



JENNIFER KENT
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: September 25, 2019

BEHAVIORAL HEALTH INFORMATION NOTICE NO.: 19-044

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
CALIFORNIA STATE ASSOCIATION OF COUNTIES
CALIFORNIA CONSORTIUM OF ADDICTION PROGRAMS AND PROFESSIONALS
CALIFORNIA ASSOCIATION OF DUI TREATMENT PROGRAMS
CALIFORNIA ASSOCIATION FOR ALCOHOL/DRUG EDUCATORS

SUBJECT: INFORMATION AND TIMING ON THE LAUNCH OF THE NEW DHCS APPLICATION PORTAL AND DECOMMISSIONING OF THE INFORMATION TECHNOLOGY WEB SERVICES (ITWS)

PURPOSE

This Information Notice is to inform the County Mental Health Plans (MHPs) and Drug Medi-Cal Trading Partners that the ITWS is being migrated to a new application portal and to instruct how users can register for the new system.

DISCUSSION

Assembly Bill (AB) 102 (Chapter 29, Statutes of 2011) and AB 106 (Chapter 32, Statutes of 2011), required the transfer of all relevant information technology (IT) systems from the Department of Mental Health (DMH) and the Department of Alcohol and Drug Programs (ADP) to DHCS. The ITWS currently houses a number of on-line systems, which counties use to submit information to DHCS, and DHCS uses to

administer substance use disorder and mental health programs. However, ITWS does not fully meet DHCS security, architectural, and programming standards. In order to meet these standards, DHCS developed the DHCS Application Portal. Migration to the [DHCS Application Portal](#) is anticipated to occur on January 7, 2020. Once the new system goes live, all data uploads and downloads, except for the Three-Year Program Plan – Quarterly Progress Goals and Report (Exhibit 6), will occur in the new system. ITWS will be available to review and download stored information until February 21, 2020, at which point the ITWS system will be decommissioned.

The [DHCS Application portal](#) will use a new login process requiring the county Behavioral Health Director (BH Director) to assign two approvers who can authorize access to the system for county staff and contractors. Each of the application areas below must have two approvers prior to the December 10, 2019, go live date. These applications will be posted on the [DHCS Mental Health Forms](#) page:

- Short-Doyle Medi-Cal (SDMC)-Department of Mental Health (DMH)
- SDMC-Alcohol and Drug Programs (ADP)
- Consumer Perception Survey (CPS)
- Cost and Financial Reporting System (CFRS)

KEY FACTS

1. Current ITWS log-ins will not work in the new application/portal. New login credentials must be established and county approvers assigned as described further below.
2. Data currently in ITWS will not be migrated to the new system, with the exception of CPS data, which will be migrated by October 2019. Counties wishing to maintain access to historical ITWS data will need to download that data to their own systems prior to ITWS being taken offline.
3. Data in the new system will only be available for download for 45 days from posting. Counties wishing to maintain data beyond 45 days will need to download that data to their own systems within 45 days from the original posting.
4. There will be a new way of securely uploading and downloading files (MoveIT).
5. Once logged in, approvers/users with access to more than one of the application areas will see all approved areas.
6. Please note that Three-Year Plan – Quarterly Progress Goals and Report (Exhibit 6) submissions will no longer be made through ITWS and will not be migrated to the DHCS Application portal. An Information Notice specific to the submission of Exhibit 6 data will be released in the coming months.

7. A user manual for the new portal and application can be found in the [MedCCC-Library](#) under References and Manuals. The user manual will provide additional detail regarding use of the application.

PLATFORM TRANSITION STEPS FOR MHPS AND DRUG MEDI-CAL TRADING PARTNERS

In order to access applications through the [DHCS Application portal](#), all current users must re-enroll. Each county must follow the steps described below:

1. The BH Director must complete and sign the County Approver Certification forms to identify two County Approvers for each of the application areas.
2. The completed form must be e- mailed from the County Director's email account to DHCS at MedCCC@dhcs.ca.gov.
3. Once DHCS receives the forms, accounts will be created within approximately five business days.
4. DHCS will email the designated County Approvers that they can log on to the portal, with instructions on how to register end users. The end users will be able to access the application in approximately 3-5 business days after registration.

Please submit the County Approver Certification forms, to MedCCC@dhcs.ca.gov by November 1, 2019, to ensure all end users have access in time for go-live.

Webinar for Counties

DHCS is currently asking Counties and their respective users to attend a training webinar on the new DHCS application portal before it goes live. Additional information about the webinar will be distributed once the webinar has been scheduled.

Sincerely,

Original signed by

Kelly Pfeifer, M.D.
Deputy Director
Behavioral Health