



# ShareCare and Report Folder Access Request Form

**This form is for Community Based Organizations (CBOs) only. Complete one form for each user. A Supervisor must approve all requests prior to submission to Contra Costa Behavioral Health Services.**

**SEND TO:**

For **MENTAL HEALTH:** Provider Services at [Provider.Services2@cchealth.org](mailto:Provider.Services2@cchealth.org)

For **AOD:** AOD Administration at [David.Kekuewa@cchealth.org](mailto:David.Kekuewa@cchealth.org)

**I. TYPE OF REQUEST** *(Please check below)*

**ShareCare Access**

*\*(Training is required before ShareCare access can be granted. User will be enrolled as part of this request.)*

**Report Access**

*\*Report access will be granted to no more than three (3) people per entity. Security requested here is specific to custom ShareCare report available through the VPN, not reports native to ShareCare.*

**Deactivation** *(Please specify below)*

- ShareCare Access
- Report Access
- VPN Access

**II. USER'S INFORMATION** *Please check one:*     New User     Existing User

FIRST NAME (LEGAL NAME)	MIDDLE NAME	LAST NAME
TITLE		ACTIVE DIRECTORY USERNAME
PHONE NUMBER	EMAIL ADDRESS	
ORGANIZATION	SYSTEM OF CARE (PLEASE SELECT BELOW)	

For ShareCare Access, complete the following:

- a. User's ShareCare Job Role
- b. ShareCare Training Completed?
- c. Check one of the following:
  - Grant access to ALL Facilities within the Organization (Entity)
  - Grant access to ONLY the Facilities Listed below

Facility Name _____	Facility ID _____
Facility Name _____	Facility ID _____
Facility Name _____	Facility ID _____
Facility Name _____	Facility ID _____
Facility Name _____	Facility ID _____
Facility Name _____	Facility ID _____
Facility Name _____	Facility ID _____

### III. SUPERVISOR APPROVAL

USER'S SUPERVISOR FIRST NAME	LAST NAME	
SUPERVISOR'S PHONE NUMBER	SUPERVISOR'S EMAIL ADDRESS	
SUPERVISOR'S SIGNATURE		DATE

### IV. FOR CONTRA COSTA HEALTH SERVICES USE ONLY

#### Select ShareCare Security Group

- MH – Look Up Only
- CBO Clerical (for MH only – AOD CBOs select SUD group)
- CBO Clinical (for MH only – AOD CBOs select SUD group)
- CBO Supervisor (for MH only – AOD CBOs select SUD group)
- AOD – Look Up Only
- SUD Clerical
- SUD Clinical
- SUD Clerical Supervisor
- SUD Clinical Supervisor