



MHSAS OFFICE OF CERTIFICATION POTENTIAL PROVIDER ORIENTATION

Alabama Department of Mental Health

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Mental Illness and Substance Abuse Services
Division
P.O. Box 301410
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www.mh.alabama.gov

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MHSA OFFICE OF CERTIFICATION

SITE REVIEW TEAM

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**YOU WILL RECEIVE A CERTIFICATE FOR ATTENDING
THIS ORIENTATION**

**HOWEVER, ATTENDING THIS ORIENTATION DOES
NOT MEAN YOU ARE CERTIFIED TO PROVIDE
SERVICES. THIS CERTIFICATE EXPIRES ONE (1) YEAR
FROM TODAY.**



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WHO ALL ARE UNDER THE IMPRESSION THAT MHSAS CERTIFICATION MEANS FUNDING/CONTRACT?

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WHAT CERTIFICATION DOES NOT MEAN

ADMH Certification **DOES NOT** constitute a contractual agreement between Mental Health Substance Abuse Division (MHSA) and the service provider for services. You are responsible for your funding source.



- ✓ **ATTENDING THIS TRAINING WILL NOT GUARANTEE CERTIFICATION.**
- ✓ **YOUR FUNDING SOURCE IS UP TO YOU.**
- ✓ **BECOMING CERTIFIED DOES NOT MEAN YOU WILL RECEIVE FUNDING OR A CONTRACT FROM ADMH OR MEDICAID.**
- ✓ **YOU ARE RESPONSIBLE FOR DEVELOPING A RELATIONSHIP WITH COMMUNITY MENTAL HEALTH PROVIDERS OR OTHER COMMUNITY RESOURCES FOR REFERRALS TO YOUR PROGRAM.**
- ✓ **EXECUTIVE DIRECTOR MUST MEET QUALIFICATIONS IN ORDER FOR APPLICATION TO BE REVIEWED. IF ED DOES NOT MEET CRITERIA, APPLICATION WILL BE DENIED.**
- ✓ **IF YOU SUBMIT RESUME OF CLINICAL DIRECTOR WITH APPLICATION, THEY MUST MEET QUALIFICATIONS PER CODE TO BE REVIEWED. IF CD DOES NOT MEET CRITERIA, APPLICATION WILL BE DENIED.**



IF YOU HAVE QUESTIONS REGARDING POTENTIAL FUNDING/CONTRACT CONTACT:

- ❖ **SUBSTANCE ABUSE**– Nicole Walden, Director of Substance Abuse Treatment and Development – Nicole.walden@mh.alabama.gov
- ❖ **PREVENTION SERVICES** – Beverly Johnson, Director of Prevention Services – Beverly.Johnson@mh.alabama.gov



WHY IS CERTIFICATION REQUIRED?

Alabama Department of Mental Health is the state agency responsible for serving Alabama citizens with mental illnesses, developmental disabilities, and substance use disorders. The department was formally established by Alabama Act 881 in 1965. ADMH's authority is defined in Code of Alabama 1975, Section 22-50-1 thru 22-50-90.

Compliance is required by LAW!

580-3-23-.02 (3) It is under this statutory authority that the Department of Mental Health requires compliance with these standards through these certification regulations by entities that hold themselves out as providers of services to persons with mental illness, developmental disabled, and/or substance abuse in the State of Alabama.



EXEMPTIONS TO 580-3-23

- ❖ **General or psychiatric hospitals licensed as such by the Alabama Board of Public Health**
- ❖ **Public or private educational institutions.**
- ❖ **Qualified member of professions in their own private practice (such as licensed physicians, psychologists, psychiatrists, social workers, license counselor, etc.)**



CERTIFICATION APPLICATION PROCESS FEE

- ❖ A \$1500 non-refundable application fee will be assessed (cashier's check made payable to Alabama Department of Mental Health) for all new provider applications.
- ❖ The applicant will submit application along with all required documents to the Office of Certification Administration along with the certificate you received during Potential Provider Orientation.
- ❖ The Office of Certification Administration will document receipt of the application packet and hold such until the criminal background checks and finger print cards are received and processed by BSI.
- ❖ The Office of Certification Administration will forward the complete application, including background check information, to the Office of MHSAS Certification for review, final approval and processing the application.



