Information Technology Web Services (ITWS)
Important Notice for Microsoft Windows XP Service Pack 2 Users

Created: 10/6/2004 3:41:00 PM

This update addressed the Windows XP Service Pack 2 (SP2); or, are considering installing it, please read the following notice.

Security features do not restrict the functionality of the ITWS. However, certain functions will require additional steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted user settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For questions or problems, please contact the ITWS Administration at 916-654-3117.
ITWS Enrollment

For Users New to ITWS
Please note that the CSI On-Line System (OLS) will not be available beginning Friday, September 15, 2006 through Sunday, October 1, 2006. Counties will not be able to access the CSI OLS for record review, data entry, or error corrections. We apologize for any inconvenience. Thank you for your consideration.

Please contact your assigned DMH CSI Analysts if you have further questions regarding your county’s CSI reporting.

Important Notice for Microsoft Windows XP Service Pack 2 Users

If you have installed the Windows XP Service Pack 2 (SP2), or are considering installing it, please take notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

This site is best viewed with Internet Explorer version 6.5 and above.

©2004 California Department of Mental Health, Information Technology

For security information, click on the padlock
The Information Technology Web Services (ITWS) for the Department of Mental Health (DMH) provides a secure environment for the transfer of confidential data.

Enrollment into the ITWS is very specific as to the individual; there are no generic logons. Written permissions are required in order to access data and only those specific data systems granted by your approving authority are made available.

To protect information, the ITWS has four levels of security: server certificates, user ID, user password and SSL-128 bit encryption.

An applicant to the ITWS must locally print, sign, obtain approval, and fax the enrollment request form to DMH. Applicants will receive e-mail responses as to the status of their request.

The enrollment request form will be produced electronically upon completion of the following enrollment screens. Applicants select their own Username and Password. Once enrollment is complete, additional systems may be added. Enrollment and use of the ITWS requires the Microsoft Internet Explorer browser.

In addition to the handling of files, you will be able to view and download system documentation. Please review the Support Page for additional information.
Current Step

All Non Grey fields are REQUIRED

Next Step

Previous Step

Cancel Enrollment
Select User Type
Select County
ITWS Enrollment

Step 1: Description of Enrollment Process
Step 2: Enter User Information
Step 3: Select Memberships
Step 4: Approvers and Optional Functions
Step 5: Verify Information and Submit
Step 6: Submission Confirmation and Final Steps

First: Bill
Last: Voorhees
Title: Demo
User Type: County Employee
Organization: 69 - Test County
Street Address: 1600 9th Street
City / State / Zip: Sacramento CA 95628
Phone: (916) 651-6102
Fax: 
Email: Bill.Voorhees@dmh.ca.gov
Username: bvoorhee
Password: ************
Re-Type Password: ************
Approver: [ ] Check this box if you are an existing ITWS approver.

Username must be 6-15 characters long and can only contain: A-Z, 0-9, _ (Underscore), - (Dash), or . (Period).

Password Requirements:
- Must be at least 6 characters.
- Must be re-entered exactly as typed here during login.
- Password is case sensitive.

Next Step
The Username you have selected already exists. Please choose another Username.
The Username you have selected already exists. Please choose another Username.
We detected existing user(s) with the same information you entered.
Do any of these accounts belong to you?

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Voorhees</td>
<td>DMH-IT</td>
</tr>
</tbody>
</table>

If yes then, please [Contact the ITWS Administrative staff](#) to help resolve your login issues.
If no then, please [Continue your Enrollment](#).
Ctrl Click to select multiple memberships
Submit the enrollment request (Next Step)
Enrollment Confirmation

Your request has been submitted to the ITWS Administrative staff at the State Department of Mental Health. An Email confirmation notice of your pending request has been sent to you.

CONTINUE

Next Step
ITWS Enrollment Request

User

Username: BVOORHEE1
User Type: County Employee
Name: Bill Voorhees
Title: Demo
Organization: Test County
Address: 1600 9th Street
City/State/Zip: Sacramento, CA 95628
Phone: (916) 651-6102
E-Mail: Bill.Voorhees@dmh.ca.gov
Browser: Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.04506.30)
Enrollment Date: 8/20/2008 10:47:00 AM

Please Print, Sign, have Approved and Fax to (916) 651-3007

CONTINUE (CLICK TO PRINT)
MORE INFORMATION
RETURN HOME

(The contact person acknowledges having read DMH Letter No. 99-02 regarding Confidentiality of Client Information.)

