and Primary 2), 'Current Episodes', 'Current Service Authorizations', and 'Eligibility'. The 'Eligibility' section is highlighted with a red box and contains the text 'Medicaid/NJ FamilyCare:' and 'Active TPL:'.

**Medicaid/NJ FamilyCare** will be the combined label displayed in the Eligibility section

**Eligibility**

**Medicaid/NJ FamilyCare:** ←

**Active TPL:**

# Demographics Tab

The screenshot shows the 'Demographics' tab in the PerformCARE system. The top navigation bar includes 'Dashboard', 'Demographics', 'Episodes', 'Provider', 'Supports', 'Dx/Med', 'Eligibility', 'Insurance', 'Legal', and 'Doc\*'. The main form contains several sections: 'Personal Information' (First Name, Last Name, MI, Preferred Name, DOB, Age, SSN), 'Youth Information' (Youth Marital Status, Military Status, Eye Color, Hair Color, ENGLISH), 'Address Information' (Youth Current Address, Apt #, Building #, Floor, etc., Special Address & Instructions, Address Type: Parent/Legal Guardian Address, City, State, Zip, County, Other Address Type), and 'Contact Information' (Youth Email Address, Youth Primary Phone, Ext, Primary Phone Type, Relationship of Contact, Allow Text Messages: Yes/No). Annotations include: a red box around the Gender dropdown menu with the text 'Gender has a drop-down menu'; a red box around the Save and Anomalies buttons with the text 'Anomalies and Save buttons'; and a red box around the Youth Primary Phone, Ext, and Primary Phone Type fields with the text 'New validations'. A red arrow points from the 'Anomalies and Save buttons' box to the 'Demographic Updated Date' field.

Gender has a drop-down menu

Anomalies and Save buttons

New validations

# Demographics Tab

Youth Records that have a Youth Phone number, will require a Phone Type and vice versa. Users will receive a validation if either field is not entered.

Validation Failed

Primary Phone Type is required.

OK

Youth Primary Phone	Ext	Primary Phone Type
(609) 555-1212		

Validation Failed

Primary Phone Number is required.

OK

Youth Primary Phone	Ext	Primary Phone Type
		Mobile

Validation Failed

A valid primary phone number is required. Area code + phone number, numeric values only.

OK

Youth Primary Phone	Ext	Primary Phone Type
(609) 555		Mobile

**Phone Type 'Pager'** will no longer be an option; **'Other'** phone type will be added.

Youth Primary Phone	Ext	Primary Phone Type	Relationship of Contact

Youth Secondary Phone	Ext	Secondary Phone Type	Relationship of Contact

City	State
	NJ

Youth Email Address

Youth Primary Phone	Ext

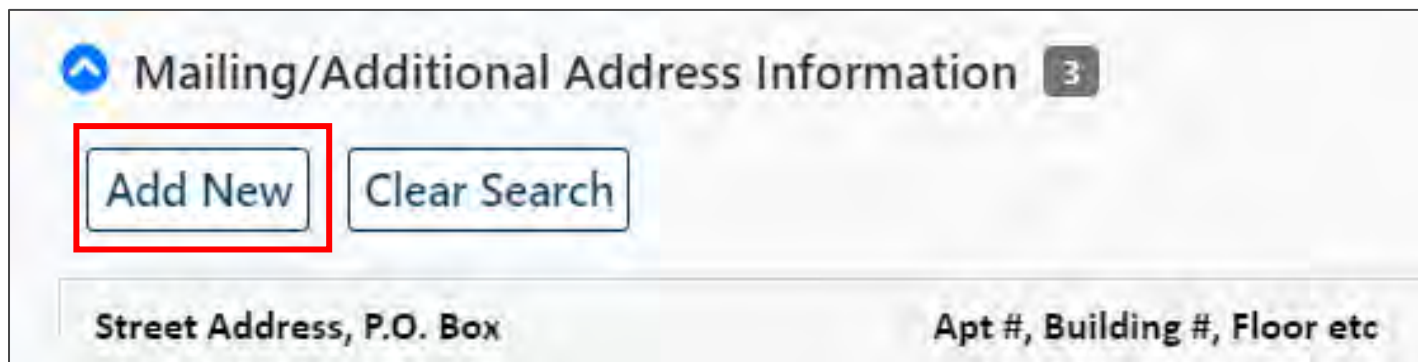
- Home
- Mobile
- Work
- Other**



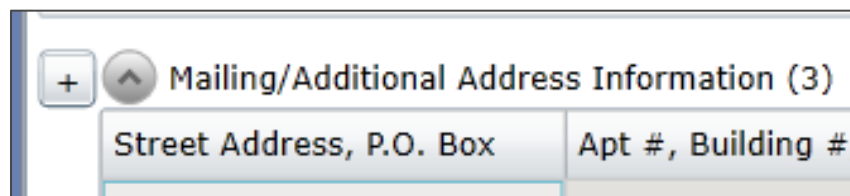
# Demographics Tab

For users who have access to edit a youth record:

To add new information on the demographics tab, users select the **Add New** Button under the specific heading.



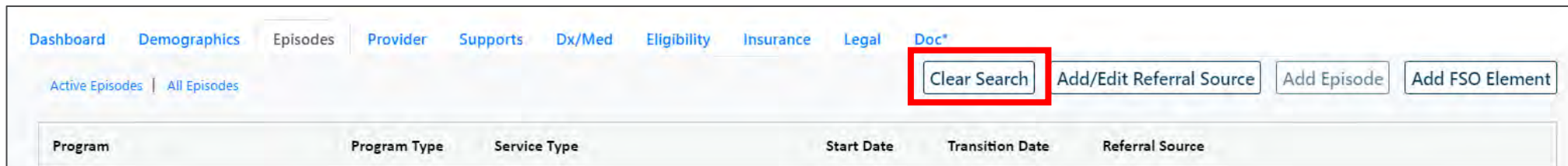
CYBER 2.0



Silverlight

# Episodes Tab

There is a **Clear Search** button added to the Episodes Tab, to remove any filters provided to the grid below.



