P3v2 NTBHA User Guide

NORTH TEXAS BEHAVIORAL HEALTH AUTHORITY

DARREN EVANS, SYSTEM ADMINISTRATOR Revision: August 11, 2020

Table of Contents

Features	2
User Registration	2
Login	3
Home	4
Description	4
View	4
Client List	5
Description	5
Filters	5
View	6
New Client	7
Client Dashboard	8
Description	8
Select Client	8
Client Registration Information	9
Client Information	9
Client Authorizations	10
Client Financial Eligibility	11
Client Reports	12
Reports & Links	15
Month-to-Date Authorizations	16
User Administration	19
Description	19
Filters	19
View	20

NTBHA Administration	
Client Admin List	22
Authorizations Admin List	23
Support / FAQ	26
Description	26
NTBHA Contacts	26
NTBHA Downloads	26
Frequently Asked Questions	26
Report Issue	27
Actions	28
User Registration	28
Submit News Article	28
Add Client	28
Add Address / Phone	29
Edit Client	
Edit Address	30
Financial Eligibility	
Add Financial Eligibility	
Add Documents	31
Edit Financial Eligibility	32
Add/View Documents	33
Authorizations	33
Add Authorization	34
Edit Authorization	35
Add/View Client Notes	37
User Notes	

Features

User Registration

	Client Dashboard Reports &	Links User Administratio	n NTBHA Administration	System Administration	Support / FAQ Report Issue	Register	Log in
Register.							
Create a new account	t						
First Name:		Last Name:					
Filst Name.		Last Hame.					
Email:		Username:					
Password:		Confirm password:					
*Note: The password must of	contain a minimum 8 characters at	least 1 uppercase alphabet, 1	lowercase alphabet, 1 numbe	er and 1 special character.			
Phone Number:		Date of Birth:					
Provider:							
	Register						

The registration process requires the following information:

First Name •

•

- Password The password must contain each the following • characteristics:
- Last Name Email Address •
- Username •

- o at least 8 characters, • at least 1 uppercase letter,
- at least 1 lowercase letter, •
- Phone Number
- Date of Birth •
- Provider •

- o 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

Provider Integration Gat	hering <u>E</u> ligibility <u>ON</u> line (PIGEON)	
Home Client List Client Dashboard Reports & Links User Administration NTBHA Admin	nistration System Administration Support / FAQ Report issue	Register Log in
Loa in.		
NTBHA - PIGEON User Announcements	Lise your PIGEON credentials to log in	
*** Please view the P3 Version 2 overview video. ***	User name	
	Password	
	Register if you don't have a local account.	
	Forgot/Reset Password	
0 - North Texas Behavioral Health Authority		Contact NTBHA PIGEON Su

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

Home

Hello, Darren Evans I			
NTBHA - PIGEON Announcements		Mental Health & COVID-19: What Parents and With the right support, hard times can build resilience in young pe handle stress Details >>	Caregivers Should Know 5/5/2020 sple, giving them the ability to better
*** Please view the P3 Version 2 overview video. ***		Mental Health Advocates are at Risk for Suicide My Truth - I became a mental health awareness advocate due to r depression, anxiety, and suicidal Details >>	Too. No one is immune. 4/3/2019 ay own struggles with severe
P3v2 Is About To Be Released Watch this video for sneak peek Details >>	7/24/2020	Increasing Rural Residents' Access To Rural H It can be difficult for rural residents to receive mental health con scarce in rural areas, Details >>	ealth Care 4/25/2019 nseling. Health care resources are
		Climate grief: The growing emotional toll of clin Extreme weather and dire climate reports are intensifying the men depression and resignation Details >>	nate change 12/24/2018 al health effects of global warming:
	~	< 1 2 > »	

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

Filters:	Reset Filters	New Cli	ent											
Status		Dage 1 of	1572 (21451 B	ame) [1] 2	2 4 5 6	7 1571	1572 1572						Dago	
O ALL O Active O De-Ar	ctivated	Page 1 of	15/3 (31451 10		2 7 2 9 .	Z 15/1	12/2 12/3						Page	size: 20 M
Provider		Enter tex	xt to search											
Age Status		LCN 💌	Last	First Name	Middle	Cuffy 4	Nickname	Gandar 🚸	Birth	Active2	Dravidar	Effective	Client	Age
○ ALL ○ Exp 30 -	60 Days	255234	aaron	aniah	Name	Julix E	Hickstattie 🗠	F	2/24/2006		Child and Family Guidance Center	12/5/2020	Outpatient	Current
Current O Expired		247796	Aaron	Christopher				M	10/7/1969		Southern Area BH	10/8/2020	Outpatient	Current
O Exp < 30 Days		259952	Aaron	Jenyria				F	2/22/2010		Child and Family Guidance Center	2/7/2021	Outpatient	Current
Last Name Starts	0.0	124813	AARON	KEVIN	D			м	5/11/1962		Metrocare	1/6/2021	Outpatient	Current
	OF OF	267407	Ababneh	Karim	в			м	6/28/2007		Child and Family Guidance Center	6/8/2021	Outpatient	Current
OL OM ON OO	OP OQ	225222	Abascal	Carolyn	A			F	6/2/1965		DMS TCOOMMI Group	4/7/2021	Outpatient	Current
OR OS OT OU	Ov Ow	200284	Abbott	Chioka				м	9/24/1988		Metrocare	10/4/2020	Outpatient	Current
Ox Oy Oz		216005	Abbott	Chris				м	7/7/1961		Metrocare	4/3/2021	Outpatient	Current
First Name Starts		215207	Abbott	Dawn	м			F	1/31/1967		Lakes Regional	5/1/2021	Outpatient	Current
		267378	Abbott	Elisha	L			М	1/21/1976		Child and Family Guidance Center	6/8/2021	Outpatient	Current
		267960	ABBOTT	JEFF				м	11/9/1962		Metrocare	6/17/2021	Outpatient	Current
OR OS OT OU	OV OW 4	257442	Abbott	Melanie				F	7/22/1991		NTBHA	1/9/2021	Inpatient	Current
OX OY OZ		270316	ABBOTT	MIRANDA				F	8/29/1991		Child and Family Guidance Center	7/24/2021	Outpatient	Current
Gender		257529	Abbott	Rhianna	D			F	5/9/1991		Metrocare	1/10/2021	Outpatient	Current
ALL Female		171968	Abbott	Stormi				F	8/28/1976		Integrated Psychotherapeutic Services	1/9/2021	Outpatient	Current
O Male O Undeclared		257641	AbbottHart	Lauren				F	12/8/1964		Child and Family Guidance Center	1/13/2021	Outpatient	Current
DOB Month	~	148178	ABDELMAGED	MOHAMEDOMER				м	1/23/1997		Child and Family Guidance Center	11/26/2020	Outpatient	Current
ALL O JAN O FEB	O MAR	266496	Abdelmalek	Shaymaa	E			F	3/5/1983		Child and Family Guidance Center	5/22/2021	Outpatient	Current
O AUG O SEP O OCT	() NOV	261529	Abderafie	Zine	E			м	11/30/1995		Multicultural Recovery Center	2/27/2021	Outpatient	Current
O DEC		148179	ABDOLBAGHI	REZVAN				F	8/19/1982		Child and Family Guidance Center	7/30/2021	Outpatient	Current
							4570 4570						-	
DOB Year		Page 1 of	E 1573 (31451 a)	amc) = [1] 2	3 4 4 4	/	14/7 14/7						Daga	CI70' 11

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

Page 1 of	1573 (31451 ite	ms) 🚺 [1] 2	3 <u>4 5 6</u> Z	<u>1571</u>	1572 1573	>					Page	size: 20 📘
Enter tex	t to search											
.CN 💌	Last Name	First Name 💌	Middle 💌	Suffix 😬	Nickname 🛃	Gender 💌	Birth Date	Active?	Provider 💌	Effective 💽	Client Type	Age Status
255234	aaron	aniah				F	2/24/2006		Child and Family Guidance Center	12/5/2020	Outpatient	Current
247796	Aaron	Christopher				М	10/7/1969		Southern Area BH	10/8/2020	Outpatient	Current
259952	Aaron	Jenyria				F	2/22/2010		Child and Family Guidance Center	2/7/2021	Outpatient	Current
124813	AARON	KEVIN	D			М	5/11/1962		Metrocare	1/6/2021	Outpatient	Current
267407	Ababneh	Karim	В			м	6/28/2007		Child and Family Guidance Center	6/8/2021	Outpatient	Current
225222	Abascal	Carolyn	A			F	6/2/1965		DMS TCOOMMI Group	4/7/2021	Outpatient	Current
200284	Abbott	Chioka				М	9/24/1988		Metrocare	10/4/2020	Outpatient	Current
216005	Abbott	Chris				м	7/7/1961		Metrocare	4/3/2021	Outpatient	Current
215207	Abbott	Dawn	М			F	1/31/1967		Lakes Regional	5/1/2021	Outpatient	Current
267378	Abbott	Elisha	L			м	1/21/1976		Child and Family Guidance Center	6/8/2021	Outpatient	Current
267960	ABBOTT	JEFF				M	11/9/1962		Metrocare	6/17/2021	Outpatient	Current
257442	Abbott	Melanie				F	7/22/1991		NTBHA	1/9/2021	Inpatient	Current
270316	ABBOTT	MIRANDA				F	8/29/1991		Child and Family Guidance Center	7/24/2021	Outpatient	Current
257529	Abbott	Rhianna	D			F	5/9/1991		Metrocare	1/10/2021	Outpatient	Current
171968	Abbott	Stormi				F	8/28/1976		Integrated Psychotherapeutic Services	1/9/2021	Outpatient	Current
257641	AbbottHart	Lauren				F	12/8/1964		Child and Family Guidance Center	1/13/2021	Outpatient	Current
148178	ABDELMAGED	MOHAMEDOMER				м	1/23/1997		Child and Family Guidance Center	11/26/2020	Outpatient	Current
266496	Abdelmalek	Shaymaa	E			F	3/5/1983		Child and Family Guidance Center	5/22/2021	Outpatient	Current
261529	Abderafie	Zine	E			М	11/30/1996		Multicultural Recovery Center	2/27/2021	Outpatient	Current
148179	ABDOLBAGHI	REZVAN				F	8/19/1982		Child and Family Guidance Center	7/30/2021	Outnatient	Current

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	f 1573 (31451 ite	ems) 🚺 [1] 2	3 4 5 6 Z	<u>1571</u>	1572 1573	»					Page	size: 20 🔽
Enter tex	d to search											
LCN 💌	Last Name	First Name 💌	Middle 💌	Suffix 😬	Nickname 💌	Gender 💌	Birth Date	Active?	Provider 🔳	Effective 🕑	Client Type	Age Status
255234	aaron	aniah				F	2/24/2006		Child and Family Guidance Center	12/5/2020	Outpatient	Current
247796	Aaron	Christopher				м	10/7/1969		Southern Area BH	10/8/2020	Outpatient	Current
259952	Aaron	Jenyria				F	2/22/2010		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	Jge 1 of 1573 (31451 Rems) 🔤 [1] 2 3 4 5 6 7 1521 1522 1523 💽 Page size: 20 💟											
LCN 💌	Last Name	First Name 🕑	Middle 🕢	Suffix 😬	Nickname 💌	Gender 💌	Birth Date	Active?	Provider 💌	Effective 💌	Client Type	Age Status
255234	aaron	aniah				F	2/24/2006		Child and Family Guidance Center	12/5/2020	Outpatient	Current
247796	Aaron	Christopher				м	10/7/1969		Southern Area BH	10/8/2020	Outpatient	Current
259952	Aaron	Jenyria				F	2/22/2010		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.

