

P3v2 NTBHA User Guide

NORTH TEXAS BEHAVIORAL HEALTH AUTHORITY

DARREN EVANS, SYSTEM ADMINISTRATOR

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Features

User Registration

The screenshot shows the registration page for the NTBHA Provider Integration Gathering Eligibility ONLINE (PIGEON) system. The page has a header with the NTBHA logo and navigation links. The main content area is titled "Register. Create a new account" and contains a form with the following fields:

- First Name:
- Last Name:
- Email:
- Username:
- Password:
- Confirm password:
- Phone Number:
- Date of Birth:
- Provider:

A note below the password fields states: **Note: The password must contain a minimum 8 characters at least 1 uppercase alphabet, 1 lowercase alphabet, 1 number and 1 special character.*

At the bottom of the form is a "Register" button. The footer of the page includes the copyright notice "© 2020 - North Texas Behavioral Health Authority" and a link to "Contact NTBHA PIGEON Support".

The registration process requires the following information:

- First Name
- Last Name
- Email Address
- Username
- Phone Number
- Date of Birth
- Provider
- Password – The password must contain each the following characteristics:
 - at least 8 characters,
 - at least 1 uppercase letter,
 - at least 1 lowercase letter,
 - at least 1 number and
 - at least 1 special character (~,!,@,#,\$,%^,&*,(,),+).

After the user registers an email is sent to provider administrator for approval. After the registration is approved the user can then login to the P3v2 system.

Login

NTBHA North Texas Behavioral Health Authority

Provider Integration Gathering Eligibility ONLINE (PIGEON)

Home Client List Client Dashboard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue Register Log in

Log in.

NTBHA - PIGEON User Announcements

*** Please view the P3 Version 2 overview video. ***

Use your PIGEON credentials to log in.

User name

Password

Remember me?

[Register if you don't have a local account.](#)

[Forgot/Reset Password](#)

© 2020 - North Texas Behavioral Health Authority [Contact NTBHA PIGEON Support](#)

The user is to input the credentials with which was registered.

Home

The screenshot shows the home page of the NTBHA PIGEON system. At the top, there is a navigation bar with the following links: Home, Client List, Client Dashboard, Reports & Links, User Administration, NTBHA Administration, System Administration, Support / FAQ, Report Issue, Hello, devans1, and Log off. The main content area is divided into two columns. The left column is titled "NTBHA - PIGEON Announcements" and contains a message: "*** Please view the P3 Version 2 overview video. ***" and a video thumbnail titled "P3v2 Is About To Be Released" with a "Watch this video for sneak peek Details >>" link. The right column is titled "Mental Health & COVID-19: What Parents and Caregivers Should Know" and contains four news articles with dates and "Details >>" links. The footer of the page includes the copyright notice "© 2020 - North Texas Behavioral Health Authority" and a link to "Contact NTBHA PIGEON Support".

Description

After login, the system is then directed to the Home page. This page contains information related to the system status, system updates and online news articles related to the behavioral health industry.

View

The left column displays messages and information specific to the P3v2 system of interest to the user.

The right column displays links to news articles related to the industry and environment that may be of interest to the P3v2 users.

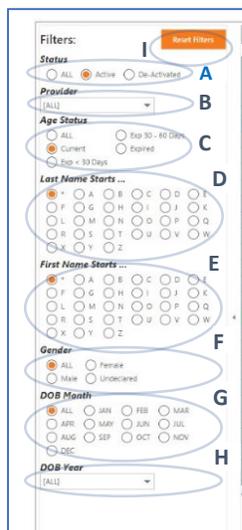
Client List

Description

The Client List is a searchable list of all the clients registered to the NTBHA P3v2 system.

Filters

There are 8 major filters available for use.



- A. Status: This filters clients by the system status, Active/Inactive.
- B. Provider: This filters clients by the attending providers. The filter is automatically set to the user's registered provider at login.
- C. Age Status: This filters the clients by the age referenced to the clients' effective end dates.
- D. Last Name Starts ...: This filters the clients by the first letter of the last name.
- E. First Name Starts ...: This filters the clients by the first letter of the first name.
- F. Gender: This filters the clients by the clients' gender.
- G. DOB Month: This filters the clients by the month of the date of birth.
- H. DOB Year: This filters the clients by the year of the date of birth.
- I. Reset Filters: This button resets all the filters to the default settings.

View

New Client

Page 1 of 1573 (31451 items) [1] 2 3 4 5 6 7 ... 1571 1572 1573 Page size: 20

Enter text to search...

LCN	Last Name	First Name	Middle Name	Suffix	Nickname	Gender	Birth Date	Active?	Provider	Effective End	Client Type	Age Status
255234	aaron	anah				F	2/24/2006	<input checked="" type="checkbox"/>	Child and Family Guidance Center	12/5/2020	Outpatient	Current
247796	Aaron	Christopher				M	10/7/1969	<input checked="" type="checkbox"/>	Southern Area BH	10/8/2020	Outpatient	Current
259952	Aaron	Jenyria				F	2/22/2010	<input checked="" type="checkbox"/>	Child and Family Guidance Center	2/7/2021	Outpatient	Current
124813	AARON	KEVIN	D			M	5/11/1962	<input checked="" type="checkbox"/>	Metrocare	1/6/2021	Outpatient	Current
267407	Ababneh	Karin	B			M	6/28/2007	<input checked="" type="checkbox"/>	Child and Family Guidance Center	6/8/2021	Outpatient	Current
225222	Abascal	Carolyn	A			F	6/2/1965	<input checked="" type="checkbox"/>	DHS TCOONMIE Group	4/7/2021	Outpatient	Current
200284	Abbott	Chioka				M	9/24/1988	<input checked="" type="checkbox"/>	Metrocare	10/4/2020	Outpatient	Current
216005	Abbott	Chris				M	7/7/1961	<input checked="" type="checkbox"/>	Metrocare	4/3/2021	Outpatient	Current
215207	Abbott	Davin	M			F	1/31/1967	<input checked="" type="checkbox"/>	Lakes Regional	5/1/2021	Outpatient	Current
267378	Abbott	Elisha	L			M	1/21/1976	<input checked="" type="checkbox"/>	Child and Family Guidance Center	6/8/2021	Outpatient	Current
267960	ABBOTT	JEFF				M	11/9/1962	<input checked="" type="checkbox"/>	Metrocare	6/17/2021	Outpatient	Current
257442	Abbott	Melanie				F	7/22/1991	<input checked="" type="checkbox"/>	NTBHA	1/9/2021	Inpatient	Current
270316	ABBOTT	MIRANDA				F	8/29/1991	<input checked="" type="checkbox"/>	Child and Family Guidance Center	7/24/2021	Outpatient	Current
257529	Abbott	Rhianna	D			F	5/9/1991	<input checked="" type="checkbox"/>	Metrocare	1/10/2021	Outpatient	Current
171968	Abbott	Stomi				F	8/28/1976	<input checked="" type="checkbox"/>	Integrated Psychotherapeutic Services	1/9/2021	Outpatient	Current
257641	Abbetthart	Lauren				F	12/8/1964	<input checked="" type="checkbox"/>	Child and Family Guidance Center	1/13/2021	Outpatient	Current
146176	ABDELMAGED	MOHAMEDOMER				M	1/23/1997	<input checked="" type="checkbox"/>	Child and Family Guidance Center	11/26/2020	Outpatient	Current
266496	Abdelmalek	Shaymaa	E			F	3/5/1983	<input checked="" type="checkbox"/>	Child and Family Guidance Center	5/22/2021	Outpatient	Current
261529	Abderafie	Zine	E			M	11/30/1996	<input checked="" type="checkbox"/>	Multicultural Recovery Center	2/27/2021	Outpatient	Current
148179	ABDOLBAGHI	REZVAN				F	8/19/1982	<input checked="" type="checkbox"/>	Child and Family Guidance Center	7/30/2021	Outpatient	Current

Page 1 of 1573 (31451 items) [1] 2 3 4 5 6 7 ... 1571 1572 1573 Page size: 20

Highlighted rows indicate clients with inpatient treatment authorizations.

Description

This view lists the clients as directed by the applied filters. There are additional filters and search controls within the view. Client records highlighted are those clients with inpatient authorizations. A new client form can be accessed from the button at the top left of the list view.

Paging

This view has two paging controls. One control contains the number pages, (segmented by the pages size), and the number of records applied by the filters.

The other control is for page size. The page size is set as default of 20 records per page and has selection options of 10, 15, 20 and 25 records per page.

Page 1 of 1573 (31451 items) [1] 2 3 4 5 6 7 ... 1571 1572 1573 Page size: 20

Enter text to search...

LCN	Last Name	First Name	Middle Name	Suffix	Nickname	Gender	Birth Date	Active?	Provider	Effective End	Client Type	Age Status
255234	aaron	anah				F	2/24/2006	<input checked="" type="checkbox"/>	Child and Family Guidance Center	12/5/2020	Outpatient	Current
247796	Aaron	Christopher				M	10/7/1969	<input checked="" type="checkbox"/>	Southern Area BH	10/8/2020	Outpatient	Current
259952	Aaron	Jenyria				F	2/22/2010	<input checked="" type="checkbox"/>	Child and Family Guidance Center	2/7/2021	Outpatient	Current

Search

In the text box, at the top of the list, the user can enter any characters for a very specific filtered list. This search scans the entire filtered list.

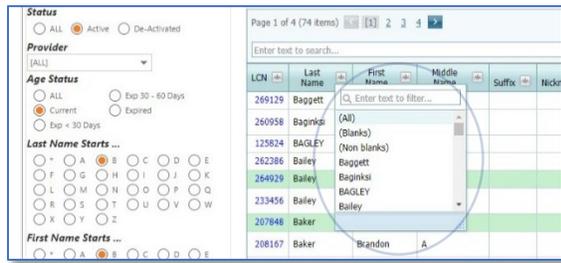
Page 1 of 1573 (31451 items) [1] 2 3 4 5 6 7 ... 1571 1572 1573 Page size: 20

Enter text to search...

LCN	Last Name	First Name	Middle Name	Suffix	Nickname	Gender	Birth Date	Active?	Provider	Effective End	Client Type	Age Status
255234	aaron	anah				F	2/24/2006	<input checked="" type="checkbox"/>	Child and Family Guidance Center	12/5/2020	Outpatient	Current
247796	Aaron	Christopher				M	10/7/1969	<input checked="" type="checkbox"/>	Southern Area BH	10/8/2020	Outpatient	Current
259952	Aaron	Jenyria				F	2/22/2010	<input checked="" type="checkbox"/>	Child and Family Guidance Center	2/7/2021	Outpatient	Current

Column Filters

The column headers can also act as filters by creating a list of options for the column selected in a drop-down selection control. All columns have this option available and is based on the major filters.



