

MACOMB COUNTY CMH – SUBSTANCE USE DEPARTMENT FOCUS SOFTWARE SYSTEM ACCESS REQUEST

- ☐ **Enrollment** (new staff; add *new/additional* location)
☐ **Disenrollment** (remove staff) – must provide last date of employment.
☐ **Change** (*change* locations, function, license) – must indicate the change in section D.

A. System Access Requested For:

First Name:	Last Name:	
Email Address:	Phone:	Fax:
Job Title:	Date of Hire:	Date of Disenrollment:

B. Functions: Please place an "X" in the appropriate box(es) as applicable (you must select at least one):

☐ Claims Mgmt. staff ☐ Clerical staff ☐ Recovery Home ☐ SUDHH staff ☐ SUDHH (without User ID)	☐ Peer Coach ☐ Peer Coach (without User ID) ☐ Intern (must have LMSW as Supervisor) Supervisor name: _____ ☐ Intern (without need for User ID) Supervisor name: _____	☐ Clinical/Medical (without User ID) ☐ Clinical/Medical staff ☐ Clinical with ASAM permission* ☐ Clinical with GAIN permission* *must include Certificate of Completion
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Agency Name & All Site Locations You Are Requesting Access For:

C. Clinical/Medical Staff ONLY

Highest Degree:	Graduation Date (Month/Date/Year):
State of MI License(s) – name and number, Issue Date and Expiration Date(s): Clinical staff without a license must report years of post-degree experience.	
NPI number (if applicable):	DEA number (Physicians only)
SUD Credential and/or MCBAP Development Plan:	Expiration Date(s) (Month/Date/Year):

D. The responsible supervisor MUST notify MCCMH-SUD immediately when a staff person's FOCUS profile needs updating/ended. These updates include the following:

Change in Employment Status:

- ☐ Termination/Resignation
☐ Transfer of Location
☐ Change in Staff Role (from/to _____)

Contact Updates:

- ☐ E-mail
☐ License/MCBAP status change/Expiration
☐ Name Change (include previous name) _____

Requestor/Supervisor Name:

Title:	Phone:	Email:
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My Signature attests that all information above is accurate and complete to the best of my knowledge.

Signature:

Date:

SUD: Please submit form to mcosa@mccmh.net. **ALL REQUESTS MUST BE IN WRITING!**