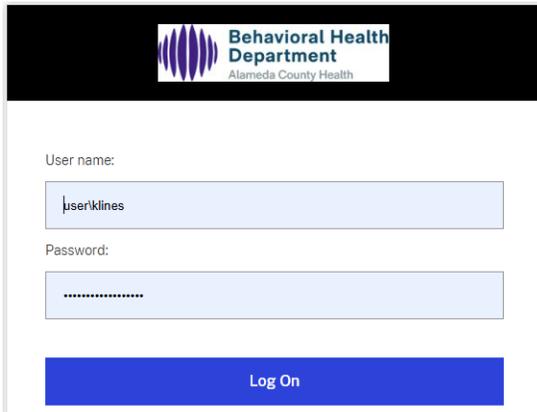


## ACCESSING THE TIMELY ACCESS DATA REPORTING TOOL (TADT)

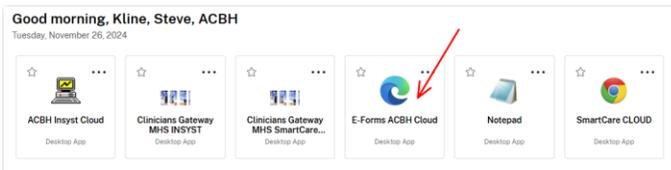
### **BHD Providers:**

BHD 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.

### **BHD 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.

## NETWORK ACCESS REQUEST

<https://bhcsproviders.acgov.org/providers/Forms/Forms.htm>

This form is to request network access to the ACBH web portal ***for the ability to complete and submit e-forms.***

Date Submitted: \_\_\_\_\_

CONTACT INFORMATION	
Contact First Name:	_____
Contact Last Name:	_____
Organization:	_____
Clinic/Program:	_____
Contact Phone #:	_____
Contact Email:	_____
Managers Name for Approval:	_____
Managers Email:	_____

After completing the form, please fax or email to the Systems Support Help Desk  
Fax: 510.567.8161 or ACHsupport@acgov.org

To Login to the ACBH Network, Use the following link:

<https://bhcsportal.cloud.com/Citrix/StoreWeb/#/login>

**ACBH SYSTEMS & DATA  
Confidentiality, Security and Usage Agreement (CSU)**

**Systems**

SmartCare, InSyst, Clinician’s Gateway, eCURA, Yellowfin, Laserfiche, CANS/ANSA, MEDS, etc.

**Purpose**

This Confidentiality, Security and Usage Agreement is to establish an environment of security for the electronic storing and usage of client confidential information and records including the usage of portable electronic devices for this purpose.

**Background**

Any person accessing Alameda County Behavioral Health (ACBH) data is required to protect confidential information relating to clients, patients, and residents on a daily basis, and have a duty to protect this information from loss, theft, or misuse whether the information is in paper or electronic form. Additionally, users are required to protect any electronic device assigned to them or in their possession used to gain access to ACBH systems.

**Confidential Information**

Confidential Information shall include all ACBH systems, documents, data, and other materials. User agrees that the Confidential Information is to be considered confidential and shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with ACBH, and shall disclose it only to its authorized employees or other authorized users with a specific need to know. User will not disclose, publish or otherwise reveal any of the Confidential Information and must use **secure email** for any communications outside of Alameda County regarding Confidential information.

\_\_\_\_\_ Initial

**Secure and Private Work Environment**

User is responsible for taking proper security and privacy precautions ensuring a secure and private work environment while utilizing portable devices in order to safeguard client information displayed.

\_\_\_\_\_ Initial

**Security Agreement**

User agrees to the stated required security criteria in order to access and utilize the ACBH systems. **I understand that sharing any account ID and password, client information or any breach of security is a HIPAA (Health Insurance Portability and Accountability Act) violation which may result in prison, fines up to \$25,000 and/or revocation of my license.**

\_\_\_\_\_ Initial

**Confidentiality, Security and Usage Agreement Acknowledgement**

**I understand that this Confidentiality, Security and Usage agreement can be revoked at any time. I also attest that I have completed HIPAA security and privacy requirements training for protecting the confidentiality, integrity, and availability of protected health information under HIPAA within the past 12 months.**

I attest that my Supervisor/Manager has pre-approved access to the system in my initial account request.

\_\_\_\_\_ Initial

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
User Printed Name

\_\_\_\_\_  
Staff ID#

\_\_\_\_\_  
Date

**The supervisor agrees** 1) to employee’s usage of the system and 2) to provide information and direction for secure uses and practices while utilizing network resources. **Supervisor/Manager - Only authorize the level of access to PHI that is necessary for the employee to perform their job per HIPAA.**

**The supervisor attests** that the user has 1) signed an Oath of Confidentiality, 2) signed an Ethical Conduct Policy and 3) been trained in HIPAA security and privacy requirements.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Date