Sorting

Each of the columns can be sorted simply by clicking on the column header. Clicking once sorts the column in ascending order. Clicking the header again reverses the sort order to descending order. The default order is descending by last name, first name middle name ascending.

New Client

Description

The New Client form contains information controls. All the controls are required with the exceptions of Suffix, Nickname, Alternate ID, and Other Language. The SSN controls requires the user to input the SSN or check the SSN Unavailable box. Please reference the [Add Client](#) action in this document for specific use.

Client Dashboard

Description

This screen displays information directly related to a specific client.

Select Client

A client is selected directly with the controls below:

- A. LCN: The user can enter the LCN to directly access a client’s dashboard.
- B. SSN: The user can enter the SSN to directly access a client’s dashboard.
- C. Last Name / First Name: The user can enter all or part of the last name and/or first name into these controls to return a list to the Search Return List control.
- D. Month of Birth / Year of Birth: The user can select the month and/or year of birth from these controls to return a list to the Search Return List control.
- E. Search Return List: Contains a list of clients returned by the direct search criteria.
- F. Auth ID: The user can enter an inpatient authorization number to directly access a client with that authorization. (No client is returned if there is no authorization number.)

Client Registration Information

Provider Integration Gathering Eligibility ONLINE (PIGEON)

Home Client List Client Dashboard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue Hello, devans! Log off

Search:
 LCN: 192371
 - OR -
 SSN: [] Numbers only
 - OR -
 Last Name: []
 First Name: []
 Returns list below
 - OR -
 Month of Birth: [ALL]
 Decade of Birth: [ALL]
 Returns list below
 Search
 Search Return List:

Edit Client
 LCN: 192371
 Client Name: CHIMPO, JOHNNY A, JR.
 DOB: 01/01/2000 Gender: M Start: 03/23/2020 End: 03/23/2021
 County: Dallas Status: Current Pharma Benefits: No Pharma Benefits
 Provider: NTBHA SSN: 123-45-6789 FE Status: FE Complete
 Client Status: Active

Client Information
 Client Information:
 Contact Information Demographic Information
 Address: 9441 Lyndon B Johnson Fwy Ste 350 City: Dallas State: TX
 Zip: 75243-4652 County: Dallas Phone: Not Available [Address Management](#)

> Client Authorizations
 > Client Financial Eligibility
 > Client Reports
 > Client Notes

The Client Registration Information contains the LCN, Client Name, SSN, DOB, Gender, Effective Start and End Dates, County, Activity Status, Provider, Client Status, Pharma Benefits and Financial Eligibility Status.

Client Information

Client Information:
 Contact Information Demographic Information
 Address: 9441 Lyndon B Johnson Fwy Ste 350 City: Dallas State: TX
 Zip: 75243-4652 County: Dallas Phone: Not Available [Address Management](#)

> Client Authorizations

Contact Information

The Client Information section contains the contact information, address and phone number. It also has the control to access the Address Management form.

Contact Address / Phone

Provider Integration Gathering Eligibility ONLINE (PIGEON)

Home Client List Client Dashboard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue Hello, devans! Log off

devans

LCN: 192371
 Client Name: CHIMPO, JOHNNY A
 DOB: 01/01/2000

[New Address](#)
[Edit ID: 63297](#)
[Return to 192371 dashboard.](#)
[Delete Address: 63297](#)

CHIMPO, JOHNNY A - Address Management

Client Addresses

Addr Id	Addr Type	LCN	Address1	Address2	City	State	Zip	County
63297	SERVICE	192371	9441 Lyndon B Johnson Fwy Ste 350		Dallas	TX	75243-4652	Dallas
138236	PERMANENT	192371	9441 Lyndon Ln		Dallas	TX		Dallas
138165	TEMPORARY	192371	9441 Lyndon B Johnson Fwy		Desoto	TX	75115-4765	Dallas

Client Phones

New	Phone Id	Phone Type	LCN	Phone Num	Phone Create Date	Phone Mod Date
Edit	63297	PRIMARY	192371	(123) 456-7890	9/18/2019 3:00:10 AM	8/3/2020 10:40:49 AM
Edit	130265	HOME	192371	(214) 935-8252	1/8/2020 10:42:46 AM	8/3/2020 10:41:04 AM

Demographic Information

The Demographic Information contains information required by various local, state and federal programs. This information is edited via the Client Edit form.

Contact Information		Demographic Information	
Marital Status: Unknown	Veteran?: No	Race: Multiracial - Unspecified	
Ethnicity: Unknown or refused to answer		Primary Language: English	
Second Language: None		Requires Interpreter: No	
Other Languages:		Disability: None	

Client Authorizations

Provider Integration Gathering Eligibility ONLINE (PIGEON)

Home Client List Client Dashboard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue Hello, devans! Log off

Search:
 LCN: 192371
 - OR -
 SSN: Numbers only
 - OR -
 Last Name:
 First Name:
 Return list below
 - OR -
 Month of Birth: [ALL]
 Decade of Birth: [ALL]
 Return list below
 Search
 Search Return List:
 - OR -
 Auth ID:

Edit Client
 LCN: 192371
 Client Name: CHIMPO, JOHNNY A. JR.
 DOB: 01/01/2000 Gender: M Start: 03/23/2020 End: 03/23/2021
 County: Dallas Status: Current Pharma Benefits: No Pharma Benefits
 Provider: NTBHA SSN: 123-45-6789 FE Status: FE Complete
 Client Status: Active

> Client Information
 v Client Authorizations

New Authorization

ID	LCN	Facility	Type	Usage	Fund	Start	End	Updated	Active?	Pending?	Admit Date	Discharge
6243059	192371	Serenity Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6243053	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Page 1 of 17 (65 items) [1] 2 3 4 5 6 7 ... 15 16 17

> Client Financial Eligibility
 > Client Reports
 > Client Notes

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The Client Authorization section contains information summary with inpatient treatment authorizations. If the client has none of these authorizations this information section is empty. The detail is available for NTBHA UM personnel for editing if required on the [Edit Authorization](#) form. The New Authorization button accesses the [Add Authorization](#) form.

Client Financial Eligibility

NTBHA North Texas Behavioral Health Authority
Provider Integration Gathering Eligibility ONLINE (PIGEON)

Home Client List Client Dashboard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue Hello, devans! Log off

Search:
 LCN: 192371
 - OR -
 SSN: Numbers only
 - OR -
 Last Name:
 First Name:
 Return list below
 - OR -
 Month of Birth: [ALL]
 Decade of Birth: [ALL]
 Return list below
 Search
 Search Return List:
 - OR -
 Auth ID:

Edit Client
 LCN: 192371
 Client Name: CHIMPO, JOHNNY A. JR.
 DOB: 01/01/2000 Gender: M Start: 03/23/2020 End: 03/23/2021
 County: Dallas Status: Current Pharma Benefits: No Pharma Benefits
 Provider: NTBHA SSN: 123-45-6789 FE Status: FE Complete
 Client Status: Active

> Client Information
 > Client Authorizations
 > Client Financial Eligibility

New Financial Eligibility

ID	LCN	Provider	Status	Document Status	Start	End	Active?
33543	192371	NTBHA-CC	Eligible for NTBHA funded services	Closed Complete	03/23/2020	03/23/2021	<input checked="" type="checkbox"/>
32541	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	05/15/2018	05/15/2019	<input type="checkbox"/>
22565	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	01/15/2018	01/15/2019	<input type="checkbox"/>

> Client Reports
 > Client Notes

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The Client Financial Eligibility section contains information summary. If the client has no financial eligibility this information section is empty. The detail is available for editing if required on the [Edit Financial Eligibility](#) form and is available to all users. The New Financial Eligibility button accesses the [Add Financial Eligibility](#) form.

Client Reports

The screenshot shows the PIGEON web application interface. At the top, there is a navigation bar with the NTBHA logo and the title "Provider Integration Gathering Eligibility ONLINE (PIGEON)". Below the navigation bar, there are several tabs: Home, Client List, Client Dashboard, Reports & Links, User Administration, NTBHA Administration, System Administration, Support / FAQ, Report Issue, Hello, devans!, and Log off.

The main content area is divided into two columns. The left column contains a search form with fields for LCN (192371), SSN, Last Name, First Name, Month of Birth, and Decade of Birth. The right column displays client information for LCN 192371, including Client Name (CHIMPO, JOHNNY A. JR.), DOB (01/01/2000), Gender (M), Status (Current), Start (03/23/2020), End (03/23/2021), County (Dallas), Provider (NTBHA), Pharma Benefits (No Pharma Benefits), SSN (123-45-6789), and FE Status (FE Complete).

Below the client information, there are sections for Client Information, Client Authorizations, Client Financial Eligibility, and Client Reports. The Client Reports section is expanded to show "Outpatient Encounters". A table lists the encounters with columns for ID, LCN, Provider, Svc Date, Diag Code, Diagnosis Desc, Proc Code, and Procedure Desc. The table contains four rows of data, all for LCN 192371 and Provider Dallas Behavioral Health Hospital, with various service dates and diagnosis codes (F209, T2048).

The Client Reports section has several lists with access to related detail forms.

Outpatient Encounters

As with all list controls in P3v2, this list can be filtered and sorted by way of selection(s) to the column names.

This screenshot shows a filtered view of the 'Outpatient Encounters' table. The table has columns for ID, LCN, Provider, Svc Date, Diag Code, Diagnosis Desc, Proc Code, and Procedure Desc. The data is filtered to show only encounters for LCN 192371 and Provider Dallas Behavioral Health Hospital. The table contains four rows of data, all for LCN 192371 and Provider Dallas Behavioral Health Hospital, with various service dates and diagnosis codes (F209, T2048).

This information is a summary list of outpatient encounters. Access to the detail by clicking on the ID number.

The screenshot shows the detail form for an outpatient encounter. The form is titled "NTBHA PIGEON - Outpatient Encounter" and displays various fields for the encounter, including LCN (192371), First Name (Johnny), Middle Name (A), Last Name (Chimpo), Provider (Dallas Behavioral Health Hospital), Primary Diagnosis Code (F209), Procedure Code (T2048), and Diagnosis Desc (Schizophrenia). Other fields include Procedure Desc (Inpatient Psychiatric Services - Room and Board), submission_type (T), ProviderTransactionID, local_cd (T2048), client_time (24), payment_amt, server_type_cd (R), procedure_cd (T2048), server_name, and archival_date_time (1/5/2018 5:25:19 PM).

Jail Diversion

As with all list controls in P3v2, this list can be filtered and sorted by way of selection(s) to the column names.

