myAvatarNX – Navigation for Contracted Providers

01/7/2025

Purpose: This document explains how employees at a contracted residential facility, which includes CRU, SUD Residential (3.1 and 3.5), and Transitional Living (TL) placement, can navigate myAvatarNX.

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Logging In

This is the login page of myAvatar NX and is what you will see upon entering your credentials. Review the system code information you've received from BHD prior to clicking *Login* to avoid any errors.



Use of system codes ensures HIPAA compliance by filtering client access via admission programs, preventing a staff member from one program from accessing client data from another program.

myDay View

This is the main view of myAvatar NX and is what you will see upon entering the system.

A key feature of the myDay view is the "**What Can I Help You Find**" search box that allows you to search for clients, staff and/or forms all from one singular location.



The **What Can I Help You Find?** search is an intuitive, dynamic search that will display matching forms, clients, and staff members all within one comprehensive list. The "All" tab will display any matching clients, staff and forms. Navigate to the "Clients" tab to limit the search results to only display clients. Do the same to limit to 'staff' or 'form'

test				
Advanced	Client Search			
		Here	is what I found:	
All 6	Clients 2 Staff 4 Form	ns 🔘		
			Clients	
Info	Client ID/Name	Sex	Client Race	Date Of Birth
Info	BOB TEST (005179350)	Male		01/29/1950
Info	CONTRACTOR TEST (005207418)	Male		01/01/2000
			Staff	
Results				
PROVID	DER TEST MD (003438)			
PROVID	ERCONNECTTEST TEST MHT (003463)		
TEST TI	EST (001931)			
Contrac	ctor Test (003452)			

Left Panel Navigation

The Left Panel Navigation offers several navigation options. This panel can be collapsed an expanded with the top arrow.

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LOGGED IN AS Smith, Jane CP.	+
My Clients	:=
My Forms	•
My Favorites	• •
Recent Forms	•
Control Panel	

Clicking **My Clients** will display a list of clients in your caseload. A client will be permanently added to your **My Clients** list if the client is listed in your Team Caseload.

LOGGED IN AS Smith, Jane CP.	•
My Clients	E
My Forms	
My Favorites	
Recent Forms	•
Control Panel	

Clicking My Forms will display various forms that you have access to.

LOGGED IN AS Smith, Jane CP.	•
My Clients	:=
My Forms	•
My Favorites	•
Recent Forms	•
Control Panel	

Clicking **My Favorites** will display a list of your favorite forms. This list can be modified by clicking **Edit Favorites**. In the Favorites Editor, you have the ability to add forms to your list, add folders, as well as remove forms on your current **My Favorites** list.

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LOGGED IN AS Smith, Jane CP.	•
My Clients	:=
My Forms	•
My Favorites	•
Recent Forms	•
Control Panel	

Recent Forms will populate any forms opened within your given session. Upon logging out, the **Recent Forms** list will automatically clear. To open a form from the Recent Forms list, click Recent Forms. A listing of all recent forms will populate for selection. Click on the form in which you would like to open.

LOGGED IN AS Smith, Jane CP.	•
My Clients	≔
My Forms	
My Favorites	
Recent Forms	
Control Panel	

The Control Panel offers several quick functions.



Log Out Button



Lock Application – Locks the application to pick up where you left off. This will not hold your username and password.



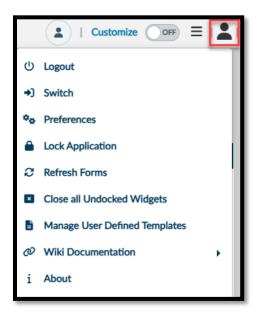
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Close All Open Forms



Right Pocket Menu

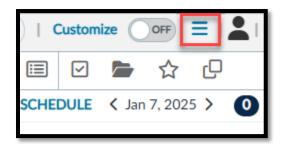
Click the person icon to open the **User Menu**.



Through this menu, you can sign out, lock the application, refresh forms, adjust preferences, and see information about the application.

Right Pop Out Menu

The Right Pop Out Menu can be opened and collapsed by single clicking on the menu.



My To Do's

Any to-do items that need to be completed, approved, or reviewed will show here.

MY TO DO'S	ខ
Additional ToDos ∷≡ 1	

Opening a Form

To open a form with the **What Can I Help You Find?** search, begin typing in the form name. Results will dynamically populate within the search.

Q	cows			
4	Advanced Cli	ent Search		
	Here is what I found:			
	All 1	Clients 0 Staff 0 Forms 1		
		Forms		
	Undock	Name	Menu Option	
	Ľ	Clinical Opiate Withdrawal Scale COWS	/ Avatar CWS / Assessments / User Defined Assessments	

To open the form, click on the form name. This will open the form for your selected client or prompt you to enter the client's name in which you intend to open the form for.

Q	cows			
4	Advanced Cl	lient Search		
	All 1	Clients	If you would like to open the forms in a separate window, click this Undock button. Forms	×
	Undock	Name	Menu Option	
	Ľ	Clinical Opiate Wit	thdrawal Scale COWS / Avatar CWS / Assessments / User Defined Assessment	nts

Client Dashboard

From the Client Dashboard you can view client information as well as client specific widgets.

Select a client from the My Clients list, the What Can I Help You Find? Search, or your Recent Clients list.

There are two ways to enter the Client Dashboard:

Hover your mouse over the desired client until a clipboard icon appears. Click on this icon to open the dashboard.

My Clients	Site	
> BOB TEST ID#: 5179350		ĥ

Select the client and click on the name or picture.

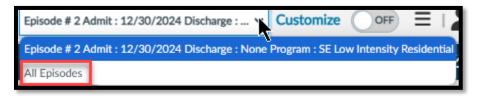
My Clients	Site
> BOB TEST ID#: 5179350	Ű.

The Client Dashboard will open. From here, you can view information specific to the client.

Clinical Documentation_NoChart			
CP CLIENT DOCUMENTS	CONSOLE WI	DGET VIEWER	Ľ
All Documents			
Open New Record Clear Filters		Open Record Close All Print •	

Episode Filter

Use the Episode Filter to limit the Client Dashboard to information from only the selected episode or to show information for all episodes.



To close out of the Client Dashboard, click 'Close'.

BOB TEST(5179350)		₹ B	
IEWER	Clear Client		