MHSUS OFFICE OF CERTIFICATION POTENTIAL PROVIDER ORIENTATION

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April 27, 2023

ADMH
Alabama Department
of Mental Health
connecting mind and wellness

MHSU OFFICE OF CERTIFICATION

SITE REVIEW TEAM

- Cathy Anderson
- Charlene Marshall -
- Fred McCoy
- Charles Mitchell
- Lori Burke
- Sam Threatt
- Stacey Pugh, ASA

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.

WHO ALL ARE UNDER THE IMPRESSION THAT MHSUS CERTIFICATION MEANS FUNDING/CONTRACT? PLEASE RESPOND IN THE CHAT BOX

WHAT CERTIFICATION DOES NOT MEAN

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

- ✓ ATTENDING THIS TRAINING WILL NOT GUARANTEE CERTIFICTION.
- ✓ 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. Failure to submit required documents will result in denial of application.
- ✓ 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. . **Failure to submit required documents will result in denial of application.**

IF YOU HAVE QUESTIONS REGARDING POTENTIAL FUNDING/CONTRACT CONTACT:

- **SUBSTANCE USE– Denice Morris, Director of Substance Abuse Treatment and Development – denice.morris@mh.alabama.gov**
- **Mental Health – Kim Hammack, Director of Mental Health Community Programs - kim.hammack@mh.alabama.gov**
- **PREVENTION SERVICES – Beverly Johnson, Director of Prevention Services – Beverly.Johnson@mh.alabama.gov**

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 results of criminal background checks are received and processed by BSI.
- The Office of Certification Administration will forward the complete application, including background check information, to the Office of MHSUS Certification for review, final approval and processing the application.

- The Director of MHSUS Certification, along with SA Treatment Services Director, Mental Health Community Programs Director and/or Prevention 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 MHSUS 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 Mental Health, Substance Use and Prevention 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.

CERTIFICATION

CONTRACT OR FUNDING

MENTAL HEALTH AND SUBSTANCE USE SERVICES

ADMINISTRATIVE CODE UNIFORM NUMBERING SYSTEM

- If a rule is divided into many separate paragraphs and subparagraphs, the paragraphs and subparagraphs shall be designated as follows:

(1), (2), etc. (Main paragraphs)

(a), (b), etc. (subparagraphs under main paragraphs)

1., 2., etc. (subparagraphs under (a), (b), etc.)

(i), (ii), etc. (subparagraphs under 1., 2., etc.)

(I), (II), etc. (subparagraphs under (i), (ii), etc.)

I., II., etc. (subparagraphs under (I), (II), etc.)

A., B., etc. (subparagraphs under I., II., etc.)

(A), (B), etc. (subparagraphs under A., B., etc.)

So, what this looks like progression…

(1) Main Paragraph
(a) Subparagraph under main paragraph
1. Subparagraph under (a)
(i) Subparagraph under 1.
(I) Subparagraph under (i)
I. Subparagraph under (I)
A. Subparagraph under I.
(A) Subparagraph under A.

So, what this looks like in code:

(1) Main Paragraph
(a) Subparagraph under main paragraph
1. Subparagraph under (a)
(i) Subparagraph under 1.
(I) Subparagraph under (i)
I. Subparagraph under (I)
A. Subparagraph under I.
(A) Subparagraph under A.

- MHSUS Administrative Code
  - https://mh.alabama.gov/wp-content/uploads/2023/03/580-2-9-With-Changes-Effective-March-14-2023.pdf
- MH Administrative Code
  - https://mh.alabama.gov/wp-content/uploads/2023/03/580-2-9-With-Changes-Effective-March-14-2023.pdf
- SA Administrative Code
  - https://mh.alabama.gov/wp-content/uploads/2023/03/580-9-44-SA-Admininstrative-Code-March-14-2023-1.pdf
- Prevention Services Administrative Code
  - http://www.alabamaadministrativecode.state.al.us/docs/mhlth/580-9-47.pdf

IMPORTANT!!!

READ!

READ!

READ!

THE ADMINISTRATIVE CODES CAREFULLY AND COMPLETELY

MHSUS ADMINISTRATIVE CODE 580-2-20 PROGRAM OPERATIONS

https://mh.alabama.gov/wp-content/uploads/2023/03/580-2-20-With-Changes-Effective-March-17-2023.pdf

Policy and Procedure Manual requirements

MHSUS ADMINISTRATIVE CODE 580-2-20
Table of Contents – applies to both MH and SA:

All must be in policy and procedure manual

- 580-2-20-.02 Governing Body
- 580-2-20-.02 Personnel
- 580-2-20-.05 Infection Control
- 580-2-20-.04 Recipient Protection
- 580-2-20-.06 Incident Management– procedures– must include MHSUS required procedures as well as your agency's.

  https://mh.alabama.gov/quality-improvement-and-risk-management/
- 580-2.20-.07 Performance Improvement
- 580-2-20-.08 Recipient Records – new effective March 17, 2023
- 580-2-20-.09 General Clinical Practice - new effective March 17, 2023

- It is the responsibility of potential providers to check ADMH website for updates to the Administrative Codes.
- 580-2-20 – Will have updates for MI Services by May 2023. Anyone applying for MI Services will have to be in compliance with updated Administrative Code once they are certified.
- SA Levels of Care will undergo significant changes when ASAM updates Levels of Care this year.
- All policies and procedures must be updated whenever there is a repeal, replacement or new Administrative Code.

