

**CBO/FSP - DATA AGREEMENT**

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|  | 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  [his@acbhcs.org](mailto:his@acbhcs.org) |

**CBO/FSP Technical Readiness**

|  |  |
| --- | --- |
| Name of Organization and Program: |  |
| Program Contact: |  |
| Phone |  |
| Fiscal Contact: |  |
| Phone |  |
| Technical Contact: |  |
| Phone |  |
|  |  |
| Reporting Unit(s) |  |
|  |  |
| 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 |
| Bed Reservation System | Adding Availability  Requesting Reservation |
| Other Comments, Forms Used | Referrals Tracking  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.

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Signature (Provider Director) Date

**ISSUES**

CBO Clinics may use Clinician’s Gateway’s data collection tools as developed for special programs. In order to do this:

1. Clinics will establish Clinician's Gateway accounts for each individual who will be data entering forms.
2. Clinics using special data collection tools will submit a Staff List containing names, staff ID #s, and RUs for each staff person to be recorded on the data collection tool. (i.e. CFE, UELP, FSP forms, etc.).
3. Clinics will establish in-house Clinician's Gateway Expert Users who will train new staff as needed.
4. CBO clinics will adhere to BHCS Confidentiality Agreements.