



## **Certification Procedures for Certifying Residential Substance Use Disorder Treatment Facilities**

*To provide residential substance use disorder treatment services for court-ordered or referred clients, the provider must seek appropriate national accreditation.*

### **To obtain an initial six (6) month provisional certification to provide residential substance use disorder treatment services for court-ordered or referred clients:**

The provider must submit and have approved in Behavioral Health Division (Division) desk audit review:

- A Policy and Procedures Manual comprehensively covering Level 3.1 and above, as applicable.
- All required new provider documentation required within the online application for “New Providers”.
- Photos of the physical plant.
- A written letter to the Division outlining where the provider is at in the process of obtaining national accreditation of services.
  - Questions to consider: Has the provider obtained connection with a national accreditation regional representation and started the communication with the national accreditation organization regarding information needed prior to the initial six (6) month operational period necessary before application can be submitted for survey?

### **To obtain renewal of state certification to provide residential substance use disorder treatment services for court-ordered or referred clients:**

*National Accreditation has been obtained and documentation submitted; or, the Division will either conduct an onsite visit or an extensive desk audit review, utilizing Center for the Application of Substance Abuse Technologies (CASAT guidelines) and Division checkoff lists.*

National Accreditation has been obtained: The provider must submit a copy of the national accreditation survey report showing accreditation for behavioral health standards matching the levels of service the provider has applied to be state certified for.

Or

On-site visit or Division extensive desk audit review. Under an extensive desk audit review, the provider must submit and have approved the following documentation:

- All required non-accredited, private provider renewal forms and documentation within the online application for “Renewal Providers”.
- A redacted copy of a current client’s clinical record via secure email. Extensive review of clinical records will be conducted by the Division.
- Current photos of the physical plant.
- A written letter to the Division outlining where the provider is at in the continued process of obtaining national accreditation of services. The provider will have been up and running for six (6) months at this time and should be applying for national accreditation survey.
  - It is during this one (1) year period of time that the provider is expected to apply for national accreditation survey, obtain the on-site survey, and submit subsequent post-survey report documents to the Division.