State of California—Health and Human Services Agency
Department of Health Care Services

DHCS

JENNIFER KENT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

DATE: October 13, 2017

MHSUDS INFORMATION NOTICE NO.: 17-054

TO: COUNTY BEHAVIORAL HEALTH DIRECTORS
COUNTY DRUG & ALCOHOL ADMINISTRATORS
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA
CALIFORNIA COUNCIL OF COMMUNITY BEHAVIORAL HEALTH AGENCIES
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM EXECUTIVES, INC.
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES
CALIFORNIA OPIOID MAINTENANCE PROVIDERS

SUBJECT: REWRITE OF THE DATA COLLECTION AND REPORTING SYSTEM

The purpose of this Information Notice is to inform Counties, who report data to the Data Collection and Reporting (DCR) system, that the DCR system is being updated and migrated to Behavioral Health Information Systems platform (BHIS). The migration to BHIS is referred to as "DCR Rewrite". The actual migration of the DCR system is estimated to occur during the middle to end of October 2017. This Information Notice provides detailed information on what steps the Department of Health Care Services (DHCS) is taking to prepare for the migration and action the counties must take to prepare for "DCR Rewrite".

Background
The migration of the DCR system was mandated with the passage of Assembly Bill (AB) 102 and Assembly Bill (AB) 106. Both bills required the transfer of functions from the former Department of Mental Health (DMH) and the former Department of Alcohol and Drug Programs (ADP) to DHCS. The law required transfer of all relevant Information Technology (IT) systems from DMH and ADP to DHCS without any significant disruption to the stakeholders. Due to the aggressive timeframe established by the legislature for the IT systems migration, the effort was planned to be carried out in two phases. Phase One comprised of 'lifting and shifting' the IT systems to DHCS from DMH and ADP and was successfully completed on July 1, 2013. Phase Two is a re-engineering of the systems so that their functions can be provided by systems which meet DHCS security,

architectural, and programming standards. The "DCR Rewrite" will mark the completion of Phase Two for the DCR system.

Summary of the "DCR Rewrite" Process
The DCR system will migrate from the existing platform to BHIS and access to the DCR system will transition from the existing system portal, the Information Technology Web Services (ITWS), to BHIS.

DHCS is currently conducting User Acceptance Testing (UAT) of DCR data in the new platform, which is estimated to be completed during the second week of October 2017 (10/13/2017). After UAT is completed, DHCS will initiate the transfer of the DCR system into BHIS. This transfer is expected to be completed within a week and is tentatively scheduled to occur during the third week of October (10/20/2017 at 3pm). The DCR system will not be available to users in ITWS while it is being transferred to BHIS. Counties will not be able to use the DCR Online system to submit data. All users of the DCR system will be notified when the system is taken offline via a message on the home screen of the DCR in ITWS. The DCR system will "go live" in BHIS when the transfer has been completed, tentatively scheduled to occur during the last full week in October 2017 (10/26/2017). Once the DCR system "goes live" in BHIS, users will not be able to access the DCR system through ITWS and will only be able to access the DCR system through the BHIS portal. Please note this planned change only affects the DCR system; ITWS will continue to be the access portal for other systems currently in ITWS.

County Actions
In order to access DCR through BHIS, all users of the DCR system must re-enroll. Each county must follow the steps described below to re-enroll to use the DCR system through the BHIS portal.

1. The County Behavioral Health Director (County Director) must complete the DCR County Approver Certification and Vendor Appointment Form identifying the county approvers and vendor (if applicable) for their respective county. **The completed form must be signed by the County Director and must be emailed from the County Director's email account to DHCS at MHSData@dhcs.ca.gov.** DHCS emailed this form to each County Mental Health Director on July 13, 2017. The form is also currently available in the ITWS at the following address: (http://www.dhcs.ca.gov/services/MH/Documents/DHCS5262_DCR-ApproverForm.pdf). DHCS must receive this form to ensure the approvers and vendor are enrolled when the DCR system "goes live."
2. Once DHCS receives the form with the approvers' details, BHIS DCR accounts will be created for the approvers, which will take approximately 3 days. Once the

approvers' accounts are established, DHCS will email the designated approvers to inform them their accounts have been created and they will then be able to logon into the BHIS portal and register the end user(s) for their county and vendor (if applicable). The designated approvers will receive an email from DHCS providing instructions on how to register users for DCR system access. The end users will be able to use the DCR system in approximately 3-5 days after the approver has registered the user for accessing the DCR system via BHIS.

3. Once end user accounts have been created, they will be able access DCR through BHIS and conduct data submission responsibilities.

Timeline of Events
- UAT is currently ongoing and will be completed on October 13, 2017.
- The DCR system will be not be available to users while the system is being transferred to the new platform and environment, which is tentatively scheduled to occur during the third week of October 2017 (10/20/2017 at 3:00 pm).
- The DCR system is scheduled to "go live" in the new platform environment during the last full week of October 2017 (10/26/2017)

If you have any questions related to the content of this information notice, please send an email to the Mental Health Analytics Section at MHSData@dhcs.ca.gov.

Sincerely,

Original signed by

Karen Baylor, Ph.D., LMFT, Deputy Director
Mental Health & Substance Use Disorder Services