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TO: Applicant for ODMHSAS Provider Certification

FROM: John T. Hudgens, Director
Provider Certification

RE: Certification Applications

Thank you for your interest in serving our fellow Oklahomans who need substance abuse or mental health treatment services. Title 43A of the Oklahoma Statutes vests ODMHSAS with the authority to certify treatment providers and Community Residential Mental Health programs in Oklahoma. Statutes further assert that only certified programs may operate within the state and that ODMHSAS must promulgate regulations for that process. Those regulations are referred to as ODMHSAS Standards and Criteria. These are approved by the ODMHSAS Board, the Legislature, and the Governor as part of the Oklahoma Administrative Code (OAC 450). The standards are designed to assure continued quality of services, the advancement of best practices, and the protection of the dignity and rights of those who receive services. In pursuit of those interests, our staff are committed to providing you prompt and thorough customer service as you pursue new or continued approval to operate your services.

Please refer to the applicable section of this 2008 Provider Toolkit for your application needs, which will include the Application for Certification, ODMHSAS Standards and Criteria, and other documentation applicable to treatment or residential health services.

It is critical that you do not submit your application or certification fee until the following items are in place: 1) a governing authority; 2) organization by-laws; 3) approval for occupancy (i.e., any renovations, construction, maintenance, etc. must be completed before the review is conducted); and, 4) program policies, procedures, including applicable forms. If your organization has a current national accreditation and that is specified on your application, you may request that accreditation be accepted as compliance with certain Department standards. (See the information noted on the application form.) Please also note that eligibility for certification can only be considered for the specific services and locations you designate on your application.

Upon determination of a complete application packet and eligibility to be considered for certification, Provider Certification staff will promptly schedule an on-site review of your program in accordance with the process established for all providers. You may also contact Provider Certification staff, within six months of your anticipated on-site review, to request a Certification Site Visit Protocol in an electronic format. Many providers find this helpful as they prepare for the Site Visit. The review will consist of one site visit to determine compliance with applicable ODMHSAS Standards and Criteria. In the event the facility's initial compliance score is between 51% and 99% (refer to OAC 450:1-9-7), there will be an opportunity to respond in writing to the deficiencies. Certification scores may be amended based on submitted documentation verifying correction to cited deficiencies in accordance with procedures established for all provider applicants.

In accordance with statute, actual treatment may not be provided by your organization until, at a minimum, a Temporary Certification status has been granted by ODMHSAS. Typically, your first site visit will be to determine compliance with standards related to Temporary Certification. Temporary Certification may be granted for six months, giving treatment programs sufficient time to accept clients and implement client case record-keeping.

During the six-month Temporary Certification period, a follow-up on-site review will be conducted by our staff. During this visit, we must review: 1) any standards which were out of compliance during the first on-site review; and 2) standards on the protocol which did not apply to the program during the initial on-site review due to the program's developmental status. Client case record-keeping will be a primary focus of this review. Full Certification status cannot be recommended until reviewers are able to verify the quality of record-keeping practices and full compliance with all other minimum standards. **After Temporary Certification is granted, your program MUST achieve Certification within six (6) months, or a recommendation of revocation may be made. [OAC 450:1-9-7(c)]**

Please be advised that certification does not confer entitlement to a contract with the Department of Mental Health and Substance Abuse Services.

Your program will be reviewed utilizing ODMHSAS Standards and Criteria effective in July 2008. Additional copies of the enclosures can be obtained by contacting the Department's Prevention Resource Center at (405) 522-3810. The Standards and Criteria may also be accessed on the ODMHSAS website at www.odmhsas.org/publications.htm. Title 43A may be accessed at www.oscn.net/applications/oscn/index.asp.

Please call Provider Certification staff at (405) 522-3800 if you have any questions.

JTH/cll