myAvatarNX – Navigation for Contracted Providers

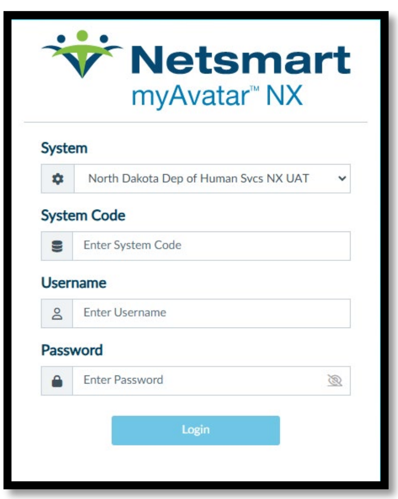
01/7/2025

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.

Contents

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.

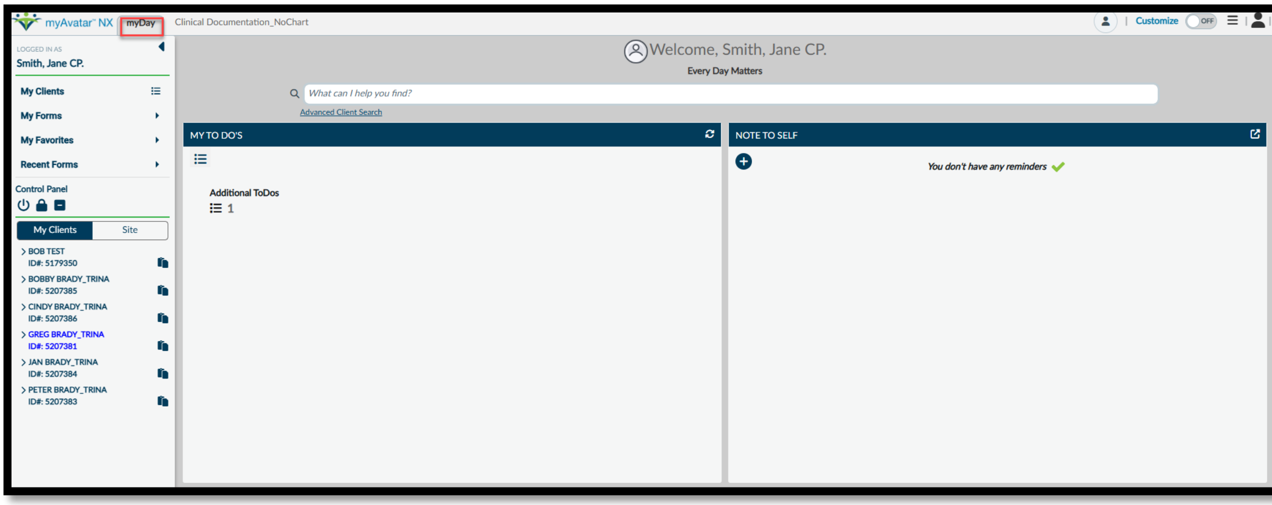


Use of system codes ensures HIPAA compliance by filtering client access via admission programs, preventing a staff member from one program from accessing client data from another program.