Status	Page 1 of 4 (74 items) 🚺 [1] 2 3 4								
Provider	Enter tex	d to search							
Age Status		Last First Middle Suffix Middle Name Name							
O ALL O Exp 30 - 60 Days	269129	Baggett Q. Enter text to filter							
Current Depired Exp < 30 Days	260958	Baginksi (All)							
Last Name Starts	125824	BAGLEY (Non blanks)							
	262386	Bailey Baggett							
OF OG OH OI OJ OK	264929	Bailey Baginksi							
	233456	Bailey BAGLEY Bailey +							
O X O Y O Z	207848	Baker							
First Name Starts	208167	Baker Brandon A							

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

First Name: (SSN must be pro Unava	SSN:	Last Name:	Suffic Birthdate:	Gender: M	me:
Primary O Language: O	English Chinese French Korean Spanish Tagalog Hindi Arabic Vietnamese German Utrdu Other Languag	Vietnamese Chinese Hindi Other Ceglish Tagalog Urdu Spanish German Korean Vietnamese French Arabic	Other Language (includes ASL):	Requires Yes Interpretor: No/Unknow	Disability: None Blind Deaf Mobility
Marital Status:	Single Divorced Married Widowed Race: Asian Separated Unknown American In	Multracial - Unspecified Matrix American Native Havailian or other Pacific I dian or Alaska Native White	slander Ethnicity: OHSpa	nic or Latino ispanic or Latino wm or refused to answer	eteran: Yes No/Unknown
Provider Group:	ABC Behavioral Health Centro de Mi Salud dator Community Solutions Child and Family Guidance APAA DISD DISD DMS TCOOMNE Group	Garland Behavioral Innovations Center Glen Daks Integrated Psychothera Hickory Trails Lakes Regional Homeward Bound Metrocare	Multicultural Recovery Cen peutic Services NTBHA Pathways Perimeter Behavioral Hosp	er ORbinson House OSerenity Crisis Residential OSouthern Area BH Otal OTHR-Presby O	TMC Behavioral Health Transicare O Transicare-MCOT YAP
	Submit New Client			Cancel Net	v 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 <u>Add Client</u> action in this document for specific use.

Client Dashboard

Home Client List Client Dashboard	Reports & Links User Administration	NTBHA Administration	System Administration Support / FAQ F	Report Issue	Hello, devans! Log off
Search: LCN: - OR - SSN: - OR - - OR -	New Cleat LCN: Client Name: DOB: County: Provider: Client Status: ✓ Client Information	Gender: Status:	Start: Pharma Benefits?: SSN:	End: FE Status:	
Last Name: First Name: Return list below	Client Information: Contact Information		O Demographic Information		
- OR - Month of Birth: [ALL] Decade of Birth: [ALL] Return list below Search Search Return List:	Address: Zip: Client Authorizations Client Financial Eligibility Client Reports Client Notes	County:	City Phone:	State:	Address Management
- OR -					

Description

This screen displays information directly related to a specific client.

Select Client

A client is selected directly with the controls below:

	LCN:				
- OR - SRE Number only - OR - Last Name: Return for form Return for form - OR - Moreth of Birth: Return for form Return for form Return for form - OR - Seach forthown list: Seach forthown list: Seach forthown list:				-	
SSN: Numbers only - OR - Last Name: - International Statement - OR		- OR -			
- OR - Last Name: First Name: - OR - - OR - - OR - - Decade of Birth: <i>Pacture fit below:</i> - Chill: -	SSN:		Numbers	only	
Last Name First Name OR - OR - Morth of Birth [ALI] Return fit below Return fit below Genet Genet Seach below Seach below		- OR -			
First Name Return für below - OR - Moreth of Birthis Decade of Birthis Return für below Search Behom I birthis Saach Behom I birthis	Last Name:				
Return list below - OR - Moreth of Birth: ALLI * Decade of Birth: ALLI * Return list below Sarch Saccha Behom list:	First Name:				
- OR - Month of Birth: [ALL] Decade of Birth: [ALL] Return fat below Search Search Bahun Litt	1	leturn list below		_	
Month of Birth: [ALL] Decade of Birth: [ALL] Return fait below Search Search Baturn List		- OR -			
Decade of Birth: ALL Return Lat below Search Search Raturn List	Month of Birth:	[ALL]		٠	
Return Lat below Search	Decade of Birth:	[ALL]		Ŧ	
Search	1	leturn list below			
Search Paturn List		Search			
	5.00	reh Datum List			
Startin Ream	544	sen rocum care			
		- OR -			
- OR -	Aught ID.				

- 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

ONTBHA North Texas Behaviorel Health Authority	<u>P</u> rovider <u>I</u> ntegratio	n <u>G</u> atherii	ng <u>E</u> ligibility	<u>ON</u> line (PIGEO	N)
Home Client List Client Dashboard	Reports & Links User Administration I	NTBHA Administration	System Administration	Support / FAQ Report Issue	Hello, devans! Log off
Search: LCN: 192371 - OR - SSN: Numbers only - OR -	Edit Client LCN: 192371 Client Name: CHIMPO, JOHNNY A, JR. DOB: 01/01/2000 County: Dallas Provider: NTBHA Client Statux: Active V Client Information	Gender: M Status: Current	Phan	Start: 03/23/2020 ma Benefits?: No Pharma Benefits SSN: 123-45-6709	End: 03/23/2021 FE Status: FE Complete
Last Name:	Client Information:				
Return list below	Contact Information		🔿 Demogra	phic Information	
- OR -	Address: 9441 Lyndon B Johnson Fwy Ste Zip: 75243-4652	350 County: Dallas	Ph	City: Dallas none: Not Available	State: TX Address Management
Return list below Search Search Return List:	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:		O Demographic I	Information		
Address: 9441 Lyndon B Johnson Zip: 75243-4652	Fwy Ste 350 County: Dallas	City: Phone:	Dallas Not Available	State: TX Address Managemer	nt
> 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



Demographic Information

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

Race: Multiracial - Unspecified
y Language: English
Interpretor: No
Disability: None
es

Client Authorizations

Home Client List Client Dashboard	Reports & Lin	s User Administration NTB	HAAdministrat	ion System.	Administration	Support	/ FAQ	Report Issue			Hello, deva	ns! Log off
Search: LCN: 192371 - OR - SSN: Numbers only - OR - Last Name:	Edit Client LCI Client Nam DO Count Provide Client Statu > Client	E 192371 E CHIMPO, JOHNNY A, JR. E OJIV2000 (C Dallas E Notive Information	Sender: M Status: Curre	nt	Pf	St narma Benefi S	art: 03/23, ts?: No Ph SN: 123-4	/2020 arma Benefit 5-6789	s	End: 0 FE Status: F	3/23/2021 E Complete	
First Name:	✓ Client	Authorizations										
Return list below - OR -	New Authori	A Conceptu Cricic Recidential	Type 🚇 Crisis	Usage 🕢 Crisis	Fund Jack	Start 💌	End 💌	Updated 💌	Active? 💌	Pending? 💌	Admit Date 💌	Discharge 😹
Month of Birth: [ALL]	6243053 19	2371 Hunt Regional	Residential Crisis	Residential	General	6/4/2020	6/8/2020	7/9/2020				
Decade of Birth: [ALL]	6242074 19	2371 Dallas Behavioral Healthcare	Crisis	Kesidential	COVID-19	4/15/2020	4/16/2020	4/12/2020				
Search Search Return List: - OR -	Page 1 of 17 (Client Client Client	65 kmm) 🚾 [1] 2 2 <u>4 5 6</u> Financial Eligibility Reports Notes	Z <u>15</u> <u>16</u>	12								

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 <u>Edit Authorization</u> form. The New Authorization button accesses the <u>Add</u> <u>Authorization</u> form.

Home Client List Client Dashboard	Reports & Lin	ks User	Administration	NTBHA Administration	System Administration	Support / FAQ Re	port Issue		Hello, d	evans! I	.og off
Search: LCN: 192371 - OR - SSN: Numbers only - OR - Last Name: First Name: Return list below - OR - Month of Birth: Month of Birth:	Edt Client LCI Client Nam DO Count Provide Client Statu > Client Statu > Client V Client New Financ ID +	4: 19237 e: CHIMPO 8: 01/01/20 7: NTBHA 5: Active Informatio Authorizat Financial El el Eligibilty LCN	1 J. JOHNNY A. JR. 0000 in ions ligibility Provider	Gender: M Status: Current	Phu Status (±	Start: 03/23/2 arma Benefits?: No Phan SSN: 123-45-1 Document Status	020 ma Benefit 5789	s FE St Start 👁	End: 03/23/2021 atus: FE Complete End 🕀	Active?	
Month of Birth: [ALL]	33543	192371	NTBHA-CC	Eligible for NTBHA fund	ed services	Closed Complete		03/23/2020	03/23/2021		
Search Search Return List: - OR - Auth ID:	> Client	Reports									

Client Financial Eligibility

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

Home Gilent List Cilent Dashboard	Reports & Links U	Iser Administration	NTBHA Administration	System Administra	ation Support / I	FAQ Report Issue		Hello, devans!	Log off
Search: LCN: 192371 - OR - SCN: - OR -	Edit Client LCN: 192 Client Name: CHII DOB: 01/0 County: Dall:	1 371 APO, JOHNNY A, JR. 1/2000 Is	Gender: M Status: Current		Star Pharma Benefits	t: 03/23/2020 ?: No Pharma Benefits	End:	03/23/2021	
- OR -	Client Status: Actin	HA re			551	N: 123-45-6789	FE Status:	FE Complete	
Last Name:	Client Author Client Financi	izations al Fligibility							
Return list below - OR -	✓ Client Report	:							
Month of Birth: [ALL]	Outpatient Encour Level of Care Encour	unters iters	 Jail Diversion 	O Prescripti	ons C) Pharmacy Locations	() P	rovider Locations	
Return list below Search	ID M 19074490 19074489 19074488 19074488 14528140	LON IDAIlas Behar 192371 Dallas Behar	Provider vioral Health Hospital vioral Health Hospital vioral Health Hospital vioral Health Hospital	Svc Date 12/04/2017 12/01/2017 11/30/2017 11/30/2017	Diag Code F209 F209 F209 F209 F209	Diagnosis Desc 🕢 Schizophrenia Schizophrenia Schizophrenia Schizophrenia	Proc Code T2048 T2048 T2048 T2048 T2048	Procedure Desc Psychiatric Rm and Brd Psychiatric Rm and Brd Psychiatric Rm and Brd Psychiatric Rm and Brd	
	Page 1 of 4 (13 iter Client Notes	ms) 🛀 [1] <u>2</u> <u>3</u> <u>4</u>							
- OR -									
	1								

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.

