



TO: Applicant for Community Residential Mental Health Facilities

FROM: John T. Hudgens, Director
Provider Certification Division

SUBJECT: Application Packet – Community Residential Mental Health Facilities

Thank you for notifying the Department of Mental Health and Substance Abuse Services (DMHSAS) of the planned implementation of a Community Residential Mental Health program.

Title 43A, § 3-315 requires that community residential mental health programs in this state be certified by the Department of Mental Health and Substance Abuse Services prior to entering into a contract with the Department. **However, please be advised that certification does not confer entitlement to a contract with the Department. Any questions regarding the possibility of a contract with the Department should be addressed to Community-Based Mental Health Services at (405) 522-3849.**

We have enclosed a copy of the following DMHSAS Standards and Criteria:

- Oklahoma Administrative Code (OAC) 450 Chapter 1, which contains rules governing certification
- OAC 450 Chapter 16, the Department's residential care standards
- OAC 450 Chapter 15, standards pertaining to consumer rights

The standard application for community residential mental health program certification is enclosed for completion and submission. We will determine eligibility for certification for only those services indicated under Section F of the application. Please note that it is necessary to submit copies of all required documentation as specified. The application will not be considered complete until all required documentation is received by the Department.

Please do not submit the application and the \$100.00 fee until the following are in place: 1) a facility; and 2) thorough program policies, procedures, and forms.

Upon receipt of the completed application and determination of potential certification eligibility, the Department will schedule an on-site review of the program. Based on the completeness and quality of program documentation and the acceptability of the facility, the program may be recommended for Temporary Certification.

Your program will be reviewed utilizing the standards effective at the time of your review. The review will consist of one site visit for determination of compliance with applicable Department Standards and Criteria. In the event the facility falls within the Conditional

Certification range, 51% to 99% (refer to OAC 450:1-9-7), there will be an opportunity to respond in writing to the cited deficiencies. Certification scores may be amended based on submitted documentation verifying correction to cited deficiencies.

Temporary Certification may be granted for six months. Certification cannot be recommended until reviewers are able to verify the level of compliance to all applicable standards. During the six-month Temporary Certification period, a follow-up on-site review will be provided by our staff. During this visit, we will check: 1) any standards with which the program has been out of compliance during the first on-site review, and 2) any standards on the protocol which did not apply to the program during the initial on-site review due to the program's developmental status.

After Temporary Certification is granted, your program MUST achieve Certification within six (6) months, or a recommendation of revocation will be made to the DMHSAS Board. [OAC 450:1-9-7(c)]

Copies of the enclosures can be obtained by contacting the Department's Prevention Resource Center at (405) 522-3810. The administrative rules may also be accessed on the ODMHSAS website at www.odmhsas.org/publications/hm#adminrules. Title 43A may be accessed at www.oscn.net/applications/oscn/index.asp.

If you have questions, please call Provider Certification staff at (405) 522-3800. When we receive the application and the required documentation, we will schedule an on-site review. The application and required documentation may be mailed or delivered to the address listed below or to Provider Certification, 2401 N.W. 23rd, Suite 85, Oklahoma City, OK 73107.