User | Signature | Date
--- | --- | ---
Bill Voorhees |  |  

Organization | Approver | Signature | Date
--- | --- | --- | ---
69 - Test County | Munny Chitneni |  |  

State DMH Use Only

System | Verified and Entered by | Date | Comments
--- | --- | --- | ---
CFRS | Cost and Financial Reporting |  |  

File Edit View Favorites Tools Help
Back | 
Search | 
Favorites

Address https://itws.dmh.ca.gov/enroll/default.asp?Page=6&Button=Submit
Go | Links

Google

Internet
### ITWS Enrollment Status

**Welcome Bill Voorhees**

Please make sure to fax your signed request

**Status: Pending**

Received: 8/20/2008 10:47:00 AM

- Regenerate Enrollment Request
- New Enrollment Request
- Change Password
- Update User Profile

<table>
<thead>
<tr>
<th>User Messages</th>
</tr>
</thead>
</table>

**Important Notice for Microsoft Windows XP Service Pack 2 Users**

Created: 10/6/2004 3:41:00 PM

If you have installed the Windows XP Service Pack 2 (SP2), or are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please [click here](#) to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the [ITWS Administration](#) at 916-654-3117.

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
The enrollment request for Bill Voorhees (BVOORHEE1) has been received and is waiting for approval. You will receive an email notification when your request has been approved.

If requested on your enrollment confirmation page please remember to print, sign, and fax your enrollment request.

To Re-Generate your enrollment request go to https://mhhitws.cahwnet.gov/enroll/status.asp?UserName=BVOORHEE1 and login with the password selected during enrollment.

If you have any questions please email ITWS Support at tws@dmh.ca.gov.
The enrollment request for username (BVOORHEE1) has been approved.

To enter ITWS go to https://mhitws.cahwnet.gov You can view your existing memberships, pending Memberships and Membership changes log information on the ITWS profile page. To navigate to the ITWS profile page, Login to ITWS, click on "Utilities" menu, and click on "User Profile" link.

If you have any questions, please contact the approver, at or ITWS Support at itws@dmh.ca.gov
ITWS Enrollment

For users who have an existing account in ITWS
Log into ITWS and click here to start the enrollment process for additional systems.
Request Additional Memberships

Available Memberships

69 - Test County - Admission/Discharge/Transfer
69 - Test County - California Alcohol and Drug Data System (CADDSS)
69 - Test County - California Outcomes Measurement System (CalOMS)
69 - Test County - Cost and Financial Reporting
69 - Test County - Mental Health Services Act (MHSA)
69 - Test County - Performance Outcomes and Quality Improvement
69 - Test County - Short-Doyle/Medi-Cal Claims - ECB (for ADP)
69 - Test County - Short-Doyle/Medi-Cal Claims - ECB (for DMH)

Ctrl Click to select multiple memberships

Next Step

Verify Additional Membership Request

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
<table>
<thead>
<tr>
<th>Memberships</th>
<th>Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td>69 - Test County - Cost and Financial Reporting</td>
<td>Mr. Murray Chitneni</td>
</tr>
</tbody>
</table>

Optional Functions:
- Common Download - 69 - CFRS
- Common Upload - 69 - CFRS

Next Step

This site is best viewed with Internet Explorer version 5.5 and above.
© 2004 California Department of Mental Health, Information Technology.
**ITWS Membership Request**

**ITWS Enrollment Request**

<table>
<thead>
<tr>
<th>Username: BVOORHEE1</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Type: County Employee</td>
</tr>
<tr>
<td>Name: Bill Voorhees</td>
</tr>
<tr>
<td>Title: Demo</td>
</tr>
<tr>
<td>Organization: 69 - Test County</td>
</tr>
<tr>
<td>Address: 1600 9th Street</td>
</tr>
<tr>
<td>City/State/Zip: Sacramento, CA 95620</td>
</tr>
<tr>
<td>Phone: (916) 651-6102</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:Bill.Voorhees@dmh.ca.gov">Bill.Voorhees@dmh.ca.gov</a></td>
</tr>
<tr>
<td>Browser: Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.04506.30)</td>
</tr>
<tr>
<td>Enrollment Date: 8/20/2008 10:47:00 AM</td>
</tr>
<tr>
<td>Membership Request Date: 8/20/2008 3:50:46 PM</td>
</tr>
</tbody>
</table>

**Please Print, Sign, and Fax to (916) 654-3007**

- CONTINUE (CLICK TO PRINT)
- MORE INFORMATION
- RETURN HOME

<table>
<thead>
<tr>
<th>User</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Voorhees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County</th>
<th>Approver</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>69 - Test County</td>
<td>Munny Chitneni</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**State DMH Use Only**

<table>
<thead>
<tr>
<th>System</th>
<th>Verified and Entered by</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFRS</td>
<td>Cost and Financial Reporting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bill Voorhees, your request for additional membership has been received. Once your request has been printed, signed and faxed to DMH, it will be reviewed for approval. When your request is entered you will immediately be able to access the membership(s) requested.

