


<p>California Department of Justice DIVISION OF LAW ENFORCEMENT Larry J. Wallace, Director</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> New Mental Health Firearms Prohibition Reporting System</p>	<p><i>No:</i> 2012-BOF-02</p>	<p><i>Contact for information:</i> Bureau of Firearms (916) 227-7550</p>
	<p><i>Date:</i> June 22, 2012</p>	

TO: California Mental Health Facility Directors

The purpose of this bulletin is to inform California mental health facilities of a change in reporting requirements **effective July 1, 2012**, pursuant to Welfare and Institutions Code (WIC) sections 8103, subdivisions (f)(2)(B), (g)(2)(B) and 8105, subdivision (b). Existing law requires mental health facilities to immediately report specified information to the Department of Justice (DOJ) regarding persons admitted to a mental health facility on the basis of their being a danger to themselves or others, or who are certified for intensive treatment. On January 1, 2011, Assembly Bill 302 (Beall) became law and amended WIC section 8103 by adding subdivisions (f)(2)(B) and (g)(2)(B) which require facilities to submit the above-mentioned reports to the DOJ **exclusively by electronic means** commencing July 1, 2012. To facilitate compliance, the DOJ, Bureau of Firearms (BOF) has developed a new Internet-based Mental Health Reporting System (MHRS). The new MHRS was made available for facilities to begin submitting user account requests and electronic reports effective June 11, 2012.

Since July 2009, the current online reporting system enabled facilities to submit reports via the Internet using a personal computer and a standard web browser. The new MHRS continues this ability while providing authorized facilities a more robust system with increased functionality and security. Facilities will now be able to preview, print and save copies of their submitted reports electronically at the time of online submission and are strongly encouraged to save copies of reports to accommodate future printing needs. BOF is not responsible for providing copies of reports submitted by facilities.

MHRS USER ACCOUNT INFORMATION

Obtaining an MHRS User Account

The MHRS is a new secure system that requires each authorized facility employee to have a unique email address, user name and password. Employee user names and passwords will be associated to the facility authorizing the employee's access. The MHRS user account process simplifies user password maintenance and facilitates the process of changing and/or requesting a new password. Users of the existing online prohibition reporting system will be required to request a new user account to access the new MHRS.

MHRS User Account Setup Process

The initial account set up process is as follows:

- Completion and submission of the attached MHRS Facility User Account Request form (BOF 08-950 (Rev. 04/2012)). This fillable form can also be obtained from the MHRS log-on page. Once **completed** and **signed**, facilities must submit the user account request form to BOF by mail, fax, or email as listed in the BOF contact information section below.
- Authorized facility employees must then access the MHRS log-on page at <https://mhirs.doj.ca.gov> and request an MHRS user account.
- Once approved, BOF will forward a confirmation email including the new account user name to the employee's email account as provided on form BOF 08-950.
- A separate email will be generated and forwarded with a temporary password (which the user must change) to the employee's email account provided on form BOF 08-950.

Available Training

Comprehensive training regarding the use of the new MHRS is available to all facilities free of charge. If you wish to request and/or schedule training, please contact the BOF's Training Information and Compliance Section at (916) 227-7527.

Fillable BOF Forms Available Online

In an effort to make available all documents associated with firearm prohibition reporting, the following forms will be available as fillable forms and can be downloaded from the MHRS Main Menu page: (1) Patient Notification of Firearm Prohibition and Right to Hearing (BOF 4009B) and (2) Request for Hearing for Relief from Firearm Prohibition (BOF 4009C).

BOF Contact Information

We are available at your convenience to assist you in transitioning to the new reporting process. For system-related issues, please use the "Report an Issue" tab located on the MHRS navigation bar. For issues related to prohibition reporting, please feel free to contact the Bureau of Firearms using the information below.

- MHRS General Telephone Line - (916) 227-7550
- MHRS Facsimile - (916) 227-1021
- MHRS Email – mhrs-support@doj.ca.gov
- MHRS Mailing Address - P.O. Box 168048, Sacramento, CA 95816-8048

Sincerely,



STEPHEN LINDLEY, Chief
Bureau of Firearms

For KAMALA D. HARRIS
Attorney General