Psychiatric Services and Clinical Knowledge Enhancement System (PSYCKES)
Core Competencies Checklist

User Name: ______________________________ Date: ______________________________

All Users:

User Skill	**Required Steps / Answer Key**
❑ Login to PSYCKES	Open PSYCKES website; select "Login to PSYCKES": • Non-OMH employees → select "External/Local Provider", enter your unique OMH User Identification (ID) and security token passcode • OMH employees → select "OMH Providers", enter security token passcode
❑ Exit PSYCKES	Click "Log Off", do not simply close browser.

Clinicians:

User Skill	**Required Steps / Answer Key**
❑ Search for a client in Recipient Search	Click "Recipient Search" tab; enter Medicaid ID#, Social Security Number (SSN) or Client name. If searching by name, may need to add criteria such as Date of Birth (DOB) to narrow the results. If desired, change "Current Access" filter option; run the search; view/sort the results.
❑ Access a Clinical Summary from search results	Click on client's name (with appropriate access level).
❑ Select Clinical Summary Brief or Full Summary view, and read message re: data with special protections ▪ Explain: What data has special protections? Is it hidden or shown in the summary you are viewing?	Click on desired view; read message about data with special protections; correctly identify what data has special protections and whether it is shown in the Clinical Summary.
❑ Use Integrated View of Service Over Time graph to review treatment patterns, and view desired details ▪ Does the client appear to be engaged in outpatient MH treatment?	Zoom in on specific time period; hover cursor over dot on graph to see details.
❑ Find desired information in the Clinical Summary ▪ What quality flags (if any) does client have? ▪ Where and when was the client's most recent mental health outpatient visit? ▪ What (if any) are the client's current active medications (behavioral and/or medical)? ▪ What can you learn about labs and diagnostic testing?	▪ Be familiar with the sections of the Clinical summary ▪ Be aware of which sections are broken out into Behavioral Health vs. Medical, and which are integrated ▪ Understand what the quality flags mean ▪ Be aware of what information is and is not available (e.g., labs and diagnostic tests are shown, but not results).
❑ "Drill down" to find details of items in the summary (medications and services) ▪ Does the client appear to be adhering to	Click "see detail" icon for at least one medication and one service; for medication detail, switch between trials and orders.

medication regimen?	
❑ Print the Clinical Summary (and print details, if desired)	Click the PDF icon to export; select “all” or selected sections and click “export”; click “open” (select “save” only if necessary and **only** to a secure server); print document.

Registrar Menu Users	
User Skill	**Required Steps / Answer Key**
❑ Access Registrar menu	Click “Registrar Menu” tab.
❑ Enter in the Enable PHI Access Menu that your institution has the right to access a client’s data due to consent or a clinical emergency	Click “Manage PHI Access” Registrar submenu tab; click “Search & Enable Access”; enter Medicaid ID#, Social Security Number (SSN), or Client name. If searching by name, may need to add criteria such as Date of Birth (DOB) to narrow the results; confirm client match and click “Change PHI Access Level” link on rightmost column; select the reason for access to client data (signed consent, verbal consent, clinical emergency, or attestation of service – note: attestation of service does not provide access to the Clinical Summary, this option will only link clients to your reports); select how client’s identity was verified (known to staff or specify form of ID); submit/quit or submit/ proceed to clinical summary (with appropriate level of access).
❑ Print PSYCKES consent form	Click “Manage PHI Access” Registrar submenu tab; click desired form; click “open” (or “save” – it is okay to save blank consent); print document. To enter information to populate in consent form, click “Add/Edit Details” of the Provider Details for Consent Form section in “Manage PHI Access” Registrar submenu tab. Enter relevant information.