- ❖ The Director of MHSAS Certification, along with SA Treatment Services Director or designee, will review the complete packet, communicate any corrections needed to you and make recommendations regarding approval.
- ❖ Upon approval by the Office of MHSAS Office of Certification, the Office of Certification Administration will mail a letter to the agency to request the \$1500 non-refundable application fee in the form of a cashier's check made payable to Alabama Department of Mental Health from the applicant. **DO NOT MAIL CASHIER'S CHECK UNTIL YOU RECEIVE THIS LETTER**
- ❖ Once received, the Office of Life Safety and Technical Services will be notified to schedule and conduct an inspection of the property to be certified.
- ❖ When property has been given approval by Life Safety and Technical Services, the provider will be issued a Temporary Operating Authority (TOA) by the Office of Certification Administration.



IMPORTANT LINKS:

Link to Certified Substance Abuse Providers

<http://www.mh.alabama.gov>

Be sure to look at the links above to see what type of services are being offered in your county and what the gaps in services may be for your area.

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CERTIFICATION



CONTRACT OR FUNDING

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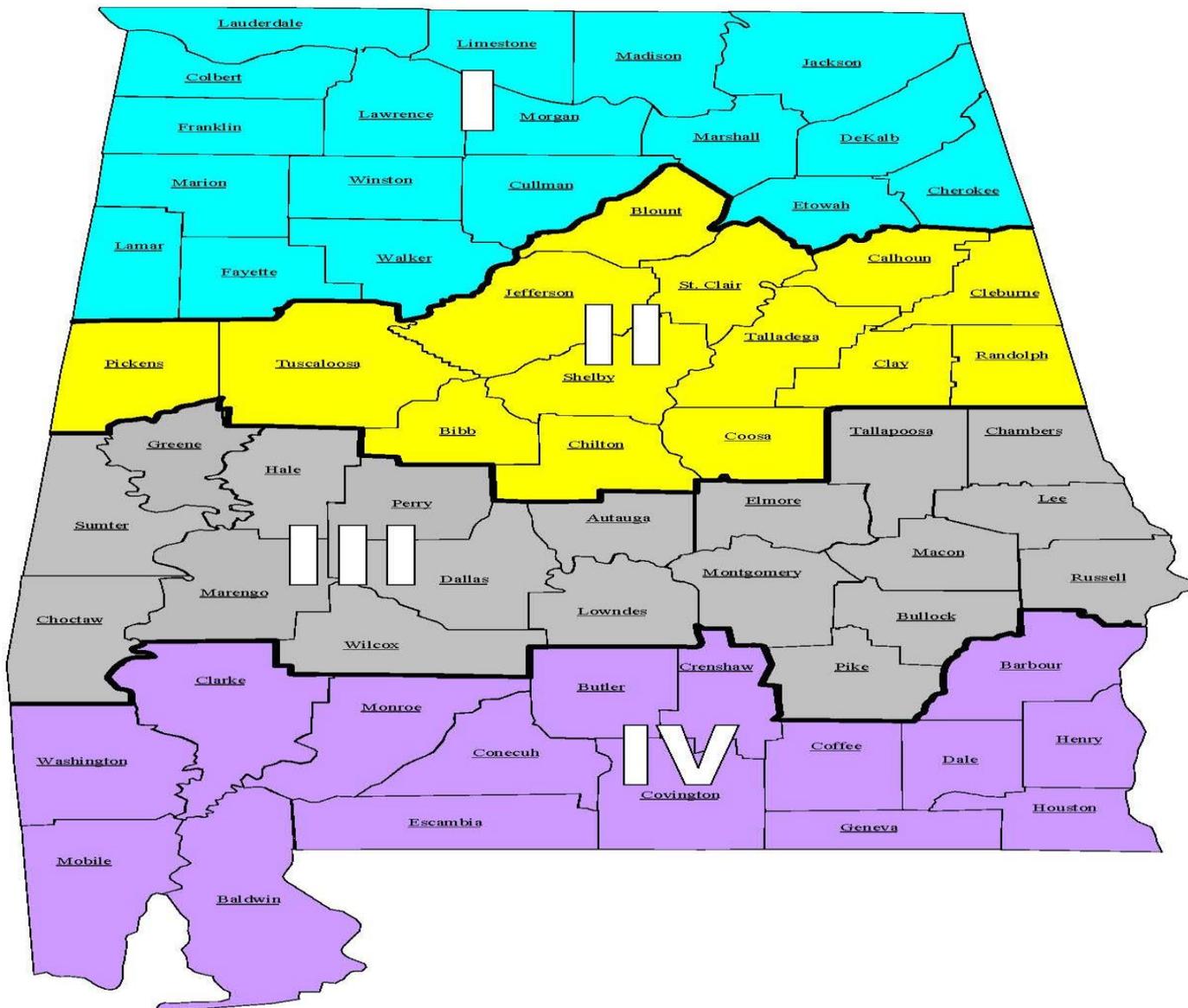