<input type="radio"/> Outpatient Encounters <input checked="" type="radio"/> Jail Diversion <input type="radio"/> Prescriptions <input type="radio"/> Pharmacy Locations <input type="radio"/> Provider Locations									
ID	Facility	Query Month	LCN	First Name	Last Name	DOB	Gender	Race	
4288069	DALLAS CO SO	202004	192371	JOHN	DOE	2000/04/09	Male	White	
4288334	DALLAS CO SO	202004	192371	JOHN	DOE	2000/04/09	Male	White	
4288909	DALLAS CO SO	202004	192371	JOHN	DOE	2000/04/09	Male	White	
4288979	DALLAS CO SO	202004	192371	JOHN	DOE	2000/04/09	Male	White	

Page 1 of 9 (34 Items)

This information is a summary list of jail diversion. Access to the detail is by clicking on the ID number.

NTBHA PIGEON - Jail Diversion			
rID: 4288069	Facility_County_Name: DALLAS	Facility_Name: DALLAS CO SO	Query_Month_Chan: 202004
Resp_Case_No: 0000135622	JailLCN: 135622	LCN: 162090	Care_ID: 31237002
First_Name: JOHN	Last_Name: DOE	DOB: 2000/04/09	Gender: Male
Race: White	SSN: 123-45-6789	Query_Date: 2020/04/09 00:00:00	Resp_Comp_Code: 020
Resp_Comp_Name: TEXAS PANHANDLE MENTAL HEALTH MENTAL RETARDATION	LoadDate: 7/27/2020 10:21:30 AM		

Prescriptions

As with all list controls in P3v2, this list can be filtered and sorted by way of selection(s) to the column names.

<input type="radio"/> Outpatient Encounters <input type="radio"/> Jail Diversion <input checked="" type="radio"/> Prescriptions <input type="radio"/> Pharmacy Locations <input type="radio"/> Provider Locations									
ID	Facility	RX Number	Filled	Prescriber First	Prescriber Last	Drug Name	Days Supply	Load Date	
1018317	NTBHA CRISIS RESIDENTIAL	6166628	7/14/2020	TAMEIKA	MORRIS	HYDROXYZ HCL TAB 25MG	7	7/20/2020	
1018318	NTBHA CRISIS RESIDENTIAL	6166627	7/14/2020	TAMEIKA	MORRIS	RISPERIDONE TAB 1MG	7	7/20/2020	
1018319	NTBHA CRISIS RESIDENTIAL	6166629	7/14/2020	TAMEIKA	MORRIS	TRAZODONE TAB 100MG	7	7/20/2020	
1018320	NTBHA CRISIS RESIDENTIAL	6166626	7/14/2020	TAMEIKA	MORRIS	FLUOXETINE CAP 20MG	7	7/20/2020	

Page 1 of 2 (6 Items)

This information is a summary list of prescriptions. Access to the detail is by clicking on the ID number.

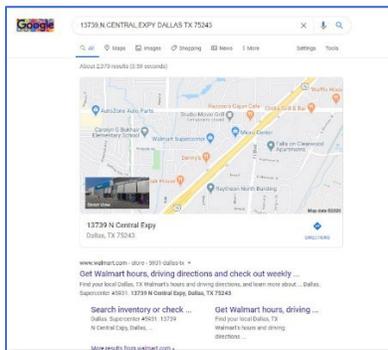
NTBHA PIGEON - Prescriptions			
rID: 1018317	FACILITY: Dallas Metrocare Services	ChopperFeedAbbrev: DMS	TRANS_TYPE: C
BILL_TYPE:	RX_NUM: 6072582	RF_NUM: 0	RF_AUTHOR: 1
FILLED_ON: 5/15/2017 12:00:00 AM	REV_CN:	MEMBER_ID: 192371	PAT_ID_FAC: 175338
PAT_LAST: CLAY	PAT_FIRST: SEBASTIAH	BIRTHDATE: 1/2/1976 12:00:00 AM	DR_LAST: KATHRYN SICKOREZ
DR_FIRST: M.D.	NDC: 65862019399	DRUG_NAME: FLUOXETINE CAP 20MG	STRENGTH: 20
FORM: CAPS	BRAND_GENERIC: Generic	COMPOUND: N	DAYS_SUPPLY: 30
METRIC_QTY: 30	FEE: 2.00	PRICE: 13.49	COPAY: 0
PLAN_NAME: 29303	GROUP_NUMBER: DMS	STRENGTH_N: 20	STRENGTH_A: MG
MED_D:	OCC: 0	AWP: 0.000000	DateInserted: 12/31/2017 12:00:00 AM

Pharmacy Locations

As with all list controls in P3v2, this list can be filtered and sorted by way of selection(s) to the column names.

Service	Location Name (click for map)	Address	City	ST	Zip	Phone	Distance
Pharmacy	WALMART PHARMACY	13739 N CENTRAL EXPY	DALLAS	TX	75243	(972) 656-2821	2.1450
Pharmacy	KROGER PHARMACY	160 N COIT	RICHARDSON	TX	75080	(972) 497-9339	3.1670
Pharmacy	KROGER PHARMACY	9140 FOREST LANE	DALLAS	TX	75243	(214) 221-0978	3.5655
Pharmacy	WAL-MART PHARMACY	430 NORTH COIT ROAD	RICHARDSON	TX	75080	(972) 235-0619	3.9588
Pharmacy	WALMART PHARMACY	9301 FOREST LN	DALLAS	TX	75243	(972) 437-6858	4.0850
Pharmacy	KROGER PHARMACY	536 Centennial Blvd.	BUCKINGHAM	TX	75081	(972) 437-2478	5.5468
Pharmacy	DEVONSHIRE PHARMACY	5445 LA SIERRA DR STE 202	DALLAS	TX	75231-4139	(214) 812-9399	6.3340
Pharmacy	WALMART PHARMACY	15220 MONTFORT RD	DALLAS	TX	75248	(972) 233-8764	6.6280
Pharmacy	METROCARE PHARMACY AT LIFENET	9708 SKILLMAN ST	DALLAS	TX	75243-5150	(469) 899-5200	7.0577
Pharmacy	WALMART PHARMACY	1501 BUCKINGHAM RD	RICHARDSON	TX	75081	(972) 235-9391	8.0135

This list is of participating pharmacy locations sorted by the distance from the client's service address. When clicking on the name link in the list the Google map page is returned to a new browser tab.

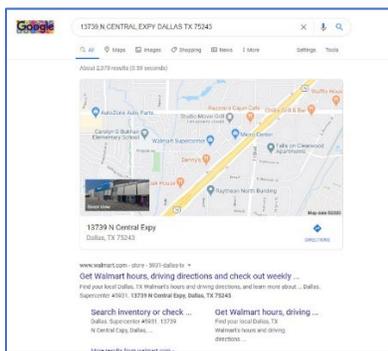


Provider Locations

As with all list controls in P3v2, this list can be filtered and sorted by way of selection(s) to the column names.

Service	Location Name (click for map)	Address	City	ST	Zip	Phone	Distance
Outpatient	Transicare	9304 Forest Ln, STE 161 North	Dallas	TX	75243	214-342-5800	4.0850
Outpatient	Child And Family Guidance Ctr	4031 W Plano Pkwy, STE 211	Plano	TX	75093	214-351-3490	11.8947
Outpatient	Child And Family Guidance Ctr	8915 Harry Hines Blvd,	Dallas	TX	75235	214-351-3490	17.4275
Outpatient	Providence Service Corp Of Texas	8625 King George Dr, STE 111	Dallas	TX	75235	214-631-7002	17.4275
Outpatient	Dallas Metrocare Services	1380 River Bend Dr,	Dallas	TX	75247	214-275-7393	18.4255
Outpatient	Dallas Metrocare Services	1340 River Bend Dr,	Dallas	TX	75247	214-275-7393	18.8174
Outpatient	Dallas Metrocare Services	4645 Samuell Blvd,	Dallas	TX	75228	214-275-7393	19.1089
Outpatient	JPS	2121 Main St, STE 200	Dallas	TX	75201	214-331-1200	19.8719
Outpatient	Child And Family Guidance Ctr	210 W 10th St,	Dallas	TX	75208	214-351-3490	26.1949
Outpatient	Centro De Mi Salud	628 Centre St,	Dallas	TX	75208	214-941-0798	26.5639

This list is of participating provider locations sorted by the distance from the client's service address. When clicking on the name link in the list the Google map page is returned to a new browser tab.



Reports & Links

NTBHA North Texas Behavioral Health Authority
Provider Integration Gathering Eligibility ONLINE (PIGEON)

Home Client List Client Dashboard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue Hello, devans! Log off

NTBHA PIGEON - Reports & Links

Reports	Needed & Useful Links
Month-to-Date Authorizations	Provider - Manuals & Forms Provider - EDI Documentation Provider - PAP Resources Provider - Consumer Benefits Program
	Public - Education & Support Groups Public - Suicide Prevention Public - Community Resource Coordination Groups Public - Other Community Resources Public - Reports

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The Reports & Links page contains links to P3v2 internal reports (left side) and the links (right side) replicating those on the NTBHA web homepage. As of release there is only one internal report available, the Month-to-Date Authorizations report (explained below). As it becomes apparent more P3 standard reports are required, those will be created and presented here.

Month-to-Date Authorizations

NTBHA PIGEON - NTBHA MTD Authorizations

Filters: [Reset Filters](#)

