I. Management Information System

SmartCare

The County of San Diego BHS manages an electronic health record (EHR) for the BHP County and Contracted providers. The electronic Mental Health Management Information System (MH MIS) utilized by the BHP is Streamline SmartCare. All client information, including clinical documentation, is entered into SmartCare allowing for improved coordination of care across the BHP System of Care. For documentation and user guidance, please reference the CalMHSA Website and the to the Optum Website (‘*SmartCare’* tab and ‘*UCRM’* tab).

User Account Setup and Access

The Mental Health Management Information System (MH MIS) is used by County and contract operated programs for client tracking, managed care functions, reporting and billing. An electronic health record (EHR) will replace much of what is contained in the paper medical record. Many controls are built into the software and hardware to safeguard the security and privacy of client personal health information.

SmartCare Software is a web-based application that is managed by CalMHSA. Access to SmartCare is through a secure portal which requires a user to establish an account in which you must obtain an identification number, menu group, and password. Access to SmartCare is granted through the MIS Unit by completing the appropriate access and security forms.

Users are required to attend and pass the assigned online LMS trainings with CalMHSA prior to access. CSU and Residential programs must also complete and pass an additional Optum training class. The CalMHSA Required Trainings by Role Grid can be found on the Optum Website under the *SOC Resources and Training*.

System Administration for SmartCare is shared between the Administrative Services Organization (ASO) and the County’s MIS Unit. The MIS Unit is responsible for managing access, security, and menu management in SmartCare in accordance with County, State and Federal HIPAA regulations. The MIS Unit is also the gatekeeper who ensures that staff is only given access pursuant to contract agreements. In addition, the MIS Unit is responsible for coordination among the County Technology Office, SmartCare and the ASO. The ASO is responsible for other system administration activities such as table management, system maintenance, updates to the application, managing SmartCare environments, producing reports for legal entities, electronic submission of state reporting, coordination with SmartCare Software, and providing the User Support Help Desk (for access issues) .

Technical Requirements to Access SmartCare

Prior to accessing the SmartCare application via the internet, there are some basic technical requirements. For questions about whether an individual user or program site meets the basic technical requirements, it is recommended that the individual or program contact their company's IT department. The ASO may also be able to provide some technical assistance. Additional support regarding SmartCare's hardware, software and network requirements can be found on the Optum Website.

Staff Set Up and User Account Access

All individuals who provide services or perform some other activity to be recorded SmartCare as well as those who are authorized to access SmartCare must have a staff account. A "staff" in SmartCare is defined as an individual who is employed, contracted or otherwise authorized by his or her designated legal entity or County business group to operate within the County of San Diego public mental health System of Care and whose primary job function may include any one of the following: to provide Behavioral Health Services, Quality Assurance activities, enter data, view data, or run reports. This includes clinicians, doctors, nurses, office support staff, financial/billing staff, research/analyst staff and program managers/administrative staff. All Staff providing services must provide National Provider Identifier (NPI) and taxonomy numbers. All staff will be assigned a username.

Staff is given access to specific programs based upon the program(s) where they work. Staff is also given access to specific menus based on their respective job functions. A list and definition of menus is available on the Request Form. Staff authorized to access SmartCare will be given login access and a password and are considered "users".

User Access requires the following steps:

1. Program manager completes the "SmartCare Access Request Form" (ARF).

2. All new users must successfully complete the required SmartCare Training Modules after creating a CalMHSA LMS Account.

3. Contractor employee and employee's supervisor must read and sign the "Staff Electronic Signature Agreement".

4. Contractor employee and employee's supervisor must also read and sign the County's "Summary of Policies" (SOP) form.

5. Email all completed forms to:

MIS Unit

BHSEHRAccessRequest.HHSA@sdcounty.ca.gov

and **BHSCredentialing@optum.com**

All forms **must** be typed and contain all necessary information. Incomplete forms will be returned to the contact person listed on the form. Once completed correctly, the forms must be resubmitted to the MIS Unit. Please ensure forms are completed correctly to avoid delay in user account setup.

Once all forms have been submitted, the MIS Unit will:

1. Set up SmartCare User Account with username and password.

2. User will be provided his/her username and password after completing required trainings.

Program managers and other supervisors are responsible to:

1. Register new staff who will be users to attend the SmartCare training

2. Confirm that employee has successfully completed SmartCare training.

All forms with instructions are available electronically on the ASO's (Optum) Public Sector website.

Staff Assignment to Programs

On the ARF, the program manager will be assigning each staff to specific programs based upon the program(s) where the staff performs work. Staff may be assigned to a single or multiple programs. The programs must be reflected on the SmartCare Account Request Form. The MIS Unit will monitor staff access to programs to ensure that staff has been assigned correctly. Under no circumstances, should a staff person be assigned to a CDAG or program if that staff person does not perform work for that program. This would constitute a violation of security and client confidentiality.

User Assignment to a Clinical Data Access Group (CDAG)

Each user is granted restricted access to MH MIS based on his/her job requirements. One of the ways that access is restricted is through assignment to programs described above. In addition, access is further restricted by assignment to a clinical data access group or CDAG. A CDAG defines the screens and reports the user will be able to access and whether the user can add/edit or delete for each of those screens.

