CBO/FSP - DATA COLLECTION AGREEMENT

BHCS Contact for Indirect/Direct Services Reporting &
Technical Support for INSYST or Clinician's Gateway
BHCS System Support/Help Desk
Phone: 510-567-8181
Fax: 510-567-8161
E-Mail: his@acbhcs.org

CBO/FSP Technical Readiness

Name of Organization:	
Program Contact:	
Phone	
Fiscal Contact:	
Phone	
Technical Contact:	
Phone	

Current System Used
FSP/Special Data Collection System ☐ Clinician's Gateway Only   (FSP site? : ☐ YES   ☐ NO)
Individual Staff Log System ☐ Clinician's Gateway or   ☐ BHCS Excel Spreadsheet
Clinical Notes System ☐ Clinician's Gateway
Other Comments, Forms Used ☐ CFE ☐ FSP ☐ UELP

Provider Acknowledgement of Clinical Records Responsibility IF using Clinician's Gateway:
Provider must maintain all chart documentation as specified in the contractual agreement with ACBHCS. **ACBHCS is not responsible for the ongoing maintenance of Clinician's Gateway data.**

_____   _____
Signature (Provider Director)   Date

ISSUES

1. Contractors collecting **Direct and Indirect Service Time** report it via an Individual Staff Log Form.
    Options for **Individual Service Log** submittal with claim:
    a) EXCEL form on BHCS Website (information available through BHCS Finance Department)
        ▪ Provider fills in online form and prints it out.
        ▪ Provider or support staff inputs data into INSYST.
    b) Clinician's Gateway
        ▪ Provider enters all direct and indirect services into CG.
        ▪ CG generates Individual Staff Log form and data is transmitted electronically into INSYST through an interface.

2. FSP's must collect **Outcome Data** and report it to DMH.
    Options for **FSP Outcome Data** submittal:
    Clinician's Gateway
        ▪ BHCS-hosted System
        ▪ Web-based, interfaces with INSYST (client must be in INSYST)
        ▪ Data is collected in CG and submitted in XML format to DMH

3. Clinics may use Clinician's Gateway's data collection tools as developed for special programs.