

Provider Training Schedule – July to September 2025

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 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** - (90 min) 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.
- **IIH Functional Behavioral Assessment / Behavioral Support Plan** **New** - Review of the FBA/BSP.
- **MRSS Dispatch** **New** - Dispatch, Crisis Tracking Form, and Crisis Assessment Tool.

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

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July 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
Independence Day				
July 7	11 am	Security Administrators	Security Administrators	Register
July 7	2 pm	Password Passphrase Training	All CYBER Users	Register
July 8	1 pm	Mobile Response Treatment Planning	MRSS Users	Register
July 9	2 pm	New CYBER Users (90 min)	New CYBER Users	Register
July 10	1 pm	Security Awareness and CYBER	All CYBER Users	Register
July 15	11 am	IIC New Agency (90 min)	IIC Owners/ Directors	Register
July 15	2 pm	IIC/BA Security Administrators (90 min)	IIC/BA Security Administrators	Register
July 16	12 pm	IIC Randomizer Setup (90 min)	IIC Owners/ Directors	Register
July 16	3:30 pm	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	Register
July 17	2 pm	Family Support Services (90 min)	FSS Users	Register
July 18	11 am	IIC BPS Billing/Claims Process (90 min)	IIC responsible for billing	Register
July 18	2 pm	IIC/BA Treatment Planning (90 min)	IIC/BA Clinicians	Register
July 21	11 am	Intensive In-Home and Individual Support Services Treatment Planning	IIH and ISS Users	Register
July 21	2 pm	Adolescent Housing Hub	AHH Users	Register
July 22	2 pm	CYBER Functionality for CMO Trainers	CMO Trainers	Register

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August 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
Aug 4	11 am	Assisting Families with the DD Eligibility Application	Users supporting families with the DD application	Register
Aug 5	2 pm	Authorizations and Billing in CYBER	All CYBER Users	Register
Aug 6	2 pm	Behavioral Health Homes	BHH users	Register
Aug 7	2 pm	Family Support Organizations	FSO Users	Register
Aug 11	12 pm	IIC New Agency (90 min)	IIC Owners/ Directors	Register
Aug 11	2:30 pm	IIC/BA Security Administrators (90 min)	IIC/BA Security Administrators	Register
Aug 12	1 pm	IIC Randomizer Setup (90 min)	IIC Owners/ Directors	Register
Aug 13	11 am	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	Register
Aug 13	2 pm	IIC BPS Claims Process (90 min)	IIC responsible for billing	Register
Aug 14	10 am	IIC/BA Treatment Planning (90 min)	IIC/BA Clinicians	Register
Aug 14	1 pm	Intensive in Home FBA/BSP	IIH Users	Register
Aug 18	11 am	Mobile Response and Stabilization Dispatch	MRSS Users	Register
Aug 18	2 pm	Needs Assessment	MST, FFT, CCIS	Register
Aug 19	1 pm	Substance Use Treatment - Initial Assessment through admission	SUT Users	Register
Aug 20	2 pm	Substance Use Treatment - Treatment planning	SUT Users	Register
Aug 21	10 am	Updating the Youth Face Sheet	All CYBER Users	Register
Aug 21	1 pm	Family Support Services (90 min)	FSS Users	Register

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September 2025

DATE	TIME	SESSION	PARTICIPANT TYPE	LINK
September 1 - Labor Day				
Sept 3	12 pm	3560 for PE Coordinators with CSA	PE Coordinators	Register
Sept 4	1 pm	CMO Treatment Planning	CMO Users	Register
Sept 5	11 am	Open Forum Q&A	All CYBER Users	Register
Sept 5	11 am	Annex A Addendum Administrators	Annex A Administrators	Register
Sept 8	12 pm	CSOC Services: An Overview	All CYBER Users	Register
Sept 8	3 pm	Progress Notes	All CYBER Users	Register
Sept 9	11 am	Out of Home – Plans / Assessments	OOH Users	Register
Sept 9	2 pm	Out of Home – YouthLink	OOH Users	Register
Sept 10	11 am	Understanding PerformCare Forms	All CYBER Users	Register
Sept 11	10 am	Family Support Services (90 min)	FSS Users	Register
Sept 11	1 pm	Strengths and Needs (CANS) Assessment	CMO, OOH, SUT	Register
Sept 15	11 am	IIC New Agency (90 min)	IIC Owners/ Directors	Register
Sept 15	2 pm	IIC/BA Security Administrators (90 min)	IIC/BA Security Administrators	Register
Sept 16	1 pm	IIC Randomizer Setup (90 min)	IIC Owners/ Directors	Register
Sept 17	2 pm	IIC BPS Needs Assessment (90 min)	IIC Needs Assessors	Register
Sept 18	10 am	IIC BPS Claims Process (90 min)	IIC responsible for billing	Register
Sept 18	2 pm	IIC/BA Treatment Planning (90 min)	IIC/BA Clinicians	Register

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