City and County of San Francisco
Department of Public Health
Community Behavioral Health Services

Email: dph-dcr@sfdph.org

DCR Account Request Form

For users of the MHSA Data Collection and Reporting (DCR) System in San Francisco

Instructions for Getting a DCR Account

1. Users should be trained on the DCR by either the FSP's in-house trainer or the DCR support team before using a DCR user account.
2. Supervisor completes this form.
3. User completes the DPH Confidentiality Form found at www.sfdph.org/userform. Note that it contains some language that applies only to DPH employees, which CBO staff should disregard.
4. Send both forms to the DCR support team by scan/email. Scan both forms and email the files to dph-dcr@sfdph.org
5. The DCR support team will request an account for you from BHIS. When BHIS approves your enrollment, you will receive an encrypted email from BHIS with your username and temporary password. Please follow the instructions in that email to access your new account. Account requests are usually created and approved within one working day, but if BHIS staff are out of the office it can take several days.

Questions? Email dph-dcr@sfdph.org

To be completed by the supervisor. All fields are required.

User's First and Last Name: _____

User's Phone #: _____   User's Email: _____

FSP Program (choose one):

☐ Citywide Adult
☐ Citywide AOT
☐ Civil Service TAY
☐ Family Mosaic Project CYF
☐ Family Service Agency Older Adult
☐ Family Service Agency TAY/Adult
☐ Hyde Street Adult
☐ IFR SPARK 0-5
☐ Seneca CYF/TAY
☐ SF FIRST ICM Adult

Supervisor Name (print): _____   Phone # _____

Supervisor Signature: _____   Date: _____

Please notify DCR support when this DCR account is no longer needed so we can close it.

For administrative use: Account approved by: _____   Date: _____