ADMH MENTAL HEALTH AND SUBSTANCE ABUSE APPLICATION CHECKLIST

The following items must be submitted to process your agency's application. Failure to provide all required documents will delay processing or result in denial of your agency's application to become a Mental Health and/or Substance Abuse Treatment Provider.

- Criminal Background Check per instructions provided during Becoming a Provider Orientation.
- ADMH Application with all required information.
- Articles of Incorporation.
- Bylaws.
- Governing Body/Board of Directors duties/responsibility and list of Board Members.
- Governing Body/Board of Directors meeting minutes.
- Organizational chart depicting lines of supervision.
- Executive Director all required documents must be attached and meet qualifications per Administrative Code 580-2-20:
    - Resume
    - Transcripts
    - Job description
    - Copy of any licensure/certification
- Clinical Director all required documents must be attached and meet qualifications per Administrative Code 580-2-20 (if you do not have Clinical Director identified at the time of application, you must submit an ADMH Certification application along with all required documents prior to initiating services with TOA):
    - Resume
    - Transcripts
    - Job description
    - Copy of licensure/certification
- Agency Policy and Procedure Manual – must be included with application and meet Administrative Codes.
- ADMH Application and Program Description for each service and/or level of care agency is applying to provide.
- **All documents must be submitted to:**
    - **Karen Watkins-Smith per instructions.**