TO Care Elic	Jan I	Duritu Ta	0.044 (III)	Provide III	Discussion Data	During III	Durid in Durin (77)
ID 😬	LUN	Provider	SVC Date	Diag Code 😬	Diagnosis Desc	Proc Code	Procedure Desc
9074490	192371	Dallas Behavioral Health Hospital	12/04/2017	F209	Schizophrenia	T2048	Psychiatric Rm and Brd
9074489	192371	Dallas Behavioral Health Hospital	12/01/2017	F209	Schizophrenia	T2048	Psychiatric Rm and Brd
9074488	192371	Dallas Behavioral Health Hospital	11/30/2017	F209	Schizophrenia	T2048	Psychiatric Rm and Brd
4528140	192371	Dallas Behavioral Health Hospital	11/30/2017	F209	Schizophrenia	T2048	Psychiatric Rm and Brd

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

NTBHA P	IGEON - Outpa	tient Encoun	ter				
LCN:	192371	First Name:	Johnny	Middle Name:	A	Last Name:	Chimpo
Provider:	Dallas Behavioral Health Hospital	Primary Diagnosis Code:	F209	Procedure Code:	T2048	Diagnosis Desc:	Schizophrenia
Procedure Desc:	Inpatient Psychiatric Services~ Room and Board	Category:	Inpatient Services (Psychiatric)	Short Desc:	Psychiatric Rm and Brd	providerBHOID:	314159
submission_type:	T	NTBHA_BHOID:	086	BHOID:	086	NTBHATransactionID:	
roviderTransactionID:		NTBHA_case_no:	#:174031	unit_desc:	DBH	server_cd:	LPC
local_cd:	T2048	grid_cd:	1703	service_dt:	12/4/2017 12:00:00 AM	start_time:	00:00
client_time:	24	appt_type_cd:	2	first_billed_payer_cd:	GNR	primary_diag_cd:	F209
payment_amt:		residential_location_cd:		enc_type_cd:	F	recipient_cd:	1
server_type_cd:	R	birth_dt:	4/14/1979 12:00:00 AM	provider_type_cd:	IP	svc_location_cd:	CI
procedure_cd:	T2048	medicaid_ind:	N	crisis_ind:	Y	sub_unit_desc:	1709876
server_name:		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.

/ Outpatient chi	counters	Jail Diversion	O Pre	scriptions	O Pharmacy Location	ons	0	Provider Locatio	ns		
Jail Diversion											
ID 🔳	Facility 💽	Query Month 🛃 L	LCN	First Name 🕑	Last Name	DOE		Gender 🛃	Race		
4288089	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		
ІТВНА		ail Diversion				_	_			_	_
ТВНА	PIGEON - J	ail Diversior	ı								
NTBHA rid	PIGEON - J		1 nty_Name:	DALLAS	Fa	cility_Name:	DALLAS CO	0.50		Query_Mon	th_Char:
NTBHA rID Resp_Case_No	PIGEON - J : 4288089 : 0000135622	ail Diversior	1 nty_Name: JailLCN:	DALLAS 135622	Fa	cility_Name: LCN:	DALLAS CO 162090	D 50		Query_Mon	th_Char: Care_ID:
NTBHA rID Resp_Case_No First_Name	PIGEON - J 4288089 0000135622 JOHN	ail Diversion	nty_Name: JailLCN: ast_Name:	DALLAS 135622 DOE	Fa	cility_Name: LCN: DOB:	DALLAS CO 162090 2000/04/0	D SO 9		Query_Mon	th_Char: Care_ID: Gender:
rID rID Resp_Case_No First_Name Race	PIGEON - J 4288089 0000135622 JOHN White	l ail Diversior Facility_Cour	nty_Name: JailLCN: ast_Name: SSN:	DALLAS 135622 DOE 123-45-6789	Fa	cility_Name: LCN: DOB: Query_Date:	DALLAS CO 162090 2000/04/0 2020/04/0	D SO 9 9 00:00:00		Query_Mon Resp_Com	th_Char: Care_ID: Gender: ip_Code:

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

Prescriptions

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

ID 💌	Facility	RX Number 🔳	Filled 💌	Prescriber First	Prescriber Last 🕑	Drug Name 🛛 🛃	Days Supply 🚇	Load Date
018317	NTBHA CRISIS RESIDENTIAL	6166628	7/14/2020	TAMEIKA	MORRIS	HYDROXYZ HCL TAB 25MG	7	7/20/2020
018318	NTBHA CRISIS RESIDENTIAL	6166627	7/14/2020	TAMEIKA	MORRIS	RISPERIDONE TAB 1MG	7	7/20/2020
018319	NTBHA CRISIS RESIDENTIAL	6166629	7/14/2020	TAMEIKA	MORRIS	TRAZODONE TAB 100MG	7	7/20/2020
018320	NTBHA CRISIS RESIDENTIAL	6166626	7/14/2020	TAMEIKA	MORRIS	FLUOXETINE CAP 20MG	7	7/20/2020

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

NTBH	A PIGEON - Pr	escriptions					
rID:	1018317	FACILITY:	Dallas Metrocare Services	ChopperFeedAbbrev:	DMS	TRANS_TYPE:	с
BILL_TYPE:		RX_NUM:	6072582	RF_NUM:	0	RF_AUTHOR:	1
FILLED_ON:	5/15/2017 12:00:00 AM	REV_ON:		MEMBER_ID:	192371	PAT_ID_FAC:	175338
PAT_LAST:	CLAY	PAT_FIRST:	SEBASTIAN	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.

harmacy Loca	ations							
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	2.145
Pharmacy	KROGER PHARMACY	160 N COIT		RICHARDSON	TX	75080	(972) 497-9339	3.167
Pharmacy	KROGER PHARMACY	9140 FOREST LANE		DALLAS	TX	75243	(214) 221-0978	3.565
Pharmacy	WAL-MART PHARMACY	430 NORTH COIT ROAD		RICHARDSON	TX	75080	(972) 235-0619	3.958
Pharmacy	WALMART PHARMACY	9301 FOREST LN		DALLAS	TX	75243	(972) 437-6858	4.085
Pharmacy	KROGER PHARMACY	536 Centennial Blvd.		BUCKINGHAM	TX	75081	(972) 437-2478	5.546
Pharmacy	DEVONSHIRE PHARMACY	5445 LA SIERRA DR STE 202		DALLAS	TX	75231-4139	(214) 812-9399	6.334
Pharmacy	WALMART PHARMACY	15220 MONTFORT RD		DALLAS	TX	75248	(972) 233-8764	6.628
Pharmacy	METROCARE PHARMACY AT LIFENET	9708 SKILLMAN ST		DALLAS	TX	75243-5150	(469) 899-3200	7.057
Pharmacy	WALMART PHARMACY	1501 BUCKINGHAM RD		RICHARDSON	TX	75081	(972) 235-9391	8.013

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	11.894
Outpatient	Child And Family Guidance Ctr	8915 Harry Hines Blvd,	Dallas	TX	75235	214-351-3490	17.427
Outpatient	Providence Service Corp Of Texas	8625 King George Dr, STE 111	Dallas	TX	75235	214-631-7002	17.427
Outpatient	Dallas Metrocare Services	1380 River Bend Dr,	Dallas	TX	75247	214-275-7393	18.425
Outpatient	Dallas Metrocare Services	1340 River Bend Dr,	Dallas	TX	75247	214-275-7393	18.817
Outpatient	Dallas Metrocare Services	4645 Samuell Blvd,	Dallas	TX	75228	214-275-7393	19.168
Outpatient	IPS	2121 Main St, STE 200	Dallas	TX	75201	214-331-1200	19.971
Outpatient	Child And Family Guidance Ctr	210 W 10th St,	Dallas	TX	75208	214-351-3490	26.194
Outpatient	Centro De Mi Salud	628 Centre St,	Dallas	TX	75208	214-941-0798	26.563