To re-generate your request or review the membership requests go to https://mhhitws.cahwnet.gov/itws/addmem.asp?Uti=Re-Generate+Fending+Membership+Requests.

If you have any questions please email ITWS Support at itws@dmh.ca.gov.
ITWS System

System Utilities
California Department of Mental Health
Information Technology Web Services (ITWS)

What's New

Important Notice for Microsoft Windows XP Service Pack 2 Users
Created: 10/6/2004 3:41:00 PM

If you have installed the Windows XP Service Pack 2 (SP2), or are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

ITWS Login

Username: BVOORHEE1
Password: ********
Login Enroll

Forgot your Username or Password?

We encourage everyone to read the Pre-Enrollment Guide and get familiar with the ITWS enrollment process, for users and approvers.

Quick Links

- Pre-Enrollment guide
- DMH Approver certification forms
- ADP Approver certification forms
- System enrollment guides
- Contact ITWS (DMH & ADP)
- ITWS QA web site
- Check enrollment status
- Related links
- User computer requirements
- DMH-IT mission
Welcome Bill Voc 
Last Online: 8/20/2008 3:41:06 PM Email 

System Messages 

Important Notice for Microsoft Windows XP Service Pack 2 User 
Created: 10/6/2004 3:41:00 PM 

If you have installed the Windows XP Service Pack 2 (SP2); or, are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please [click here](#) to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.
Change ITWS Password

User: BVOORHEE1

Your password will not expire.
Password is case sensitive.
Password must be:
- At least 6 characters.
- Re-entered exactly as typed here during login

Last used Password: **********
New Password: **********
Confirm Password: **********

Next Step

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
ITWS Password Changed!

Your password has been changed.
Next time you login you will need to use the new password.

Change Password
User Preferences
User Profile (Contact Information)
Request Additional Membership

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
User Preferences

Step 1: Edit preferences. Preferences Help

Upload Preference
- Multiple File Upload
- Single File Upload

Default Organization
None

Check the email types you wish to receive.

- Downloads
  - Description: Check this option to receive a confirmation email after downloading a file to the ITWS.
- Uploads
  - Description: Check this option to receive a confirmation email after uploading a file to the ITWS.

Verify email address: bill.voorhee@dmh.ca.gov

Alternate email recipients for post upload processing. Add alternate email recipient

<table>
<thead>
<tr>
<th>System</th>
<th>Organization</th>
<th>Email Address</th>
<th>Email Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client and Service Information System</td>
<td>01 - Alameda</td>
<td><a href="mailto:ISHelpdesk@bhcs.mail.co.alameda.ca.us">ISHelpdesk@bhcs.mail.co.alameda.ca.us</a></td>
<td>TO</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>02 - Alpine</td>
<td><a href="mailto:cvalenc@ehr.com">cvalenc@ehr.com</a></td>
<td>TO</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>04 - Butte</td>
<td><a href="mailto:wsexton@buttecounty.net">wsexton@buttecounty.net</a></td>
<td>TO</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>05 - Calaveras</td>
<td><a href="mailto:dwilliams@co.calaveras.ca.us">dwilliams@co.calaveras.ca.us</a></td>
<td>CC</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>09 - El Dorado</td>
<td><a href="mailto:mmcafee@co.el-dorado.ca.us">mmcafee@co.el-dorado.ca.us</a></td>
<td>CC</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>10 - Fresno</td>
<td><a href="mailto:ktoonnachat@co.fresno.ca.us">ktoonnachat@co.fresno.ca.us</a></td>
<td>CC</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>11 - Glenn</td>
<td><a href="mailto:thanni@glenncountyhealth.net">thanni@glenncountyhealth.net</a></td>
<td>CC</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>13 - Imperial</td>
<td><a href="mailto:andreakuhlen@imperialcounty.net">andreakuhlen@imperialcounty.net</a></td>
<td>TO</td>
</tr>
<tr>
<td>Client and Service Information System</td>
<td>14 - Inyo</td>
<td><a href="mailto:dcarrington@inyocounty.us">dcarrington@inyocounty.us</a></td>
<td>CC</td>
</tr>
</tbody>
</table>
Welcome Bhavdeep S.

