



# Aeries®

## Student Information System

### INSTRUCTIONS FOR ENTERING INSURANCE INFORMATION INTO PARENT PORTAL

[CLICK HERE FOR THE TUTORIAL VIDEO](#)



### 1. LOGGING IN



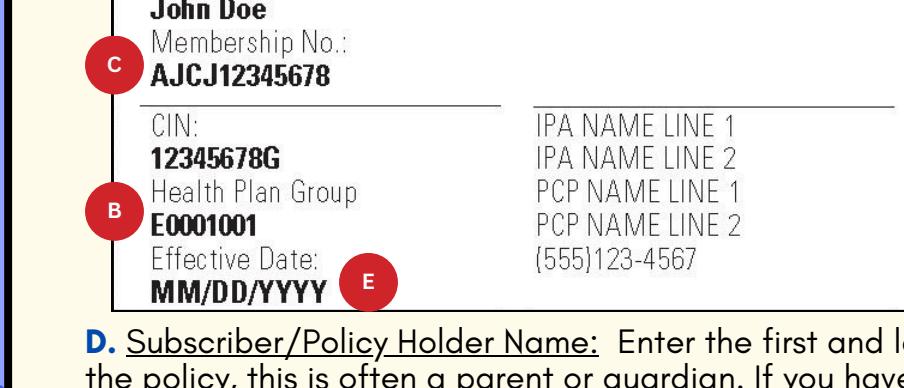
Click the link or scan the QR code provided by your school. Log into your Aeries Parent Portal to be able to access the Insurance Information section.

**Note:** If you don't have an Aeries Parent Portal account, create one and follow the steps. If you need assistance or have questions, contact your school.

### 2. ENTERING INSURANCE INFORMATION



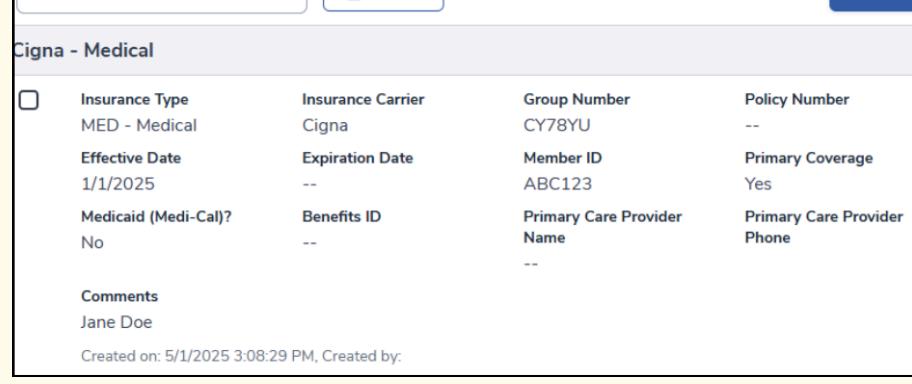
**A. Insurance Carrier:** Enter the name of your health insurance  
**B. Group Number:** If a group number is listed on your card, enter this information. If your insurance card *does not* have a Group ID number, you can skip that box.  
**C. Member ID/Policy Number:** Enter the member ID or policy number from your insurance card.



### ENTERING INSURANCE INFORMATION CONTINUED

**D. Subscriber/Policy Holder Name:** Enter the first and last name of the person who holds the policy, this is often a parent or guardian. If you have Medi-Cal, the policy holder could be the student themselves if it is not the parent or guardian.  
**E: Effective Date:** If you are unsure, you can use your best estimate or today's date.

### 3. SAVE & SUBMIT



Click save. When everything is complete, submit your information to finalize the process, your screen should look like the image above after saving.

If you have any questions or need assistance, please contact your school.



## FREQUENTLY ASKED QUESTIONS

### WHAT IS THIS PROGRAM?

As part of the Children and Youth Behavioral Health Initiative (CYBHI), the California Department of Health Care Services launched the CYBHI Fee Schedule program, an effort to make it easier for students and families to get emotional wellbeing support when, where, and how they need it. No need to call your doctor's office and wait a couple weeks to get an appointment and pay a deductible or copay!

### HOW DOES THIS PROGRAM WORK?

The State of California partners with schools and health plans to make sure that students can get youth wellness support services in schools across the state. Under the Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule program, California's health plans and insurers are now required to reimburse public schools (including K-12 school districts, colleges, and universities) for covered services provided to students under the age of 26.

### WHY ARE YOU ASKING FOR MY INSURANCE INFORMATION?

In order to obtain this funding from the health plans and insurers, including the Medi-Cal program, your child's school district must submit a claim for reimbursement to the health plan or insurer. Health plans are now required to reimburse your child's public school for providing certain emotional wellbeing supports. Any reimbursement received from the Health Insurer does not affect or impact other benefits to which your child is entitled, including any eligible services outside of school. There is NO cost to the family, now or in the future.

### IF MY CHILD RECEIVES SERVICES, WILL THERE BE AN ADDITIONAL COST FOR ME, LIKE A CO-PAY?

No. There WILL NOT be any out-of-pocket expenses (e.g., co-payments, deductibles) for you and your family. State law prohibits health plans and insurers from passing any of the cost of these services on to families. This means that the health plans and insurers will pay for mental health services provided to your child in a school-linked setting.

### WILL MY INFORMATION BE KEPT CONFIDENTIAL?

Yes, the information that you provide to your child's school, including health insurance information, is completely confidential. You and your child are entitled to privacy, confidentiality, and protections under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of students' education records, and the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides the privacy and security of health information.

### WHAT IF I DON'T WANT TO OR FEEL UNCOMFORTABLE TO SHARE MY INSURANCE INFORMATION?

Your child may still receive no-cost youth wellness support at school. However, if you decide not to provide your child's health insurance information, your school cannot access this critical source of funding for schools. If your child is eligible for special education services under the Individuals with Disabilities Education Act, they are entitled to receive services and supports pursuant to an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). Your decision to provide (or not provide) your child's health insurance information WILL NOT affect your child's eligibility for these services.

### WHERE CAN I FIND MORE INFORMATION ABOUT THIS PROGRAM?

CYBHI Fee Schedule program website:  
<https://www.dhcs.ca.gov/CYBHI/Pages/Fee-Schedule.aspx>

Reach out to DHCS via email at:  
DHCS.SPS@dhcs.ca.gov