Instructions for School Based Providers
Clinician's Gateway CFE School Aged Youth Version Data Collection

The implementation of the new CFE School Aged Youth (CFE-SAY) form is required for use all Children's SOC programs, as soon as the form and guide are posted on the BHCS Provider website.

School Based Behavioral Health (SBBH) providers are required to enter the CFE data into Clinician's Gateway via a web portal. Data is being collected for the 2011-12 SBBH Evaluation.

BHCS is piloting CFE-SAY data entry into Clinician's Gateway for SBBH Providers. CBO Providers may choose to enter the CFE-SAY data for non-SBBH programs.

CBO supervisors are asked to have their staff complete the new form for all new clients opened for service in schools starting August 2011. Supervisors should collect copies of all completed forms and hold for data entry upon completed of the CBO's Clinician's Gateway training.

BHCS asks that each provider send a "Super User" agency representative for a brief training (to be scheduled) on using CG and to be their agency expert. Agencies are asked to input all completed "held" CFE client forms into CG in order to collect complete information on each client for our evaluation.

The following forms need to be completed and submitted to IS System Support FAX 567-8161.

1. CBO/FSP Data Collection Agreement ((http://www.acbhcs.org/providers/Forms/Forms.htm#CG)

2. Complete the Information Systems Service Request form, requesting a Network Account for Clinician's Gateway for each staff*. The form can be accessed through:

   http://www.acbhcs.org/providers/Forms/IS/Svc%20Request.pdf   See sample included with this packet.

3. Three Clinician's Gateway specific forms found in the forms section on the Provider's Website (http://www.acbhcs.org/providers/Forms/Forms.htm#CG)

   a. A Clinician's Gateway Staff Authorization Request
   b. Confidentiality Agreement
   c. Electronic Signature Agreement for each individual is required

4. Clinician's Gateway Agency Record (included with this packet)

PLEASE REMEMBER, forms must be faxed altogether to IS System Support, 510-567-8161

An InSyst staff number is required to log onto Clinician's Gateway and complete the CFE form. All staff should already have an InSyst staff number for billing purposes. Clerical staff and supervisors may need to request one. Clerical staff does not need to provide taxonomy or NPI numbers; just indicate "for Clinician's Gateway only."

If you are unsure if staff has one, contact the IS Help Desk at 567-8181. The staff number request form can be found on the Provider Website at

http://www.acbhcs.org/providers/forms/insyst/staff_number_mhs_9-22-08.pdf