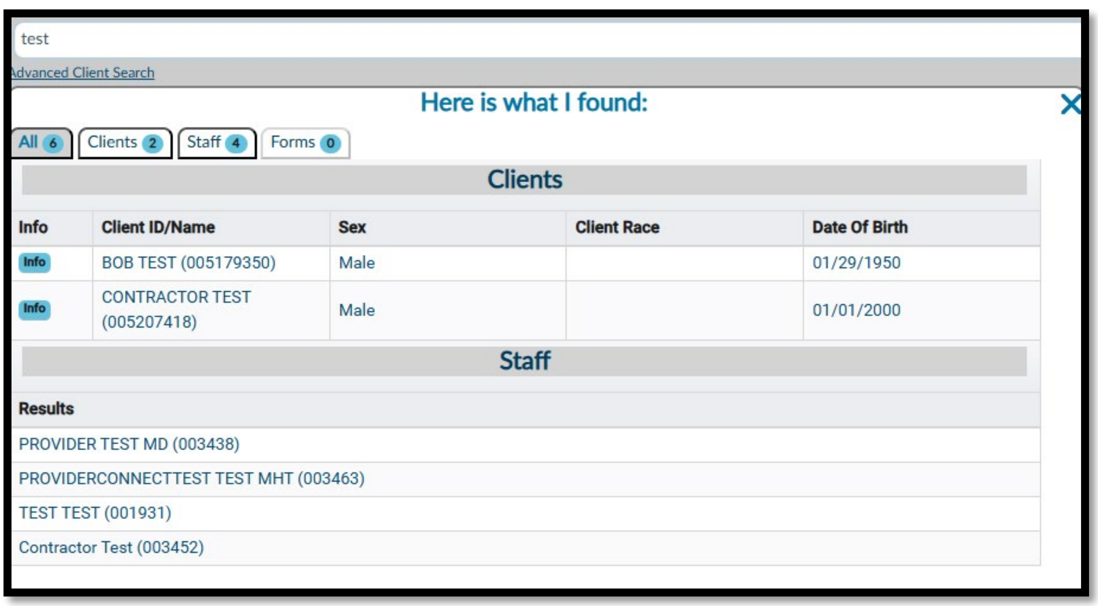
myDay View

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.

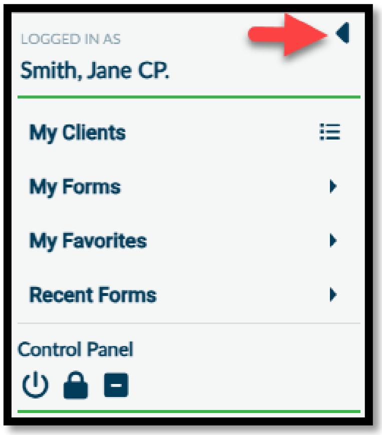


The **What Can I Help You Find?** search is an intuitive, dynamic search that will display matching forms, clients, and staff members all within one comprehensive list. The "All" tab will display any matching clients, staff and forms. Navigate to the "Clients" tab to limit the search results to only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

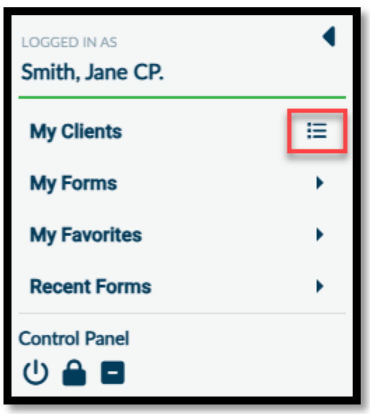


Left Panel Navigation

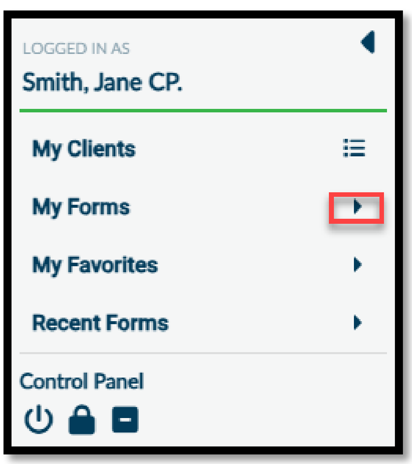
The Left Panel Navigation offers several navigation options. This panel can be collapsed an expanded with the top arrow.



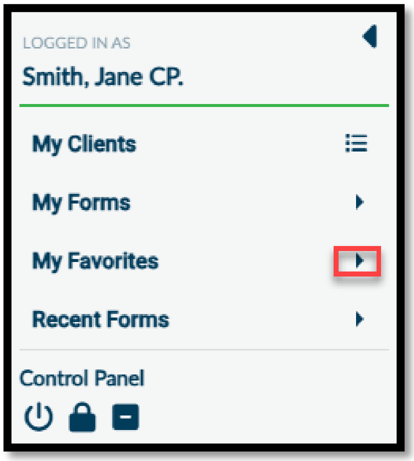
Clicking **My Clients** will display a list of clients in your caseload. A client will be permanently added to your **My Clients** list if the client is listed in your Team Caseload.