There are no other enhancements to the functionality of the Episodes tab

# Provider Tab

Agency Type filter will be removed

Agency Type:  Add Provider

Add Provider to Youth/Child Record

Existing Provider: First Name Last Name

Program:

Start Date: <M/d/yyyy> 15

End Date: <M/d/yyyy> 15

Accept Cancel

Clear Search Add Provider

Program Name	Start Date	End Date	Email	Agency Med ID	Phone
Add Provider To Youth/Child Record					
Provider: <input type="text"/>					
Program: <input type="text"/>					
No Data					
Start Date: MM/DD/YYYY		End Date: MM/DD/YYYY			
Accept Cancel					

The Add Provider option has been updated from a drop-down menu to Search as you Type feature.

Once a User is selected, the Program name will populate if there is only one and offer a list for more than one (multiple OOH programs, etc).

# Supports Tab

Add/Edit Support Member

First Name Last Name Middle Name

Address 1 Same as Face Sheet

Apt #, Building #, Floor, etc.

City State Zip County

Primary Phone Number Ext Primary Phone Type  Allow Text Messages

Secondary Phone Number Ext Secondary Phone Type  Allow Text Messages

Add Edit Support Member screen requires the user to scroll to complete the fields.

Validations will appear at the bottom in red until satisfied.

Email Address

Preferred Language Preferred Method of Contact

Relationship Support Type

Start Date End Date

09/01/2023 MM/DD/YYYY

**Validation Failed**

Please complete all required fields before Submitting.

First Name is required.

Last Name is required.

Relationship is required.

Accept Cancel

If there are more than 3 validations use the scrollbars to see more.

# Supports Tab

When a user enters a Phone Number, they must also enter a Phone type.

**Phone Type** 'Pager' will no longer be an option; 'Other' phone type will be added

**County** field will be added to the *Add/Edit Member* Support screen. This field will populate based on the Zip Code entered by the user

Add/Edit Support Member

First Name Last Name Middl

Address 1

Apt #, Building #, Floor, etc.

City State Zip Cou

Primary Phone Number Ext Primary Phone Type

Secondary Phone Number Ext Secondary Phone Type

Email Address

**Validation Failed**

First Name is required.  
Last Name is required.  
Primary Phone Type is required. ←

**Primary Phone Type**

Home  
Mobile  
Work  
Other

City/County Selection

Please select the correct city/county combination and click Accept.

City	County	State
CRANBURY	MERCER	NJ
CRANBURY	MIDDLESEX	NJ
EAST WINDSOR	MERCER	NJ
MONROE	MIDDLESEX	NJ
SOUTH BRUNSWICK	MIDDLESEX	NJ