Last Online: 8/21/2006 2:01:50 PM  Email: Bhavdeep.S@cahinet.gov

Important Notice for Microsoft Windows XP Service Pack 2 Users

Created: 10/6/2004 3:41:00 PM

If you have installed the Windows XP Service Pack 2 (SP2); or are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
### User Profile for BVOORHEE1

#### View Memberships Process Log View Pending Memberships View Approved Memberships

<table>
<thead>
<tr>
<th>User Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Username:</strong></td>
<td>BVOORHEE1</td>
</tr>
<tr>
<td><strong>First Name, Last Name:</strong></td>
<td>Bill, Voorhees</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:Bill.Voorhees@dmh.ca.gov">Bill.Voorhees@dmh.ca.gov</a></td>
</tr>
<tr>
<td><strong>User Type:</strong></td>
<td>County Employee</td>
</tr>
<tr>
<td><strong>User Organization:</strong></td>
<td>99 - Test County</td>
</tr>
<tr>
<td><strong>Enrollment Request Submitted Date:</strong></td>
<td>8/20/2008 10:47:00 AM</td>
</tr>
<tr>
<td><strong>Group for MHSA System:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Demo</td>
</tr>
<tr>
<td><strong>Street:</strong></td>
<td>1600 9th Street</td>
</tr>
<tr>
<td><strong>City/State/ZIP:</strong></td>
<td>Sacramento, CA, 95628</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(916) 651-6102</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Enrollment Request Approved:</strong></td>
<td>8/20/2008 12:50:00 PM by Munny Chitreni</td>
</tr>
<tr>
<td><strong>Roles for MHSA System:</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Modify User Information

<table>
<thead>
<tr>
<th>Usage and Access Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Login:</strong></td>
<td>8/20/2008 3:53:30 PM</td>
</tr>
<tr>
<td><strong>Last Download:</strong></td>
<td>View download log</td>
</tr>
<tr>
<td><strong>Last Password Change Date:</strong></td>
<td>8/20/2008 3:56:00 PM</td>
</tr>
<tr>
<td><strong>Last Upload:</strong></td>
<td>View upload log</td>
</tr>
</tbody>
</table>

---

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
CFRS System on ITWS
California Department of Mental Health
Information Technology Web Services (ITWS)

What's New

Important Notice for Microsoft Windows XP Service Pack 2 Users
Created: 10/6/2004 3:41:00 PM

If you have installed the Windows XP Service Pack 2 (SP2), or, are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

ITWS Login

Username: bvoorhee1
Password: **********
Login Enroll

Forgot your Username or Password?

We encourage everyone to read the Pre-Enrollment Guide and get familiar with the ITWS enrollment process, for users and approvers.

Quick Links

- Pre-Enrollment guide
- DMH Approver certification forms
- ADP Approver certification forms
- System enrollment guides
- Contact ITWS (DMH & ADP)
- ITWS QA web site
- Check enrollment status
- Related links
- User computer requirements
- DMH-IT mission

This site is best viewed with Internet Explorer version 5.5 and above.
Welcome Bill Voorhees
Last Online: 8/20/2008 7:30:14 PM  Email: Bill.Voorhees@dmh.ca.gov

System Messages

Important Notice for Microsoft Windows XP Service Pack 2 Users
Created: 10/6/2004 3:41:00 PM

If you have installed the Windows XP Service Pack 2 (SP2), or, are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

Quick Links

In order to ensure the intended site navigation, the Quick Links interface has been discontinued, effective 09/07/2006. To navigate to a system function, select the corresponding system from the “Systems” menu and select the function from the “Functions” menu.

Click here to see the screen prints.

Example 1:
To access WARMSS Quick Hits,
Step 1: select “Wellness and Recovery Model Support System” from the Systems menu
Step 2: select “WARMSS Quick Hits” from the Functions menu

Example 2:
To access Disallow Claim System,
Step 1: select “Short-Doyle/Medi-Cal Claims - EOB (for DMH)” from the Systems menu
Step 2: select “Disallow Claim System” from the Functions menu

This site is best viewed with Internet Explorer version 5.5 and above.
Select the system you want to work with from the Systems menu.
CFRS System Home Page

Cost and Financial Reporting

System Messages

FY 2007-2008 Cost and Financial Reporting Training Announcement
Created: 6/22/2007 1:29:00 PM   Last Updated: 6/26/2008 10:26:00 AM

The California Department of Mental Health (DMH) will be providing the annual Cost and Financial Reporting System training August 26 and 27, 2008.