Export to XLS | Export to CSV

Page 1 of 39 (583 items) | Page size: 15

Auth ID	Facility	LCN	Client Name	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge Date	Transfer From	Created
6243857	Homeward Bound Crisis Residential	206997	BernisAlbrittain, Alex	Crisis Residential	07/20/2020	08/10/2020	22	07/20/2020			7/20/2020 12:00:00 AM
6243873	Homeward Bound Crisis Residential	268944	Schaefer, Nicholas	Crisis Residential	07/21/2020	08/10/2020	21	07/21/2020		Baylor - Dallas - ED	7/20/2020 12:15:25 PM
6244089	Homeward Bound Crisis Residential	140243	OLIVER, CHARLES	Crisis Residential	07/31/2020	08/06/2020	7				7/20/2020 12:03:43 PM
6244072	Homeward Bound Crisis Residential	236388	Thomas, Lyric	Crisis Residential	07/30/2020	08/05/2020	7				7/20/2020 11:07:18 AM
6244069	Homeward Bound Crisis Residential	270637	Vega, Mario	Crisis Residential	07/30/2020	08/05/2020	7			Baylor - Lake Pointe Rowlette - ED	7/20/2020 11:16:57 AM
6244070	Homeward Bound Crisis Residential	270635	Bentley, Rebecca	Crisis Residential	07/30/2020	08/05/2020	7			Baylor - Irving - ED	7/20/2020 6:08:46 PM
6244082	Dallas Behavioral Healthcare Hospital	256613	Leboda, Jane	Inpatient	07/30/2020	08/05/2020	7				7/20/2020 6:31:51 PM
6244094	Homeward Bound Crisis Residential	229537	Williams, Kimberly	Crisis Residential	07/30/2020	08/05/2020	7				7/20/2020 7:51:23 AM
6244062	Homeward Bound Crisis Residential	270633	Moody, David	Crisis Residential	07/30/2020	08/05/2020	7			Methodist - Dallas - ER	7/20/2020 9:48:52 AM
6244064	Homeward Bound Crisis Residential	222189	Mccarty, Roger	Crisis Residential	07/30/2020	08/05/2020	7			Baylor - Dallas - ED	7/20/2020 10:11:35 AM
6244065	Homeward Bound Crisis Residential	152136	WALKER, JANET	Crisis Residential	07/30/2020	08/05/2020	7				7/20/2020 10:46:39 AM
6244066	Homeward Bound Crisis Residential	270061	Bondy, Bruce	Crisis Residential	07/30/2020	08/05/2020	7				7/27/2020 12:00:00 AM
6243998	Dallas Behavioral Healthcare Hospital	184191	Griffin, Bruce	Inpatient	07/29/2020	08/04/2020	7	07/29/2020			7/28/2020 12:00:00 AM
6244024	Homeward Bound Crisis Residential	161847	Calhoun, Warren	Crisis Residential	07/29/2020	08/04/2020	7	07/29/2020			7/28/2020 12:00:00 AM
6244026	Homeward Bound Crisis Residential	270275	Wooten, Erwin	Crisis Residential	07/29/2020	08/04/2020	7	07/29/2020			7/28/2020 12:00:00 AM

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Highlighted rows indicate clients are not yet discharged.

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Description

This view lists the inpatient authorizations as directed by the applied filters. There are additional filters and search controls within the view. Authorization records highlighted are those in which the current date is within authorization start and end date.

Filters

Filters: [Reset Filters](#)

Provider

- [ALL]
- Dallas Behavioral Healthcare Hospital
- Facility Pending
- Garland Behavioral Healthcare
- Glen Oaks
- Green Oaks
- Haven Psychiatric Hospital
- Hickory Trail
- Homeward Bound Crisis Residential
- Hunt Regional
- Parkland
- Perimeter Behavioral Hospital
- Serenity Crisis Residential
- Sundance
- Texas Health Presbyterian
- Timberlawn
- TMC Behavioral Health

Authorization Year

- 2020
- 2019
- 2018
- 2017
- 2016

Authorization Month

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

The report is filterable by Provider, Authorization Year and Authorization Month. The default filters are the current month and year and the users registered provider.

View

Auth ID	Facility	LCN	Client Name	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge Date	Transfer From	Created
6243857	Homeward Bound Crisis Residential	206997	BernosAbrittan, Alex	Crisis Residential	07/20/2020	08/10/2020	22	07/20/2020			7/20/2020 12:00:00 AM
6243873	Homeward Bound Crisis Residential	268944	Schaefer, Nicholas	Crisis Residential	07/21/2020	08/10/2020	21	07/21/2020		Baylor - Dallas - ED	7/20/2020 12:00:00 AM
6244089	Homeward Bound Crisis Residential	140243	OLIVER, CHARLES	Crisis Residential	07/31/2020	08/06/2020	7				7/31/2020 12:15:25 PM

Paging

This view has two paging controls. One control contains the number pages, (segmented by the pages size), and the number of records applied by the filters.

The other control is for page size. The page size is set as default of 20 records per page and has selection options of 10, 15, 20 and 25 records per page.

Auth ID	Facility	LCN	Client Name	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge Date	Transfer From	Created
6243857	Homeward Bound Crisis Residential	206997	BernosAbrittan, Alex	Crisis Residential	07/20/2020	08/10/2020	22	07/20/2020			7/20/2020 12:00:00 AM
6243873	Homeward Bound Crisis Residential	268944	Schaefer, Nicholas	Crisis Residential	07/21/2020	08/10/2020	21	07/21/2020		Baylor - Dallas - ED	7/20/2020 12:00:00 AM
6244089	Homeward Bound Crisis Residential	140243	OLIVER, CHARLES	Crisis Residential	07/31/2020	08/06/2020	7				7/31/2020 12:15:25 PM

Search

In the text box, at the top of the list, the user can enter any characters for a very specific filtered list. This search scans the entire filtered list.

Auth ID	Facility	LCN	Client Name	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge Date	Transfer From	Created
6243857	Homeward Bound Crisis Residential	206997	BernosAbrittan, Alex	Crisis Residential	07/20/2020	08/10/2020	22	07/20/2020			7/20/2020 12:00:00 AM
6243873	Homeward Bound Crisis Residential	268944	Schaefer, Nicholas	Crisis Residential	07/21/2020	08/10/2020	21	07/21/2020		Baylor - Dallas - ED	7/20/2020 12:00:00 AM
6244089	Homeward Bound Crisis Residential	140243	OLIVER, CHARLES	Crisis Residential	07/31/2020	08/06/2020	7				7/31/2020 12:15:25 PM

Column Filters

The column headers can also act as filters by creating a list of options for the column selected in a drop-down selection control. All columns have this option available and is based on the major filters.

The screenshot shows a data table with a dropdown menu open over the 'Treatment' column header. The dropdown menu contains the following options: (All), (Blanks), (Non-blanks), Crisis Residential, Extension Request - Crisis..., Inpatient, and Inpatient Concurrent Review. The table below shows the data rows.

Auth ID	Facility	LCN	Client Name	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge Date	Transfer From	Created
6243857	Homeward Bound Crisis Residential	206997	BerriosAlbrittain, Alex	Crisis Residential			22	07/20/2020			7/20/2020 12:00:00 AM
6243873	Homeward Bound Crisis Residential	268944	Schaefer, Nicholas	Crisis Residential			21	07/21/2020		Baylor - Dallas - ED	7/20/2020 12:00:00 AM
6244156	Homeward Bound Crisis Residential	205715	Locks, Frank	Crisis Residential			7				8/3/2020 3:02:20 PM
6244162	Homeward Bound Crisis Residential	253574	Gilder, Rosemary	Crisis Residential			7				8/3/2020 3:40:12 PM
6244165	Homeward Bound Crisis Residential	125151	ALFORD, MEGAN	Crisis Residential			7				8/3/2020 4:44:50 PM
6244135	Homeward Bound Crisis Residential	270854	Driggers, James	Crisis Residential			7			Hunt Regional Medical Center - Greenville - ED	8/3/2020 11:50:46 AM

Sorting

Each of the columns can be sorted simply by clicking on the column header. Clicking once sorts the column in ascending order. Clicking the header again reverses the sort order to descending order. The default order is descending by last name, first name middle name ascending.

Export Report

This report can be exported in WYSIWYG form in both .CSV and .XLS by selecting the desired format button.

The screenshot shows the top of a data table with 'Export to XLS' and 'Export to CSV' buttons. The table below shows the data rows.

Auth ID	Facility	LCN	Client Name	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge Date	Transfer From	Created
6243857	Homeward Bound Crisis Residential	206997	BerriosAlbrittain, Alex	Crisis Residential	07/20/2020	08/10/2020	22	07/20/2020			7/20/2020 12:00:00 AM
6243873	Homeward Bound Crisis Residential	268944	Schaefer, Nicholas	Crisis Residential	07/21/2020	08/10/2020	21	07/21/2020		Baylor - Dallas - ED	7/20/2020 12:00:00 AM
6244089	Homeward Bound Crisis Residential	140243	OLIVER, CHARLES	Crisis Residential	07/31/2020	08/06/2020	7				7/31/2020 12:15:25 PM

User Administration

NTBHA PIGEON - User Administration

Page 1 of 3 (58 items) Page size: 25

Filters: [Reset Filters](#)

Provider
[ALL]

Approval?
 ALL
 Approved
 Not Approved

Last Name
 A B C D
 E F G H I
 J K L M N
 O P Q R S
 T U V W X
 Y Z

Edit?	Last Name	First Name	Email	User Phone	User Name	User Provider	User Lvl	User Profile	Approved?
Edit	Ashford	Lyndy	lashford@ntbha.org	4695263843	lashford	NTBHA	NTBHA User	1	Yes
Edit	Bailey	Mary	mbailey@ntbha.org	4692999442	mbailey	NTBHA	System Administrator	1	Yes
Edit	Batiz	Joan	jbatiz@ntbha.org	2672407494	jbatiz	NTBHA	NTBHA User	1	Yes
Edit	Blank	Michelle	mblank@ntbha.org	4692602097	mblank	NTBHA	NTBHA User	1	Yes
Edit	Blanton	Charlotte	cblanton@ntbha.org	4696077435	cblanton	NTBHA	NTBHA User	1	Yes
Edit	Blum	Nancy	nblum@ntbha.org	2145354503	nblum	NTBHA	NTBHA User	1	Yes
Edit	Bradhear	Kristy	kbrashear@ntbha.org	4692902115	kbrashear	NTBHA	NTBHA User	1	No
Edit	brodbeck	christine	cbrodbeck@ntbha.org	(972) 333-2079	cbrodbeck	NTBHA	NTBHA User	1	Yes
Edit	Cannon	Amanda	acannon@NTBHA.org	4695263256	acannon	NTBHA	NTBHA User	1	Yes
Edit	Caviness	Tami	tcaviness@ntbha.org	4692999389	tcaviness	NTBHA	NTBHA User	1	Yes
Edit	Corona Barker	Veronica	vcoronabarker@ntbha.org	469459397	vcorona	NTBHA	NTBHA User	1	Yes
Edit	Cowan	Janet	jcowan@ntbha.org	4692902101	jcowan	NTBHA	NTBHA User	1	Yes
Edit	Creach	George	GCREACH@NTBHA.ORG	4695219961	GCREACHUR	NTBHA	NTBHA User	1	Yes
Edit	Dickson	Nadia	ndickson@ntbha.org	4699985159	nadiad	NTBHA	NTBHA User	1	Yes
Edit	Evans	Darren	devans@ntbha.org	4692999453	devans	NTBHA	System Administrator	1	Yes
Edit	Evans	Darren	devans@ntbha.org	9727506082	wdevans	Dallas Behavioral Health Hospital	Facility User	1	Yes
Edit	Evans	Darren	devans@ntbha.org	9727506082	wdevans20	NTBHA	NTBHA User	1	Yes
Edit	Ford	Ashley	aford@ntbha.org	9725518998	aford	NTBHA	NTBHA User	1	Yes
Edit	Friederick	Heath	hfriederick@ntbha.org	4695230529	hfriederick	NTBHA	NTBHA User	1	Yes
Edit	Graham	Sherry	sherry.graham.lpc@gmail.com	2147698165	sgraham@ntbha.org	NTBHA	NTBHA User	1	Yes
Edit	Grigsby	Syreeta	sgrigsby@ntbha.org	9402574880	sgrigsby	NTBHA	NTBHA User	1	Yes
Edit	Gulino	Jaclyn	jugulino@ntbha.org	(214) 454-4790	jugulino	NTBHA	NTBHA User	1	Yes
Edit	gutierrez	lisa	lgutierrez@ntbha.org	4692491379	lgutierrez@ntbha.org	NTBHA	NTBHA User	1	Yes
Edit	Johnson	Rhonesia	rjohnson@ntbha.org	8322736442	rhonesia2005	NTBHA	NTBHA User	1	Yes
Edit	Johnson	Robert	rjohnson@ntbha.org	4695519635	rjohnson2	NTBHA	NTBHA User	1	Yes

Page 1 of 3 (58 items) Page size: 25

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Description

This list is only accessible by the provider administrator. It consists of a list of the provider’s registered users. This is also the form in which the administrator can approve or reject user access to the P3v2 system.

