PerformCARE®

Instruction Guide for Ad Hoc
Data Extract: Out-of-Home Admissions

PerformCARE®

Ad-Hoc Extracts – Out-of-Home Admissions – Instructions for Use and Exporting

Table of Contents

I. Introduction

The report NJ3003 is an extract that contains all the fields from the Out-of-Home (OOH) Admissions table that pertain to the Admission data (such as date the referral was posted on YouthLink, the Admit Date, Discharge Date, etc.). The extract will show data within a specific timeframe for the youths that were admitted to an OOH program that the user, generating the report, is associated with. (See Dictionary). This extract is available for use by OOH providers only.

For the purpose of these instructions, the report is defined as a data extraction

PerformCARE®

II. Accessing CYBER

Users must first log into CYBER with their Username and Password. CYBER can be accessed via the PerformCare website – www.performcarenj.org . The link is available at the top and bottom of the main page.
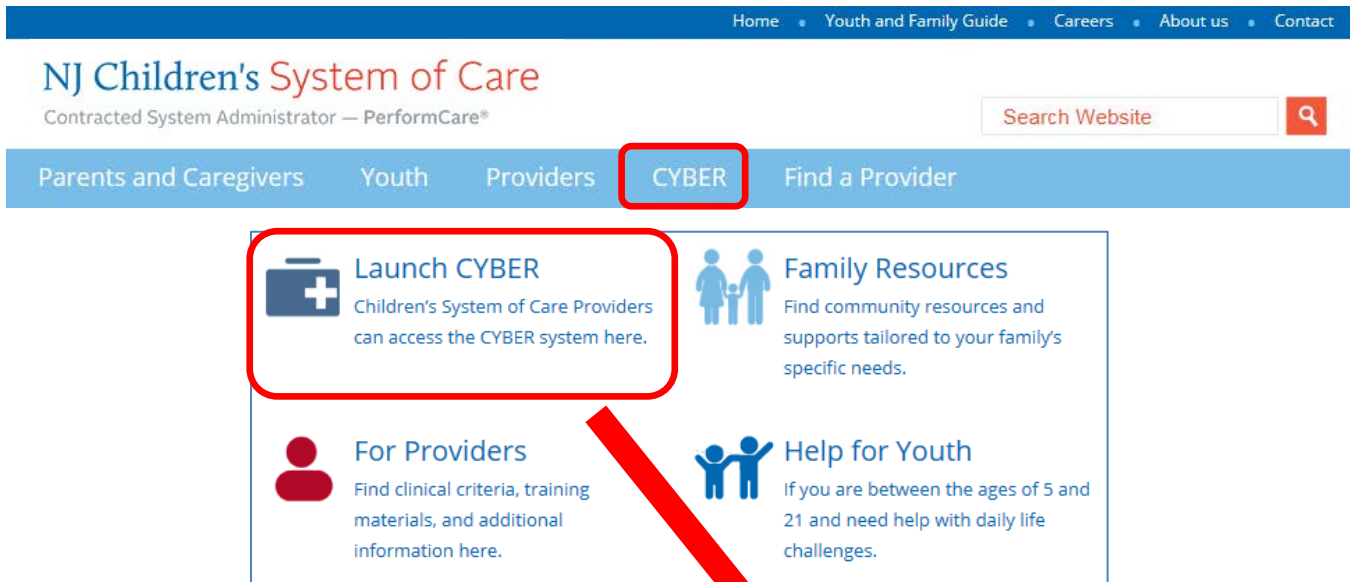
Each provider organization has at least one CYBER Security Administrator, and your agency's CYBER Security Administrator can set up a login for you.

Your access will be based on your login type and security levels.

Before you log in, keep in mind…

- There is no 'back button' use in CYBER!
- Most areas/buttons are single-click – do not double-click on a button!
- Every time you launch CYBER, **you will be required to enter your Username and Password and click the LOGIN button to continue**.

Below the log in area is a statement that, as a CYBER user, you acknowledge your responsibility to protect the privacy of, and to guard against, the inappropriate use of the Protected Health Information (PHI) contained within the system.

This statement will appear each time you log in.

