



COUNTY OF SANTA CLARA  
**Behavioral Health Services**  
Supporting Wellness and Recovery

## MEMORANDUM

TO: BHSD Contracted Providers (CCPs)

FROM: Sherri Terao, Director, Behavioral Health Services Department

DocuSigned by:

*Sherri Terao*  
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RE: REMINDER-Grandfathered Providers Credentialing Applications due 4/1/22

DATE: March 14, 2022

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This is a follow-up to the memo distributed on January 10, 2022, (Grandfather Process for Credentialing). As outlined in that memo, BHSD requested that all grandfathered providers have their credentialing applications submitted by 4/1/22. If a provider or CCP is unable to meet this date, please notify the BHSD Business Office of the expected completion date. The timeline was set to ensure there is not a disruption in billing and allowing enough time for the full credentialing process to be completed.

For licensed professionals:

1. Complete CAQH app [CAQH ProView - Getting Started](#)
2. Submit VHP Credential Request Form to [BHSDCredentialing@vhp.sccgov.org](mailto:BHSDCredentialing@vhp.sccgov.org)

For non-licensed professionals:

1. Submit CPPA Form (PDF) to [BHSDCredentialing@vhp.sccgov.org](mailto:BHSDCredentialing@vhp.sccgov.org)

If you have questions on the credentialing process, please contact the Credentialing Team by email [BHSDCredentialing@vhp.sccgov.org](mailto:BHSDCredentialing@vhp.sccgov.org)

For general questions, please contact the Business Office by email [BHSDBusinessOffice@hhs.sccgov.org](mailto:BHSDBusinessOffice@hhs.sccgov.org)