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

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

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

N IBHA PIGEON	- NT	BHA MTD Auth	noriz	ations								
Filters: Reset Filters	Export	to XLS 📾 Export to CSV										
Provider	Page 1 of 3	9 (583 items) 🔄 [1] 2 3 4	5 6 Z	37 38 39 >							Pag	e size: 15 🔽
(ALL)	Enter text	to search										
Dallas Benavioral Healthcare Hospital Facility Pending	Auth 🙀					Start 🙀	End 🙀	Auth 🙀	Admit 🙀	Discharge		
Gariand Behavioral Healthcare	ID 6242857	Facility (**) Homeward Bound Crisis	205007	Client Name 😬 BerriosAlbrittain,	Crisis	Date 07/20/2020	Date	Days	Date 07/20/2020	Date	Transfer From	Created
Green Oaks	6242872	Residential Homeward Bound Crisis	268044	Alex	Residential Crisis	07/21/2020	08/10/2020	21	07/21/2020		Rador - Dallar - ED	12:00:00 AM 7/20/2020
O Hickory Trail	6243073	Residential Homeward Bound Crisis	140343		Residential Crisis	07/21/2020	08/06/2020		07/21/2020		bayior - Dallas - ED	12:00:00 AM 7/31/2020
Homeward Bound Crisis Residential Hunt Regional	6244072	Residential Homeward Bound Crisis	140245	Thomas Lucis	Residential Crisis	07/20/2020	08/05/2020	,				12:15:25 PM 7/30/2020
Parkland Perimeter Behavioral Hospital	6244060	Residential Homeward Bound Crisis	230300	Voga Maria	Residential Crisis	07/30/2020	08/05/2020	,			Baylor - Lake Pointe Rowlette -	12:03:43 PM 7/30/2020
Serenity Crisis Residential	6244039	Residential Homeward Bound Crisis	270037	Vega, Mario	Residential Crisis	07/30/2020	08/05/2020	,			ED Darles Joins ED	11:07:18 AM 7/30/2020
Sundance Texas Health Presbyterian	6244070	Residential Dallas Behavioral Healthcare	2/0635	Benuey, Rebecca	Residential	07/30/2020	08/03/2020	,			Baylor - Inving - ED	11:16:57 AM 7/30/2020
Timberiawn TMC Behavioral Health	6244082	Hospital Homeward Bound Crisis	256613	Leboda, Jane	Crisis	07/30/2020	08/05/2020	/				6:08:46 PM 7/30/2020
	0244084	Residential Homeward Bound Crisis	229537	Williams, Kemberly	Residential Crisis	07/30/2020	08/05/2020	/			Multiplet Delles FD	6:31:51 PM 7/30/2020
2020 2019 2018	6244062	Residential Homeward Bound Crisis	270633	Moody, David	Residential	07/30/2020	08/05/2020	7			Methodist - Dallas - ER	7:51:23 AM 7/30/2020
2017 2016	6244064	Residential Homeward Bound Crisis	222189	Mccarty, Roger	Residential	07/30/2020	08/05/2020	/			Baylor - Dallas - ED	9:48:52 AM 7/30/2020
Authorization Month	6244065	Residential Homeward Bound Crisis	152136	WALKER, JANET	Residential	07/30/2020	08/05/2020	7				10:11:35 AM 7/30/2020
O JAN O FEB O MAR O APR	6244066	Residential Dallas Bebavioral Healthcare	270061	Bondy, Bruce	Residential	07/30/2020	08/05/2020	7				10:46:39 AM 7/27/2020
O SEP O OCT O NOV O DEC	6243998	Hospital	184191	Griffin, Bruce	Inpatient	07/29/2020	08/04/2020	7	07/29/2020			12:00:00 AM
	6244024	Residential	161847	Calhoun, Warren	Residential	07/29/2020	08/04/2020	7	07/29/2020			12:00:00 AM
	6244026	Residential	270275	Wooten, Erwin	Residential	07/29/2020	08/04/2020	7	07/29/2020			12:00:00 AM
	Page 1 of 3	9 (583 items) 🔛 [1] 2 3 4	5 6 Z	<u>37 38 39</u> →							Pag	e size: 15
	Highlighted	I rows indicate clients are not yet	disharge	1.								

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 Filt	
Provider	
([ALL]	
O Dallas Behavioral Healthcare Hos	pital
Facility Pending	
Garland Behavioral Healthcare	
Gien Oaks	
Green Oaks	
Haven Psychiatric Hospital	
Hickory Trail	
Homeward Bound Crisis Resident	ial .
O Hunt Regional	
O Parkland	
O Perimeter Behavioral Hospital	
O Serenity Crisis Residential	
() Sundance	
O Texas Health Presbyterian	
O Timberiawn	
O TMC Benavioral Health	
Authorization Year	
2020 ○ 2019 ○ 2018	
0 2017 0 2016	
Authorization Month	
O JAN O FEB O MAR C	APR
O MAY O JUN () JUL C	AUG
O SEP O OCT O NOV O	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

inter text	to search										
Auth 💌	Facility		Client Name 🕒	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge 🛃	Transfer From	Created
5243857	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
5243873	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
5244089	Homeward Bound Crisis Residential	140243	OLIVER, CHARLES	Crisis Residential	07/31/2020	08/06/2020	7				7/31/2020 12:15:25 PM
5244072	Homeward Bound Crisis Residential	236388	Thomas, Lyric	Crisis Residential	07/30/2020	08/05/2020	7				7/30/2020 12:03:43 PM
5244069	Homeward Bound Crisis Residential	270637	Vega, Mario	Crisis Residential	07/30/2020	08/05/2020	7			Baylor - Lake Pointe Rowlette - ED	7/30/2020 11:07:18 AM
5244070	Homeward Bound Crisis Residential	270635	Bentley, Rebecca	Crisis Residential	07/30/2020	08/05/2020	7			Baylor - Irving - ED	7/30/2020 11:16:57 AM
5244082	Dallas Behavioral Healthcare Hospital	256613	Leboda, Jane	Inpatient	07/30/2020	08/05/2020	7				7/30/2020 6:08:46 PM
5244084	Homeward Bound Crisis Residential	229537	Williams, Kemberly	Crisis Residential	07/30/2020	08/05/2020	7				7/30/2020 6:31:51 PM
5244052	Homeward Bound Crisis Residential	270633	Moody, David	Crisis Residential	07/30/2020	08/05/2020	7			Methodist - Dallas - ER	7/30/2020 7:51:23 AM
5244064	Homeward Bound Crisis Residential	222189	Mccarty, Roger	Crisis Residential	07/30/2020	08/05/2020	7			Baylor - Dallas - ED	7/30/2020 9:48:52 AM
5244065	Homeward Bound Crisis Residential	152136	WALKER, JANET	Crisis Residential	07/30/2020	08/05/2020	7				7/30/2020 10:11:35 AM
5244066	Homeward Bound Crisis Residential	270061	Bondy, Bruce	Crisis Residential	07/30/2020	08/05/2020	7				7/30/2020 10:46:39 AM
5243998	Dallas Behavioral Healthcare Hospital	184191	Griffin, Bruce	Inpatient	07/29/2020	08/04/2020	7	07/29/2020			7/27/2020 12:00:00 AM
5244024	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
5244026	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

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 3	to XLS 💼 Export to CSV 9 (583 items) 💽 [1] 2 3 4 1 to search	5 <u>6</u> Z	<u>37</u> <u>38</u> <u>39</u> ♪								Pagi	e size: 15 💌
Auth ID	Facility	LON 💌	Client Name 💌	Treatment	Start 🕑	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

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.

Export 1	to XLS and Export to CSV											
age 1 of 3	9 (583 items) 🚺 [1] 2 3 4 .	<u>56</u> Z	<u>37 38 39</u> >								Page	size: 15 🔽
inter text t	o search											
Auth 💌	Facility		Client Name 🔳	Treatment	Start Date	End Date	Auth Days	Admit Date	Discharge 🛃	Transfer From		Created
243857	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
5244089	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.

Export	t to XLS 🛛 📾 Export to CSV											
Page 1 of Enter text	10 (143 items) 🚺 [1] 2 3	456	Z 8 9 10								Page	size: 15 🔽
Auth ID	Facility 🔳	LCN 🗷	Client Name 😬	Treatment	Start End Date	Au	th 💌	Admit Date	Discharge 🕢 Date	Transfer From		Created 🕑
6243857	Homeward Bound Crisis Residential	206997	BerriosAlbrittain, Alex	Crisis Residential	Q. Enter text to filter	1	22	07/20/2020				7/20/2020 12:00:00 AM
6243873	Homeward Bound Crisis Residential	268944	Schaefer, Nicholas	Crisis Residential	(All) (Blanks)		21	07/21/2020		Baylor - Dallas - ED		7/20/2020 12:00:00 AM
6244156	Homeward Bound Crisis Residential	205715	Locks, Frank	Crisis Residential	(Non blanks)		7					8/3/2020 3:02:20 PM
6244162	Homeward Bound Crisis Residential	253574	Gilder, Rosemary	Crisis Residential	Extension Request - Crisis		7					8/3/2020 3:40:12 PM
6244165	Homeward Bound Crisis Residential	125151	ALFORD, MEGAN	Crisis Residential	Inpatient Inpatient Concurrent Review	-	7					8/3/2020 4:44:00 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
	Homeward Bound Crisis						-					8/3/2020

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.

Export t	to XLS 💼 Export to CSV											
Page 1 of 3	9 (583 items) 🚺 [1] 2 3 4	<u>5</u> 6 Z	37 38 39 Þ	1							Page	size: 15 🔽
Enter text t	o search											
Auth ID	Facility	LON 😬	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 PIGEC	N - U	ser Admir	istratio	on						
Filters: Reset Filters	Page 1	of 3 (58 items) [1]	2 3 >						Pag	e size: 25 🔽
Provider	Enter	ext to search								
Approval?	E	lit? Last Name 🖂	First Name	Email 💌	User Phone 💌	User Name 💌	User Provider 🛛	User Lvl 🏼	User Profile 💌	Approved?
ALL ALL		dit Ashford	Lyndy	lashford@ntbha.org	4695263843	lashford	NTBHA	NTBHA User	1	Yes
() Approved		dit Bailey	Mary	mbailey@ntbha.org	4692999442	mbailey	NTBHA	System Administrator	1	Yes
O Not Approved		dit Batiz	Joan	jbatiz@ntbha.org	2672407494	jbatiz	NTBHA	NTBHA User	1	Yes
Last Name	1	dit Blank	Michelle	mblank@ntbha.org	4692602097	mblank	NTBHA	NTBHA User	1	Yes
	1	dit Blanton	Charlote	cblanton@ntbha.org	4696077435	cblanton	NTBHA	NTBHA User	1	Yes
OE OF OG OH OI	1	dit Blum	Nancy	nblum@ntbha.org	2145354503	nblum	NTBHA	NTBHA User	1	Yes
OJ OK OL OM ON	1	dit Brashear	Kristy	kbrashear@ntbha.org	4692902115	kbrashear	NTBHA	NTBHA User	1	No
OO OP OQ OR OS	1	dit brodbeck	christine	cbrodbeck@ntbha.org	(972) 333-2079	cbrodbeck	NTBHA	NTBHA User	1	Yes
OT OU OV OW OX		dit Cannon	Amanda	acannon@NTBHA.org	4695263256	acannon	NTBHA	NTBHA User	1	Yes
OY OZ		dit Caviness	Tami	tcaviness@ntbha.org	4692999389	tcaviness	NTBHA	NTBHA User	1	Yes
		dit Corona Barker	Veronica	vcoronabarker@ntbha.org	469459397	vcorona	NTBHA	NTBHA User	1	Yes
		dit Cowan	Janet	jcowanightona.org	4692902101	Jcowan	NIBHA	NTBHA User	1	Yes
		dit Creach	George	GCREACH@NTBHA.UKG	4695219961	GUREAUHJK	NTBHA	NTBHA User	1	Yes
		dit Evano	Darron	devanc@etbba.org	4602000452	devone	NTDHA	Suctom Administrator	1	Voc
		dit Evans	Darren	devans@ntbha.org	9727506082	wdevans	Dallas Rehavioral Health Hospital	Escility Liser	1	Vec
	4	dit Evans	Darren	devans@ntbha.org	9724699995	wdevans20	NTRHA	NTRHA User	1	Yes
		dit Ford	Ashley	aford@ntbha.org	9725518908	aford	NTBHA	NTBHA User	1	Yes
		dit Frederick	Heath	hfrederick@ntbha.org	4695230529	hfrederick	NTBHA	NTBHA User	1	Yes
		dit Graham	Sherry	sherry.graham.lpc@gmail.com	2147698165	sgraham@ntbha.org	NTBHA	NTBHA User	1	Yes
		dit Grigsby	Syreeta	sgrigsby@ntbha.org	9402574880	sgrigsby	NTBHA	NTBHA User	1	Yes
	1	dit Gulino	Jaclyn	jgulino@ntbha.org	(214) 454-4790	jgulino	NTBHA	NTBHA User	1	Yes
		dit gutierrez	luisa	lgutierrez@ntbha.org	4692491379	Igutierrez@ntbha.org	NTBHA	NTBHA User	1	Yes
	1	dit Johnson	Rhonessia	rhjohnson@ntbha.org	8322736442	rhonessia2005	NTBHA	NTBHA User	1	Yes
		dit JOhnson	Robert	rjohnson@ntbha.org	4695519635	rjohnson2	NTBHA	NTBHA User	1	Yes
	Page 1	of 3 (58 items) 🚺 [1]	2 3 >						Pag	e size: 25 🔽