This year we will be offering two, one-day training sessions for county staff with limited cost report experience. As there are a limited number of spaces available for two participants per county who will share one computer terminal, these requests will be honored on a first request basis; therefore, we ask that you submit your registration early.

If you have questions or need assistance, please contact Don Larson at (918) 654-2314.

To view the training announcement and registration form:

1. Log into ITWS.
2. Click on the "Systems" tab and select “Cost and Financial Reporting.”
3. Click on the "CFRS Information" tab and select “Training.”

This site is best viewed with Internet Explorer version 5.5 and above.

@2004 California Department of Mental Health, Information Technology
This is to inform you that FY 2004-05 Cost Report templates (Design, Description, Appendices) are now available on the ITWS for your download. To order any questions, please call your county cost report analyst at: FY 2004 Cost Reporting System/CFRS Information. If you have
### CFRS - Contact Us

#### County Financial Program Support

1600 Ninth Street Rm 120
Sacramento, CA 95814
FAX (916) 654-9269

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly Wimberly</td>
<td>Office Technician</td>
<td><a href="mailto:Kimberly_Wimberly@dmh.ca.gov">Kimberly_Wimberly@dmh.ca.gov</a></td>
<td>(916) 654-2314</td>
</tr>
<tr>
<td>Robin Mandella</td>
<td>Chief, Cost and Financial Reporting</td>
<td><a href="mailto:Robin_Mandella@dmhh.ca.gov">Robin_Mandella@dmhh.ca.gov</a></td>
<td>(916) 654-2131</td>
</tr>
</tbody>
</table>

#### Last Updated

- **CFRS Analysts**: 08/03/05

---

*This site is best viewed with Internet Explorer version 5.5 and above.*

© 2004 California Department of Mental Health, Information Technology
This is to inform you that FY 2004-05 Cost Report templates (Department of Mental Health) and Appendices are now available on the ITWS for your download. If you have any questions, please call your county cost report analyst for assistance.
<table>
<thead>
<tr>
<th>Titles</th>
<th>Description</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 04-05 Templates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC99999X (v8.11)</td>
<td>New version of Detailed Cost Report Template</td>
<td>11/16/05</td>
</tr>
<tr>
<td>CC99999X (v8.05)</td>
<td>Detail Template</td>
<td>10/04/05</td>
</tr>
<tr>
<td>CC00000X (v7.16)</td>
<td>New version of Summary Cost Report Template</td>
<td>11/16/05</td>
</tr>
<tr>
<td>CC00000X (v7.05)</td>
<td>Summary Template</td>
<td>10/04/05</td>
</tr>
<tr>
<td>CC00000X (v7.33)</td>
<td>Revised version of Summary Cost Report</td>
<td>12/08/05</td>
</tr>
<tr>
<td>FY 03-04 Templates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC99999X (v5.01)</td>
<td>Detail template</td>
<td>08/17/04</td>
</tr>
<tr>
<td>CC00000X (v4.01)</td>
<td>Summary template</td>
<td>05/17/05</td>
</tr>
<tr>
<td>FY 02-03 Templates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC99999X (v3.50)</td>
<td>Detail Template</td>
<td>08/20/03</td>
</tr>
<tr>
<td>CC00000X (v6.20)</td>
<td>Summary Template</td>
<td>08/20/03</td>
</tr>
<tr>
<td>FY 01-02 Templates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC00000X (v4.62)</td>
<td>Summary Template</td>
<td>11/13/02</td>
</tr>
<tr>
<td>CC99999X (v6.81)</td>
<td>Detail Template</td>
<td>10/26/02</td>
</tr>
<tr>
<td>CC99999X (v6.91)</td>
<td>Detail Template - New version Feb 19, 2003</td>
<td>02/24/03</td>
</tr>
<tr>
<td>FY 00-01 Templates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC00000X (v2.00)</td>
<td>Summary Template</td>
<td>11/13/02</td>
</tr>
<tr>
<td>CC99999X (v3.06)</td>
<td>Detail Template</td>
<td>10/26/02</td>
</tr>
<tr>
<td>FY 99-00 Templates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC00000X (v4.01)</td>
<td>Summary Template</td>
<td>10/26/02</td>
</tr>
<tr>
<td>CC99999X (v6.05)</td>
<td>Detail Template</td>
<td>10/26/02</td>
</tr>
</tbody>
</table>
If you have installed the Windows XP Service Pack 2 (SP2); or, are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 – Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

