

SPECIALTY MENTAL HEALTH (SMH) ONLINE FORMS FAQs

Completing the Forms

How do I know I can trust the form when I select the link?

- » *Each form link will open as a Nintex electronic document and will display our DHCS logo in the top right corner.*

Am I able to save the forms mid-submission and finish them later?

- » *While the forms do not have an immediate time out, you are unable to save them to your desktop. If you are filling it out on your mobile device or iPad, the form will remain live and saved for 24 hours as long as you do not leave the browser screen.*

If I am not the designee, what email should I put in that field so that the designee can sign?

- » *Select "I cannot sign this form." When this option is selected, it will ask you to complete the name of the person completing the form and will allow you to provide an email for the designee to sign the application. This will send the designee an email to sign the form before submitting to DHCS.*

Post Submission

Will I receive a copy of the completed form after submission?

- » *You will receive a receipt indicating that your form was received. The receipt will include a pdf of the completed form.*

What should I do if I need to make edits or changes after submission?

- » *If your form requires edits or changes after submission, please contact the appropriate division under the Support Resources section below.*

Support Resources

Who should I contact if I have a question about the form?

- » DHCS 1735 (Transmittal), DHCS 1736 (Application) & DHCS 1737 (Self-survey) Form questions should be sent to:
DMHCertification@dhcs.ca.gov
- » MC 5829 (PFU) and MC 5840 (LEFU) Form questions should be sent to: ProviderFile@dhcs.ca.gov

Where can I go for more information on how to fill out these forms?

- » [Legal Entity File Update \(LEFU\)](#)
- » [Provider File Update \(PFU\)](#)
- » [DHCS 1735](#)
- » [DHCS 1736](#)
- » [DHCS 1737](#)