580-2-20-.03 PERSONNEL

EXECUTIVE DIRECTOR FOR BOTH MH AND SA 580-2-20-.03

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

Must submit resume, job description, copy of transcripts, copy of any licensure/certification held and updated organizational chart.

CLINICAL DIRECTOR FOR BOTH MH AND SU

580-2-20-.03 PERSONNEL

- (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 MHSUS of changes in Clinical Director.
- (d) Be verified for compliance with ADMH Administrative Code by ADMH MHSUS certification process.

Must submit resume, job description, copy of transcripts, copy of any required licensure/certification held and updated organizational chart.

BUSINESS MANAGER/CHIEF FINANCIAL OFFICER OR EQUIVALENT FOR BOTH MH AND SU

580-2-20-.03 PERSONNEL

- (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

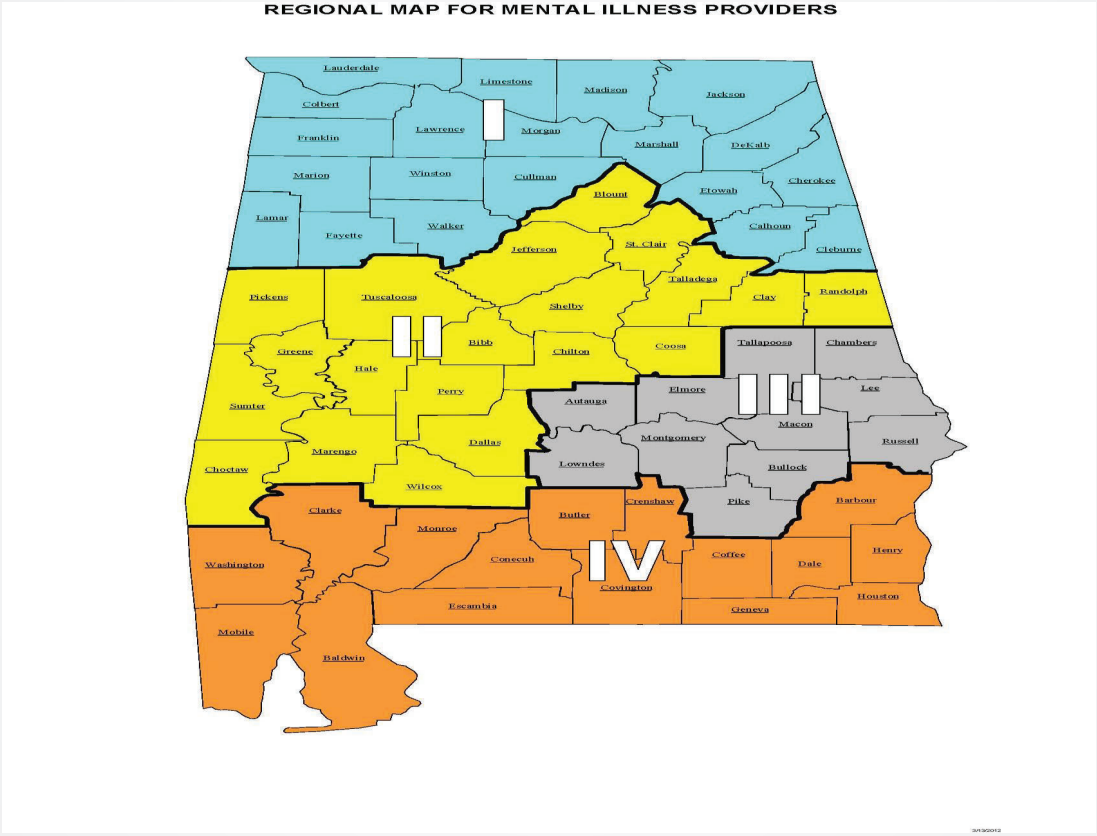
- If there is a change in Executive Director, you must:
  - Notify ADMH Office of Certification Administration ASAP so that a background check information can be emailed to new ED or Interim ED and
  - Complete certification application and other appropriate paperwork – resume, job description, copy of transcripts, copy of any licensure/certification, and new updated organizational chart.
- If there is a change in Clinical Director, you must:
  - Notify ADMH Office of Certification Administration ASAP and

complete and submit certification application and other appropriate paperwork – resume, job description, copy of transcripts, copy of any required licensure/certification and new updated organizational chart.

