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Mental Health or Substance Use Disorder Services —Registration Prospective Community Provider Certification Orientation (Phase 2)

According to Alabama law, any community program providing services to people living with developmental disabilities, mental illnesses, and/or substance use disorders, must be certified by the Alabama Department of Mental Health prior to providing services. To become certified, prospective providers must go through a multi-phase orientation and application process.

Prospective Community Provider—Certification Orientation (Phase 2) will be conducted as a webinar, **requiring computer access to attend. Please read this registration packet carefully prior to submitting.**

REGISTRATION INFORMATION

The next *Prospective Community Provider—Certification Orientation (Phase 2)* for **Mental Health or Substance Use Disorder Services** will be hosted via webinar on: **Wednesday, July 27, 2022 and Thursday, July 28, 2022.** Schedule is as follows:

Wednesday, July 27, 2022— 10:00 am until 1:00 pm (*Orientation webinar for IDD and MHSAS*)

Thursday, July 28, 2022— 1:00 pm until 4:00 pm (*MHSA Service Area webinar*)

You are required to attend the Orientation webinar, regardless of the Service Area you are interested in.

Completed registration materials must be *received* by **Wednesday, July 20, 2022**. Registration materials will be available on the ADMH website until **Tuesday, July 19, 2022** or until the capacity for each service area has been met. Hand-delivered registration packets are not accepted. Your attendance will be verified. It is the responsibility of the Prospective Provider to ensure appropriate technology access to successfully participate in the *Community Provider—Certification Orientation (Phase 2)* webinar.

NOTES ON PARTICIPATION AND REGISTRATION

- **Valid Registration Form** - You must use the current registration form dated for this event. **Do not resend or attempt to register using previous Phase 2 registration packets or forms.**
- **Valid Certificate of Completion for Phase 1** - Include the certificate with your registration packet. Be advised that your certificate expires one (1) year from the date of course completion.
- **Once registration for a service area (IDD or MHSAS) has closed, DO NOT register for the other if it is not the service area you are interested in.** Each service area (MHSA and IDD) has separate requirements that must be met prior to certification.
- **Registration Confirmation** - Your registration will be confirmed by email once your registration form (page 2 of the registration packet), certificate of completion for Phase 1 (**completed in the last year**), and registration fee (\$100 money order or cashier's check) have been received. Please provide an email address that you check regularly.
- **Webinar access** - Confirmed, registered individuals will receive log on information the Friday before the scheduled event through the registration email address provided. **One email address should be used for each person. Do not use one email address for multiple registration packets.**

[See more notes continued on the next page.](#)



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NOTES ON PARTICIPATION AND REGISTRATION CONTINUED

- **Verification of Phase 2 Attendance** - Certificates of completion will be sent to your registered email address the Friday after the event, once your attendance is confirmed.
- **Frequently Asked Questions** - Please review to the 'Frequently Asked Questions' Handout included in this registration packet.
- **Computer requirements** - ADMH is not responsible for technology issues experienced by the participant that are outside the control of ADMH. To successfully participate in the *Community Provider—Certification Orientation (Phase 2)* webinar, your computer access should meet Zoom minimum requirements:
 - ⇒ **System requirements:** An internet connection – broadband wired or wireless (3G or 4G/LTE) and Speakers—built-in, USB plug-in, or wireless Bluetooth
 - ⇒ **Supported operating systems:** macOS X with macOS 10.9 or later; Windows 10 (Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise); Windows 8 or 8.1; or Windows 7
 - ⇒ **Supported Browsers: Windows:** Edge 12+, Firefox 27+, or Chrome 30+. **macOS:** Safari 7+, Firefox 27+, or Chrome 30+
 - ⇒ **Minimum Processor:** Single-core 1Ghz or higher. **Recommended:** Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent) w/ 4Gb RAM.
- **This is a non-refundable event** - Refunds will not be made for cancellations or for technology issues experienced by the participant that are outside the control of ADMH. This orientation is not approved for continuing education.
- **Attendance is limited** - To ensure equitable access to registration for prospective providers across the state, we will NOT accept hand delivered registration packets for the Prospective Community Provider – Certification Orientation (Phase 2). Your completed registration packet must be mailed to the address below. Registration is first received/ first registered based on delivery receipt. **Deadline for receipt of completed registration materials is Wednesday, July 20, 2022.**
- **Phase 1** - You must complete the online Prospective Community Provider- Certification Orientation (Phase 1– Online). You may take this course online at <http://admh.academy.reliaslearning.com/>. Attach the certificate of completion with your registration form and payment. **The certificate of completion expires one year from the date of completion.**
- **Registration Fee** - \$100.00 per participant (Please submit a Cashier's Check or Money Order made payable to the Alabama Department of Mental Health. No personal checks.)
- **Service Population** - Make sure you are submitting the appropriate registration packet for the service population you wish to serve. A description of the service populations can be found on the 'Frequently Asked Questions' in this registration packet and in the Phase 1 Orientation that you completed online.
- **Keeping your information** - Please save a copy of this registration form/packet for reference.