This site is best viewed with Internet Explorer version 5.5 and above.
List of existing files here

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports_Paid_Claims</td>
<td></td>
<td>DIR 8/11/2004 3:05:16 PM</td>
</tr>
<tr>
<td>CFRS_20052006_69_B_168707_SUBMITRAL_ZIP</td>
<td>660.971</td>
<td>8/21/2006 3:06:01 PM</td>
</tr>
</tbody>
</table>

File Upload Box
Welcome to ITWS.

If you have installed the Windows XP Service Pack 2 (SP2), or are considering installing it, please read the following notice.

XP SP2’s new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

This site is best viewed with Internet Explorer version 5.5 and above.

Copyright © 2004 California Department of Mental Health, Information Technology.
### Processing Status

Show files within: 1 Week for system CFRS
List automatically refreshes every 2 seconds when files are processing.

<table>
<thead>
<tr>
<th>System</th>
<th>Organization</th>
<th>Filename</th>
<th>Status</th>
<th>Run Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFRS</td>
<td>Test County</td>
<td>CFRS_20052006_6A_SUBMITTA.ZIP</td>
<td>Completed - File processing completed successfully.</td>
<td>1</td>
</tr>
<tr>
<td>CFRS</td>
<td>Test County</td>
<td>CFRS_20052006_6A_SUBMITTA.ZIP</td>
<td>Completed - File processing completed successfully.</td>
<td>2</td>
</tr>
</tbody>
</table>

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
Important Notice for Microsoft Windows XP Service Pack 2 Users

Created: 10/6/2004 3:43:00 PM

If you have installed the Windows XP Service Pack 2 (SP2), or, are considering installing it, please read the following notice.

XP SP2's new security features do not restrict the functionality of the ITWS. However, the installation will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please click here to review the Online Technical Support item called “XP SP2 - Did you notice the Information Bar?”

For any questions or problems, please contact the ITWS Administration at 916-654-3117.
Cost and Financial Reporting

System Messages

FY 2007-2008 Cost and Financial Reporting Training Announcement

The California Department of Mental Health (DMH) will be providing the annual Cost and Financial Reporting Training for the fiscal years 2007 and 2008. There are a limited number of spaces available for two participants per county who will share one computer terminal. These requests will be reviewed on a first come, first served basis. Therefore, we ask that you submit your registration early.

If you have questions or need assistance, please contact Don Larson at (916) 654-2314.

To view the training announcement and registration form:

1. Log into ITWS.
2. Click on the "Systems" tab and select "Cost and Financial Reporting."
3. Click on the "CFRS Information" tab and select "Training."

This site is best viewed with Internet Explorer version 5.5 and above.

@2004 California Department of Mental Health, Information Technology
## ITWS Contact Information

(DMH and ADP)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITWS General Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITWS Help Desk</td>
<td>ID's, Passwords, Connectivity, Encryption</td>
<td><a href="mailto:itws@dmh.ca.gov">itws@dmh.ca.gov</a></td>
<td>(916) 654-3117 or 654-3445</td>
</tr>
<tr>
<td>ITWS ADMIN</td>
<td>ITWS Administrator</td>
<td><a href="mailto:ITWS@dmh.ca.gov">ITWS@dmh.ca.gov</a></td>
<td>(916) 654-3117</td>
</tr>
<tr>
<td>ADP Helodesk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Management and Accountability Branch, ADP</td>
<td>Questions pertaining to the ADP DMC e-EOB.</td>
<td><a href="mailto:dmcinv@adp.ca.gov">dmcinv@adp.ca.gov</a></td>
<td>(916) 323-2043</td>
</tr>
<tr>
<td>CalOMS and CADDS Help Desk</td>
<td>Questions pertaining to CALOMS and CADDS</td>
<td><a href="mailto:CalOMSHelp@adp.ca.gov">CalOMSHelp@adp.ca.gov</a></td>
<td>(916) 327-4556</td>
</tr>
</tbody>
</table>

This site is best viewed with Internet Explorer version 5.5 and above.

©2004 California Department of Mental Health, Information Technology
Questions?