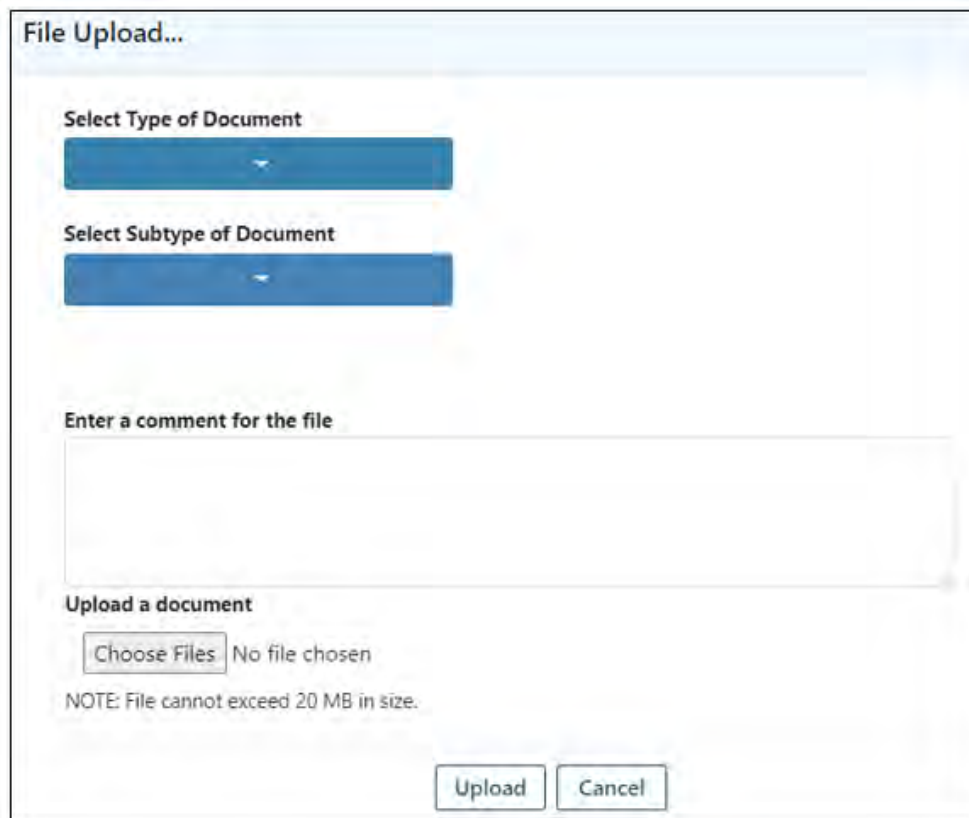
Accept Cancel

City State Zip County

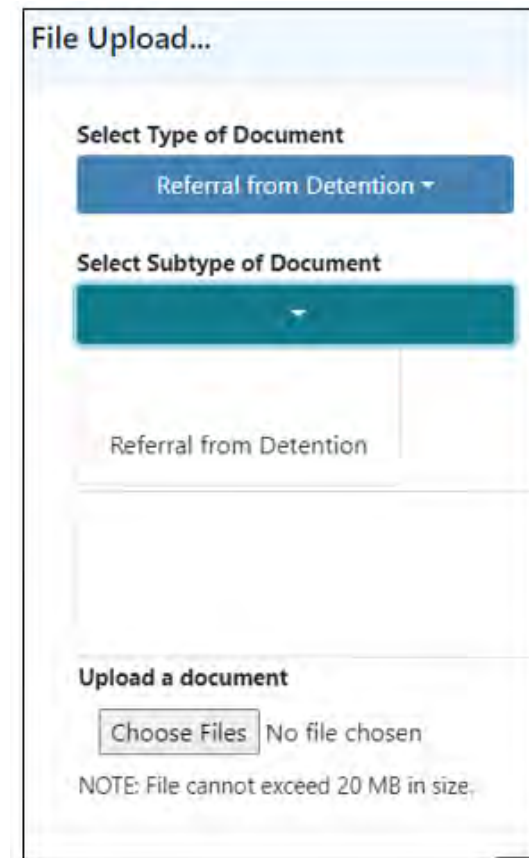
CRANBURY NJ 08512 MIDDLESEX

# Doc Upload Tab: Uploading Documents

Set standards for File size (20 MB) and file type (.BMP, .GIF, .JPEG, .JPG, .PDF, .PNG, .TIF, .TIFF) are for both **Doc Upload** and **Family Portal Upload**.



The screenshot shows a 'File Upload...' dialog box. It has a title bar 'File Upload...'. Below the title bar, there are two dropdown menus: 'Select Type of Document' and 'Select Subtype of Document'. Below these is a text input field labeled 'Enter a comment for the file'. At the bottom, there is a section 'Upload a document' with a 'Choose Files' button and the text 'No file chosen'. Below this is a note: 'NOTE: File cannot exceed 20 MB in size.' At the very bottom are 'Upload' and 'Cancel' buttons.



The screenshot shows the same 'File Upload...' dialog box, but now the 'Select Type of Document' dropdown is set to 'Referral from Detention'. The 'Select Subtype of Document' dropdown is also set to 'Referral from Detention'. The rest of the interface, including the comment field, file selection area, and buttons, remains the same.

After choosing the **Type**, wait for the refresh to open the **SubType**

# Doc Upload Tab- Viewing Documents

The screenshot shows the 'NJ Children's System of Care' web application. At the top, it says 'Welcome to CYBER' and 'Contracted System Administrator — PerformCare®'. The user is identified as 'User Name: CMO', 'User Role: CMODIR/CE', and 'User Group: CMO'. There is a 'Logout' link in the top right.

On the left is a navigation menu with links: Return To Main, Face Sheet, Out of Home, My Active Youth, Plan Approval (2), Progress Notes, Treatment Plans Assessments, Authorizations, Claims, Youth Checklist, Eligibility Request, and Forms.

The main content area has a search bar with fields for First Name (FIRSTNAME), Last Name (LASTNAME), Gender, Birth Date, Age, SSN, and Youth/Child ID. There are 'Search', 'Clear', and 'Active Agency Youth' buttons.

Below the search bar is a breadcrumb trail: Dashboard > Demographics > Episodes > Provider > Supports > Dx/Med > Eligibility > Insurance > Legal > Doc\*. There are 'Add New Document', 'Save', and 'Clear Search' buttons.

A table displays document information:

Doc Status	Document Type	Document Sub Type	Description	Date Uploaded	File Name	Uploaded By	Program Name
New Doc Uploaded	CMO Attachments						
New Doc Uploaded							

A light blue callout box contains the following instructions:

- To view documents, users must double-click on the document they would like to open
- Next, users must download the document to view it
- **Downloaded views are dependent on user's browser type**

The first screenshot shows a Chrome browser window with a file download notification for 'a4f16469-fa39-4a3-...pdf'. A red box highlights the text: 'Using Chrome, double click and file is downloaded'.

The second screenshot shows an Edge browser window with a file download notification for '(1) (400 KB)? From: apps.performcarenj.org'. A red box highlights the text: 'Using Edge, double click and file is downloaded'.