ACCOMMODATIONS

Alabama Department of Mental Health will take all reasonable steps to ensure that Americans with disabilities are given equal and reasonable opportunity to participate in training coordinated through Staff Development. To better serve your needs, please indicate accommodations requested by emailing StaffDevelopment.DMH@mh.alabama.gov.



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Mental Health or Substance Use Disorder Services —Registration Form Prospective Community Provider Certification Orientation (Phase 2)

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Wednesday, July 27, 2022— 10:00 am until 1:00 pm (Orientation webinar for IDD and MHSAS)
Thursday, July 28, 2022— 1:00 pm until 4:00 pm (MHSA Service Area webinar)

You are required to attend the Orientation webinar, regardless of the Service Area you are interested in.

PARTICIPANT INFORMATION - Please type

Name: _____

Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ FAX #: _____

Email: (required) _____

One email address should be used for **each person**. Do not use one email address for multiple registration packets. **The email listed on your registration will be used to send registration confirmation, webinar information, verify attendance, and distribute a certificate of attendance that is required to apply for provider certification.** Please ensure that the email you provide is accurate and is one you check frequently.

Please select the service area you are attempting certification (select one):

Mental Illness Services Substance Use Disorder (Treatment) Substance Use Disorder (Prevention)

Please select the boxes below.

I understand that I must attend the Orientation webinar and the appropriate Service Area webinar in order to receive a certificate of attendance for Phase 2.	Yes, I understand.
I have read this entire registration packet, including all of the notes for participation and registration.	Yes, I have read.
I have included a valid form of payment for my registration fee and a valid Phase 1 certificate with a valid registration form .	Yes, I have included valid items.

- **This is a non-refundable event** - Refunds will not be made for cancellations or for technology issues experienced by the participant that are outside the control of ADMH. This orientation is not approved for continuing education.
- **Attendance is limited** - To ensure equitable access to registration for prospective providers across the state, we will NOT accept hand delivered registration packets for the Prospective Community Provider – Certification Orientation (Phase 2). Your completed registration packet must be mailed to the address below. Registration is first received/first registered based on delivery receipt. **Deadline for receipt of completed registration materials is Wednesday, July 20, 2022.**
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- **Service Population** - Make sure you are submitting the appropriate registration packet for the service population you wish to serve. A description of the service populations can be found on the ‘Frequently Asked Questions’ in this registration packet and in the Phase 1 Orientation that you completed online.
- **Keeping your information** - Please save a copy of this registration form/packet for reference.

Mail the Registration Form, Phase 1 - Certificate of Completion, and a Registration Fee to:

Alabama Department of Mental Health
Attention: Office of Staff Development
100 N. Union Street · P.O Box 301410 · Montgomery, AL 36130-1410



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**Prospective Community Provider
Certification Orientation (Phase 2)
July 27-28, 2022 Itinerary**

Wednesday, July 27, 2022

Orientation Webinar*

for Intellectual/Developmental Disability (IDD) and
Mental Health or Substance Use Disorder Services (MHSA)

10:00 am until 1:00 pm

This presentation will include information on Certification, Life Safety, Background Checks, and Nurse Delegation

Thursday, July 28, 2022

Service Area Webinars

10:00 am until 12:30 pm

Intellectual/Developmental Disability (IDD)

1:00 pm until 4:00 pm

Mental Health or Substance Use Disorder Services (MHSA)

*You are required to attend the Orientation webinar, regardless of the Service Area you are interested in.



Why do I need an orientation to become certified? According to Alabama law, any community program providing services to people living with developmental disabilities, mental illnesses, and/or substance use disorders, must be certified by the Alabama Department of Mental Health prior to providing services. This ensures that programs meet minimum quality and safety standards. Because not all certification applications are approved, the Prospective Provider orientation includes information that can help optimize opportunities for a successful application process.