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

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Provider		
[ALL]	*	
pproval?		
O ALL		
O Approved		
O Not Approve	đ	
ast Name		
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The User Administration list has 3 primary filters:

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

View

r text to s	earch								
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	mballey	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	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	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	GCREACHJR	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	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	Syreeta	sgrigsby@ntbha.org	9402574880	sgrigsby	NTBHA	NTBHA User	1	Yes
Edit	Gulino	Jadyn	jgulino@ntbha.org	(214) 454-4790	jgulino	NTBHA	NTBHA User	1	Yes
Edit	gutierrez	luisa	lgutierrez@ntbha.org	4692491379	Igutierrez@ntbha.org	NTBHA	NTBHA User	1	Yes
Edit	Johnson	Rhonessia	rhjohnson@ntbha.org	8322736442	rhonessia2005	NTBHA	NTBHA User	1	Yes
Edit	JOhnson	Robert	riohnson@ntbha.org	4695519635	riohnson2	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	Batiz
Edit	Blank
Edit	Blanton
Edit	Blum
Edit	Brashear
Edit	brodbeck
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.

Page 1 of 3 (58 Enter text to s	8 items) 🚺 [1] 💈	3 >							Pa	ge size: 25 🔽
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	mballey	NTBHA	System Administrati	or	1	Yes
r da	Datis	1000	that a Bathha are	 3673407404	disease in	NITTILIA	AUTOLIA LINAS			Mac

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 3 (58 Enter text to s	i items) 🕢 [1] 🧧	3						Pag	e size: 25 🔽
Edit?	Last Name 💌	First Name 🔳	Email	User Phone 💌	User Name 🔛	User Provider	User Lvi 🕑	User Profile 🚇	Approved?
Edit	Ashford	Lyndy	lashford@ntbha.org	4695263843	lashford	NTBHA	NTBHA User	1	Yes
Edit	Bailey	Mary	mbailey@ntbha.org	4692999442	mballey	NTBHA	System Administrator	1	Yes
E.d.a	Datia	1000	thatia@athha are	3673407404	destin	NTDUA	NITRUA LINA		Mac

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.

Page 1 of 3 (58	i items) 🚺 [1] 2	3						Pag	e size: 25 🔽
Edit?	Last Name 🛃	First Name 祵	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	Balley	Mary	mbailey@ntbha.org	4692999442	mballey	NTBHA	System Administrator	1	Yes
Edit	Datia	1000	shatia@athha are	2672407404	thatia	NTDUA	NTDUA Hoor		Vac

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

NTBHA Provider Integration Gathering Eligibility ONline (PIGEON)	
Home Client List Client Dashboard Reports & Links User Administration NTEHA Administration System Administration Support / FAQ Report Issue	Hello, devansi Log off
NTBHA PIGEON - NTBHA Authorizations Management	
Administration Lists	
Authorizations Admin List Client Admin List	
© 2020 - North Texas Behavioral Health Authority	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

Home Client List Client Da	shboar	d Rep	orts & Lin	ks User Admir	nistration NTE	3HA Administration Sy	rstem Administration 5	Support / FAQ	Report Issu	e		Hell	o, devans! Log of
NTBHA PIGEON	- 1	ITBH	IA A	uthoriza	itions M	anagement	:						
Filters:	Page	1 of 26 (51	3 items)		<u>5 6 7 24</u>	25 26 🚬							Page size: 20 🔽
Status	Ente	er text to sea	arch										
ALL O Pending Active O De-Activated	#	Auth 💓	LCN 💌	Full Name 🔳	DOB 💌	Facility	Treatment	Fund 💌	Auth Start	Auth 💌	Active M	Pending w	Last Update Date 💌
Facility	Edit	6244090	264244	Zanatta, Krya	11/10/1999	Texas Health Presbyterian	Inpatient	Contracted PPB	7/31/2020	8/2/2020			7/31/2020 12:36:34 PM
Last Name	Edit	6244089	140243	Oliver, Charles	12/04/1970	Homeward Bound Crisis	Crisis Residential	General Revenue	7/31/2020	8/6/2020			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			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			7/31/2020 11:35:17
OT OU OV OW OX	Edit	6244086	189396	Nigussie, Abraham	02/02/1993	Hickory Trail	Inpatient	Contracted PPB	7/31/2020	8/3/2020			7/31/2020 11:35:17 AM
Auth Year	Edit	6244085	270376	Flores, Ricardo	11/29/1995	Garland Behavioral	Inpatient Concurrent	Contracted PPB	7/31/2020	8/2/2020			7/31/2020 11:22:45
O ALL O 2019 O 2017	Edit	6244084	229537	Williams,	03/16/1980	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	7/30/2020	8/5/2020			7/30/2020 6:31:51 PM
2020 2018 2016 Auth Month	Edit	6244083	270721	Washington,	11/11/1964	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	7/30/2020	7/31/2020			7/30/2020 6:11:02 PM
O ALL O Jan O Feb O Mar	Edit	6244081	270526	Gonzalez, Jon	05/25/1996	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	7/30/2020	7/31/2020			7/30/2020 6:03:22 PM
Aug O Sep O Oct O Nov	Edit	6244080	247697	Thomas, Dyawn	02/16/1984	Texas Health Presbyterian	Inpatient	Contracted PPB	7/30/2020	8/1/2020			7/30/2020 5:50:43 PM
O Dec	Edit	6244079	194357	Jones, Aniel	09/30/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	7/31/2020	8/2/2020			7/30/2020 5:28:09 PM
ALL Jan Feb Mar	Edit	6244078	270700	Cureton, Lacey	12/12/1971	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	7/30/2020	8/2/2020			7/31/2020 9:10:44 AM
Apr May Jun Jul Aug Sep Oct Nov	Edit	6244077	269496	Jackson, Dejuanna	04/04/1992	Glen Oaks	Inpatient Concurrent Review	Contracted PPB	7/31/2020	8/2/2020			7/30/2020 2:16:21 PM
O Dec	Edit	6244076	214347	Zacarias, Eloy	03/05/1974	Homeward Bound Crisis Residential	Extension Request - Crisis Residential	General Revenue	7/30/2020	7/30/2020			7/30/2020 1:58:03 PM
	Edit	6244075	266867	Hardeman, Alaysia	04/16/1996	Texas Health Presbyterian	Inpatient	Contracted PPB	7/29/2020	7/31/2020			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			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			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			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			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			7/30/2020 11:02:36 AM
	Page	1 of 26 (51	3 items)	< [1] <u>2</u> <u>3</u> <u>4</u>	<u>5 6 7 24</u>	25 26 >							Page size: 20

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



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)