Filters

The User Administration list has 3 primary filters:

Filters: [Reset Filters](#)

Provider
[ALL]

Approval?
 ALL
 Approved
 Not Approved

Last Name
 A B C D
 E F G H I
 J K L M N
 O P Q R S
 T U V W X
 Y Z

- Provider (The list opens in default and restricted to the user’s registered provider.)
- Approved? (The list opens to ALL users’ accounts filtered by the provider.)
- Last Name (This filters the list by the first letter of the users’ last name.)

View

Edit?	Last Name	First Name	Email	User Phone	User Name	User Provider	User Lvl	User Profile	Approved?
Edit	Ashford	Lindy	lashford@ntbha.org	4695263843	lashford	NTBHA	NTBHA User	1	Yes
Edit	Bailey	Mary	mbailey@ntbha.org	4692999442	mbailey	NTBHA	System Administrator	1	Yes
Edit	Batz	Joan	jbatz@ntbha.org	2672407494	jbatz	NTBHA	NTBHA User	1	Yes
Edit	Blank	Michelle	mblank@ntbha.org	4692602097	mblank	NTBHA	NTBHA User	1	Yes
Edit	Blanton	Charlote	cblanton@ntbha.org	4696077435	cblanton	NTBHA	NTBHA User	1	Yes
Edit	Blum	Nancy	nblum@ntbha.org	2145354503	nblum	NTBHA	NTBHA User	1	Yes
Edit	Brashear	Kristy	kbrashear@ntbha.org	4692902115	kbrashear	NTBHA	NTBHA User	1	No
Edit	brobeck	christine	cbrobeck@ntbha.org	(972) 333-2079	cbrobeck	NTBHA	NTBHA User	1	Yes
Edit	Cannon	Amanda	acannon@ntbha.org	4695263256	acannon	NTBHA	NTBHA User	1	Yes
Edit	Caviness	Tami	tcaviness@ntbha.org	4692999389	tcaviness	NTBHA	NTBHA User	1	Yes
Edit	Corona Barker	Veronica	vcorona@ntbha.org	469459397	vcorona	NTBHA	NTBHA User	1	Yes
Edit	Cowan	Janel	jcowan@ntbha.org	4692902101	jcowan	NTBHA	NTBHA User	1	Yes
Edit	Cread	George	GCREAD@NTBHA.ORG	4695319961	GCREAD	NTBHA	NTBHA User	1	Yes
Edit	Dickson	Nadia	ndickson@ntbha.org	469985159	nadiad	NTBHA	NTBHA User	1	Yes
Edit	Evans	Darren	devans@ntbha.org	4692999453	devans	NTBHA	System Administrator	1	Yes
Edit	Evans	Darren	devans@ntbha.org	9727506082	wdevans	Dallas Behavioral Health Hospital	Facility User	1	Yes
Edit	Evans	Darren	devans@ntbha.org	9724699995	wdevans20	NTBHA	NTBHA User	1	Yes
Edit	Ford	Ashley	aford@ntbha.org	9725518908	aford	NTBHA	NTBHA User	1	Yes
Edit	Frederick	Heath	hfrederick@ntbha.org	4695230529	hfrederick	NTBHA	NTBHA User	1	Yes
Edit	Graham	Sherry	sherry.graham.lpc@gmail.com	2147698165	sgraham@ntbha.org	NTBHA	NTBHA User	1	Yes
Edit	Grigsby	Syvretta	sgrigsby@ntbha.org	9402574880	sgrigsby	NTBHA	NTBHA User	1	Yes
Edit	Guilino	Jaclyn	jguilino@ntbha.org	(214) 454-4790	jguilino	NTBHA	NTBHA User	1	Yes
Edit	gutierrez	luisa	lgutierrez@ntbha.org	4692491379	lgutierrez@ntbha.org	NTBHA	NTBHA User	1	Yes
Edit	Johnson	Rhonesia	rhjohnson@ntbha.org	8322736442	rhonesia2005	NTBHA	NTBHA User	1	Yes
Edit	Johnson	Robert	rjohnson@ntbha.org	4695519635	rjohnson2	NTBHA	NTBHA User	1	Yes

Description

This view lists the system registered users as directed by the applied filters. There are additional filters and search controls within the view. The option to edit the user account record is only available through the “Edit” link for each record. This option is used as an approval alternative to the email sent to the provider’s system administrator. It is also the method with which to deactivate the user account.

Edit?	Last Name
Edit	Ashford
Edit	Bailey
Edit	Batz
Edit	Blank
Edit	Blanton
Edit	Blum
Edit	Brashear
Edit	brobeck
Edit	Cannon
Edit	Caviness
Edit	Corona Barker
Edit	Cowan

Paging

This view has two paging controls. One control contains the number pages, (segmented by the pages size), and the number of records applied by the filters.

The other control is for page size. The page size is set as default of 20 records per page and has selection options of 10, 15, 20 and 25 records per page.

Edit?	Last Name	First Name	Email	User Phone	User Name	User Provider	User Lvl	User Profile	Approved?
Edit	Ashford	Lindy	lashford@ntbha.org	4695263843	lashford	NTBHA	NTBHA User	1	Yes
Edit	Bailey	Mary	mbailey@ntbha.org	4692999442	mbailey	NTBHA	System Administrator	1	Yes

Search

In the text box, at the top of the list, the user can enter any characters for a very specific filtered list. This search scans the entire filtered list.

The screenshot shows a table with a search bar at the top. The search bar contains the text "Enter text to search...". The table has the following columns: Edit?, Last Name, First Name, Email, User Phone, User Name, User Provider, User Lvl, User Profile, and Approved?. The data rows are:

Edit?	Last Name	First Name	Email	User Phone	User Name	User Provider	User Lvl	User Profile	Approved?
Edit	Ashford	Lyndy	lashford@ntbha.org	4695263843	lashford	NTBHA	NTBHA User	1	Yes
Edit	Bailey	Mary	mbailey@ntbha.org	4692999442	mbailey	NTBHA	System Administrator	1	Yes
Edit	Bailey	Tara	tbailey@ntbha.org	7623403404	tbailey	NTBHA	NTBHA User	1	Yes

Column Filters

The column headers can also act as filters by creating a list of options for the column selected in a drop-down selection control. All columns have this option available and is based on the major filters.

The screenshot shows the same table as above, but with small arrows on the column headers indicating filter options. The data rows are:

Edit?	Last Name	First Name	Email	User Phone	User Name	User Provider	User Lvl	User Profile	Approved?
Edit	Ashford	Lyndy	lashford@ntbha.org	4695263843	lashford	NTBHA	NTBHA User	1	Yes
Edit	Bailey	Mary	mbailey@ntbha.org	4692999442	mbailey	NTBHA	System Administrator	1	Yes
Edit	Bailey	Tara	tbailey@ntbha.org	7623403404	tbailey	NTBHA	NTBHA User	1	Yes

Sorting

Each of the columns can be sorted simply by clicking on the column header. Clicking once sorts the column in ascending order. Clicking the header again reverses the sort order to descending order. The default order is descending by last name, first name middle name ascending.

NTBHA Administration

The screenshot shows the NTBHA PIGEON - NTBHA Authorizations Management page. The header includes the NTBHA logo and the text "Provider Integration Gathering Eligibility ONLINE (PIGEON)". Below the header is a navigation menu with links: Home, Client List, Client Dashboard, Reports & Links, User Administration, NTBHA Administration, System Administration, Support / FAQ, Report Issue, Hello, devansl, and Log off. The main content area has a title "NTBHA PIGEON - NTBHA Authorizations Management" and a section titled "Administration Lists" with two links: "Authorizations Admin List" and "Client Admin List". The footer contains the copyright notice "© 2020 - North Texas Behavioral Health Authority" and a link to "Contact NTBHA PIGEON Support".

The NTBHA Administration page is only available to NTBHA users and contains links and other information specific to NTBHA users. Currently, there are two items available: Authorizations Admin List and Client Admin List.

Client Admin List

The Client Admin List is the same link to the Client List page referenced earlier in this document.

Authorizations Admin List

NTBHA PIGEON - NTBHA Authorizations Management

Page 1 of 26 (513 items) | Page size: 20

Filters:

- Status: ALL Pending Active De-Activated
- Facility: [ALL]
- Last Name: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- Auth Year: ALL 2019 2017 2020 2018 2016
- Auth Month: ALL Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
- DOB Month: ALL Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