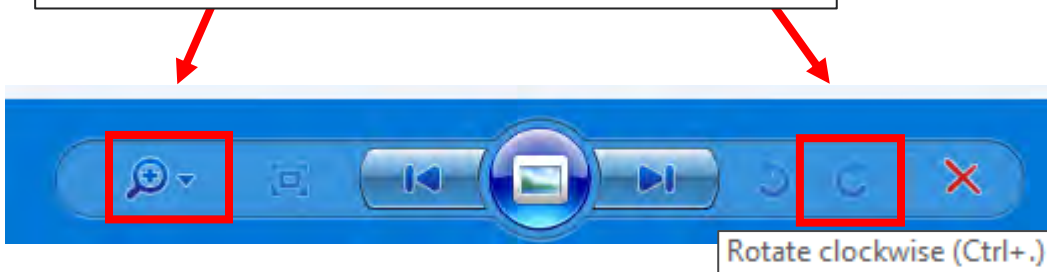


# Rotating Documents

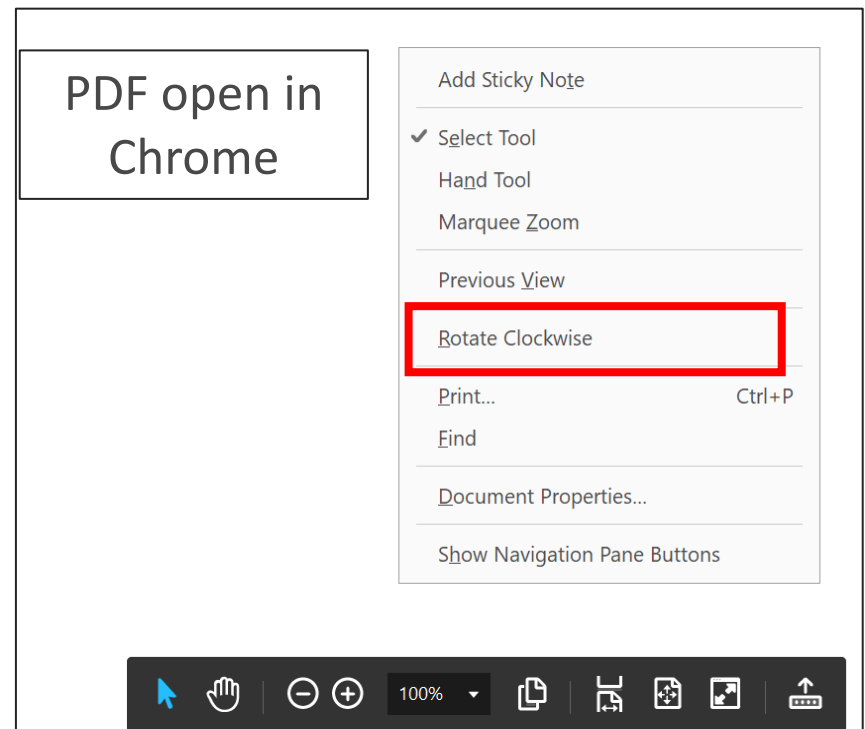
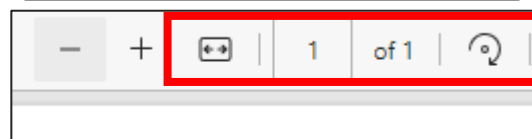
PDF size and rotate options



PNG or JPG size and rotate options



PDF open in Edge



After opening the PDF with Adobe Acrobat Reader, if there are no rotational icons, then right click and Rotate Clockwise will show.



# Progress Note Enhancements

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The screenshot shows the 'Progress Notes' interface. At the top left is a 'Home' button. Below it, the title 'Progress Notes' is followed by three buttons: 'Filter Notes', 'Clear Search', and 'New Progress Note'. On the left, there are three radio button options: 'Show All Draft Progress Notes', 'Show My Draft Progress Notes', and 'Show Committed and Signed Progress Notes' (which is selected). In the center, there is a 'Print' button and a checked checkbox for 'Truncate Notes'. On the right, there is a 'Print Progress Note Grid' button. Below these controls is a table header with the following columns: 'Note Date', 'Note Type', 'Note SubType', 'Created By', 'Note', 'Program', 'Program Type', 'Hours', and 'Mir'.

- Progress Notes grid will be updated with the **column filter and sort features** to allow for multiple filter selections using a value search, 'and/or' options and a function to clear an individual column of its filter.
- Users can also sort using the **Filter Notes** button
- To clear filters within the grid or filters applied through the Filter Notes button, you can select the **Clear Search** button
- Navigating from one record to another will clear progress note clear filters

Tip: If you are opening and reading notes, use the Esc key to close the window instead of a mouse click.

# Progress Notes

The Progress notes grid will receive five new columns.

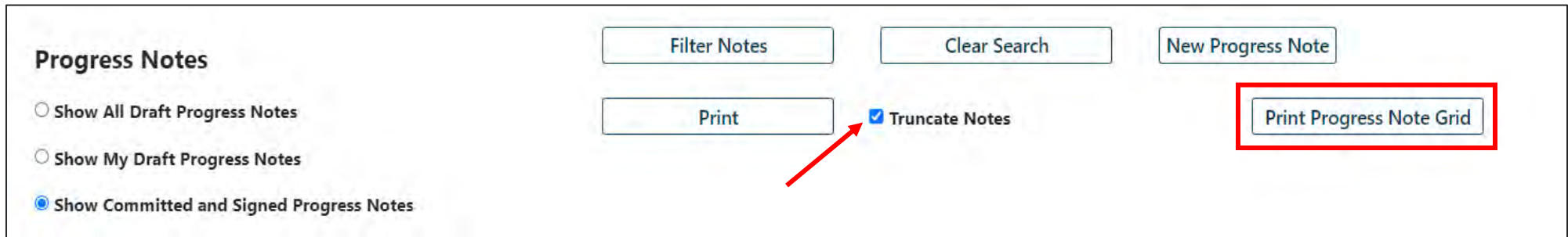
Note Date	Note Type	Note SubType	Created By	Note	Program	Program Type	Hours	Mins	Created Date	Note ID	Member ID	Member Name
-----------	-----------	--------------	------------	------	---------	--------------	-------	------	--------------	---------	-----------	-------------

Program	Program Type	Hours
Contracted System Administrator	CSA	00
PLATINUM COUNSELING LLC	BAIC	00

- Program** will display the name of the agency
- Program Type** will list the provider type acronym
- Note ID** Is a unique number applied to that progress note
- Member ID** is the Youth ID
- Member Name** is the youth's name

Tip: If you are opening and reading notes, use the Esc key to close the window instead of a mouse click.

# Printing Progress Notes



- Progress notes can only be printed in **PDF format**
- Draft Progress Notes will print with a **'Draft' watermark**
- Users can print a single individual progress note by selecting the note with one click and using the **Print** button.
- **Print Progress Note Grid** button, will print all the progress notes that appear in the grid. This allows users the ability to filter the progress notes in the grid and then print.
- Users must unselect **"Truncate Notes"** to ensure all the text in the progress note prints.

# Progress Notes

- Spell checking feature will display incorrectly spelled words underlined in red.

Enter a Progress Note....

Notation Type: CSA Service Center

Date: MM/DD/YYYY

Time H: 0 M: 0 AM PM

Dur H: 0 M: 0

Notation Sub Type: [Dropdown]

This symbol indicates the text box expands as you type.