SUBSTANCE ABUSE SERVICES

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SUBSTANCE ABUSE PROVIDER REGIONAL MAP



SUBSTANCE ABUSE SERVICES
ADMINISTRATIVE CODE CHAPTER 580-9-44
and
MHSAS ADMINISTRATIVE CODE 580-2-20
PROGRAM OPERATIONS

Policy and Procedure Manual
requirements

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ADMINISTRATIVE CODES AND TABLE OF CONTENT OF P&PS

- **580-9-44-.02 Personnel and 580-2-20-.03 Personnel**
- **580-9-44-.09 Incident Reporting – procedures and forms – must include MHSAS required procedures as well as your agency's.**
- **580-9-44-.10 Infection Control**
- **580-9-44-.12 Operational Policies and Procedures Manual**
- **580-9-44-.13 Program Description**
- **580-2-20-.04 Recipient Protection**
- **580-2.20-.07 Performance Improvement**

All must be
addressed
in policy
and
procedure
manual



EXECUTIVE DIRECTOR

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- (1) There shall be a full-time executive director who has overall responsibility for the operation of the agency. The executive director shall:
 - (a) Have at least a master's degree in Public Health, Business Administration, Public Administration, Psychology, Counseling, Social Work or related field and at least five years managerial experience in a mental health or substance abuse treatment setting; or
 - (b) Have a Bachelor's Degree in Public Health, Business Administration, Public Administration, Psychology, Counseling, Social Work or related field and at least ten (10) years managerial experience in mental health or substance abuse treatment setting.



- (c) Notify MHSAS of changes in Executive Director.
- (d) Be verified for compliance with ADMH Administrative Code by ADMH MHSAS certification process.



CLINICAL DIRECTOR

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- (2) There shall be a full-time Clinical Director (in addition to the Executive Director) who has full-time responsibility for the quality of clinical care and the appropriateness of clinical programs as delineated in the job description. The Clinical Director shall:
 - (a) Have a minimum of either a master's degree in psychology, social work, counseling, or psychiatric nursing and have a minimum of 3 years post master's relevant clinical experience or be a physician who has completed an approved residency in psychiatry.
 - (b) For agencies who provide substance abuse treatment services, have a license or a substance abuse counselor certification credential from the Alabama Association of Addiction Counselors, National Association of Alcoholism and Drug Abuse Counselors, Alabama Alcohol and Drug Abuse Association, or International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.



- (c) Notify MHSAS of changes in Executive Director.
- (d) Be verified for compliance with ADMH Administrative Code by ADMH MHSAS certification process.



BUSINESS MANAGER/CHIEF FINANCIAL OFFICER OR EQUIVALENT

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- (a) The financial accounting operations of a service provider organization with a total annual budget exceeding \$750,000 shall be supervised by a full time employee or contracted service who has the following qualifications:
 - 1. At least a bachelor's degree in accounting or business, finance, management, public administration, with at least three (3) college accounting courses.
 - 2. At least two years accounting experience.



- (b) The financial accounting operations of a service provider organization with a total annual budget less than \$750,000 shall be supervised by an employee or contracted service who/which has the following qualifications:
 - 1. Demonstrated familiarization with Generally Accepted Accounting Principles and;
 - 2. At least two (2) years accounting/bookkeeping experience.



IMPORTANT INFORMATION REGARDING ANY CHANGES IN ED OR CD

- If there is a change in Executive Director you must:
 - Notify ADMH Office of Certification Administration ASAP so that a background and fingerprint packet can be mailed to new ED or Interim ED and
 - Complete certification application and other appropriate paperwork – resume, job description, transcripts and new organizational chart
- Clinical Director, you must
 - Notify ADMH Office of Certification Administration ASAP and complete and submit certification application and other appropriate paperwork – resume, job description, transcripts and new organizational chart



Other personnel requirements:

- Substance abuse staff must meet requirements per Administrative Code and if not licensed or certified they must be eligible for professional licensure or certified as a substance abuse professional:
 - <http://www.aadaa.us> or
 - <http://www.naadac.org/about>



“WHAT SUBSTANCE ABUSE SERVICES DO YOU
WANT TO PROVIDE?”

Choose what service you want to apply for and
READ THE CODE.



