

NEWS YOU CAN USE #63

Fresno County Behavioral Health

Publication Date: 04/14/2026

POLICY NOTICE

- ❖ Policy Being Summarized
NYCU #63 - Authorization to Share Confidential Member Information (ASCM) Form in SmartCare
- ❖ NYCU #63
- ❖ Effective date:
3/16/2026
- ❖ Policy created by:
Bulletins and News

- ❖ This notice is intended for:
 - DBH Operated MH Programs
 - DBH Operated SUD Programs
 - DBH Administration
 - Contract MH Providers
 - Contract SUD Providers
 - Prescribers

NYCU # 63 - Authorization to Share Confidential Member Information (ASCM) Form in SmartCare

Date of Implementation

Effective March 16, 2026, for all County-Operated and providers within the Fresno County Behavioral Health Plan (BHP).

Purpose

This communication provides guidance on how to complete the Authorization to Share Confidential Member Information (ASCM) form. The ASCM is a standardized multi-provider authorization form developed by DHCS to document a member's consent for sharing health and social service information among care partners.

For programs who are full users of SmartCare, the ASCM form will replace the Coordinated Care Consent (CCC) effective April 1, 2026. Historical CCC documents will still be available. Any active CCC will still govern in-SmartCare sharing until a new ASCM is created for that client.

A PDF/paper form of the ASCM form is available for all providers, through the DHCS website: [ASCM-CalAIM](#).

Translated versions

are also available: <https://www.dhcs.ca.gov/CalAIM/Pages/ascmi-forms-translations.aspx>.

Procedure

An ASCM form should be completed when:

- A person served requests that their confidential information be shared with other care partners. Care partners include:
 - Primary care physicians
 - Mental health specialists
 - Substance use disorder providers, such as opioid treatment programs and residential treatment programs
 - On site Housing Supportive Service providers
 - Community-based organizations
 - Correctional facility providers and case managers
 - Health insurance plans, including Medi-Cal managed care plans and behavioral health plans.
 - Qualified health information organizations
 - County health and human services agencies
 - State health and human services agencies

NEWS YOU CAN USE #63

Fresno County Behavioral Health

Publication Date: 04/14/2026

- Care coordination requires communication with outside agencies not directly involved in treatment.
- A person served wishes to revoke or update a previously completed authorization.
- A new authorization is required due to expiration or change in authorized parties.

How to Complete (SmartCare Full and Lite Users)

For a step by step how to guide on completing this form in SmartCare, click here: <https://2023.calmhsa.org/how-to-complete-the-ascmi/>

*All ASCMI PDF/paper forms must be transcribed into SmartCare. Refer to instructions below.

For instructions on how to upload a paper ASCMI form to SmartCare, click here: <https://2023.calmhsa.org/how-to-document-an-ascmi-done-on-paper-or-pdf/>

Providers who do not use SmartCare should continue to:

1. Follow their current processes for consent and release of information.
2. Complete the ASCMI form.
3. Transcribe the signed form into the person served's chart.

Instructions on NPI/TIN on the ASCMI form

There are certain fields in this form that have different interpretations about which information should be entered.

- For the 'Organization Name' field, the form will default to County of Fresno. DBH internal programs will keep the defaulted org name however contracted providers will change it to their agency's name.
- Under the Care Partner Information section, it has two fields asking for a National Provider Identifier (NPI) and Taxpayer Identification Number (TIN). The staff completing the form will use their own NPI. If the staff do not have a NPI they may skip this field. In the TIN field, staff will use their agency's TIN. The NPI and TIN information is available in SmartCare by hovering over the information (i) icons in this section of the form.

For additional resources to support providers and care partners in understanding, explaining and documenting the ASCMI form along with frequently asked questions, click here: <https://2023.calmhsa.org/ascmi-form-webinar-and-resources/>

Directions may be updated based on regulatory or DHCS guidance.

Releasing Records Based on an ASCMI Form

As this form is implemented, provider staff in medical records roles should make themselves familiar with these materials. If there are any questions about whether or not to release records in accordance with an ASCMI, consult the medical records expert at your program. If further guidance is needed, questions may be sent to dbhqualitymanagement@fresnocountyca.gov.

NEWS YOU CAN USE #63

Fresno County Behavioral Health

Publication Date: 04/14/2026

The ASCMI does not supersede existing health information privacy laws. Records received or released under ASCMI should be handled in a manner compliant with HIPAA, 42 CFR Part 2, and any other applicable privacy laws.