

County Approver Certification & Vendor Appointment FormFor Access to Mental Health **Client and Services Information (CSI)** System**County Name:** _____

To ensure the confidentiality of county mental health data, the Department of Health Care Services, requests the county behavioral health director designate two contacts to be responsible for approving county (and vendor, if applicable) staff requests for access to the confidential patient data in the CSI system.

Please complete the information below and email the signed form to BHdata@dhcs.ca.gov. The email must be sent from the signer's (Behavioral Health Director's) email account. If you have any questions, please email BHdata@dhcs.ca.gov.

Approver I:	
First Name: _____	Last Name: _____
Title: _____	
Phone Number: _____	Fax Number: _____
Email Address: _____	

Approver II:	
First Name: _____	Last Name: _____
Title: _____	
Phone Number: _____	Fax Number: _____
Email Address: _____	

Appointed Vendor(s): (if applicable)
The vendor listed below has the authority to receive, send, and process the above named county's confidential mental health information in the CSI system. (The designated county approvers will approve vendor access requests)
Vendor Name: _____
Vendor Contact Name: _____ Contact Email Address: _____

County Behavioral Health Director Certification:

I, the undersigned (check all that apply):

Designate the above county individuals to have independent authority to approve access requests to the CSI system. DHCS may rely on approvals, denials, and changes made by the above individuals in its processing of access requests to this county's data in the CSI system. As changes occur to the above approving contacts or vendor information, I will sign an updated certification and forward it to DHCS.

Appoint the above vendor to have authority to receive, send and process the above named county's confidential mental health information in the CSI system.

County Behavioral Health Director (Signature)_____
Date_____
County Behavioral Health Director (Print Name)_____
County Behavioral Health Director (Email address)