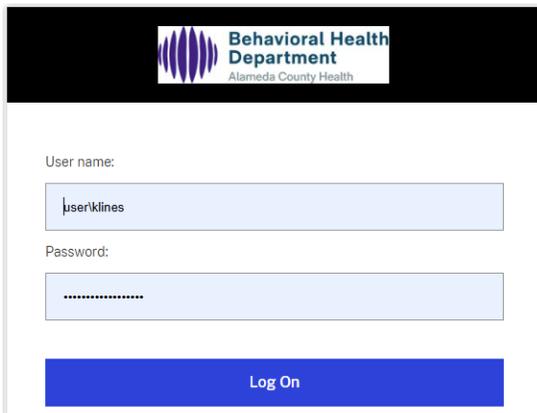


## ACCESSING THE TIMELY ACCESS DATA REPORTING TOOL (TADT)

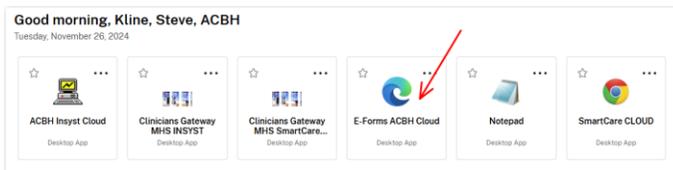
### **ACBH Providers:**

ACBH Providers need to be logged into the Alameda County network in order to access the ACBH E-Forms.

1. Click on the following link to open a browser page and access the Citrix log on screen.  
<https://bhcsportal.cloud.com/Citrix/StoreWeb/#/login>
2. Enter your Username & Password to log into the Alameda County Network.



3. From the Citrix Dashboard, select the “E-Forms ACBH Cloud” application to open the E-Forms page.



4. From the E-Forms page, scroll down to the **Timely Access Data Tool** section (previously called CSI Assessment Record Data).
5. Select the “Timely Access Data Tool (TADT) Reporting Form”.
6. Use this online form to enter your Timely Access Data.

### **ACBH Clinics:**

County employees must be logged into the Alameda County network using their standard log-on process.

1. Click on the following link to access the internal ACBH Forms Page:  
<https://acgovt.sharepoint.com/sites/BehavioralHealth/SitePages/ACBH.aspx>
2. From the Forms page, scroll down to the **Timely Access Data Tool** section (previously called CSI Assessment Record Data).
3. Select the “Timely Access Data Tool (TADT) Reporting Form”.
4. Use this online form to enter your Timely Access Data.