

**Department of Behavioral Health
TRANSMITTAL LETTER**

SUBJECT DBH Provider Certification of Out-of-State Applicants		
POLICY NUMBER DBH Policy 340.3	DATE OCT 03 2015	TL# 291

Purpose. To establish the Department of Behavioral Health’s (DBH) policy for out-of-state applicants for DBH provider certification. This policy addresses requirements and exceptions regarding service location and application processing procedures.

Applicability. This policy applies to:

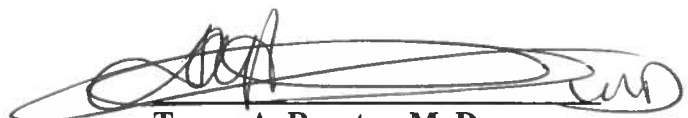
- Out-of-state, community-based provider applicants whose facility and staff are duly licensed or certified by the state in which the applicant is located and who are currently serving or intend to serve DC residents who are eligible DBH consumers temporarily residing in the same state as the applicant; or,
- Out-of-state, community-based provider that intends to provide DBH services to DC residents exclusively in DC locations, such as in schools and homes, by staff who possess DC professional licenses or appropriate certifications, registrations or credentials as required by 22 DCMR A34 Mental Health Rehabilitation Services (MHRS) Certification Standards, dated November 9, 2001 and A; and
- DBH Office of Accountability, Division of Certification (OA/DOC) staff and other DBH staff with any role in the certification process.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority (BHA) offices.


Effective Date. This policy is effective immediately.

Superseded Policy. DMH Policy 340.3, Certification of Out-of-State Applicants as MHRS Providers, dated February 02, 2004.

Distribution. This policy will be posted on the DBH web site at www.dbh.dc.gov under Policies and Rules. Applicable entities are required to ensure that affected staff is familiar with the contents of this policy.



Tanya A. Royster, M. D.
Acting Director, DBH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF BEHAVIORAL HEALTH	Policy No. 340.3	Date OCT 03 2015	Page 1
	Supersedes DMH Policy 340.3, same title, dated February 02, 2004		
Subject: DBH Provider Certification of Out-of-State Applicants			

1. **Purpose.** To establish the Department of Behavioral Health’s (DBH) policy for out-of-state applicants for DBH provider certification. This policy addresses requirements and exceptions regarding service location and application processing procedures.

2. **Applicability.** This policy applies to:

- Out-of-state, community-based provider applicants whose facility and staff are duly licensed or certified by the state in which the applicant is located and who are currently serving or intend to serve DC residents who are eligible DBH consumers temporarily residing in the same state as the applicant; or,
- Out-of-state, community-based provider that intends to provide DBH services to DC residents exclusively in DC locations, such as in schools and homes, by staff who possess DC professional licenses or appropriate certifications, registrations or credentials as required by 22 DCMR A34 Mental Health Rehabilitation Services (MHRS) Certification Standards, dated November 9, 2001 and A; and
- DBH Office of Accountability, Division of Certification (OA/DOC) staff and other DBH staff with any role in the certification process.

3. **Authority.** Department of Behavioral Health Establishment Act of 2013; 22 DCMR A34 Mental Health Rehabilitation Services (MHRS) Certification Standards; and 22 DCMR Chapter A63, Certification Standards for Substance Use Disorder Treatment and Recovery Providers.

4. **Definitions.**

4a. Certification – the written authorization from DBH rendering an entity eligible to provide behavioral health services: mental health and substance use disorder treatment services and supports. DBH grants certification for a two-year period to community-based organizations that submit a certification application and satisfy all the certification standards.

4b. District of Columbia Residents - persons who voluntarily live in the District and have no intention of presently moving themselves from the District. The term “residents of the District of Columbia” shall not include persons who live in the District solely for a temporary purpose. Residency shall not be affected by temporary absence from and the subsequent return or intent to the District. Residency shall not depend upon the reason that persons entered the District, except to the extent that it bears upon whether they are in the District for a temporary purpose.

4c. Out-of-State Provider or Applicant –a provider who does not have a service site located in the District of Columbia.

5. **General Requirements.** All DBH provider certification applicants must be established as a legally recognized entity in the United States, qualified to do business in DC and have a service site in the District of Columbia except under the circumstances set forth in Section 6 below.
6. **DC Service Site Not Required.** Providers meeting the following requirements are not required to have a D.C. service site in order to submit an application for certification:
- 6a. Out-of-state, community-based provider applicants whose facility and staff are duly licensed or certified by the state in which the applicant is located and who are currently serving or intend to serve a DC resident who is an eligible DBH consumer temporarily residing in the same state as the applicant (e.g., a Maryland provider applicant providing services to a DC child in foster care located in Maryland);
- 6b. Out-of-State applicants who intend to provide DBH services to DC residents exclusively in DC locations, such as in their school and home settings, by staff with DC professional licenses or appropriate certifications, registrations or credentials. The staff must also meet the qualified practitioner and credentialed staff requirements set forth in mental health and substance use disorder services provider certification standards specified in section #3 of this policy (above).
7. **Procedures.**
- 7a. OA/DOC shall forward the out-of-state applicant a certification application upon request and log the application.
- 7b. The applicant shall return the completed application forms and all other required documents to OA/DOC, along with a separate, confidential statement explaining which exception applies to the applicant and why.
- 7c. OA/DOC shall process the application in accordance with standard internal procedures, which may include an on-site survey of the provider's services and physical location at the out-of-state site to determine if the applicant satisfies all of the certification standards.
- 7d. If the OA/DOC determines that an on-site survey is required, OA/DOC shall send the applicant timely and appropriate notice and conduct the survey in accordance with the DBH provider certification standards for services provided.
- 7e. If the standards require compliance with certain site specific permits or certifications, such as fire inspections, OA/DOC may accept reports, permits or certificates from the appropriate state or local governmental agency where the provider's site is located if valid throughout the application and certification period.
- 7f. If the out-of-state applicant meets all of the certification standards and the provisions of this policy, DBH shall issue the provider with a certification certificate, signed by the DBH Director.
- 7g. The out-of-state applicant must comply with all pre and post DBH provider certification implementation requirements set forth in the specified provider standards, DBH policies or other directives.
8. **Inquiries.** Questions related to this policy should be addressed to the Office of Accountability at (202) 673-2292.

Approved by:

Tanya A. Royster, M.D.
Acting Director, DBH


(Signature)  10/8/15
(Date)