OUTPATIENT OR INTENSIVE OUTPATIENT

- 580-9-44-.14 Level 0.5: Early Intervention
- 580-9-44-.15 Level I: Outpatient Treatment
- 580-9-44-.16 Level I-D: Ambulatory Detoxification Without Extended On-Site Monitoring
- 580-9-44-.17 Level II.1: Intensive Outpatient Treatment
- 580-9-44-.18 Level II.5: Partial Hospitalization Treatment Program
- 580-9-44-.19 Level II-D: Ambulatory Detoxification With Extended On-Site Monitoring



RESIDENTIAL SERVICES

- 580-9-44-.20 Level III.01: Transitional Residential Program
- 580-9-44-.21 Level III.1: Clinically Managed Low Intensity Residential Treatment Program
- 580-9-44-.22 Level III.2-D: Clinically Managed Residential Detoxification
- 580-9-44-.23 Level III.3: Clinically Managed Medium Intensity Residential Treatment Program For Adults
- 580-9-44-.24 Level III.5: Clinically Managed Medium Intensity Residential Treatment Program For Adolescents



RESIDENTIAL SERVICES

- 580-9-44-.25 Level III.5: Clinically Managed High Intensity Residential Treatment Program For Adults
- 580-9-44-.26 Level III.7: Medically Monitored Intensive Residential Treatment Program For Adults
- 580-9-44-.27 Level III.7: Medically Monitored High Intensity Residential Treatment Program For Adolescents
- 580-9-44-.28 Level III.7-D: Medically Monitored Residential Detoxification



ADMINISTRATIVE CODE REQUIREMENTS FOR SUBSTANCE ABUSE

- Must be trained on the 6 dimensions of American Society of Addiction Medicine (ASAM).
- Must use ADMH Approved Screening Tool (found as a part of the MHSAS Integrated Placement Assessment:
 - UNCOPE (ADULTS)
 - CRAFT (ADOLESCENTS)
- Must use the DMH Integrated Placement Assessment Tool for assessing the client needs:

<http://www.mh.alabama.gov/SATR/AssessmentPlacement.aspx>



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PREVENTION SERVICES

580-9-47

Visit: <http://www.mh.alabama.gov>

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Contact Beverly Johnson, Director Prevention Services
Beverly.Johnson@mh.alabama.gov

- 580-9-47-.01 Definitions – do not include in application
- 580-9-47-.02 Personnel
 - Full-time Executive Director
 - Prevention Director
 - Prevention Service Provider
- 580-9-47-.03 Prevention Records
- 580-9-47-.04 Community Planning
- 580-9-47.05 Prevention Strategies
- 580-9-47.06 Performance Improvement



POLICY AND PROCEDURE MANUAL

- ❖ A policy and procedures manual is a crucial tool for running a business.
- ❖ It serves as a consistent source for organizational policy, which are the overall regulations that govern the business, and the procedures that define how those policies will be implemented.
- ❖ A policy and procedure manual exists to answer the who, what, when, where and how of operations. It spells out for all employees what is expected of them and how to accomplish it.
- ❖ It contains instructions on how to perform a task.
- ❖ It ensures routine jobs get performed safely and in compliance with the Administrative Code.



- ❖ Your policy and procedure manual can be a three ring binder, a folder on a network share drive. What's important is that everyone understands what constitutes your policy and procedure manual and where a policy or procedure can be found when someone needs it.
- ❖ Your policy and procedure manual will be unique to your agency and programs, and should contain the required minimum policies listed in the Administrative Code.
- ❖ Therefore, you must be familiar with the entire Administrative Code and other laws that pertain to operating a behavior health program such as HIPPA, 42 C.F.R. Part 2, Evidence Based Practices for the population you intend to serve.



- ❖ Procedures are really about communication.
- ❖ Your employees need to understand what is expected of them.
- ❖ Your employees need a procedures manual to reference for training.
- ❖ Your supervisors need a policy manual to reference for managing business processes.
- ❖ By documenting your procedures, you are communicating what is important for growth, quality, and customer satisfaction.



- Your **POLICY** is the Administrative Code.
- Use the Administrative Code numbers.
- Your **PROCEDURE** is the who, what, when, where and how of operations.
- It spells out for all employees what is expected of them and how to accomplish it.
- It contains instructions on how to perform a task.
- It ensures routine jobs get performed safely and in compliance with the Administrative Code.



Example:

Date of Policy: January 23, 2014

Date updated: January 15, 2015

Approved by Board: (Annually)

Administrative Code: 580-9-44-.10(2)(g) Infection Control.