#	Auth #	LCN	Full Name	DOB	Facility	Treatment	Fund	Auth Start	Auth End	Active Ind	Pending Auth	Last Update Date
Edit	6244090	264244	Zanatta, Kyra	11/10/1999	Texas Health Presbyterian	Inpatient	Contracted PPB	7/31/2020	8/2/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 12:36:34 PM
Edit	6244089	140243	Oliver, Charles	12/04/1970	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	7/31/2020	8/6/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 12:15:25 PM
Edit	6244088	174495	Decker, Felicity	08/10/2003	Hickory Trail	Inpatient	Contracted PPB	7/31/2020	8/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 12:04:22 PM
Edit	6244087	189396	Nigussie, Abraham	02/02/1993	Hickory Trail	Inpatient	Contracted PPB	7/31/2020	8/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 11:35:17 AM
Edit	6244086	189396	Nigussie, Abraham	02/02/1993	Hickory Trail	Inpatient	Contracted PPB	7/31/2020	8/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 11:35:17 AM
Edit	6244085	270376	Flores, Ricardo	11/29/1995	Garland Behavioral Healthcare	Inpatient Concurrent Review	Contracted PPB	7/31/2020	8/2/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 11:22:45 AM
Edit	6244084	229537	Williams, Kimberly	03/16/1980	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	7/30/2020	8/5/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 6:31:51 PM
Edit	6244083	270721	Washington, Booker	11/11/1964	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	7/30/2020	7/31/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 6:11:02 PM
Edit	6244081	270526	Gonzalez, Jon	05/25/1996	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	7/30/2020	7/31/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 6:03:22 PM
Edit	6244080	247697	Thomas, Dyan	02/16/1984	Texas Health Presbyterian	Inpatient	Contracted PPB	7/30/2020	8/1/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 5:50:43 PM
Edit	6244079	194357	Jones, Aniel	09/30/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	7/31/2020	8/2/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 5:28:09 PM
Edit	6244078	270700	Cureton, Lacey	12/12/1971	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	7/30/2020	8/2/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 9:10:44 AM
Edit	6244077	269496	Jackson, Dejuana	04/04/1992	Glen Oaks	Inpatient Concurrent Review	Contracted PPB	7/31/2020	8/2/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 2:16:21 PM
Edit	6244076	214347	Zacarias, Eloy	03/05/1974	Homeward Bound Crisis Residential	Extension Request - Crisis Residential	General Revenue	7/30/2020	7/30/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 1:58:03 PM
Edit	6244075	266867	Hardeman, Alysta	04/16/1996	Texas Health Presbyterian	Inpatient	Contracted PPB	7/29/2020	7/31/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 1:57:27 PM
Edit	6244074	270299	Small, Shyril	12/30/1963	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	7/31/2020	8/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 1:34:27 PM
Edit	6244073	244293	Olson, Kenneth	07/14/1965	Texas Health Presbyterian	Inpatient Concurrent Review	Contracted PPB	7/31/2020	8/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 12:22:21 PM
Edit	6244072	236388	Thomas, Lyric	07/14/1995	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	7/30/2020	8/5/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 12:03:43 PM
Edit	6244071	240386	Mejia, Ruby	01/15/2003	Perimeter Behavioral Hospital	Inpatient	Contracted PPB	7/30/2020	8/2/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/31/2020 9:06:20 AM
Edit	6244068	202603	Rodriguez, Jose	08/31/1998	Garland Behavioral Healthcare	Inpatient	Contracted PPB	7/30/2020	8/2/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/30/2020 11:02:36 AM

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Description

The NTBHA Authorization Management page contains a list of authorizations with the options to Edit an authorization or navigate to the Client Dashboard by selecting the LCN.

Filters

Filters:

- Status: ALL Pending Active De-Activated
- Facility: [ALL]
- Last Name: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- Auth Year: ALL 2019 2017 2020 2018 2016
- Auth Month: ALL Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
- DOB Month: ALL Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

The list opens to the default filter of Active authorizations.

- A. Status
 - a. All: All authorizations posted to the P3v2 system.
 - b. Active: All authorizations active authorizations in the P3v2 system.
 - c. Pending: All pending authorizations in the P3v2 system.
 - d. De-Activated: All authorizations that have been de-activated.
- B. Facility: The inpatient facility recorded for authorizations.
- C. Last Name; The clients' first letter of the last name of the authorizations' registered client.
- D. Auth Year: The year for which the authorization is registered. (Default: current date)
- E. Auth Month: The month for which the authorization is registered. (Default: current month)

View

Description

The NTBHA Authorization Management page contains a list of authorizations with the options to Edit an authorization (displayed above) or navigate to the Client Dashboard by selecting the LCN.

Paging

This view has two paging controls. One control contains the number pages, (segmented by the pages size), and the number of records applied by the filters.

The other control is for page size. The page size is set as default of 20 records per page and has selection options of 10, 15, 20 and 25 records per page.

Search

In the text box, at the top of the list, the user can enter any characters for a very specific filtered list. This search scans the entire filtered list.

#	Auth #	LCN	Full Name	DOB	Facility	Treatment	Fund	Auth Start	Auth End	Active Ind	Pending Auth	Last Update Date
6244263	271115		Powell, Marcus	07/02/1974	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/6/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 9:25:03 PM

Column Filters

The column headers can also act as filters by creating a list of options for the column selected in a drop-down selection control. All columns have this option available and is based on the major filters.

#	Auth #	LCN	Full Name	DOB	Facility	Treatment	Fund	Auth Start	Auth End	Active Ind	Pending Auth	Last Update Date
6244263	271115		Powell, Marcus	07/02/1974	Homeward Bound Crisis Residential	Crisis Residential		8/12/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 9:25:03 PM
6244262	261368		Brown, Armanda	11/16/1988	Homeward Bound Crisis Residential	Crisis Residential		8/12/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 4:40:48 PM
6244261	270825		Jones, John	02/23/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review		8/9/2020	8/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 4:38:07 PM
6244260	229113		Fobaaka, Cimona	07/28/1990	Hickory Trail	Inpatient Concurrent Review		8/9/2020	8/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 3:16:45 PM
6244259	194357		Jones, Aniel	09/30/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review		8/11/2020	8/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 3:13:16 PM
6244258	151490		Rush, Michael	12/16/1957	Hickory Trail	Inpatient Concurrent Review		8/7/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 2:33:09 PM
6244257	192754		Kirk, Jana	11/21/1991	Texas Health Presbyterian	Inpatient	Contracted PFB	8/6/2020	8/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/6/2020 2:09:10 PM

Sorting

Each of the columns can be sorted simply by clicking on the column header. Clicking once sorts the column in ascending order. Clicking the header again reverses the sort order to descending order. The default order is descending by last name, first name middle name ascending.

Support / FAQ

NTBHA PIGEON - FAQ

NTBHA Contacts:

North Texas Behavioral Health Authority **Support:** help@ntbha.org
 9441 Lyndon B Johnson Fwy
 Ste 350
 Dallas, TX 75243
 Phone: (214) 366-9407

NTBHA Downloads:

P3 Initial User Guide
 ONLINE P3 User Guide

Frequently Asked Questions

- How do I get a login account for PIGEON?
 Please email help@ntbha.org.
- Is there an operations manual for PIGEON users?
- What address is entered for a homeless applicant?
- How can I submit a news article for this site?

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Description

The Support / FAQ page has three sections: NTBHA Contacts, NTBHA Downloads and Frequently Asked Questions.

NTBHA Contacts

NTBHA Contacts is the primary contact information for the North Texas Behavioral Health Authority and the link to the P3v2 system support help email.

NTBHA Downloads

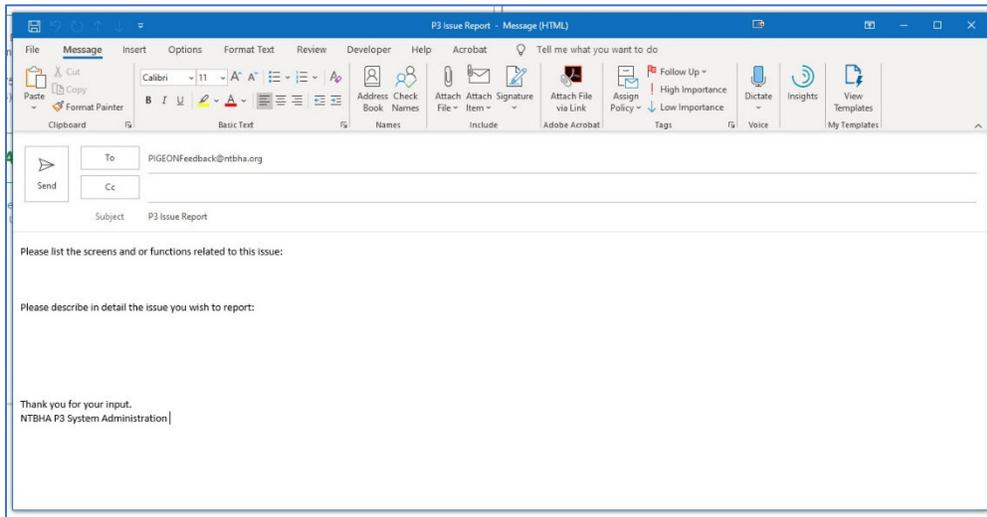
NTBHA Downloads has links to various items specific to the P3v2 system. The section contains a link to this printable user guide and a link to the online user guide.

Frequently Asked Questions

The FAQ section has frequently asked questions and responses.

Report Issue

This link opens an email form asking for information. The more detailed the information the better it is to research and resolve the issue. The user can also send other feedback via this link.



Actions

User Registration

For New Users. The potential user must enter the information described below. The registration process requires the following information:

- First Name
- Last Name
- Email Address
- Username
- Phone Number
- Date of Birth
- Provider
- Password – The password must contain each the following characteristics:
 - at least 8 characters,
 - at least 1 uppercase letter,
 - at least 1 lowercase letter,
 - at least 1 number and
 - at least 1 special character (~,!,@,#,\$,%,&,*,(,),+).

After the entry of the above information, click the “Register” button.

After the user registers an email is sent to provider administrator for approval. After the registration is approved the user can then login to the P3v2 system.

Submit News Article

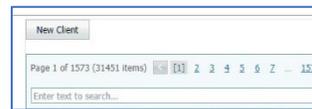
A news article can be submitted through the “Report Issue” link and pasting the URL for the article to the message. The link will then be viewed by the system administration for publication to P3v2.

Add Client

To add a new client, please follow the steps outlined below.

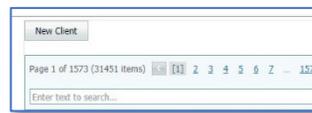
Access via the Client List.

1. Navigate to the Client List
2. Select the New Client button



Access via the Client Dashboard

1. Navigate to the Client Dashboard
2. Select the New Client button.



The New Client Form:

3. The Start Date is defaulted to the current date. If the client’s start date is not the current date it can be changed.
4. Begin completing the form. Most items are self-explanatory. The * indicates the information is required.

<ol style="list-style-type: none"> a. First Name * b. Middle Name c. Last Name * d. Suffix (Select) e. Nickname f. SSN or SSN Unavailable * g. Alternate ID h. Birthdate * i. Gender (Select) * j. Primary Language (Select) * 	<ol style="list-style-type: none"> k. Secondary Language (Select) * - If there is no secondary language, select “None”. l. Other Language m. Requires Interpreter (Select) * n. Disability (Select) * o. Marital Status (Select) * p. Race (Select) * q. Ethnicity (Select) * r. Veteran (Select) * s. Provider Group (Select) * - This is the provider that is registering the client.
--	--

5. Select the “Submit New Client” button.
6. After the submit button the user is navigated to the Address Management page.
7. Select the New Address button.
8. Complete the form...

The screenshot shows the NTBHA (North Texas Behavioral Health Authority) interface for the PIGEON system. The main heading is "Provider Integration Gathering Eligibility ONLINE (PIGEON)". The user is logged in as "Hello, devansl" and can "Log off". The page title is "CHIMPO, HAROLD JAMES - New Address".

