

ASCMI Reference Sheet

This is a reference sheet that will cover Sacramento County specific information about the ASCMI. For more resources on the ASCMI form, please refer to CalMHSA's guide and video at [How to Complete an ASCMI - CalMHSA](#). If any additional help is needed, you can contact the Sacramento County EHR Support Team at [916-876-5806](tel:916-876-5806) or bhs-ehrsupport@saccounty.gov

Care Partner Information

The information entered in this section pertains to the care partner creating the ASCMI form, including the program's address, phone number and fax number.

Care Partner Name: For this section, the clinician can be listed as a care partner. If an administrative staff member is entering the information, they may enter the clinician's name as the Care Partner, and the admin staff may sign the document.

Care Partner Information	
<i>This should be completed by the Care Partner obtaining consent from the Client above to disclose their information.</i>	
Care Partner Name:	Chhoeung, Sambo
Organization Name:	County of Sacramento

The SmartCare screen allows only an individual provider (staff) to be selected in the "Care Partner" field; it does not support selecting a program or agency as the care partner.

National Provider Identifier

National Provider Identifier: The NPI entered in this field must be the Sacramento County NPI. Hovering your mouse over the "i" next to **NPI Information Help** will bring up an information box with the County of Sacramento NPI number.

National Provider Identifier (NPI) Number (as applicable):	1043386659
Taxpayer Identification Number (TIN):	
Phone Number:	(777) 777-7777
Fax Number (optional):	
<u>Mailing Address</u>	
Street Address:	123 Test Street
City:	Sacramento
State:	California
Zip Code:	95679
NPI Information Help ⓘ	County of Sacramento NPI: 1043386659 Program NPI not found. Please associate a program to the document and save the document. Staff NPI not found or document not yet saved. Document must be saved first ("In Progress" status) to pull Staff NPI. If changing the Care Partner Name or Program, you must save the document and refresh the page in order to get the updated NPI in this help text
TIN Information Help ⓘ	
Section 1: Overview	

Taxpayer Identification Number

Taxpayer Identification Number (TIN): The TIN entered in this field must be the Sacramento County TIN. Hover over the “i” next to **TIN Information Help** to view the County of Sacramento TIN number.

The screenshot shows a form with the following fields: Taxpayer Identification Number (TIN): 946000529, Phone Number: (777) 777-7777, Fax Number (optional):, Mailing Address, Street Address: 123 Test Street, City: Sacramento, State: California, Zip Code: 95679. Below the TIN field, there is a red arrow pointing to the 'i' icon next to 'TIN Information Help'. A yellow arrow points from the TIN field to a tooltip that reads: 'County of Sacramento TIN: 946000529 ||| Program TIN not found. Please associate a program to the document and save the document. ||| If changing the Program, you must save the document and refresh the page in order to get the updated TIN in this help text'. The tooltip is highlighted in yellow. The section title 'Section 1: Overview' is visible at the bottom left.

The Phone Number and Address should be entered with the program's information.

The screenshot shows a form with the following fields: Phone Number: (777) 777-7777, Fax Number (optional):, Mailing Address, Street Address: 123 Test Street, City: Sacramento, State: California, Zip Code: 95679.

Signing and Co-Signing the form

To finalize the document, both the clinician and the client will need to sign the form. After the clinician signs the form, they can click on the plus button.

The screenshot shows the bottom of the form with the following fields: Author: Chhoeung, Sambo, Date: 06/26/2026, and a 'Sign' button. To the right of the 'Sign' button, there is a red arrow pointing to a plus button (+) in a red box. Below the plus button is a green circle with an 'i' icon.

Select the radio button next to the client's name and click "Co-Sign".

Effective 07/09/2026 Status Signed Author Chhoeung, Sambo 06/26/2026

Other Versions: 1. 07/09/2026, Sambo C...

Signed By: 1.Sambo Chhoeung ON 07/09/2026 (1)

Signer: Add Signer(s)...
☐ X Smith, Sally
☒ X Test, Entry
☐ X Test, Momma

Co-Sign Decline

After clicking Co-Sign, a Signature box will appear, allowing different options for the client to co-sign. Select the option they will be using to co-sign the document. If they selected Mouse/Touchpad, that would allow them to sign into the signature box using the touchpad or mouse. After the client signs or verbally agrees, click on the sign button.

SignaturePage

Test, Entry is signing the ASCMI Non-AB 133

Test, Entry 07/09/2026 9:58 AM

☐ Password ☐ Signature Pad ☒ Mouse/Touchpad ☐ Client Signed Paper Document ☐ Verbally Agreed

Sign Clear Cancel

Once the ASCMI form has been signed by both the clinician and client, the document will be finalized. If the form is not finalized, there will be no functionality in SmartCare to remove the CDAG and allow the client's data to be shared between Mental Health and SUPT. Clicking on the plus button again will allow you to see that the form has been signed by the clinician and client and the date it was signed.

ASCMI Non-AB 133

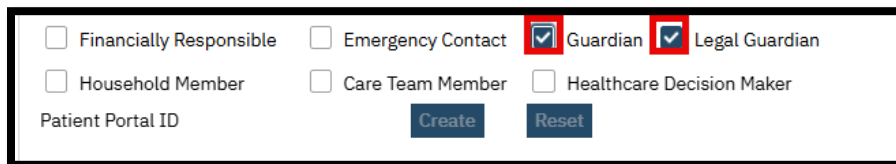
Effective 07/09/2026 Status Signed

Other Versions: 1. 07/09/2026, Sambo C...