Home Client List Client Dash	board	t Repo	rts & Link	s User Admi	nistration NTE	3HA Administration S	vstem Administration	Support / FAQ	Report Is	sue		He	llo, devansi Log c
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ers:	Page	1 of 9 (162 i	tems) 🔄	[1] <u>2</u> <u>3</u> <u>4</u> <u>5</u>	<u>6 Z 8 9 🍡</u>								Page size: 20
tus	Enter	r text to sear	ch										
ALL O Pending Active O De-Activated	#	Auth 😹	LCN 💌	Full Name 🔳	DOB 💌	Facility 🕢	Treatment 🕢	Fund 💌	Auth Start	Auth End	Active 🛃	Pending 🕢	Last Update Date 🚇
ility	Edit	6244263	271115	Powell, Marcus	07/02/1974	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/6/2020	8/12/2020	2		8/6/2020 9:25:03 PM
Name	Edit	6244262	261368	Brown, Armanda	11/16/1988	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/6/2020	8/12/2020			8/6/2020 4:40:48 PM
ALL O A O B O C O D E O F O G O H O I	Edit	6244261	270825	Jones, John	02/23/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/7/2020	8/9/2020			8/6/2020 4:38:07 PM
	Edit	6244260	229113	Fotuaika, Crimone	07/28/1990	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/7/2020	8/9/2020			8/6/2020 3:16:45 PM
	Edit	6244259	194357	Jones, Aniel	09/30/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/7/2020	8/11/2020			8/6/2020 3:13:16 PM
h Year	Edit	6244258	151490	Rush, Michael	12/16/1957	Hickory Trail	Inpatient Concurrent Review	Float PPB	8/7/2020	8/10/2020			8/6/2020 2:33:09 PM
ALL () 2019 () 2017	Edit	6244257	192754	Kirk, Jana	11/21/1991	Texas Health Presbyterian	Inpatient	Contracted PPB	8/6/2020	8/9/2020			8/6/2020 2:09:10 PM
2020 2018 2016		6244256	196646	Barajas,	01/01/1996	Garland Behavioral	Inpatient	Contracted PPB	8/6/2020	8/9/2020			8/6/2020 2:04:03
Apr May Jun Jul Aug Sep Oct Nov 4 Dec B Month 6 6 6 6	Auth Peno Facil	ing Auth:	244256] Sarland Bel	LCN: navioral Healthcare Ext Treatment: NTBHA Only:	196646 Patie	nt Name: Barajas, Alejandro ment: Inpatient t Date:	vischarge Date:	Auth Start: 8/6 Discharge:	/2020	Auth End: Other Descrij	8/9/2 ption:	2020 🔽 Acti	ve?: 🔽
ALL Jan Feb Mar													Update Cancel
ALL Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec								Float PPB	8/7/2020	8/10/2020			8/6/2020 1:59:14 PM
ALL Jan Peb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	Edit	6244255	270854	Driggers, James	10/05/2001	Glen Oaks	Review			8/9/2020			8/6/2020 1:54:49 PM
ALL Jan OF6b Mar Apr May Jun Jui Aug Sep Oct Nov Dec	Edit Edit	6244255 6244254	270854 271074	Driggers, James Leyva, Miguel	10/05/2001 09/26/1996	Glen Oaks Garland Behavioral Healthcare	Inpatient Concurrent Review Inpatient	Contracted PPB	8/6/2020	OFFICE			
ALL Jan Oreb OMar Apr OMay Jan Jai Agg Sep Oct Nov Dec	Edit Edit Edit	6244255 6244254 6244253	270854 271074 234767	Driggers, James Leyva, Miguel Brown, Demarcus	10/05/2001 09/26/1996 05/18/1987	Glen Oaks Garland Behavioral Healthcare Hickory Trail	Inpatient Concurrent Review Inpatient Inpatient Concurrent Review	Contracted PPB Contracted PPB	8/6/2020 8/7/2020	8/9/2020			8/6/2020 1:48:43 PM
ALL Jan Peb Mar Anr May Jun Jul Aug Sep Oct Nov Dec	Edit Edit Edit Edit	6244255 6244254 6244253 6244253	270854 271074 234767 270954	Driggers, James Leyva, Miguel Brown, Demarcus Medlen, Randall	10/05/2001 09/26/1996 05/18/1987 03/07/1983	Glen Oaks Garland Behavioral Healthcare Hickory Trail Garland Behavioral Healthcare	Inpatient Concurrent Review Inpatient Inpatient Concurrent Review Inpatient Concurrent Review	Contracted PPB Contracted PPB Contracted PPB	8/6/2020 8/7/2020 8/7/2020	8/9/2020 8/9/2020			8/6/2020 1:48:43 PM 8/6/2020 1:06:42 PM
, ALL () Anr () Feb () Mur Anr () May () Mur Ang () Sep () Oct () Nev Dec	Edit Edit Edit Edit Edit	6244255 6244254 6244253 6244252 6244252 6244251	270854 271074 234767 270954 270848	Driggers, James Leyva, Miguel Brown, Demarcus Medlen, Randall Link, Kathleen	10/05/2001 09/26/1996 05/18/1987 03/07/1983 12/29/1979	Glen Oaks Gariand Behavioral Healthcare Hickory Trail Gariand Behavioral Healthcare Gariand Behavioral Healthcare	Inpatient Concurrent Review Inpatient Inpatient Concurrent Review Inpatient Concurrent Review Inpatient Concurrent Review	Contracted PPB Contracted PPB Contracted PPB Float PPB	8/6/2020 8/7/2020 8/7/2020 8/7/2020	8/9/2020 8/9/2020 8/9/2020			8/6/2020 1:48:43 PM 8/6/2020 1:06:42 PM 8/6/2020 12:53:44 PM
, ALL () Anr () Feb () Mur Anr () May () Mur Ang () Sep () Oct () Nov Dec	Edit Edit Edit Edit Edit Edit	6244255 6244254 6244253 6244252 6244252 6244251 6244250	270854 271074 234767 270954 270848 203874	Driggers, James Leyva, Miguel Brown, Demarcus Medlen, Randall Link, Kathleen Brown, Joshua	10/05/2001 09/26/1996 05/18/1987 03/07/1983 12/29/1979 09/07/1980	Glen Oaks Garland Behavioral Healthcare Hickory Trail Garland Behavioral Healthcare Garland Behavioral Healthcare Homeward Bound Crisis Residential	Inpatient Concurrent Review Inpatient Inpatient Concurrent Review Inpatient Concurrent Review Crisis Residential	Contracted PPB Contracted PPB Contracted PPB Float PPB General Revenue	8/6/2020 8/7/2020 8/7/2020 8/7/2020 8/6/2020	8/9/2020 8/9/2020 8/9/2020 8/9/2020 8/12/2020			8/6/2020 1:48:43 PM 8/6/2020 1:06:42 PM 8/6/2020 12:53:44 PM 8/6/2020 11:22:16 PM
,ALL () Anr () Feb () Mar Anr () May () Mar Ang () Sep () Oct () Nev Dec	Edit Edit Edit Edit Edit Edit Edit	6244255 6244254 6244253 6244252 6244251 6244250 6244249	270854 271074 234767 270954 270954 203874 166164	Driggers, James Leyva, Miguel Brown, Demarcus Medlen, Randall Link, Kathleen Brown, Joshua Ruiz, Julio	10/05/2001 09/26/1996 05/18/1987 03/07/1983 12/29/1979 09/07/1980 06/16/2000	Glen Oaks Garland Behavioral Healthcare Brickory Trail Garland Behavioral Healthcare Garland Behavioral Healthcare Garland Behavioral Healthcare	Inpatient Concurrent Review Inpatient Inpatient Concurrent Review Inpatient Concurrent Review Crisis Residential Inpatient Concurrent Review	Contracted PPB Contracted PPB Contracted PPB Float PPB General Revenue Contracted PPB	8/6/2020 8/7/2020 8/7/2020 8/7/2020 8/6/2020 8/7/2020	8/9/2020 8/9/2020 8/9/2020 8/9/2020 8/12/2020 8/10/2020			8/6/2020 1:48:43 PM 8/6/2020 1:06:42 PM 8/6/2020 12:53:44 PM 8/6/2020 11:22:16 PM 8/6/2020 12:30:59 PM
ALL (Jan (Jre) Mur Ang (Mar) (Jan (Jan) (Jan) Ang (Jep (Jan) (Jan) (Jan) Dec	Edit Edit Edit Edit Edit Edit Edit	6244255 6244254 6244253 6244252 6244251 6244250 6244249 6244248	270854 271074 234767 270954 270848 203874 166164 270888	Driggers, James Leyva, Miguel Brown, Bernarcus Medlen, Randall Link, Kathleen Brown, Joshua Ruiz, Julio Rico, Fabian	10/05/2001 09/26/1996 05/18/1987 03/07/1983 12/29/1979 09/07/1980 06/16/2000 04/18/2003	Glen Oaks Garland Behavioral Heikory Trail Garland Behavioral Healthcare Garland Behavioral Healthcare Residential Garland Behavioral Healthcare Perimeter Behavioral Heosptal	Inpatient Concurrent Review Inpatient Concurrent Review Inpatient Concurrent Review Crisis Residential Inpatient Concurrent Review Anter Concurrent Review Inpatient Concurrent Review	Contracted PPB Contracted PPB Contracted PPB Float PPB General Revenue Contracted PPB Contracted PPB	8/6/2020 8/7/2020 8/7/2020 8/7/2020 8/6/2020 8/7/2020 8/7/2020	8/9/2020 8/9/2020 8/9/2020 8/12/2020 8/12/2020 8/10/2020 8/7/2020			8/6/2020 1:48:43 PM 8/6/2020 1:06:42 PM 8/6/2020 12:53:44 PM 8/6/2020 11:22:16 PM 8/6/2020 12:30:59 PM 8/6/2020 11:39:18 AM

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.

Edit	6244257	192754	Kirk, Jana	11/21/1991	Presbyterian	Inpatient	Contracted PPB	8/6/2020	8/9/2020		Ц	8/6/2020 2:09:10 PM
	6244256	196646	Barajas, Alejandro	01/01/1996	Garland Behavioral Healthcare	Inpatient	Contracted PPB	8/6/2020	8/9/2020			8/6/2020 2:04:03 PM
Aut	h #: [dina Auth: [6244256	LCN:	196646 Patier	nt Name: Barajas, Alejandro							
Fac	lity:	Garland Bel	avioral Healthcare	Treat:	ment: Inpatient		Auth Start: 8/6	/2020	Auth End:	8/9/2	2020 🖬 🗛	tive?: 🔽
			Ext Treatment: NTBHA Only:	Admit	:Date: 🗾 E	Discharge Date:	Discharge:		Other Descript	ion:		
												Update Cancel
Edit	6244255	270854	Driggers, James	10/05/2001	Glen Oaks	Inpatient Concurrent Review	Float PPB	8/7/2020	8/10/2020			8/6/2020 1:59:14 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.

Page 1	L of 9 (162 i	tems) 😽	[1] 2 3 4 5	<u>5 Z 8 9 ></u>								Page size: 20
Enter	text to sear	ch										
#	Auth 😹	LCN 💌	Full Name 🔳	DOB 💌	Facility 💌	Treatment 💌	Fund 💌	Auth Start	Auth 💌	Active 📧	Pending 💽	Last Update Date
Edit	6244263	271115	Powell, Marcus	07/02/1974	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/6/2020	8/12/2020			8/6/2020 9:25:03 PM
cila	6344363	261260	Drown Armanda	11/16/1000	Homeward Bound Crisis	Crisis Desidential	Conoral Devenue	0/6/2020	0/10/2020			0/6/2020 4-40-40 0

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	L of 9 (162 ii	ems) 😽	[1] 2 3 4 5	<u>6 Z 8 9</u> ≥	l.							Page size: 20 🔽
Enter	text to sear	ch										
#	Auth 💓	LCN 💌	Full Name 💌	DOB 💌	Facility	Treatment 💌	Fund 💌	Auth Start	Auth 💌	Active 📧	Pending 💽	Last Update Date 🖷
<u>Edit</u>	6244263	271115	Powell, Marcus	07/02/1974	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/6/2020	8/12/2020			8/6/2020 9:25:03 PM
r da	101100	261260	Denne Armanda	**/**/****	Homeward Bound Crisis	Coluin Devidential	Consul Designed	0/6/2020	0/10/2020	12	m	0/6/2020 4-40-40 044

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.