Please also check the **Providers** section on the PerformCare website for the most up-to-date technical requirements (such as browser compatibility and operating systems) that a user would need to access CYBER.
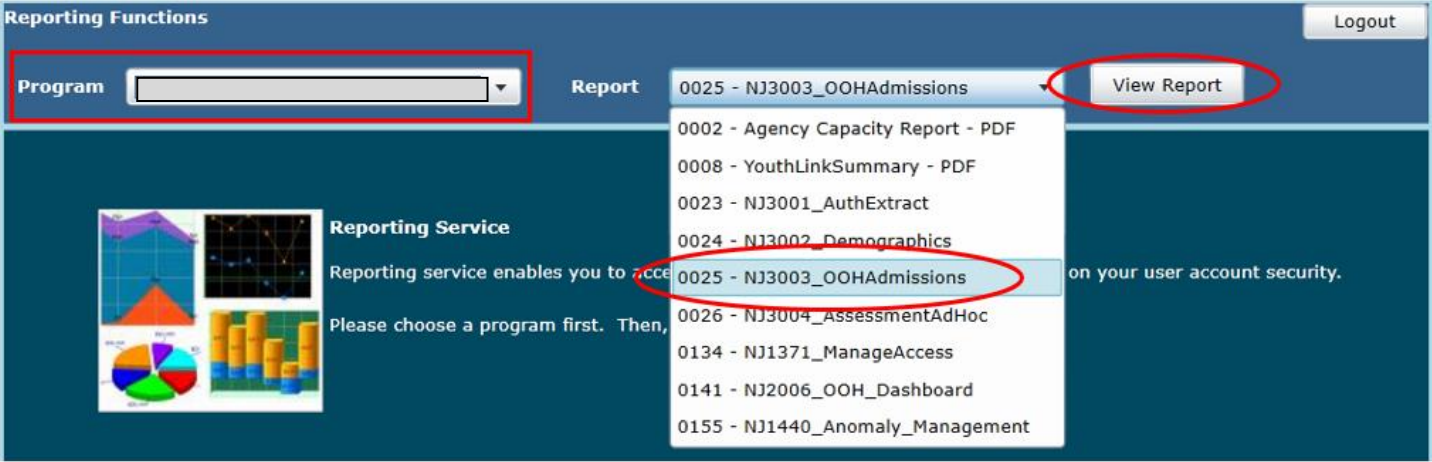
PerformCARE®
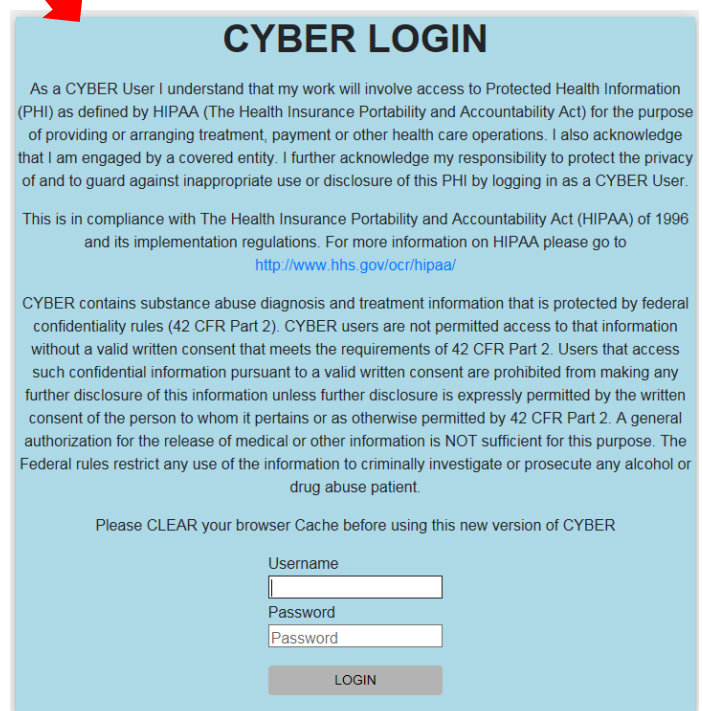
III. Accessing Extracts