On the left, there is a sidebar with the client ID "271236", name "CHIMPO, HAROLD JAMES", and date "07/01/2000". A button labeled "Return to 271236 address management." is present.

The main form area contains the following fields:

- Address Type:** A dropdown menu.
- LCN:** 271236
- Address:** A text input field with "street" entered. A placeholder text says "Enter an address... (Example: 123 Main St. Anycity, ST)".
- City:** A text input field with "city" entered.
- State:** A text input field with "state" entered.
- Zip Code:** A text input field with "zip" entered.
- County Name:** A text input field.
- County FIPS:** A text input field.
- Latitude:** A text input field.
- Longitude:** A text input field.

At the bottom of the form area, there are two buttons: "Submit" and "Cancel".

- a. Address Type
- b. Address (Begin entering the information. The address verification process begins the autofill process offering suggestions. The more entry keyed the smaller the suggestion list.
- c. Selecting an item from the suggestion list or completing the address manually, will initiate the address verification process. Upon verification, the Zip Code may be changed automatically and the County Name, County FIPS (the county federal identification number) and the Latitude and Longitude (geocode) of the address location.

Add Address / Phone

Whether navigating from the Client Dashboard or from the New Client entry, the process is as follows...

1. Select the New Address button.
2. Complete the form...
 - a. Address Type. Only one “SERVICE” address can be associated to a client.
 - b. Address (Begin entering the information. The address verification process begins the autofill process offering suggestions. The more entry keyed the smaller the suggestion list.
 - c. Selecting an item from the suggestion list or completing the address manually, will initiate the address verification process. Upon verification, the Zip Code may be changed automatically and the County Name, County FIPS (the county federal identification number) and the Latitude and Longitude (geocode) of the address location.
3. Select the “Submit” button.
4. The system then returns to the Address Management page for phone number entry.
5. A record has been created for the PRIMARY phone and user can simply select “Edit”.
6. Ensure the phone type is correct.

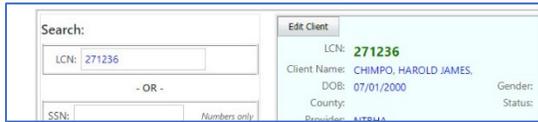
7. Enter the phone number.



8. Select Update.
9. Select the button, "Return to [LCN] dashboard" to navigate to the populated Client Dashboard.

Edit Client

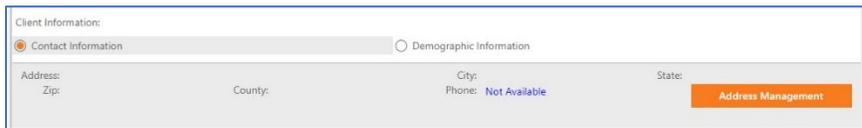
Editing the client information is accessed via the Client Dashboard.



The Edit Client form opens populated with the information for the client selected. Enter the information as referenced in the Add Client section of this guide.

Edit Address

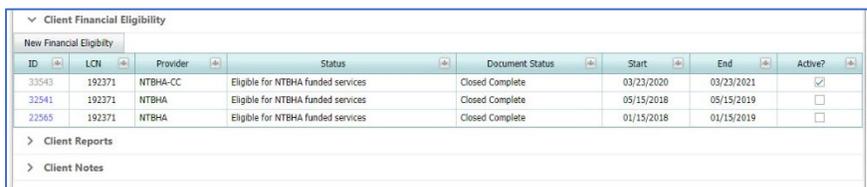
Editing or adding a client’s address information is accessed by the Address Management button in the Client Information section of a selected client’s Client Dashboard. See the Add Address / Phone section for usage.



Financial Eligibility

Add Financial Eligibility

Creating a new Financial Eligibility begins with selecting the “New Financial Eligibility” button.



Complete the form below ...

- | | |
|--|-----------------------------|
| 1. Provider | 8. Medicare Covered? |
| 2. Monthly Gross Income/Annual Gross Income (When one is completed the is calculated.) | 9. Medicare Part-D Covered? |
| 3. Other Income | 10. Chip? |
| 4. Family Size | 11. VA Covered? |
| 5. Income Proof | 12. Other Insurance |
| 6. Income Proof Address | 13. Client Fee |
| 7. Medicaid Covered? | 14. Document Status |
| | 15. Document Date |
| | 16. Comments |

All items are required elements except for Other Income and Comments.

Add Documents

After entering the required information, the user can then upload document images and files by selecting the “Add/View Documents” button. Documents are required before eligibility can be determined.

Document file size is limited to 4MB per file. To upload a document ...

1. Select the “Choose File” button.
2. The file browser window opens.
3. Navigate to the file requiring upload.
4. Select that file.
5. Double-click the filename or select the Open button.
6. Enter the Document Title.
7. Enter the Document Description.
8. Select the Document ...

9. Select the Upload button.
10. The document title will then appear in the list on the right side.

To upload another document simply start here at the first step.

To return to the Financial Eligibility form select the “Return to Eligibility” button.

Edit Financial Eligibility

ID	LCN	Provider	Status	Document Status	Start	End	Active?
31333	192371	NTBHA	Not Eligible for NTBHA funded services	In Process	08/10/2020	08/10/2021	<input checked="" type="checkbox"/>
32543	192371	NTBHA-CC	Eligible for NTBHA funded services	Closed Complete	03/23/2020	03/23/2021	<input checked="" type="checkbox"/>
32541	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	05/15/2018	05/15/2019	<input type="checkbox"/>
22565	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	01/15/2018	01/15/2019	<input type="checkbox"/>

> Client Authorizations

In order open an existing financial eligibility record click on the record’s ID number.

61434

LCN: 192371 Client Name: CHIMPO, JOHNNY A. JR. Alias/Nickname: Slim Gender: M
 Birthdate: 01/01/2000 SSN: 123-45-6789 Not Eligible for NTBHA funded services

Provider: NTBHA

Monthly Gross Income: 0 Annual Gross Income: 0 Medicaid Covered?: Yes No
 Other Income: Family Size: 1 Medicare Part-D Covered?: Yes No
 Income Proof: Unavailable In File Income Proof Address: Unavailable In File VA Covered?: Yes No
 Document Status: In Process Closed Complete Document Date: 8/10/2020 Other Insurance: Client Fee: 0
 Comments: Add/view Documents 0 documents loaded
 Active?: Yes No Approve Eligibility Approved By: Approved Date:
 Created By: devans Created Date: Last Updated By: devans Last Updated Date: 8/10/2020 5:58:36 AM
 Submit Cancel

Make the required changes ...

1. Provider
2. Monthly Gross Income/Annual Gross Income (When one is completed the is calculated.)
3. Other Income
4. Family Size
5. Income Proof
6. Income Proof Address
7. Medicaid Covered?
8. Medicare Covered?
9. Medicare Part-D Covered?
10. Chip?
11. VA Covered?
12. Other Insurance
13. Client Fee
14. Document Status
15. Document Date
16. Comments

All items are required elements except for Other Income and Comments.

Add/View Documents

Document file size is limited to 4MB per file.

To view a previously uploaded document, double-click the document desired. The document will then open in a new tab.

To upload a document ...

1. Select the “Choose File” button.
2. The file browser window opens.
3. Navigate to the file requiring upload.
4. Select that file.
5. Double-click the filename or select the Open button.
6. Enter the Document Title.
7. Enter the Document Description.
8. Select the Document Type.
9. Select the Upload button.
10. The document title will then appear in the list on the right side.

To upload another document simply start here at the first step.

To return to the Financial Eligibility form select the “Return to Eligibility” button.

Authorizations

Authorizations operations can be accessed two different ways:

1. NTBHA Authorizations – Authorizations Admin List (*No Add Authorization function.*) (*Figure 1*).
After selecting Submit or Cancel on the Authorization Edit form, this method returns to the NTBHA Authorizations Management screen.
2. Client Dashboard – Client Authorizations section (*Figure 2*).
After selecting Submit or Cancel on the Authorization Edit form, this method returns to the NTBHA Authorizations Management screen.

Figure 1



Figure 2

ID	LCN	Facility	Type	Usage	Fund	Start	End	Updated	Active?	Pending?	Admit Date	Discharge
6243059	192371	Serenby Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6243053	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Add Authorization

Only available from the Client Dashboard – Client Authorizations section.

ID	LCN	Facility	Type	Usage	Fund	Start	End	Updated	Active?	Pending?	Admit Date	Discharge
6243059	192371	Serenby Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6243053	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Select the New Authorization button. The P3v2 system then opens the New Authorization form.

Completing the form ...

1. Check if the Authorization is pending.
2. If pending, select the pending date.
3. If the client authorization is a transfer from another facility, select the originating facility.
4. Select inpatient authorization Facility.
5. Select the Treatment Type.
6. Select the Fund source.
7. Select the Authorization Usage.
8. Select the Effective Start date.
9. Select the Effective End date.

192371

LCN: 192371 Client Name: CHIMPO, JOHNNY A. JR. BirthDate: 01/01/2000 SSN: 123-45-6789
 AliasNickname: Slim Gender: M

PendingAuthorization: PendingDate: Transfer From Facility:

Facility: Dallas Behavioral Healthcare Hospital Facility Pending Garland Behavioral Healthcare Hospital
 Glen Oaks Green Oaks Haven Psychiatric Hospital
 Hickory Trail Homeward Bound Crisis Residential Parkland
 Perimeter Behavioral Hospital Serenity Crisis Residential Texas Health Presbyterian
 TMC Behavioral Health

Treatment Type: Inpatient Crisis Residential
 23 Hour Observation Extension Request - Crisis Residential
 Extension Request - 23 Hour Observation Inpatient Concurrent Review
 RTC - Residential Treatment Center RTC - Turtle Creek Manor
 RTC - Homeward Bound

Fund: COVID-19 Contracted PPB
 Float PPB SCA - C&A
 SCA - SB292 SCA - Parkland
 Single Case Agreement Medicaid
 Private Insurance General Revenue
 MQMB Medicare

AuthUsage: COVID-19 Jail Release Memorandum of Transfer
 Origination Single Case Agreement
 Crisis Residential

Effective Start: Effective End: NTBHA Only:

Edit Authorization

As stated at the beginning of this section, editing an authorization can be started in either of two methods.

Edit Authorization – NTBHA Auth Mgmt. List

The first method is to begin at the NTBHA Authorizations Management list by clicking on the Auth #. This action navigates to the Edit Authorization form.

Page 1 of 10 (188 items) [1] 2 3 4 5 6 7 8 9 10 Page size: 20

Enter text to search...