Why is space limited to the Phase 2 Orientation? The certification application process can be long and involved. ADMH limits the number of certification applications that are reviewed to what can effectively be assessed/approved within a year, while also monitoring existing programs for continued compliance with standards.

I don't want to wait until the orientation to get started! What can I do? There is a lot of reading to make sure your program meets certification requirements (and increase the likelihood of a successful certification application.) The standard requirements are written into law through the Alabama Administrative Code. Below you will find links to the Alabama Administrative Code and the certification requirements for each service area. Although attending the *Prospective Community Provider—Certification Orientation* is a requirement prior to submitting an application for certification, you should familiarize yourself with the requirements you must meet in order to be certified. <https://mh.alabama.gov/certification-administration/>

What if I don't know what population I want to provide services to? Until you decide what population you would like to serve, you will not be able to meet standard requirements or submit a successful application for certification. Each service area (mental illness, developmental disabilities and substance use disorders) has separate requirements that must be met prior certification. Links to these requirements can be found at the URL above. Basic service population definitions are below.

Definitions of the ADMH Service Populations:

Mental Illness Services

Generally refers to services provided for individuals living with clinical diagnosed disorders that are characterized by disruption of mood, thought, and/or behavior that interferes with daily functioning.

Substance Use Disorder Services

Generally refers to services that address the treatment or prevention of a maladaptive pattern of substance use (typically alcohol or drugs) leading to clinically significant impairment or distress.

Developmental / Intellectual Disability Services

Generally refers to services provided for individuals living with intellectual disabilities characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and adaptive behavior during the developmental period or prior to the age of 18.

Will I be certified after orientation? No. The ADMH provides a two-phase orientation process to assist you in understanding the certification application process and to provide information you can use to determine whether your program has the current capacity to meet certification standards. There is no guarantee that your certification application will be approved.

Once I am certified, will I receive funding? Certification by the ADMH does not mean you will get funding from ADMH. It is also not a means of obtaining clients to bill for services. You will need to develop your agency's business plan and secure funding from other funding sources.

How do I start my business? Being a licensed business in Alabama is different than being certified. Being certified does not include, nor does ADMH have a role in, determining legal status of your business. As you determine whether your program has the capacity to be a certified community provider, you should:

- Go to the Alabama [Secretary of State](#) website to review requirements for becoming a business in Alabama.
- Develop community partnerships by reaching out to other community providers and organizations who have an interest in the people who may need the services you plan to provide.
- Establish a business plan to determine how your agency will obtain clients and receive payments for services provided by your agency.



What are staffing and documentation requirements for Developmental Disability services?

- The Executive Director must complete a favorable background check, possess a Bachelor's degree from an accredited institution in a Human Services field, provide detailed information demonstrating 5 years of experience with service provision to people with intellectual disabilities, and
- Submit all requested documents from the checklist provided during the Phase 2 orientation.

What are staffing Requirements for Mental Illness and/or Substance Use Disorder services?

- Your agency must have a full-time **Executive Director** with either of the two:
 - ⇒ 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 (5) years managerial experience in a mental health or substance abuse treatment setting; or
 - ⇒ 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.
- Your agency must have a full-time **Clinical Director** who meets the following:
 - ⇒ 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.
 - ⇒ 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.
- There shall be a **Business Manager/Chief Financial Officer or equivalent**:
 - ⇒ 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: At least a bachelor's degree in accounting or business, finance, management, public administration, with at least three (3) college accounting courses and at least two (2) years accounting experience.
 - ⇒ 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: Demonstrated familiarization with Generally Accepted Accounting Principles and at least two (2) years accounting/bookkeeping experience.
- Qualified **clinical staff and medical staff** per applicable Administrative Code per program/service you are applying to provide. Information available our ADMH website: <https://mh.alabama.gov/certification/>

What if I want to invest in property or other areas of my program before achieving certification? You may invest in your program at any time, however, there are reasons you might delay investing in property or other major investments:

- The certification process can be lengthy and you may not provide services until your program's certification application is approved.
- Depending on services, property will need to meet Life Safety inspection prior to certification. Additionally, if being certified to provide Home and Community Based Services (HCBS), you must maintain full compliance to the HCBS Settings Rule and be approved by the Regional Community Services Office prior to services being provided.
- There is no guarantee your certification application will be approved and if approved, there is no guarantee the setting will meet requirements.