



Behavioral Health Services
Jail and Court Assessment Portal
User Guide

Introduction

The Jail and Court Assessment (JCA) Team provides behavioral health screening, crisis assessment, and linkage to services for justice-involved individuals with mental health and/or substance use needs. Our goal is to support diversion, stabilization, and connection to community-based services.

Jail and Court Assessment Portal has the following features:

1. Register for Access
2. Submit a Jail and Court Assessment Referral

Confidentiality Notice

All information submitted through this portal is protected under HIPAA and applicable privacy laws. Please do not include unnecessary personal health information.

To Get Started

1. Go to the Jail and Court Assessment Portal at <https://jcatreferral.saccounty.gov>.
2. Sign up using the Sign-Up button at the top right corner on the Home page.
3. You will be redirected to a short Registration form.
4. Fill it out. Click Register.
5. You will be required to confirm your email. Go to your email inbox and find a confirmation email, click the link Verify Email Address.
6. Once the email is confirmed, you will be logged into the JCA Portal.

Please note, you have one hour to confirm your email before the link expires and you have to repeat the registration process.

Please note, this registration is for your County of Sacramento User Profile. You may use these credentials for other departments and/or portals in County of Sacramento.

Inside the Portal

On the Home Page there is information about the Jail and Court Assessment Team, eligibility criteria and required information to submit a referral. Your logged in name will be in the top right-hand corner.

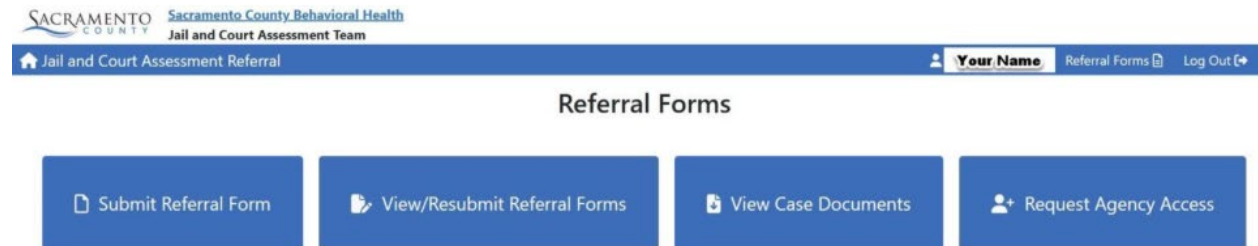
Next to your name is the Referral Forms button which will take you to the referrals page. And to the very right is the Log Out button.

On the far left is the Home Page button which will also take you to this Home Page. Top left is the County logo and a link to the Sacramento County Behavioral Health website.

To go to the Referral Forms page, click on the Referral Forms button in the top right-hand corner, next to your logged in name.

There are four separate actions you can do on the Referral Forms page.

1. Submit Referral Form
2. View/Resubmit Referral Form
3. View Case Documents
4. Request Agency Access



Submit Referral Form

To submit a Referral Form:

1. Click on the Submit Referral Form button.
2. Fill out all the required fields on the form. Required fields are marked with a red asterisk.
3. You may attach documents to the form in Word Document and PDF formats.
 - a. Click Choose Files.
 - b. In the pop-up window select the document from your device.
 - c. Click Open. The document is now attached.
 - d. You may add additional document information in the Description box.
4. Once you are done completing the form, click Submit. Your form will be submitted to the Jail and Court Assessment Team for review.
5. Come back to this website by logging in and checking the status of your form under the View/Resubmit Referral Form button.

View/Resubmit Referral Form

To Resubmit Referral Form:

1. Click View/Resubmit Referral Form.
2. Click Resubmit Form under Actions on the right side.
3. Update as needed.
4. Click Submit.

If the form has been returned after revision, then you may edit it, and resubmit it. The Review Status will display Returned to Submitter.

Return to Submitter Note will include details of why the form was returned. You will also see a yellow notification box on the Home Page whenever you have an unapproved or returned form.

You can also review your submitted referral forms on this page and monitor the Review Status. You cannot edit the form once it is submitted.

If your form has been approved, the Review Status will display Approved, and your Case will be opened. The documents that you attached to the form will now be displayed on the View Case Documents page.

View Case Documents

In this window you may view all case documents, whether submitted by you or attached by the case handler.

You can download documents by clicking on the Download button. It will automatically download to your device. You will likely find the document in Downloads on your device.

Request Agency Access

To request access to agency's referrals and cases:

1. Click Request Agency Access.
2. Click Request Access.
3. Choose referring agency in the drop down.
4. Add notes as needed in the Note text box.
5. Click Submit.

Contact Information

For questions about the referral process or eligibility, please contact Jail and Court Assessment Team at DHS-BHS-MH-Courts@sacounty.gov

To report an issue with the application, please submit a Help Desk ticket.