Page Ente	1 of 9 (162 r text to sea	items) 📓	[1] 2 3 4 5	<u>6</u> Z89 <mark>→</mark>								Page size: 20 🔽
#	Auth 💓	LCN 💌	Full Name 💌	DOB 💌	Facility 💌	Treatment	Fund Auth		Auth End	Active 💌	Pending 🛃	Last Update Date 🏼 🖉
Edit	6244263	271115	Powell, Marcus	07/02/1974	Homeward Bound Crisis Residential	Crisis Residential	Q. Enter text to filter	20	8/12/2020			8/6/2020 9:25:03 PM
Edit	6244262	261368	Brown, Armanda	11/16/1988	Homeward Bound Crisis Residential	Crisis Residential	(All) (Blanks)	20	8/12/2020			8/6/2020 4:40:48 PM
Edit	6244261	270825	Jones, John	02/23/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	(Non blanks) Inpatient	20	8/9/2020			8/6/2020 4:38:07 PM
Edit	6244260	229113	Fotuaika, Ccimone	07/28/1990	Hickory Trail	Inpatient Concurrent Review	Crisis Residential	20	8/9/2020			8/6/2020 3:16:45 PM
Edit	6244259	194357	Jones, Aniel	09/30/1986	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Inpatient Concurrent Review '	20	8/11/2020			8/6/2020 3:13:16 PM
Edit	6244258	151490	Rush, Michael	12/16/1957	Hickory Trail	Inpatient Concurrent Review	FIDAT PPB 8/7/	2020	8/10/2020			8/6/2020 2:33:09 PM
Edit	6244257	192754	Kirk, Jana	11/21/1991	Texas Health Presbyterian	Inpatient	Contracted PPB 8/6/	2020	8/9/2020			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 Contacts:		Frequently Asked Questions	
North Texas Behavioral Health Authority 9441 Lyndon B Johnson Fwy Ste 350 Dallas, TX 75243 <u>Phone</u> , (214) 366-9407	Support: help@ntbha.org	How do I get a login account for PIGEON? Please email help@mtbha.org. Is there an operations manual for PIGEON users? What address is entered for a homeless applicant?	
NTBHA Downloads: P3 Initial User Guide ONLINE P3 User Guide		How can I submit a news article for this site?	

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.

8	20144	≂ P3 issue Report - Message (HTML)	B	œ	- 0	×
File Paste	Message Cut Copy Format Painter ipboard	set Options Format Text Review Developer Help Acrobat Q Tell me what you want to do Catheria 11 A^* A^* Linit Init a A^* Linit <td< th=""><th>Dictate Voice</th><th>Nisights View Templates My Templates</th><th></th><th>^</th></td<>	Dictate Voice	Nisights View Templates My Templates		^
	То	PIGEONFeedback@ntbha.org				
Send	Cc					
l.	Subject	P3 Issue Report				
Please d	escribe in detai	the lissue you wish to report:				
NIBHAI	P3 System Adm	stration j				

Actions

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•

User Registration

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

First Name

- Password The password must contain each the following characteristics:
- Email Address
 o at least 8 characters,
- Username
- Phone Number

Provider

Last Name

- at least 1 uppercase letter,
 at least 1 lowercase letter.
- Date of Birth
- o 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.

Page 1 of 1573 (31451 items) [1] 2 3 4 5 6 Z

New Client

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.
 - 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) *

- k. Secondary Language (Select) * If there is no secondary language, select "None".
- I. 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...

Home Client List Client Dashb	Joard Reports & Links User Administration NTBHA Administration System Administration Support / FAQ Report Issue
	CHIMPO, HAROLD JAMES - New Address
CHIMPO, HAROLD JAMES 07/01/2000 Return to 271236 address manageme	Address Type LCN 271236 Address street Enter an address (Example: 123 Main St. Anycity. ST)
	City: city State: state Zip Code: zip (2)
	Latitude: Longitude: Submit 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.

levans	СНІМР	O, HA	ROLD JA	AMES - A	Address	Mana	igen	nent							
N: 271236	✓ Client	t Addresse	s												
ame: OB: 07/01/2000	Addr Id		Addr Type		LCN		Address	:1	Address	2	City	State	Zip	County	
		147026	SERVICE		271236										
New Address	✓ Client	t Phones													
Edit ID: 147026	Naw	Phone	da	Phone Type		ICN		Phone Num		Phone Create	Date		Phone Mod	Date	
Return to 271236 dashboard.	Hen	Thome	i i u	Phone type		CON		Phone Hum		Filone create	- Date		Thone mou	Date	
47026			144180	PRIMARY		271236			-	8/7/2020 12:	24:51 PM		8/7/2020 12	:24:51 PM	
Delete Address: 147026									Edit F	orm					×
									Phor	ne Type: PRIN	/ARY	♥ Pt	none Num: () -	
Delete Address: 147026									Edit F	orm					

- 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.

Search:		Edit Client		
ICN: 271236		LCN:	271236	
2011. 271250		Client Name:	CHIMPO, HAROLD JAMES,	
- OR -		DOB:	07/01/2000	Gender:
		County:		Status
SSN:	Numbers only	Providen	NITOLIA	

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.

Client Information:			
Contact Information		O Demographic Information	
Address:	-	City:	State:
Zip:	County:	Phone: Not Available	Address Management

Financial Eligibility

Add Financial Eligibility

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

D 💌	LCN 💌	Provider 🛃	Status 🛃	Document Status 🛛 🛃	Start 🕑	End 💌	Active?
3543	192371	NTBHA-CC	Eligible for NTBHA funded services	Closed Complete	03/23/2020	03/23/2021	
2541	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	05/15/2018	05/15/2019	
2565	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	01/15/2018	01/15/2019	

Complete the form below ...

- 1. Provider
- 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.

LCN: BirthDate:	192371 01/01/2000	Client Name: SSN:	CHIMPO, JOHNNY A, JR. 123-45-6789		Alias/Nickname:	Slim	Gender:	м
Provider:				٠	Medicaid Covered?:	O Yes O No	Medicare Covered?:	○ Yes ○ No
Ionthly Gross Income:		Annual Gross Income:			Medicare Part-D Covered?:	🔿 Yes 🔘 No	Chip?:	◯ Yes ◯ No
Other Income:		Family Size:			VA Covered?:	🔿 Yes 🔿 No	Other Insurance:	
Income Proof:	O Unavailable O In File	Income Proof Address:	O Unavailable				Client Fee:	
Document Status:	In Process Closed Complete	Document Date:		•		Add/View Document	s	
Comments:							Approved By:	
							Approved Date:	
Created By:		CreatedDate:			Last Updated By:		Last Updated Date:	
			Submit			Cancel		

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.

hoose File No file	chosen			FE Documents:	
	(max	: file size: 5MB)			
Document Intie.					
Document Description					
Document Type:	Identification Identification Attestment CMBHS Financial Eligibility	Utility Bill SSA BEST Other NTBHA Eligibility			
Upload		Upload status:	_	Return to Eligibility	

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 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.

Edit Financial Eligibility

ID 🖷	LCN 💌	Provider 🕑	Status 🔛	Document Status 🛛 😣	Start 💌	End 😬	Active? 🛃
	192371	NTBHA	Not Eligible for NTBHA funded services	In Process	08/10/2020	08/10/2021	
33543	192371	NTBHA-CC	Eligible for NTBHA funded services	Closed Complete	03/23/2020	03/23/2021	
32541	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	05/15/2018	05/15/2019	
22565	192371	NTBHA	Eligible for NTBHA funded services	Closed Complete	01/15/2018	01/15/2019	

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

LCN: Birthdate:	192371 01/01/2000	Client Name: SSN:	CHIMPO, JOHNNY A. JR. 123-45-6789		Alias/Nickname:	Slim Not Eligible for NTBHA funded	Gender: services	м
Provider:	NTBHA			Ŧ	Medicaid Covered?:	🔿 Yes 🖲 No	Medicare Covered?:	🔿 Yes 🔘 No
Ionthly Gross Income:	0	Annual Gross Income:	0		Medicare Part-D Covered?:	🔿 Yes 🔘 No	Chip?:	🔿 Yes 🔘 No
Other Income:		Family Size:	1		VA Covered?:	🔿 Yes 🖲 No	Other Insurance:	
Income Proof:	 Unavailable In File 	Income Proof Address:	O Unavailable In File				Client Fee:	0
Document Status:	 In Process Closed Complete 	Document Date:	8/10/2020 -			Add/View Documents		0 documents loaded
Comments:					Active?:	● Yes ○ No	Approved By:	
						Approve Eligibility	Approved Date:	
Created By:	devans	CreatedDate:			Last Updated By:	devans	Last Updated Date:	8/10/2020 5:58:36 AM
			Future					

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.

DOSE FILE NO THE	cnosen (ma)	<pre>state size: 5MB)</pre>	Testing 3MB file	
Document Title: Document Description:			Testing again it testing again it testing	
Document Type:	Identification Identification CMBHS Financial Eligibility	Utity Bill SSA BEST Other NTBHA Eligibility		
Upload		Upload status:	Return to Eligibility	

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:

- 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.
- 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

Home Client List Client Dashboar	d Reports & Links	User Administration	NTBHA Administration	System Administration	Support / FAQ	Report Issue	Hello, devansl Log off
				1.02			
NTBHA PIGEON - N	TBHA Aut	horizations	Manageme	ent			
Administration Lists							
Authorizations Admin List							

Figure 2

ID 💌	LCN 💌	Facility 🛃	Туре 🛃	Usage 💌	Fund 💌	Start 🖷	End 💌	Updated 🛃	Active? 🐱	Pending? 🛃	Admit Date 🛃	Discharge 🚇
243059	192371	Serenity Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020				
243053	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020				
242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020				
242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020				

Add Authorization

Only available from the Client Dashboard – Client Authorizations section.

242050 10										 Dischorye -
243035 134	02371	Serenity Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020		
243053 192	92371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020		
242074 193	2371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020		
242073 192	92371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020		

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.

LCN: AliasNickname:	192371 Slim	Client Name: CHIMP Gender: M	O, JOHNNY A, JR.	BirthDate:	01/01/2000	SSN: 123-45-6789
endingAuthorization:		PendingDate:	*	Transfer From Facility:		-
Facility:	O Dallas Behavioral Healthcare Hospital	O Facility Pending	O Garland Behavioral Healthcare	Treatment Type:	O Inpatient	Crisis Residential
	O Glen Oaks	O Green Oaks	O Haven Psychiatric Hospital		23 Hour Observation	Residential
	O Hickory Trail	O Homeward Bound Crisis	O Parkland		Observation	O Inpatient Concurrent Review
	Perimeter Rehavioral Hospital	Serenity Crisis Residential	O Texas Health		O RTC -Residential Treatment	O RTC - Turtle Creek Manor
	O TMC Behavioral Health	C second ense headering	Presbyterian		O RTC - Homeward Bound	
Europ	O COVID-19	O Contra	cted PPB			
Puno.	O Float PPB	O SCA - C	C8(A		COVID 19 Inil Palance	Memorandum of Transfer
	O SCA - SB292	🔘 SCA - P	Parkland	AuthUsage:		Single Care Agreement
	Single Case Agreement	O Medica	iid		Crisis Residential	O single case Agreement
	O Private Insurance	O Genera	Revenue		O crisis residential	
	O MQMB	O Medica	ire			
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.