Auth #	LCN	Full Name	DOB	Facility	Treatment	Fund	Auth Start	Auth End	Active Ind	Pending Auth	Last Update Date
6244316	267070	Sandoval, Jessena	08/16/1997	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 1:24:46 PM
6244315	192356	Lee, Andre	03/22/1978	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 12:19:36 PM
6244314	183847	Picazo, Kristopher	03/18/1981	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 12:06:44 PM
6244312	209997	Rose, Kayla	07/15/1990	Garland Behavioral Healthcare	Inpatient Concurrent Review	Float PPB	8/11/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 11:38:09 AM
6244310	271074	Leyva, Miguel	09/26/1996	Garland Behavioral Healthcare	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 10:41:06 AM
6244307	131948	Gardner, Nikola	07/11/1967	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 7:37:57 AM
6244306	175599	Spurgers, Cody	10/12/1991	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/10/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 7:47:13 PM
6244303	183552	Henderson, Christopher	11/06/1990	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 7:20:19 PM
6244302	271279	Herrera, Odalis	03/05/2001	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/9/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 4:42:02 PM
6244295	271220	Burton, Divine	11/16/2001	Texas Health Presbyterian	Inpatient	Contracted PPB	8/9/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 10:24:46 PM
6244294	133651	Heath, Paul	11/29/1967	Glen Oaks	Inpatient	Contracted PPB	8/9/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 9:59:06 PM
6244293	271251	Hull, Shayla	11/15/2005	Perimeter Behavioral Hospital	Inpatient	Contracted PPB	8/8/2020	8/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 9:50:14 PM
6244292	271214	Sloan, Chris	05/23/1990	Glen Oaks	Inpatient	Contracted PPB	8/8/2020	8/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 9:55:48 PM
6244291	253103	Disney, Cody	06/12/1984	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/6/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 10:58:21 PM
6244290	236507	Saldaña, Eduardo	11/19/2000	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 7:40:41 PM
6244289	231860	Perezpavan, Hector	08/20/1986	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 5:02:54 PM
6244288	271040	Gates, Lanandra	07/01/1986	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:45:01 PM
6244287	244293	Olson, Kenneth	07/14/1965	Texas Health Presbyterian	Inpatient Concurrent Review	Contracted PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:31:43 PM
6244286	270725	Becton, Ashley	06/07/2001	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:17:05 PM
6244285	270725	Becton, Ashley	06/07/2001	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:17:04 PM

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6244303

AuthorizationID: 6244303

LCN: 183552 Client Name: HENDERSON, CHRISTOPHER AliasNickname: Gender: M

BirthDate: 11/06/1990 SSN: 627-22-2056 PendingAuthorization: PendingDate:

Transfer From Facility: Methodist - Richardson - ED

Facility: Dallas Behavioral Healthcare Hospital Garland Behavioral Healthcare Green Oaks
 Glen Oaks Hickory Trail Homeward Bound Crisis Residential
 Serenity Crisis Residential Facility Pending Timberlawn
 Sundance Hunt Regional Parkland
 TMC Behavioral Health Haven Psychiatric Hospital Texas Health Presbyterian
 Perimeter Behavioral Hospital

AuthType: Inpatient Crisis Residential Extension Request - Crisis Residential
 23 Hour Observation Inpatient Concurrent Review
 Extension Request - 23 Hour Observation RTC - Turtle Creek Manor
 RTC - Residential Treatment Center
 RTC - Homeward Bound

Fund: Contracted PPB General Revenue
 Medicaid Private Insurance
 Single Case Agreement SCA - SB292
 SCA - Parkland SCA - C&A
 Float PPB COVID-19
 MQMB Medicare

AuthUsage: Memorandum of Transfer Origination
 Single Case Agreement Crisis Residential
 COVID-19 Jail Release

AuthEffStartDate: 8/10/2020 AuthEffEndDate: 8/16/2020

MarkPrivate: ActiveInd: OtherDischarge:

AdmitDate: DischargeDate:

Created Date: 8/9/2020 7:20:19 PM Created By: cblanton Updated Date: 8/9/2020 7:20:19 PM Created By: cblanton

The user then makes any of the required changes clicking on Submit or Cancel navigates back to the NTBHA Authorizations Management list.

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Enter text to search...

Auth #	LCN	Full Name	DOB	Facility	Treatment	Fund	Auth Start	Auth End	Active Ind	Pending Auth	Last Update Date
6244316	267070	Sandoval, Jessica	08/16/1997	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 1:24:46 PM
6244315	192356	Lee, Andre	03/22/1978	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 12:19:36 PM
6244314	183847	Picazo, Kristopher	03/18/1981	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 12:06:44 PM
6244312	209997	Rose, Kayla	07/15/1990	Garland Behavioral Healthcare	Inpatient Concurrent Review	Float PPB	8/11/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 11:38:09 AM
6244310	271074	Leyva, Miguel	09/26/1996	Garland Behavioral Healthcare	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 10:41:06 AM
6244307	131948	Gardner, Nikola	07/11/1967	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2020 7:37:57 AM
6244306	175599	Sourgers, Cody	10/12/1991	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/10/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 7:47:13 PM
6244303	183552	Henderson, Christopher	11/06/1990	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 7:20:19 PM
6244302	271279	Herrera, Odalis	03/05/2001	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/9/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 4:42:02 PM
6244295	271220	Burton, Divine	11/16/2001	Texas Health Presbyterian	Inpatient	Contracted PPB	8/9/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 10:24:46 PM
6244294	133651	Heath, Paul	11/29/1967	Glen Oaks	Inpatient	Contracted PPB	8/9/2020	8/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 9:59:06 PM
6244293	271251	Hull, Shayla	11/15/2005	Perimeter Behavioral Hospital	Inpatient	Contracted PPB	8/8/2020	8/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 9:50:14 PM
6244292	271214	Sloan, Chris	05/23/1990	Glen Oaks	Inpatient	Contracted PPB	8/8/2020	8/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/9/2020 9:55:48 PM
6244291	253103	Disney, Cody	06/12/1984	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/6/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 10:58:21 PM
6244290	236507	Saldana, Eduardo	11/19/2000	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 7:40:41 PM
6244289	231860	Perzpayan, Hector	08/20/1986	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 5:02:54 PM
6244288	271040	Gates, Lanandra	07/01/1986	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:45:01 PM
6244287	244293	Olson, Kenneth	07/14/1965	Texas Health Presbyterian	Inpatient Concurrent Review	Contracted PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:31:43 PM
6244286	270725	Becton, Ashley	06/07/2001	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:17:05 PM
6244285	270725	Becton, Ashley	06/07/2001	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/7/2020 4:17:04 PM

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Edit Authorization – Client Dashboard

The second method is to access the authorizations from the populated Client Dashboard – Client Authorizations section.

Select the authorization to be edited by clicking on the Auth ID.

ID	LCN	Facility	Type	Usage	Fund	Start	End	Updated	Active?	Pending?	Admit Date	Discharge
6243059	192371	Serenity Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6243053	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Page 1 of 17 (65 items) [1] 2 3 4 5 6 7 ... 15 16 17

> Client Reports

6243053

AuthorizationID: 6243053
 LCN: 192371
 BirthDate: 01/01/2000

Client Name: CHIMPO, JOHNNY A. JR.
 SSN: 123-45-6789

AliasNickname: Slim
 Gender: M
 PendingAuthorization:
 PendingDate:

Transfer From Facility: Facility Pending

Facility:

- Dallas Behavioral Healthcare Hospital
- Glen Oaks
- Serenity Crisis Residential
- Sundance
- TMC Behavioral Health
- Perimeter Behavioral Hospital
- Garland Behavioral Healthcare
- Hickory Trail
- Facility Pending
- Hunt Regional
- Haven Psychiatric Hospital
- Green Oaks
- Homeward Bound Crisis Residential
- Timberlawn
- Parkland
- Texas Health Presbyterian

AuthType:

- Inpatient
- 23 Hour Observation
- Extension Request - 23 Hour Observation
- RTC - Residential Treatment Center
- RTC - Homeward Bound
- Crisis Residential
- Extension Request - Crisis Residential
- Inpatient Concurrent Review
- RTC - Turtle Creek Manor

Fund:

- Contracted PPB
- Medicaid
- Single Case Agreement
- SCA - Parkland
- Float PPB
- MQMB
- General Revenue
- Private Insurance
- SCA - SB292
- SCA - C&A
- COVID-19
- Medicare

AuthUsage:

- Memorandum of Transfer
- Single Case Agreement
- COVID-19 Jail Release
- Origination
- Crisis Residential

AuthEffStartDate: 6/4/2020
 AuthEffEndDate: 6/8/2020

AdmitDate:
 DischargeDate:

MarkPrivate:
 Discharge:

ActiveIncl:
 OtherDischarge:

Created Date: 6/4/2020 1:47:39 PM
 Created By: devans
 Updated Date: 7/9/2020 1:55:54 PM
 Created By: devans

The user then makes any of the required changes clicking on Submit or Cancel navigates back to the populated Client Dashboard.

ID	LCN	Facility	Type	Usage	Fund	Start	End	Updated	Active?	Pending?	Admit Date	Discharge
6243059	192371	Serenity Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6243053	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Page 1 of 17 (65 items) [1] 2 3 4 5 6 7 ... 15 16 17

> Client Reports

Add/View Client Notes

Notes can and should be added specific to a client. This function begins with the selected client's dashboard.

NTBHA North Texas Behavioral Health Authority

Provider Integration Gathering Eligibility ONLINE (PIGEON)

Home Client List Client Dashboard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue Hello, devansf Log off

Search:

LCN:

- OR -

SSN: Numbers only

- OR -

Last Name:

First Name:

Return list below

- OR -

Month of Birth:

Decade of Birth:

Return list below

Search Return List:

- OR -

Auth ID:

Edit Client

LCN: **192371**

Client Name: CHIMPO, JOHNNY A. JR.

DOB: 01/01/2000 Gender: M Start: 03/23/2020 End: 03/23/2021

County: Dallas Status: Current Pharma Benefits: No Pharma Benefits

Provider: NTBHA SSN: 123-45-6789 FE Status: FE Complete

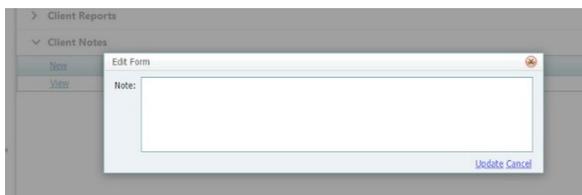
Client Status: Active

- > Client Information
- > Client Financial Eligibility
- > Client Authorizations
- > Client Reports
- > Client Notes
 - [New](#)
 - [View](#)

Client Notes

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Notes are added by clicking on the “New” link. A small space opens to receive the note. Click on Update to post the comment and return to the Client Dashboard or Cancel to return to the Client Dashboard without any action.



Viewing a comment can be performed by clicking on the View link.

User Notes