Save Draft Commit Cancel

# Plan Approval

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# Plan Approval

The Plan Approval screen is for assigning plans, assessments, and reauthorizations, and submitting them to PerformCare for review. Users assigning plans, will receive an alert that the Plan was assigned successfully.

The screenshot displays the 'Plan Approval' application window. At the top, there are filters for 'Plan' (with checkboxes for CATAsmt and MRSS), 'Doc Type' (set to ALL), 'Program', and 'Assigned To' (set to All Users - All). There are also checkboxes for 'Past Due', 'Due Today', and 'Due Tomorrow', and a 'FROM:' date field. A 'Plan Type' dropdown is set to FCP. A modal dialog titled 'Assign a user to the selected treatment plan document(s)' is open, showing an 'Assign User' dropdown set to 'User ID'. A red box highlights a smaller 'User Assigned' dialog box with the message 'Plan is assigned successfully.' and an 'OK' button. Below the modal, a table titled 'Filtered Plans (5)' is visible, with columns: PLAN, PLANTYPE, ASSIGNEDTO, RETURN HISTORY, YOUTH/CHILD, DUE DATE, REQUESTOR, and AGE. The table contains five rows, with the second row (MRSS, InICP- In Progress) highlighted. At the bottom right of the table are 'Assign' and 'Clear Search' buttons.

PLAN	PLANTYPE	ASSIGNEDTO	RETURN HISTORY	YOUTH/CHILD	DUE DATE	REQUESTOR	AGE
MRSS	FCP- Assigned						
MRSS	InICP- In Progress						
MRSS	InICP- In Progress						
MRSS	TICP- In Progress						

# Treatment Plans and Assessments

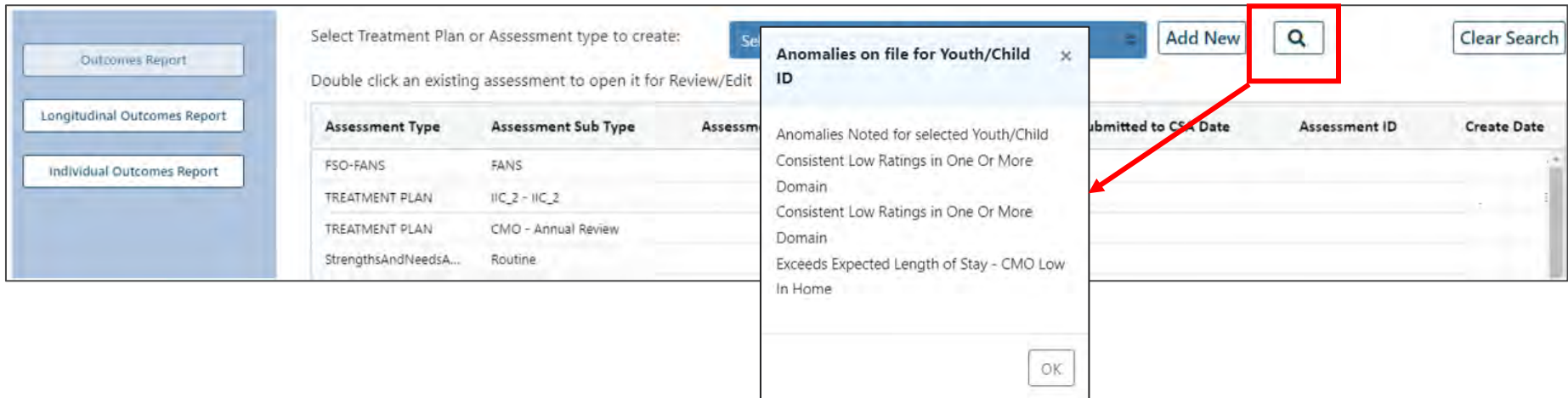
PerformCARE<sup>®</sup>



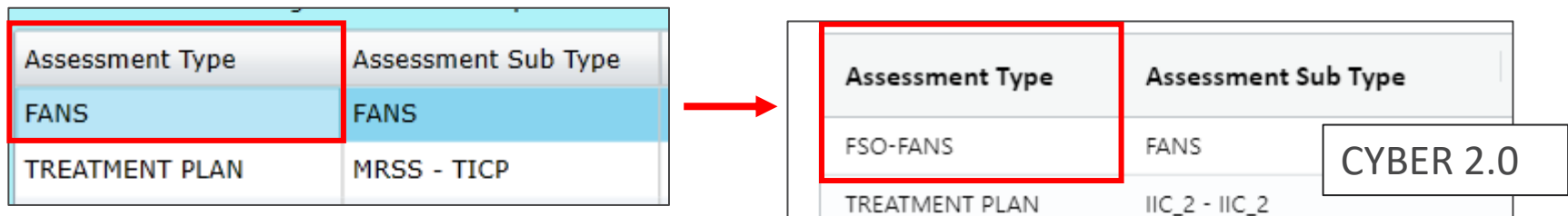
# Treatment Plans and Assessments

Users will be able to perform searches within the Treatment Plans and Assessment grid.

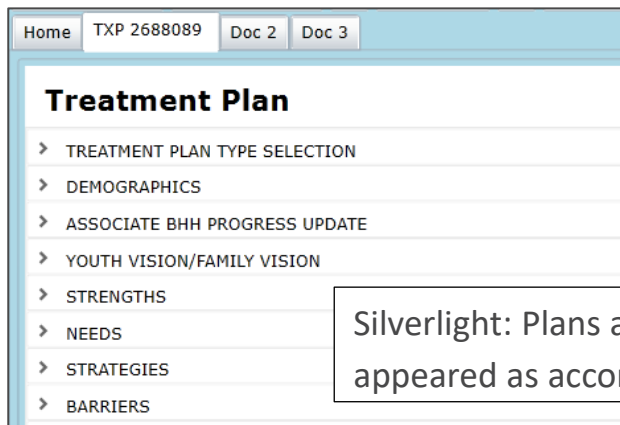
**For users with Anomaly access:** A magnifying glass icon will appear in to identify anomalies for the current Youth's record such as *"Consistent Low ratings and Length of Stay"*.