Enter text t	o search										
uth # 💌	LCN 💌	Full Name 🔳	DOB 💌	Facility 💌	Treatment 💌	Fund 💌	Auth Start	Auth End	Active 💌	Pending 🔳	Last Update Date
6244316	267070	Sandoval, Jessenia	08/16/1997	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020			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			8/10/2020 12:19:36 P
5244314	183847	Picaso, Kristopher	03/18/1981	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020			8/10/2020 12:06:44 P
244312	209997	Rose, Kayla	07/15/1990	Garland Behavioral Healthcare	Inpatient Concurrent Review	Float PPB	8/11/2020	8/12/2020			8/10/2020 11:38:09 A
5244310	271074	Leyva, Miguel	09/26/1996	Garland Behavioral Healthcare	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020			8/10/2020 10:41:06 A
5244307	131948	Gardner, Nikola	07/11/1967	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020			8/10/2020 7:37:57 AM
5244306	175599	Spurgers, Cody	10/12/1991	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/10/2020	8/12/2020			8/9/2020 7:47:13 PM
244303	183552	Henderson, Christopher	11/06/1990	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020			8/9/2020 7:20:19 PM
5244302	271279	Herrera, Odalis	03/05/2001	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/9/2020	8/12/2020			8/9/2020 4:42:02 PM
5244295	271220	Burton, Divine	11/16/2001	Texas Health Presbyterian	Inpatient	Contracted PPB	8/9/2020	8/12/2020			8/9/2020 10:24:46 PM
5244294	133651	Heath, Paul	11/29/1967	Glen Oaks	Inpatient	Contracted PPB	8/9/2020	8/12/2020			8/9/2020 9:59:06 PM
5244293	271251	Hull, Shayla	11/15/2005	Perimeter Behavioral Hospital	Inpatient	Contracted PPB	8/8/2020	8/11/2020			8/9/2020 9:50:14 PM
244292	271214	Sloan, Chris	05/23/1990	Glen Oaks	Inpatient	Contracted PPB	8/8/2020	8/11/2020			8/9/2020 9:55:48 PM
5244291	253103	Disney, Cody	06/12/1984	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/6/2020	8/10/2020			8/7/2020 10:58:21 PM
5244290	236507	Saldana, Eduardo	11/19/2000	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020			8/7/2020 7:40:41 PM
5244289	231860	Perezpayan, Hector	08/20/1986	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/8/2020	8/10/2020			8/7/2020 5:02:54 PM
244288	271040	Gates, Lanandra	07/01/1986	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/8/2020	8/10/2020			8/7/2020 4:45:01 PM
244287	244293	Olson, Kenneth	07/14/1965	Texas Health Presbyterian	Inpatient Concurrent Review	Contracted PPB	8/8/2020	8/10/2020			8/7/2020 4:31:43 PM
3244286	270725	Becton, Ashley	06/07/2001	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020			8/7/2020 4:17:05 PM
5244285	270725	Becton, Ashley	06/07/2001	Dallas Behavioral	Inpatient Concurrent	Float PPB	8/8/2020	8/10/2020			8/7/2020 4-17-04 PM

AuthorizationId: LCN:	6244303 183552	Client Name:	HENDERSON,		AliasNickname:		Gender:	м	
BirthDate:	11/06/1990	SSN:	627-22-2056		PendingAuthorization:		PendingDate:		+
ansfer From Facility:	Methodist - Richardson - ED								
Facility:	Dallas Behavioral Healthcare Hospital Glen Oaks			Garland Behavioral F	lealthcare	Green Oaks	und Crisis Residential		
	Serenity Crisis Residential Sundance			Facility Pending Hunt Regional		Timberlawn Parkland			
	TMC Behavioral Health Perimeter Behavioral Hospital			Haven Psychiatric Ho	spital	O Texas Health Pr	esbyterian		
AuthTypeld:	Inpatient 23 Hour Observation Extension Request - 23 Hour Observation RTC - Residential Treatment Center RTC - Homeward Bound	Cris Exte O Inpi O RTC	is Residential Insion Request - I atient Concurrent - Turtle Creek M	Crisis Residential Review anor	Fund:	Contracted PPB Medicaid Single Case Agreement SCA - Parkland Float PPB MQMB	0 0 0 0 0 0 0	General Revenue Private Insurance ICA - SB292 ICA - C&A OVID-19 Medicare	
AuthUsage:	Memorandum of Transfer Single Case Agreement COVID-19 Jail Release	() Origination Crisis Residenti	al	AuthEffStartDate:	8/10/2020 👻	AuthEffEndDate:	8/16/2020	¥
MarkPrivate: Discharge:	0	ActiveInd: herDischarge:			AdmitDate:	-	DischargeDate:		Ŧ
Created Date:	8/9/2020 7:20:19 PM	Created By:	cblanton		Updated Date:	8/9/2020 7:20:19 PM	Created By:	cblanton	
			Submit			Cancel			

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

Enter text t	o search										
uth # 💌	LCN 💌	Full Name 💌	DOB 💌	Facility 💽	Treatment 💽	Fund 💌	Auth Start	Auth End	Active 💌	Pending 💌	Last Update Date
6244316	267070	Sandoval, Jessenia	08/16/1997	Hickory Trail	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020			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			8/10/2020 12:19:36 P
6244314	183847	Picaso, Kristopher	03/18/1981	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020			8/10/2020 12:06:44 P
6244312	209997	Rose, Kayla	07/15/1990	Garland Behavioral Healthcare	Inpatient Concurrent Review	Float PPB	8/11/2020	8/12/2020			8/10/2020 11:38:09 A
6244310	271074	Leyva, Miguel	09/26/1996	Garland Behavioral Healthcare	Inpatient Concurrent Review	Contracted PPB	8/10/2020	8/12/2020			8/10/2020 10:41:06 A
6244307	131948	Gardner, Nikola	07/11/1967	Dallas Behavioral Healthcare Hospital	Inpatient Concurrent Review	Float PPB	8/8/2020	8/10/2020			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			8/9/2020 7:47:13 PM
5244303	183552	Henderson, Christopher	11/06/1990	Homeward Bound Crisis Residential	Crisis Residential	General Revenue	8/10/2020	8/16/2020			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			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			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			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			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			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			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			8/7/2020 7:40:41 PM
6244289	231860	Perezpayan, Hector	08/20/1986	Dallas Behavioral Healthcare Hospital	Inpatient	Float PPB	8/8/2020	8/10/2020			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			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			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			8/7/2020 4:17:05 PM
6244285	270725	Becton, Ashley	06/07/2001	Dallas Behavioral	Inpatient Concurrent	Float PPB	8/8/2020	8/10/2020			8/7/2020 4:17:04 PM

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 🖷
243059	192371	Serenity Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020				
	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020				
242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020				
242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020				

AuthorizationId:	6243053	<i>a</i>			2204		1245.1	
LCN:	192371	Client Name:	CHIMPO, JOHNNY A, JR.	AliasNickname:	Slim	Gender:	М	
BirthDate:	01/01/2000	SSN:	123-45-6789	PendingAuthorization:		PendingDate:		
insfer From Facility:	Facility Pending							
Facility:	O Dallas Behavioral Healthcare Hospital		O Garland Behavi	ioral Healthcare	O Green Oaks			
	O Glen Oaks		O Hickory Trail		O Homeward Bo	ound Crisis Residential		
	 Serenity Crisis Residential 		O Facility Pending	9	O Timberlawn			
	O Sundance		Hunt Regional		O Parkland			
	O TMC Behavioral Health		O Haven Psychiat	tric Hospital	O Texas Health F	Presbyterian		
	O Perimeter Behavioral Hospital							
		Criz	is Residential	Fund:	O Contracted PPB	۱	General Revenue	
AuthTypeId:	O 22 Haus Observation	O Euto	is Residential		O Medicaid	01	Private Insurance	
	O Establish Desvert 22 Using Observation	O LAU	ension Request - Chsis Residential		O Single Case Agreement	0:	SCA - SB292	
	Extension Request - 25 Hour Observation Date Residential Transmission Contractory		Turtle Concurrent Review		SCA - Parkland	0:	5CA - C&A	
	O RTC -Residential freatment Center	O KIL	- Turtle Creek Manor		O Float PPB	0	COVID-19	
	O RTC - Homeward Bound				O MQMB	01	Medicare	
Authl Isage:	O Memorandum of Transfer	C) Origination					
Autrosoge.	O Single Case Agreement	(Crisis Residential	AuthEffStartDate:	6/4/2020 -	AuthEffEndDate:	6/8/2020	
	O COVID-19 Jail Release							
MarkPrivate:		ActiveInd:	V	AdmitDate:	•	DischargeDate:		*
Discharge:	c	therDischarge:						
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 💌	Туре 🐏	Usage 😬	Fund 😬	Start 💌	End 💌	Updated 😬	Active? 😬	Pending? 💌	Admit Date 😬	Discharge 🖷
243059	192371	Serenity Crisis Residential	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	6/4/2020				
	192371	Hunt Regional	Crisis Residential	Crisis Residential	General Revenue	6/4/2020	6/8/2020	7/9/2020				
242074	192371	Dallas Behavioral Healthcare Hospital	Crisis Residential		COVID-19	4/15/2020	4/16/2020	4/12/2020				
242073	192371	Hickory Trail	Inpatient		COVID-19	4/13/2020	4/14/2020	4/12/2020				

Add/View Client Notes

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

Search: LCN: 192371 -OR SSN: Number only -OR Last Name: -OR Client Status: Client Status: Client Status: Convo: Status: Client Status: Client Status: Convo: SSN: Number only -OR Search Return List: -OR- OR- Search Return List:	Home Client List Client Dashboard	Reports & Links User Administration NTBHA Administration System Ad	ninistration Support / FAQ Report Issue	Hello, devans! Log off
Auth ID-	Search: LCN: 192371 - OR - SSN:	Edt Client LCN: 192371 Client Name CHIMPO, JOHNNY A. JR. DOB: 0V,01/2000 Gender: M County: Dallas Status: Current Provider: NTBHA Client Status Active Client Information Client Financial Eligibility Client Authorizations Client Reports Client Notes	Start: 03/23/2020 Pharma Benefits?: No Pharma Benefits SSN: 123-45-6789 Clent Notes	End: 03/23/2021 FE Status: FE Complete

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