# Contra Costa County Behavioral Health - Credentialing Documentation Help Sheet

## New Provider
New to Contra Costa County Mental Health Plan?

- Complete a [Credentialing /Privileging Form](https://cchealth.org/mentalhealth/provider/) and [ShareCare ID Request Form](https://cchealth.org/mentalhealth/provider/)

## Three Year Recredentialing
Due for 3 year recredentialing?

- Complete a [Recredentialing Application](https://cchealth.org/mentalhealth/provider/)

## Existing Provider Requesting a New Credentialing Classification
Obtained a new professional license, additional education, or additional work experience?

- Complete a [Recredentialing Application](https://cchealth.org/mentalhealth/provider/)

## Existing Provider With Name Change
Changed legal name since last credentialing?

- Complete the [Credentialing Change Form](https://cchealth.org/mentalhealth/provider/)

## Existing Provider With a Facility Add or Change
Need to add and/or remove facilities?

- Complete the [Credentialing Change Form](https://cchealth.org/mentalhealth/provider/)

## Returning Provider
Returning to Contra Costa Mental Health Plan after a period of inactivity in the plan?

- If the time away from the plan has been less than 30 days, complete a [Credentialing Change Form](https://cchealth.org/mentalhealth/provider/).
- If the time away from the plan has been more than 30 days and the provider is still within their 3 year credentialing period, complete a [Recredentialing Application](https://cchealth.org/mentalhealth/provider/).
- If the time away from the plan has been more than 30 days and the provider is no longer within their 3 year credentialing period, complete a [Credentialing /Privileging Form](https://cchealth.org/mentalhealth/provider/) and [ShareCare ID Request Form](https://cchealth.org/mentalhealth/provider/).

## Terminated Provider
Need to terminate a provider in ShareCare because they are no longer employed with your agency/program?

- Complete the [Staff Termination Worksheet](https://cchealth.org/mentalhealth/provider/)

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All forms can be downloaded from our website at: [https://cchealth.org/mentalhealth/provider/](https://cchealth.org/mentalhealth/provider/)

*Click on the form names to access the document on our website*