FANS will be prefixed with FSO to read **FSO-FANS**



All Treatment Plans and Assessments will now appear in tabular format

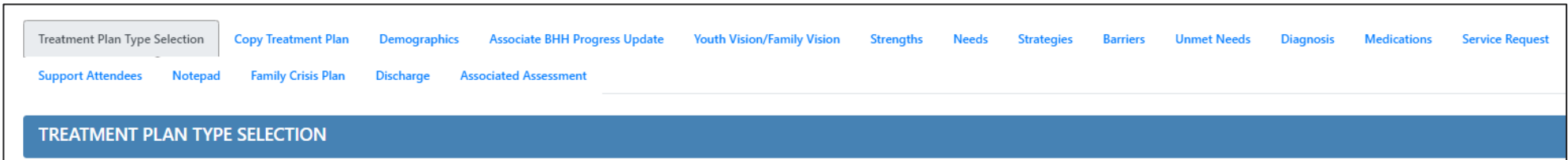


Silverlight: Plans and Assessments appeared as accordions

### Examples:

- CMO-Annual Review
- Strength and Needs
- BHH-QPU-Discharge
- Youth Link Referral
- Certification of Need
- MRSS - Family Crisis Plan
- Behavior Support Plan
- Functional Behavior Assessment

CYBER 2.0: Plans and Assessments will appear in tabular format



Radio selection buttons within treatment plans and assessments will be replaced with drop down menus.

## Caregiver Strengths

Please respond to the following inquires under the applicable Caregiver Strengths domain(s) (Supervision, Involvement, Knowledge, Organization, Social Resources, Residential Stability):

(D6): How will the parent/caregiver's strengths assist them in providing necessary support and supervision to the youth?

### Supervision

This rating is used to determine the caregiver's capacity to provide the level of monitoring and discipline needed by the youth.

- Caregiver has good monitoring and discipline skills.
- Caregiver provides adequate supervision. May need occasional help or technical assistance.
- Caregiver reports challenges monitoring and/or disciplining youth. Caregiver needs assistance to improve supervision skills.
- Caregiver is unable to monitor or discipline the youth. Caregiver requires immediate and continuing assistance. Youth is at risk of harm due to absence of supervision.

Silverlight

## CAREGIVER STRENGTHS/NEEDS

(Caregiver is defined as parent and/or guardian)

\*

### NATURAL SUPPORTS

This item refers to unpaid individuals who help out the caregivers in times of need.

▼

0 - Caregiver has significant natural supports. Multiple friends and neighbors routinely provide support for the family.

1 - Caregiver has some natural supports. Unpaid others will help out in times of need.

2 - Caregiver has friends and neighbors but it is not known whether they would be willing to help.

3 - Caregiver has no natural supports.

CYBER 2.0

# Out of Home Enhancements

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# Out of Home: From Button to Links

All Face Sheet buttons will be converted to **hyperlinks** that display the Youth's CYBER ID.

Silverlight

Youth Link		Referral Number	Referral Status	Youth/Child ID
Facesheet	Map			
Facesheet	Map			
Facesheet	Map			
Facesheet	Map			

AHH Link		Referral Number	Referral Status	Youth/Child ID
Facesheet	Map			
Facesheet	Map			
Facesheet	Map			
Facesheet	Map			
Facesheet	Map			

All Map buttons will be replaced with **hyperlinks** that will direct the user to the Geo Map.

CYBER 2.0

Youth Link	
Youth/Ch... ID	Map
XXXXXX	Map
XXXXXX	Map
XXXXXX	Map

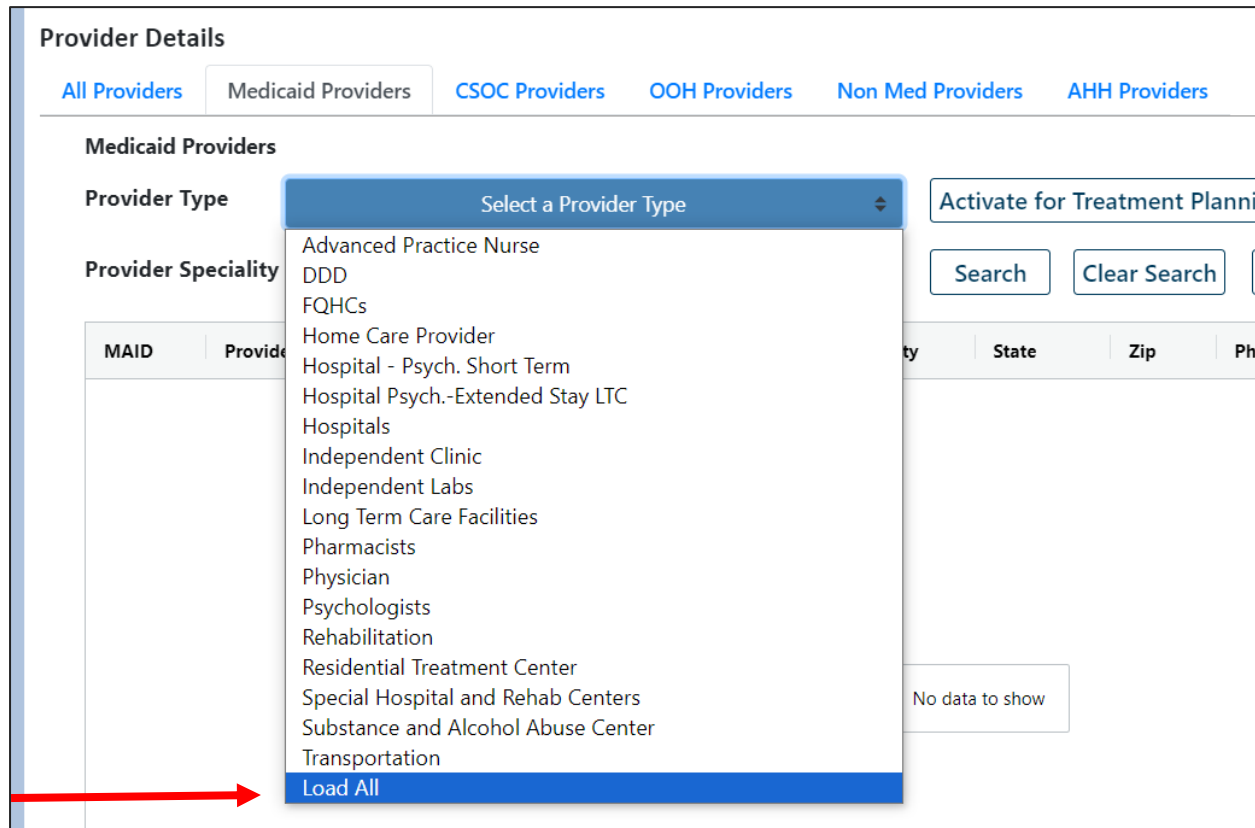
AHH Link			
Map	Referral Number	Referral Status	Youth/Child ID
Map		No Contact Info	XXXXXX
Map		In Process	XXXXXX
Map		In Process	XXXXXX
Map		In Process	XXXXXX