For example, the user may only be able to view but not change data in one screen but may have rights to add data or edit previously entered data for another screen. CDAG groups are created based on multiple criteria such as security, level of access to client information, staff job functions, staff credentials and state and federal privacy regulations.

On the ARF, the program manager or supervisor is responsible for requesting the CDAG assignment for each user based on his/her job functions. A user may only be in one CDAG group at a time. Therefore, it is important for the program manager/supervisor to determine which CDAG group is the best match for the job functions performed by his/her staff.

(**Note:** If a person is employed by more than one legal entity, he/she may have different CDAG assignments. The provider will have to select the correct CDAG upon login to SmartCare.

For example, there will be Roles for:

- Data entry staff with full client look up rights
- Data entry staff with limited client look up
- Clinicians
- Program managers and supervisors
- Quality Assurance
- Billing staff
- Billing only (For Billing Purposes Only – It has no views)
- Research and Analysts

Refer to the ARF Instructions for a list and definition of available menus. The MIS Unit will review role group requested by the program manager/supervisor and approve or modify the request.

Limitation of Staff Assignment to "Data Entry – Add New Clients" Menu Group

Program staff will be allowed to view information about a client currently or previously served by their program. Designated program staff will be given access to the "full client look up" to add new clients and assign existing clients to their program. These individuals will be allowed to view all clients in the system, including those not served by their program. This access allows for data entry, adding new clients, full client lookup; entering demographic, diagnosis, insurance, and financial information (UMDAP); opening assignments; and running reports.

Program Manager/Supervisor Responsibility for Staff Access and Security

The program manager/supervisor shall ensure that staff are in compliance with all County, State and Federal privacy and confidentiality regulations regarding security, providers protected health information (PHI). In addition, the program manager shall ensure that their staff are aware of the County's Security Policy regarding the protection of network/application passwords and use of County systems and data as outlined in San Diego County's "Summary of Policy". The program manager shall immediately notify the MIS Unit whenever there is a change in information such as staff demographics, email, job title, credential/licensure, and jobs, or are program assignment. This includes the initial staff setup, modifying or terminating existing staff accounts**.**

Under no circumstances shall a staff person who has terminated employment have access to the EHR through SmartCare. This would constitute a serious violation of security which may lead to disciplinary actions.

Security and Confidentiality

The County of San Diego is responsible for the protection of County technology and data and to monitor through its own policies and procedures user compliance with state and federal privacy and confidentiality regulations. The County's Security mandates state that access will be given to a user at the least minimum level required by the user to execute the duties or job functions and that only those individuals with a "need to know" will be given access. Protection of County data and systems is also achieved via the use of unique user identification and passwords as well as other tracking methods.

Unauthorized Viewing of County Data

All terminals / computer screens must be protected from the view of unauthorized persons. All confidential client information, electronic or printed, shall be protected at all times.

Passwords

The sharing of passwords or allowing unauthorized individuals access into the system is strictly prohibited. A user's password is his/her electronic signature that is not to be shared or made available to anyone. Programs must ensure that the County's Policy and Procedures regarding security and confidentiality as stated in the Summary of Policies must be complied with at all times. Failure to comply with these policies and procedures can result in the temporary or permanent denial of access privileges and/or disciplinary action.

SmartCare passwords:

- Minimum of 8 characters

- At least 1 numerical digit
- At least 1 lower case letter
- At least 1 upper case letter
- At least 1 special character (* - #)
- Must be reset every 90 days. Users will be prompted at the end of each 90-day period.

Multi-Factor Authentication

To ensure the best possible security of client data, SmartCare will utilize multi-factor authentication (MFA) to all contracted users. This means that after entering user ID and password, users will receive an email with a one-time code that will need to be entered before gaining access into the system. Users will use MFA each time they access SmartCare. The change will not impact users who log in via Akamai with a County email.

- MFA will be required every 24 hours to access SmartCare
- Users will need to enter security questions - answers are not case sensitive and autofill will populate incorrect answers for security questions
- The change will not impact users who login via Akamai with a San Diego County email address.
- See the following link for more information: MFA Re-Launch Information Staff Termination Process

Routine User Termination – In most cases, staff employment is terminated in a routine manner in which the employee gives an advanced notice. Within one business day of employee termination notice, the program manager shall email to BHSEHRAccessRequest.HHSA@sdcounty.ca.gov and BHSCredentialing@optum.com a completed ARF with the termination date *(will be a future date)*. The MIS Unit will enter the staff expiration date in SmartCare which will inactivate the staff account at the time of termination

Quick User Termination – In some situations, a staff person's employment may be terminated immediately. In this case, the program manager must immediately email the MIS Unit to request the staff account be inactivated immediately. Within one business day, the program manager shall email a completed ARF to the MIS Unit to BHSEHRAccessRequest.HHSA@sdcounty.ca.gov and BHSCredentialing@optum.com.

The MIS Unit is responsible for deactivating SmartCare staff accounts.

