

# Data Collection & Reporting (DCR) Behavioral Health Information System (BHIS) Add Request Form

**Add DCR access and/or be added to the Partnership Service Coordinator (PSC) Assignment List**

1. Complete the following information:

First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
<b>DCR Data Entry</b>	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
<b>DCR Data Entry</b>	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
<b>DCR Data Entry</b>	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No
First/Last Name			
Email Address			
Phone Number			
Job Title			
Full Program Name			
Program Manager Name			
<b>Type of Access:</b>			
<b>DCR Data Entry</b>	<input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	<b>Add to PSC Assignment List</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Does not need DCR access		<input type="checkbox"/> No

2. Email the completed form to CYF DCR Support Team: [BHS.CYF.DCR.Support@sdcounty.ca.gov](mailto:BHS.CYF.DCR.Support@sdcounty.ca.gov). Click on the 'Submit' button below to initiate the email process. The CYF DCR Support Team will process the request in the State BHIS and inform the State Department of Health Care Services (DHCS).
3. DHCS will create username and temporary password and will send an encrypted e-mail to the user's work e-mail address generally within 3-5 business days. User will need to change this temporary password into a permanent password using the link given in the encrypted e-mail. Only after a permanent password is created can the user log onto the BHIS Portal with the username and password.
4. Upon receiving DHCS approval, the user will be able to access DCR through BHIS and conduct data submission responsibilities.

CLEAR

SAVE

SUBMIT