# Provider Details Enhancements

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# Provider Details

Provider Type drop down located under Provider Details in the Medicaid Providers, CSOC Providers, and Non-Medicaid Providers grids/tabs will have a “**Load All**” option.



# Annex A Addendum

Return To Main Page  
Return To Provider Details

Pending Annex A Addendum Details Clear Search

Effective Date	Contract Number	Contract Begin Date	Contract End Date	Medicaid ID	Status	Submission Type	Mod. No	Agency Name	Program Type
					Saved	Renewal			TH
					Returned for ...	New			PCH
					Submitted	Renewal			SPEC
					Submitted	Renewal			SPEC
					Submitted	Renewal			SPEC
					Submitted	Renewal			SPEC
					Submitted	Renewal			RTC
					Submitted	Modification	4		PCH-IDD
					Submitted	Modification	1		PCH-IDD

Approved / Denied Annex A Addendum Details Clear Search

Effective Date	Contract Number	Contract Begin Date	Contract End Date	Medicaid ID	Status	Submission Type	Mod. No	Agency Name	Program Type	Submitted By
					Approved	New			PCH	
					Approved	Modification	4		PCH	
					Approved	Modification	4		RTC	
					Approved	Renewal			RTC	
					Approved	Renewal			RTC	
					Approved	Renewal			SPEC	
					Approved	Renewal			PCH	
					Approved	Renewal			SPEC	
					Approved	Renewal			CDP	

Annex A Addendum

New
  Renewal
  Modification
  Update Contact Info
  Admin Changes

Agency Name

Medicaid Provider#

[AGENCY INFORMATION](#)
[AGENCY CONTACT INFO](#)
[POPULATION SERVED](#)
[SITE DETAILS](#)
[PHYSICAL ENVIRONMENT](#)
[SERVICES PROVIDED](#)
[CLINICAL MODEL](#)
[TREATMENT TEAM MEMBERS TO CHILD RATIOS](#)
[PERFORMANCE BASED OUTCOMES](#)

[MISCELLANEOUS STIPULATIONS](#)
[COMMENTS](#)

**AGENCY INFORMATION**

Program 
 Contract Begin Date 
 Contract End Date

Medicaid Provider#

Agency Name

Contract Number 
 Effective Date

Conditionally Approved

Provider Type

Program Type



# Provider Detail- OOH Providers Tab

Clear Search   Search Filter   Print Selected   Print All   Print Grid Values

OOH Providers tab's 'Search Filter' (used to locate specific OOH programs) will be modified:

- Gender radio buttons will change to a drop-down menu with options of *Male, Female and All Genders*.
- Status drop-down will allow for selection of contract status: *Approved, Inactive, or Load All*.

Search Criteria

Provider Name:

Intensity of Service: Select IOS

Gender: Select a Gender

Status: Select a Status

Population Served

- Assault
- Cerebral Palsy
- Destructive Behavior
- Diabetes
- Disruptive Disorder
- Eating Disorder
- Hearing Impaired
- I/DD
- Medical Condition
- PDD
- Runaway
- Sexual Behavior
- Suicide Risk
- Trauma

Ages Served

- Age 0
- Age 1
- Age 2
- Age 3
- Age 4
- Age 5
- Age 6
- Age 7
- Age 8
- Age 9
- Age 10
- Age 11
- Age 12
- Age 13
- Age 14
- Age 15
- Age 16
- Age 17
- Age 18
- Age 19
- Age 20
- Age 21

Clear   Search   Cancel

# Provider Details- OOH Providers Tab

**OOH Provider Tab will only be printed/exported in Excel format (used by CMO, MRSS, DCP&P and CSOC).**

- An additional column of 'Current Status' will be added to the grid showing the status of OOH programs (*Approved and Inactive*)

[Return To Main](#)  
[AHH PIF](#)  
[OOH PIF](#)  
[FSS PIF](#)  
[Annex A Addendum](#)

Provider Details

[All Providers](#) [Medicaid Providers](#) [CSOC Providers](#) [OOH Providers](#) [Non Med Providers](#) [AHH Providers](#)

OOH Providers

[Print All](#)

[Clear Search](#) [Search Filter](#)

