

## **Exhibit R**

### **Clinical Management for Behavioral Health Services (CMBHS)**

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#### **I. CMBHS Background and Overview**

The Department of State Health Services (DSHS) developed the Clinical Management for Behavioral Health Services system (CMBHS), and it began operating in December 2009. The system is used across the state with DSHS, and Health and Human Services Commission (HHSC) contracted substance use and mental health treatment service providers and others who qualify.

Some providers use CMBHS as their electronic health record and claims payment system, while others mainly use it to submit data to the state to fulfill contract requirements. The system includes clinical tools that standardize the assessment, diagnosis, and level-of-care determination and treatment processes. Providers also use it to document the services provided and send claims directly to the HHS program that processes and pays that claim type.

CMBHS supports data exchange between:

- a. HHSC and local mental health authorities.
- b. Contracted substance abuse and mental health service providers (with client consent as required by law).
- c. HHSC and other state agencies to coordinate care and help with oversight of services and claim payments.

Service providers with Texas HHSC contracts for delivering mental health services or substance use disorder services are the primary users of CMBHS. The requirements for using CMBHS are defined in their contracts. If you have questions about whether your contract requires the use of this system, contact your HHSC contract manager.

Some providers and state agencies don't directly contract with HHSC for service delivery but might qualify for CMBHS and must sign a user agreement. These providers might be Medicaid managed care providers of mental health targeted case management or mental health rehabilitative services that need access to complete assessments. This data must be submitted to HHSC or other state agencies serving the same populations that might need this information to ensure coordination of care.

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#### **System Requirements**

- a. CMBHS is only compatible with Microsoft Edge (90.x) or higher and Google Chrome version 40 or higher.
- b. JavaScript must be enabled to use the application.
- c. Adobe Reader is needed to print documents.

#### **II. CMBHS Requirements**

- A. Grantee shall use the CMBHS components/functionality specified in RFA HHS0013447. The required CMBHS components are listed below; however, Grantee may use additional components/functionality that is available.
  1. Request/maintain user access for appropriate staff (including access control and credential maintenance);
  2. Grantee details;
  3. Performance Measures;
  4. Financial Status Reports (FSR);
  5. Invoices;
  6. Deliverable Submission;
  7. Curriculum Outcome Measures for each cycle provided (**YPS**, **YPU**, and **YPI** Programs only).
- B. Grantee shall designate a Security Administrator and a back-up Security Administrator. The Security Administrator is required to implement and maintain a system for management of user accounts/user roles to ensure that all the CMBHS user accounts are current.
- C. In accordance with the HHS Data Use Agreement, establish and maintain a security policy that ensures adequate system security and protection of confidential information.
- D. Attend HHSC trainings for the CMBHS functionality.
- E. Each Fiscal Year, Grantee shall complete the HHSC approved Cybersecurity training, required per the Texas Government Code, Section 2054.5192.

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#### **III. CMBHS ACCESS and Forms**

When the grant agreement with Grantee is executed; Grantee shall comply with the following requirements regarding CMBHS access and management of users:

- A. Grantee shall select the organizations CMBHS Security Administrator and back-up Security Administrator and complete the HHSC Form: **CMBHS Security Administrator Application**. Grantee shall contact the CMBHS Helpline to request the form, as follows:

1. Phone Number: (866) 806-7806.
2. Email Address: [CMBHSTrainingTeam@hhs.texas.gov](mailto:CMBHSTrainingTeam@hhs.texas.gov)

*Note: The CMBHS Helpline hours of operation are Monday through Friday, 8:00 a.m. to 4:30 p.m. Central Standard Time.*

- B. Grantee shall submit the completed **CMBHS Security Administrator Application** forms to the CMBHS helpline email address, [CMBHSTrainingTeam@hhs.texas.gov](mailto:CMBHSTrainingTeam@hhs.texas.gov).
- C. Grantee shall submit updated/revised **CMBHS Security Administrator Application** forms within ten (10) business days of changes to the Grantee's designated Security Administrator or the back-up Security Administrator.
- D. Grantee's CMBHS Security Administrator is responsible to ensure that access to CMBHS is restricted to only authorized users, in accordance with HHSC Data Use Agreement.
- E. Grantee's CMBHS Security Administrator is responsible to remove authorized users who are no longer authorized to access CMBHS secure data within one (1) business day of identifying the authorized user needs to be removed.
- F. Grantee's CMBHS Security Administrator shall complete and submit a signed CMBHS Security Attestation Form and a list of Grantee's employees, contracted laborers, and sub-Grantees authorized to have access to secure data.

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- G. Grantee shall ensure that Grantee's employees have appropriate Internet access and an adequate number of computers of sufficient capabilities to use the CMBHS. Equipment purchased with System Agency funds must be inventoried, maintained in working order, and secured.
  
- H. System Agency reserves the right to limit or deny access to CMBHS at any time for any reason deemed appropriate by System Agency. Grantee access to CMBHS will be placed in inactive status when the Grantee ceases to have an executed grant agreement with System Agency.