To access the Ad Hoc Extracts, users will click on the 'Reporting' button on the left side of the Welcome Page.
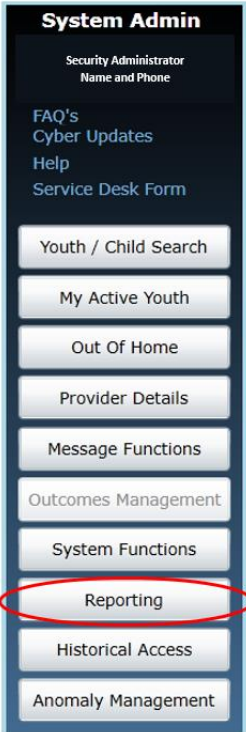
Note: if a user does not have a functional Reporting button on the Welcome Page, they should contact their Security Administrator for assistance with security access. **Only users with Level 3 security may access functionality from the Reporting button.**

Users will choose their Program Name from the Program drop down and click the Report drop down to select the extract report - The Authorizations Ad Hoc Extract is labeled '26 – NJ3003_OOHAdmissions'.

Users will click on the 'View Report' button to access the extract parameters window (see below).

PerformCARE®

IV. How to Customize the Extract

Users will need to enter the parameters to generate the data extract that fits their needs; clicking on the calendar button will give the user the ability to choose the date parameters. The parameters are as follows:

- Admit Dates From/To: The timeframe that the user wants to look for Admissions, based upon the start date of the admission into the user's program

- Last Name Starts With: Users may choose to put only the first letter(s) of the youth's last name; the user can run the extract without including this information

- First Name Starts With: Users may choose to put only the first letter(s) of the youth's first name; the user can run the extract without including this information

- Show Only Active Youth: Default is 'True'; select to see only the youth that are currently opened to the user's agency and who were admitted to the user's program during the chosen timeframe; select 'False' to see all youth that were open to the user's agency at any time and were admitted to the Out-of-Home program during the chosen time frame

Clicking the 'View Report' button will generate the extract.

V. Exporting the Extract into Excel

Once the extract loads, the user will have the option to export the data to another format, such as Excel.

Note: The columns in the extract can be sorted in CYBER, by clicking on the up/down arrows that appear in the column headings. For example, if a user needed to sort the data by the Intensity of Service (IOS), clicking on the arrows in the column heading, circled in the example below, would sort all the data by IOS.
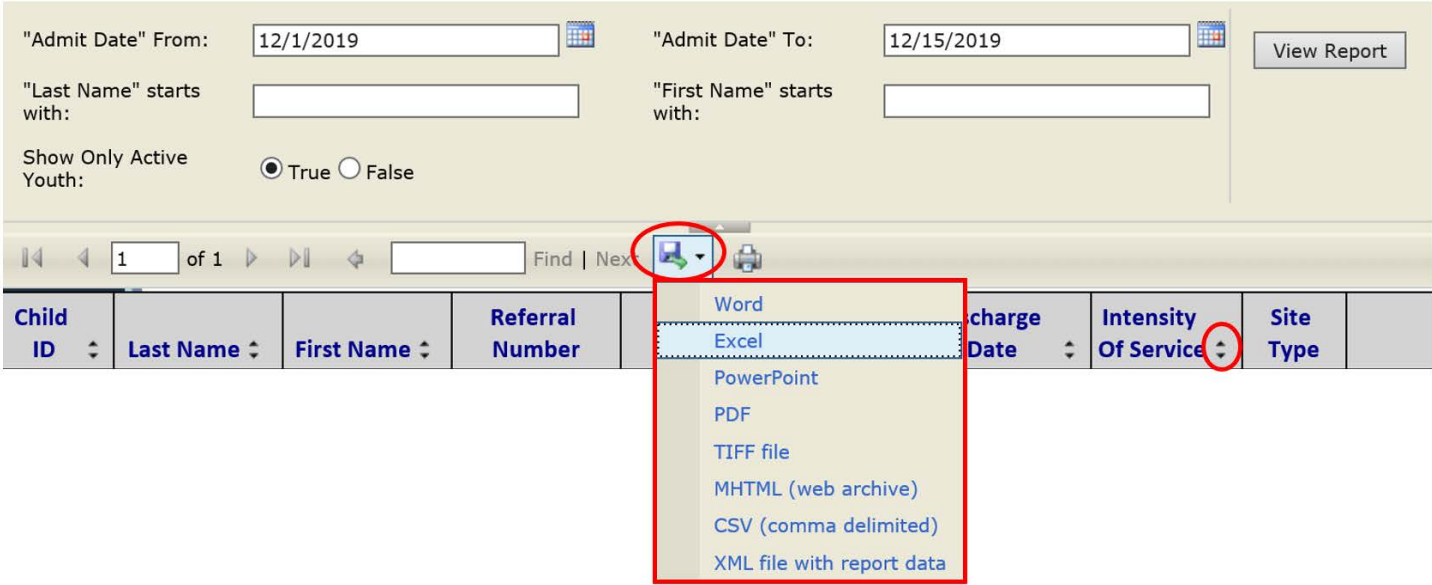
Choosing Excel from the menu, and then clicking on 'Export', will export the data to an Excel spreadsheet.