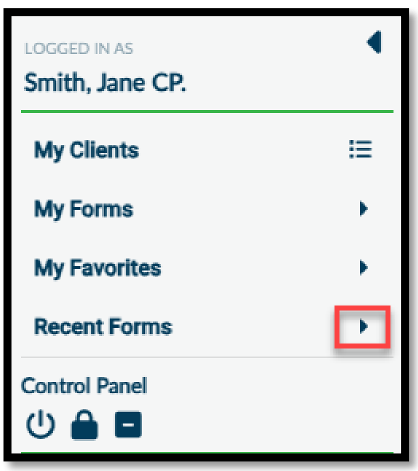
Clicking **My Forms** will display various forms that you have access to.



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.

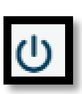


Recent Forms will populate any forms opened within your given session. Upon logging out, the **Recent Forms** list will automatically clear. To open a form from the Recent Forms list, click Recent Forms. A listing of all recent forms will populate for selection. Click on the form in which you would like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



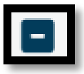
The Control Panel offers several quick functions.

Log Out Button



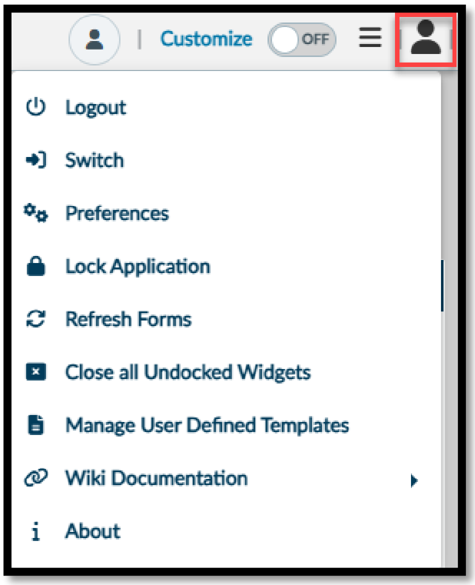
Lock Application – Locks the application to pick up where you left off. This will not hold your username and password.

Close All Open Forms



Right Pocket Menu

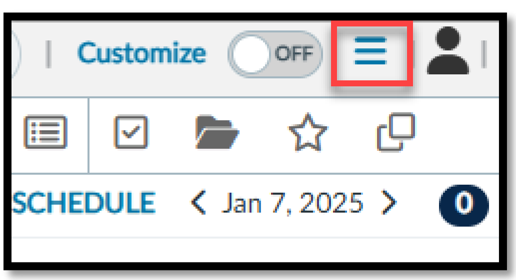
Click the person icon to open the **User Menu**.



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.