Agency Name	Site Full Name	Site Address	Current Status	Submitted Date	Rejection Reason	Submission Type
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			
			APPROVED			

# Provider Details - AHH Tab

**AHH Tab** Search push buttons will be removed, replaced by new grid filter and sort features.

**Provider Details**

[All Providers](#)
[Medicaid Providers](#)
[CSOC Providers](#)
[OOH Providers](#)
[Non Med Providers](#)
[AHH Providers](#)

**AHH Providers** Clear Search Geo Map

Print

CIMID	Provider Name	Address	City	County	St...	Zip	Phone	Type	GenderServed	Age 16	Age 17	Age 18	Age 19	Ag
	<b>Provider Name</b> ▾	<b>Address</b>	<b>City 2</b> ↑	<b>County 1</b> ↑										
	Bergen County Community Ac	Contains	VENTNOR	ATLANTIC										
	Comm Access Unltd-Stiles-Sur	Comm	VENTNOR	ATLANTIC										
	Community Access Unlimited	Contains	ELMWOOD ...	BERGEN										
	Community Access Unlimited	Filter...	HACKENSACK	BERGEN										
	Comm Access Unltd - TOPS - S...	80 West Grand Street	CHESTERFIE...	BURLINGTON										
	NJ Comm Dev Corp - Independ...	16 Spruce St.	MOUNT HO...	BURLINGTON										
	NJ Comm Dev Corp - Elm Street	38 Elm Street	WILLINGBO...	BURLINGTON										
			CAMDEN	CAMDEN										

# Reporting

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# Reporting

Users will still be able to access and view Reports as they do in Silverlight.

Users can now change reports by simply changing the Report type in the drop-down menu and click View Report.

The screenshot shows the 'Reporting Functions' interface. At the top, there is a 'Logout' button. Below it, there are two dropdown menus labeled 'Program' and 'Report', followed by a 'View Report' button. A secondary bar contains a 'View Report' button and a 'Back to Report Selection' button, which is highlighted with a red rectangle. Below this bar, there are four numbered fields: '1. Provider Type' with a dropdown menu showing 'IIC', '2. Choose Language' with a dropdown menu showing '<Select a Value>', '3. Choose County' with a dropdown menu, and '4. Choose Specialization' with a dropdown menu. A 'View Report' button is located to the right of these fields.

*Current functionality requires users to select “Back to Report Selection” to navigate to a new report*

The screenshot shows the 'Reporting Functions' interface. At the top, there is a 'Program' dropdown menu with 'Agency Name' selected. To its right is a 'Report' dropdown menu with 'Report Name' selected, which is highlighted with a red rectangle. To the right of the 'Report' dropdown is a 'View Report' button. Below these, there are two date fields: 'Active with Agency Period Date From:' with the value '8/4/2023' and 'Active with Agency Period date to:' with the value '9/4/2023'. Below the date fields are two text input fields: 'Last name starts with:' and 'First name starts with:'. At the bottom left, there is a 'Show Only Active Youth:' section with radio buttons for 'True' (selected) and 'False'. A 'View Report' button is located to the right of the date fields.

# Message Functions

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# Message Functions

Users will be able to use the search box to search messages and filter directly in the grid.

- The search box can be used to search text within the message subject
- The grid can be filtered based on “From User” and “Create date”

The “**Clear Search**” button will remove any filters applied

The screenshot displays the 'OOH Specific Functions' interface. At the top, there is a search bar highlighted with a red box, followed by 'Search', 'Clear Search', and 'Delete Selected' buttons. Below this is a data grid with columns for 'Create Date', 'From User', and 'Message Subject'. A red arrow points from the 'From User' column header to a filter dropdown menu. The dropdown menu shows 'From User' and 'Message Subject' sections. The 'From User' section has a dropdown menu set to 'Contains' and a 'Filter...' input field. The 'Message Subject' section is currently empty.

Create Date	From User	Message Subject
08/22/2023 05:00:00	CSAADMIN	
08/22/2023 05:00:00	CSAADMIN	
08/21/2023 05:00:00	CSAADMIN	
08/15/2023 05:00:00	CSAADMIN	

# Message Functions

To delete one row, user will click once on the corresponding row in the grid and then click on the “**Delete Selected**” push button.

To delete multiple rows the user will click grid rows by holding down Ctrl + click each row, then click the “**Delete Selected**” push button.

The screenshot displays the 'OOH Specific Functions' interface. At the top, there is a search bar and two buttons: 'Search' and 'Clear Search'. A red box highlights the 'Delete Selected' button. Below the buttons is a table with the following columns: 'Create Date', 'From User', and 'Message Subject'. The table contains several rows, with the first four rows highlighted in blue. A red arrow points from the 'Delete Selected' button to a 'Delete Messages' dialog box. The dialog box contains the text: 'Are you sure you want to delete the selected messages?' and has 'OK' and 'Cancel' buttons.

Create Date	From User	Message Subject
08/22/2023 05:00:00	CSAADMIN	
08/22/2023 05:00:00	CSAADMIN	
08/21/2023 05:00:00	CSAADMIN	
08/15/2023 05:00:00	CSAADMIN	
08/09/2023 09:43:00		
08/09/2023 09:43:00		
08/09/2023 09:43:00		
08/09/2023 09:43:00		

Highlighted rows will appear in blue.



- CYBER 2.0 Overview Presentation – video and documentation
- CYBER 2.0 Conversion Guide for Providers - documentation
- CYBER Access Requirements Webpage - Update post deployment
- Browser Compatibility Update - Guide to use of browsers with CYBER 2.0
- Training Web Page – Updated training documentation for CYBER 2.0
- CYBER FAQs – Frequently asked questions and answers for CYBER users

HELPING  
NEW JERSEY'S  
**CHILDREN  
& FAMILIES**

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SINCE 2009

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