Once the data is exported and the file opened in Excel, the user can choose to filter or sort it as needed.

PerformCARE®
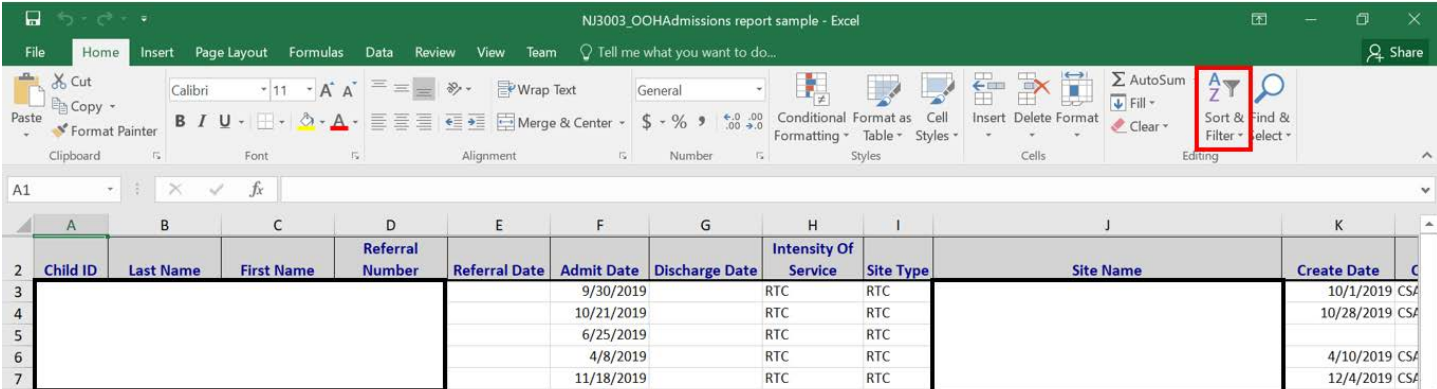
VI. Ad Hoc Data Extract Dictionary

The definitions below explain the various data field in the data extract

Field Name	Definitions
Child ID	Unique identifier that identifies the youth's record in CYBER
Last Name	The Last Name of the youth
First Name	The First Name of the youth
Referral Number	The unique identifier attached to the Out-of-Home Referral
Referral Date	The date the Out-of-Home Referral was posted to Youth Link
Admit Date	Date the youth was admitted into the user's program
Discharge Date	The date the youth was transitioned from the Out-of-Home program (as applicable)
Intensity of Service	The Intensity of Service (IOS) determined to be appropriate for the youth's care
Site Type	The type of program that is administered at the site the youth was admitted to
Site Name	The full name of the Out-of-Home program's site the youth was admitted to
Create Date	The date the Out-of-Home referral was entered into YouthLink
Create User	The Username of the person who created the referral in CYBER

VII. References

PerformCare Website

- Providers Training page: https://www.performcarenj.org/provider/training.aspx
- Out-of-Home (OOH) section: https://www.performcarenj.org/provider/training.aspx#ooh
- Reports section: https://www.performcarenj.org/provider/training.aspx#reports

PerformCare Customer Service

www.performcarenj.org/ServiceDesk

1-877-652-7624