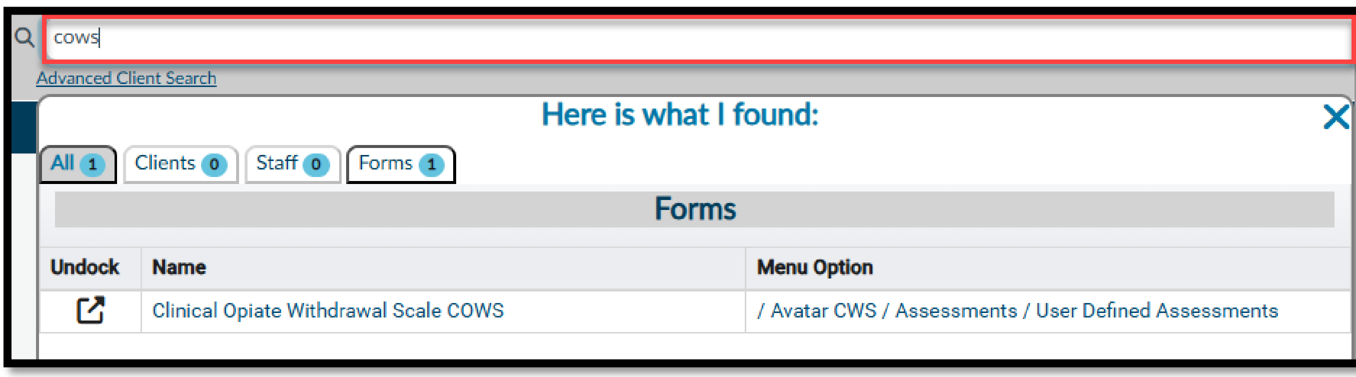


My To Do's

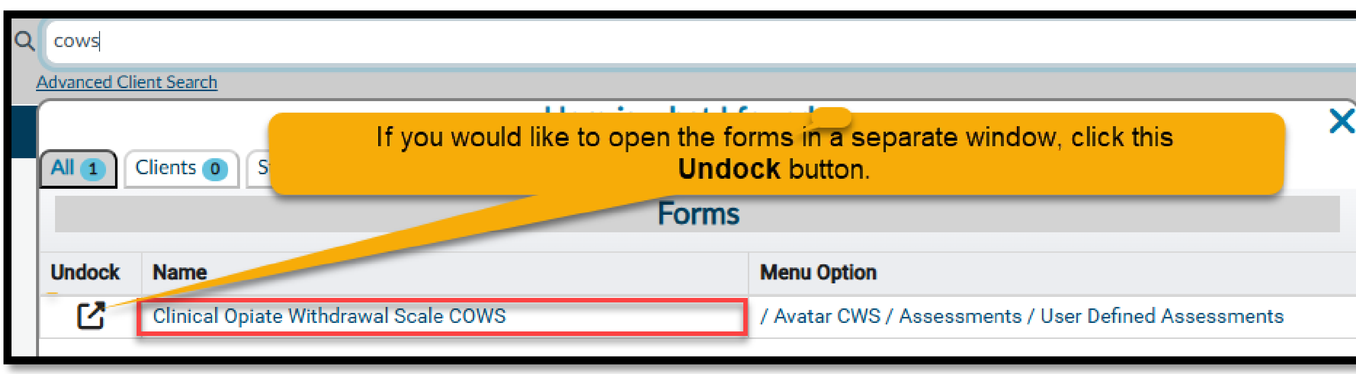
Any to-do items that need to be completed, approved, or reviewed will show here.

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.



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.



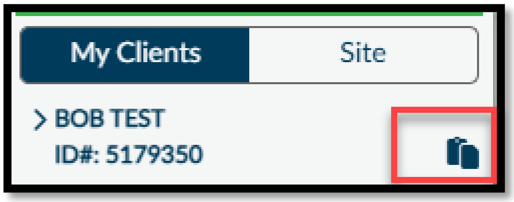
Client Dashboard

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

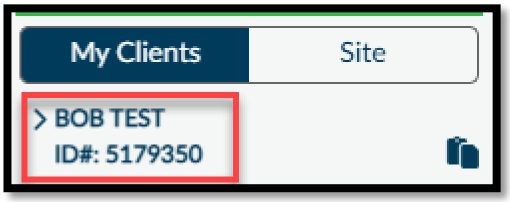
Select a client from the My Clients list, the What Can I Help You Find? Search, or your Recent Clients list.

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.



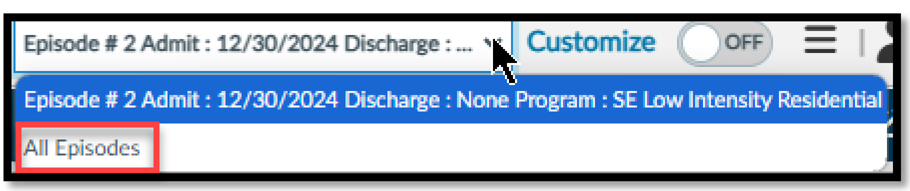
Select the client and click on the name or picture.



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

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’.