Signed By: 1.Sambo Chhoeung ON 07/09/2026 (1)
2.Test, Entry ON 07/09/2026 (1)

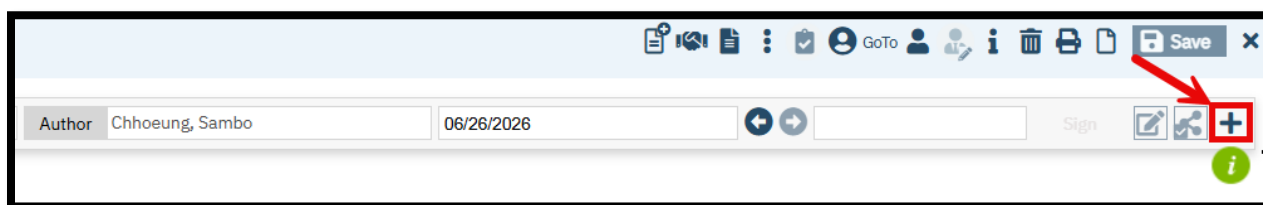
Adding a Guardian or Legal Guardian as a Co-Signer

If the client is a minor, the form will need to be signed by a guardian or legal guardian. For that guardian's name to appear on the signer box, they will first need to be added as a contact in the Client Information (Client) screen, under the 'Contacts' tab, with either the "Guardian" or "Legal Guardian" box checked.



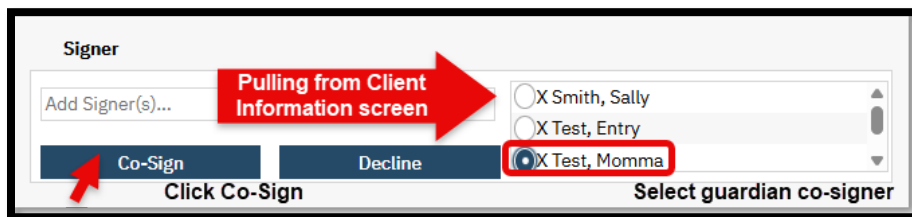
☐ Financially Responsible ☐ Emergency Contact ☒ Guardian ☒ Legal Guardian
☐ Household Member ☐ Care Team Member ☐ Healthcare Decision Maker
Patient Portal ID

After the clinician signs the form, have the guardian co-sign the form by clicking on the plus sign.



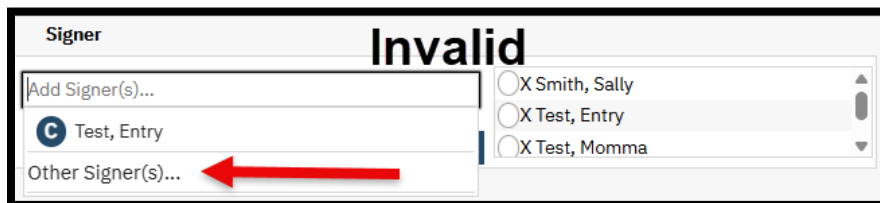
Author: Chhoeung, Sambo 06/26/2026 Sign

Select the radio button next to their name and click 'Co-Sign'.



Signer
Add Signer(s)... **Pulling from Client Information screen**
☐ X Smith, Sally
☐ X Test, Entry
☒ X Test, Momma
 Select guardian co-signer
Click Co-Sign

Please note that while you can manually add a guardian as a co-signer by selecting "Other Signer(s)" as shown in the screenshots below, signatures added this way are considered invalid and will not trigger the CDAG. Manually added co-signers will appear as signers, but this has no functional impact on information sharing.



Signer **Invalid**
Add Signer(s)...
☒ Test, Entry
Other Signer(s)... ☐ X Smith, Sally
☐ X Test, Entry
☐ X Test, Momma

Signer

Co-Sign

Decline

Invalid

☐ X Smith, Sally
☐ X Test, Entry
☐ X Test, Momma

Add Other Signer

Name of signer:

Relationship to client:

OK

Cancel

Program Signed Assessments Report

Any ASCMI forms with a manually added guardian co-signer will show up labeled with an ‘M’ on the **Program Signed Assessments (Sac) (My Office) report**. For the ASCMI form to be functional and drop the CDAG, it should show with a ‘C’ (Client Signed) or ‘G’ (Guardian Signed) on the report.

ASCM: C- Signed by Client, G-Signed by Guardian, M- Signed by a manual addition, this will NOT drop CDAG (to allow sharing of data).

Program Signed Assessments

Client Name	Client ID	Age	Enrolled Date	Discharged Date	CANS	PSC35	ASCM SIGNED *
			05/15/25		06/08/26	06/08/26	
			02/16/24		05/21/26	05/20/26	06/24/26-C
			10/06/25			05/15/26	
			10/31/24		02/10/26	04/23/26	
			03/09/26		03/20/26	03/10/26	
			07/16/25	06/03/26			04/09/26-C
			12/03/25		01/21/26		
			08/27/25		03/26/26	03/26/26	05/28/26-M
			04/01/25		05/11/26	05/11/26	
			03/25/26		04/09/26	04/23/26	
			10/20/25		10/21/25	10/21/25	
			12/23/25		06/11/26	12/29/25	04/10/26-G