

**Department of Mental Health
TRANSMITTAL LETTER**

SUBJECT Certification of Out-of-State Applicants As MHRS Providers		
POLICY NUMBER DMH Policy 340.3	DATE February 2, 2004	TL# 40

Purpose. To establish the exceptions to the Department of Mental Health’s (DMH) policy that all applicants for certification as Mental Health Rehabilitation Services (MHRS) providers must have a service location in the District of Columbia (DC) and to establish the 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 they are located and who are currently serving a DC resident who is an eligible MHRS consumer temporarily residing in the same state as the applicant; or,
- Out-of-state, community-based provider applicants who intends to provide MHRS 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 Chapter 34; and
- DMH Office of Accountability, Division of Certification (OA/DOC) staff and other DMH staff with any role in the certification process.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate MHA offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH and DMH contractors must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in Volume I of the blue **DMH** Policy and Procedures Manual, and contractors must ensure that this policy is maintained in accordance with their internal procedures.

*If any CMHS or DMH policies are referenced in this policy, copies may be obtained from the DMH Policy Support Division by calling (202) 673-7757.

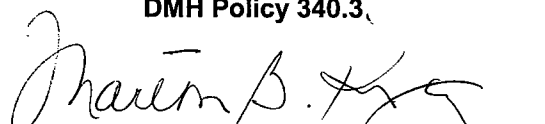
ACTION

REMOVE AND DESTROY


NONE

INSERT

DMH Policy 340.3



Martha B. Knisley
Director, DMH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF MENTAL HEALTH	Policy No. 340.3	Date February 2, 2004	Page 1
	Supersedes NONE		

Subject: Certification of Out-of-State Applicants As MHRS Providers

1. **Purpose.** To establish the exceptions to the Department of Mental Health's (DMH) policy that all applicants for certification as Mental Health Rehabilitation Services (MHRS) providers must have a service location in the District of Columbia (DC) and to establish the 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 a DC resident who is an eligible MHRS consumer temporarily residing in the same state as the applicant; or,
 - Out-of-state, community-based provider that intends to provide MHRS 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 Chapter 34; and
 - DMH Office of Accountability, Division of Certification (OA/DOC) staff and other DMH staff with any role in the certification process.
3. **Authority.** MHRS Certification Standards, dated November 9, 2001; and the Mental Health Service Delivery Reform Act of 2001.
4. **Definitions/Abbreviations.**
 - 4a. DCMR – District of Columbia Municipal Regulations
 - 4b. DMH – District of Columbia Department of Mental Health
 - 4c. Mental Health Rehabilitation Services or MHRS – are those mental health rehabilitative or palliative services administered by DMH and rendered by a DMH-certified community mental health provider to eligible consumers who require such services as described in 22 DCMR Chapter 34. The services presently include: *diagnostic/assessment, *medication somatic treatment, *counseling and psychotherapy, *community support, crisis/emergency, rehabilitation, intensive day treatment, community-based intervention and assertive community treatment (*=core services; remaining services are specialty services).
 - 4d. Certification – the written authorization from DMH rendering an entity eligible to provide MHRS. DMH grants certification for a two-year period to community-based organizations that submit a certification application and satisfy all the certification standards set forth in 22 DCMR Chapter 34.
 - 4e. District of Columbia Residents - means 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 return 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.

- 4f. Eligible consumers of MHRS – are children and youth with mental health problems and adults with mental illness as described in the Mental Health Service Delivery Reform Act of 2001, certified as requiring MHRS by a qualified practitioner and who have a primary diagnosis on either Axis 1 or 2 of the DSM-IV.
- 4g. Out-of-State Provider or Applicant – is a provider who does not have a service site located in the District of Columbia.
5. **General Requirements.** All MHRS applicants must be established as a legally recognized entity in the United States, qualified to do business in DC as provided for in 22 DCMR Section 3410.1 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**
- 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 a DC resident who is an eligible MHRS consumer temporarily residing in the same state as the applicant (for example, 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 MHRS 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 22 DCMR Sections 3413.1 and 3413.2.
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 and all required documents to OA/DOC, along with a separate, confidential statement explaining which exception applies to the applicant and why.
- 7c. If the applicant claims an exception under 6a, the applicant shall disclose in this confidential statement the names and addresses of all eligible MHRS consumers the applicant currently serves.
- 7d. 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.
- 7e. 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 22 DCMR Section 3401.4.
- 7f. If the MHRS 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 in which the provider's site is located if valid throughout the application and certification period.
- 7g. If the out-of-state applicant meets all of the certification standards and the provisions of this policy, DMH shall issue to the provider a certification certificate, signed by the DMH Director.

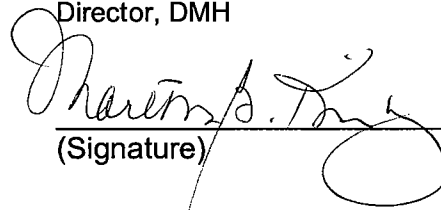
7h. The out-of-state applicant must comply with all pre and post MHRS implementation requirements set forth in the MHRS standards or DMH policies or other directives.

8. **Inquiries.** Questions related to this policy should be addressed to the Office of Accountability at (202) 673-2292.

9. **Related References.** Mental Health Rehabilitation Services Provider Certification Standards, 22, DCMR Chapter 34.

Approved by:

Martha B. Knisley
Director, DMH



(Signature)

2/2/04

(Date)