Application Training

Prior to staff obtaining access to SmartCare, they shall successfully complete all applicable SmartCare trainings. Program managers are responsible for registering new and returning SmartCare users for training on the CalMHSA LMS application. Previous users returning to employment (including maternity leave) after more than 90 days of absence will be required to resubmit new paperwork including an updated ARF and be evaluated for a skills assessment or retraining.

- For residential, crisis residential, and crisis stabilization unit users, live in-person training is required for access to SmartCare, also provided by Optum. See the Optum SmartCare Training webpage for training dates and registration. For questions contact: sdu_sdtraining@optum.com

- Staff will be responsible for trainings according to their Staff Role. See the following grid for guidelines : SmartCare Trainings by Staff Role. Other resources: SmartCare User Training Registration and SmartCare Training Registration Tip Sheet

CalMHSA Rx

Behavioral Health Services (BHS) will implement a new electronic prescribing (e-prescribing) component with the SmartCare go-live called CalMHSA Rx (previously DrFirst). CalMHSA Rx uses a medication management software called Rcopia that will seamlessly integrate with SmartCare for e-prescribing, meaning no additional login will be required. Doctors who will use SmartCare to e-prescribe will use CalMHSA Rx.

Prescribers and nurses who stage medications for prescribers will have access to CalMHSA Rx. Prescribers who need to be set up to electronically prescribe controlled substances (EPCS) must additionally go through an identity proofing process before prescribing medications. For those prescribing controlled substances, a soft or hard token must be established with their account.

For a step-by-step guide, including the information needed for identity verification, please see the EPCS Invite Guide at: Optum Website> SMH & DMC-ODS- Health Plans> SmartCare> Training .

Other Resources for Prescribers

- CalMHSA Home Page > *Prescriber Documentation* and *CalMHSA Rx*

- SmartCare DrFirst Guidance (additional information re. hard and soft tokens)

- Quick Start for CalMHSA RX Users

User Support

Users can obtain support through the CalMHSA HelpDesk. The CalMHSA HelpDesk can assist a user with the MH MIS application (technical assistance), MH MIS password issues, connectivity/access problems, printer problems, data entry questions, special requests, such as reports for contractors.

- Effective March 1, 2025 SmartCare support for system issues is offered by CalMHSA during normal business hours (M-F 8am-5pm)

- Connect via Live Chat 2023.calmhsa.org at or Submit a Ticket via 2023.calmhsa.org/support

- Register for a Customer Ticket Portal Account here: https://ehr-support.calmhsa.org/tickets-view

- After normal business hours the only support available is for system outages. You can call (916) 214-8348

Numerous SmartCare resources are available to assist you with workflow and documentation questions:

1. Go to the CalMHSA Website
2. Access help from within SmartCare
    a. Once you are logged in to SmartCare, you can access help in the following ways:
        i. Use the CalMHSA AI Documentation chatbot to ask direct questions about workflow and documentation or,
        ii. Click on the black question mark at the bottom of your screen to find "how to" documents on the CalMHSA website.
3. Access San Diego Specific Resources
    a. For resources and guidance specific to San Diego County's use of SmartCare, go to either the BHP Provider Documents or Organized Delivery System Drug Medi-Cal pages of the Optum website and click on the *SmartCare* tab.

CCBH

CCBH Chart Access: As new clients are opened to programs in SmartCare, providers may need to view historic information in CCBH. Currently, most providers have access in CCBH to view information for clients who have been opened to the provider's program. If needed, the provider may open an assignment for the client in CCBH to view this documentation and then close it in CCBH when the client closes with them in SmartCare. There is no need to complete any sort of intake documentation for this provider or update any client information in CCBH, this path is solely for view only.

CCBH & SanWITS Training End Dates: Cerner Community Behavioral Health (CCBH) training will end on or before June 30, 2024 for the MH SOC. Some CCBH classes will not be available after mid-June, with registration closing earlier in the month. SanWITS training will end on or before July 17, 2024 for the SUD SOC. Please go to BHS Provider Resources for training date and registration information for both CCBH and SanWITS user trainings.

- CCBH Training and Documentation Guidance, summarizes program actions for both new hires and current CCBH users after June 26, 2024.

Quick Resource Guide

Need	Resource	Contact Information
System Issues (i.e. glitches, functionality issues, pop up errors)	CalMHSA Live Chat	www. 2023.calmhsa.org After normal business hours the only support available is for system outages: (916) 214-8348
SmartCare ARF submission and any access related issues or questions	Email	BHS_EHRAccessRequest.HHSA@sdcounty.ca.gov
Support questions that cannot be addressed by the CalMHSA Support Desk	Email	BHS_EHRSupport.HHSA@sdcounty.ca.gov
Questions related to documentation, guidelines or policy	Email	QIMatters.HHSA@sdcounty.ca.gov
Escalation of CalMHSA help desk issues resolved prematurely or not resolved entirely	Email	BHS_EHRSupport.HHSA@sdcounty.ca.gov
Optum Support Desk	Phone Email	1-800-834-3792 sdhelpdesk@optum.com