The entity shall develop, maintain, and document compliance with a written plan for exposure control relative to infectious diseases that shall, at a minimum, include the following requirements:

- (g) TB Testing for all employees prior to initiation of duties after hiring and annually thereafter.

Procedure:

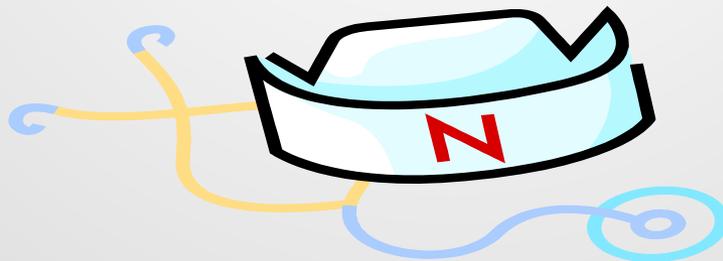
- Prior to employment and annually in the month of September, all persons hired by organization shall be required to have a TB test. For employees who in the past have been treated for TB and cannot utilizing skin or blood testing, will have documentation from their physician stating they have been screened and do not exhibit signs or symptoms of TB.
- The results or physician documentation will be kept in the employee's personnel file and available for review by appropriate authorities and Department of Mental Health (DMH).

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Nurse Delegation Program and required forms <http://www.mh.alabama.gov>

- ❖ For residential services, there shall be a registered nurse or licensed practical nurse as a full-time or part-time employee or a consultant to the provider who is responsible for supervision of delegation of medication assistance to the unlicensed personnel.
- ❖ Access to an on-call nurse must be available 24 hours a day, 7 days a week.
- ❖ Provider will implement policies and procedures approved by their Board of Directors **requiring full compliance with the Alabama Board of Nursing regulation 610X7.06 Alabama Department of Mental Health Residential Community Programs.**



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APPLICATION REQUIREMENTS

- ✓ **POLICY AND PROCEDURE MANUAL**
- ✓ **Criminal Background Check information – sent as instructed**
- ✓ **Articles of Incorporation**
- ✓ **Board By-laws and Board duties/responsibilities including a list of Board Members**
- ✓ **Board minutes**
- ✓ **Program Description and application for each service you are applying for and each location you are applying**
- ✓ **Resumes of Executive Director, Clinical Director and Board President**
- ✓ **Organizational Chart**



FAILURE TO HAVE ALL REQUIRED DOCUMENTS SUBMITTED AT THE TIME OF APPLICATION WILL DELAY THE ALREADY LENGTHY REVIEW PROCESS.

POLICIES AND PROCEDURES MUST MEET ALL PARTS OF ADMINISTRATIVE CODE(S) 100%.



**WHEN SUBMITTING APPLICATION,
PLEASE DO NOT STABLE DOCUMENTS
DO NOT PUT IN A BINDER OR
NOTEBOOK**

**ONLY USE LARGE BINDER CLIPS OR
RUBBER BANDS**



APPLICATION/SUPPORTING DOCUMENTS

All applications to the Alabama Department of Mental Health (ADMH) for certification of community programs shall be submitted to:

Debbie Popwell
DMH Office of Certification Administration
100 North Union Street
P.O. Box 301410
Montgomery, Alabama 36130-1410

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IMPORTANT!!!

READ!

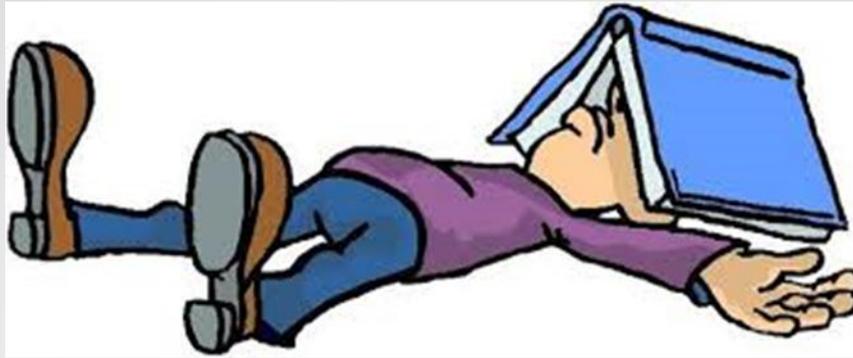
READ!

READ!



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QUESTIONS



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The ADMH Mission:

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The ADMH Vision:

Promoting the health and well-being of
Alabamians with mental illness,
developmental disabilities and substance
use disorders



Thank you