MHSUS ADMINISTRATIVE CODE
580-2-20

https://mh.alabama.gov/wp-content/uploads/2020/04/Mental-Health-Substance-Abuse-Services-Program-Operation-Chapter-580-2-20.pdf

Mental Illness



MENTAL HEALTH SERVICES ADMINISTRATIVE CODE CHAPTER 580-2-9 PROGRAM OPERATIONS

HTTPS://MH.ALABAMA.GOV/WP-CONTENT/UPLOADS/2023/03/580-2-9-WITH-CHANGES-EFFECTIVE-MARCH-14-2023.PDF

Policy and Procedure Manual requirements

ALL PROVIDERS MUST HAVE POLICIES AND PROCEDURES THAT ADDRESS THE FOLLOWING:

DEPARTMENT OF MENTAL HEALTH MENTAL ILLNESS COMMUNITY PROGRAMS
ADMINISTRATIVE CODE CHAPTER 580-2-9

TABLE OF CONTENTS

580-2-9-.03 Personnel – will be repealed effective June 12, 2023.

580-2-20-.03 Personnel – updates effective June 12, 2023

Both Administrative Codes shall be addressed in Agency Policies and Procedures and implemented.

What services do I want to provide to people suffering from mental illness?

What are the options?

Choose what service you want to provide.
READ THE ADMINISTRATIVE CODE

MUST HAVE PROGRAM DESCRIPTION ADDRESSING ALL REQUIREMENTS PER ADMINISTRATIVE CODE:

- 580-2-9.09 General Outpatient - 580-2-9.10 Child and Adolescent In-Home Intervention
- 580-2-9.11 Adult In-Home Intervention
- 580-2-9.12 Emergency Services
- 580-2-9.13 Partial Hospitalization Program
- 580-2-9.14 Adult Intensive Day Treatment
- 580-2-9.15 Adult Rehabilitative Day Program
- 580-2-9.16 Child and Adolescent Day Treatment

Current. However, will be repealed June 12, 2023 and replaced with 580-2-20

MUST HAVE PROGRAM DESCRIPTION ADDRESSING ALL REQUIREMENTS PER ADMINISTRATIVE CODE:

- *580-2-20-.10* General Outpatient

- 580-2-20.11 Outreach Services (Adults):
  - 580-2-20-.11 (1) Adult Case Management
  - 580-2-20-.11 (2) Adult In-Home Intervention
  - 580-2-20-.11 (3) Assertive Community Treatment (ACT)
  - 580-2-20-.11 (4) Program for Assertive Community Treatment (PACT)
  - 580-2-20-.11 (5) Individual Placement and Support – Supported Employment (IPS-SEP)
  - 580-2-20-.11 (6) First Episode Psychosis Program (FEP)

New rules in Administrative Code 580-2-20 effective June 12, 2023

MUST HAVE PROGRAM DESCRIPTION ADDRESSING ALL REQUIREMENTS PER ADMINISTRATIVE CODE:

- 580-2-20.11 MI Outreach Services (Child and Adolescent):
  - 580-2-20-.11 (7) Child and Adolescent Low Intensity Care Coordination (LICC)
  - 580-2-20-.11 (8) Child and Adolescent High Intensity Care Coordination (HICC)
  - 580-2-20-.11 (9) Child and Adolescent In-Home Intervention
- 580-2-20-.12 MI Day Programs:
  - 580-2-20-.12 (1) Adult Rehabilitation Day Program (RDP)
  - 580-2-20-.12 (2) Adult Intensive Day Treatment (AIDT)
  - 580-2-20-.12 (3) Partial Hospitalization Program (PHP)
  - 580-2-20-.12 (4) Child and Adolescent Day Treatment

New rules in Administrative Code 580-2-20 effective June 12, 2023

MUST HAVE PROGRAM DESCRIPTION ADDRESSING ALL REQUIREMENTS PER ADMINISTRATIVE CODE:

- 580-2-20.13 MI Residential Services
  - 580-2-20-.13 (33) An Adult Small Capacity (3-bed) Residential Home
  - 580-2-20-.13 (34) An Adult Residential Care Home with Specialized Basic Services
  - 580-2-20-.13 (35) An Adult Residential Care Home with Specialized Behavioral Services
  - 580-2-20-.13 (36) An Adult Residential Care Home with Specialized Medical Services
  - 580-2-20-.13 (37) A Crisis Residential Unit (CRU)
  - 580-2-20-.13 (38) The Transitional Age Residential Care Program (age 17-25)
  - 580-2-20-.13 (39) A Child/Adolescent Residential

New rules in Administrative Code 580-2-20 effective June 12, 2023

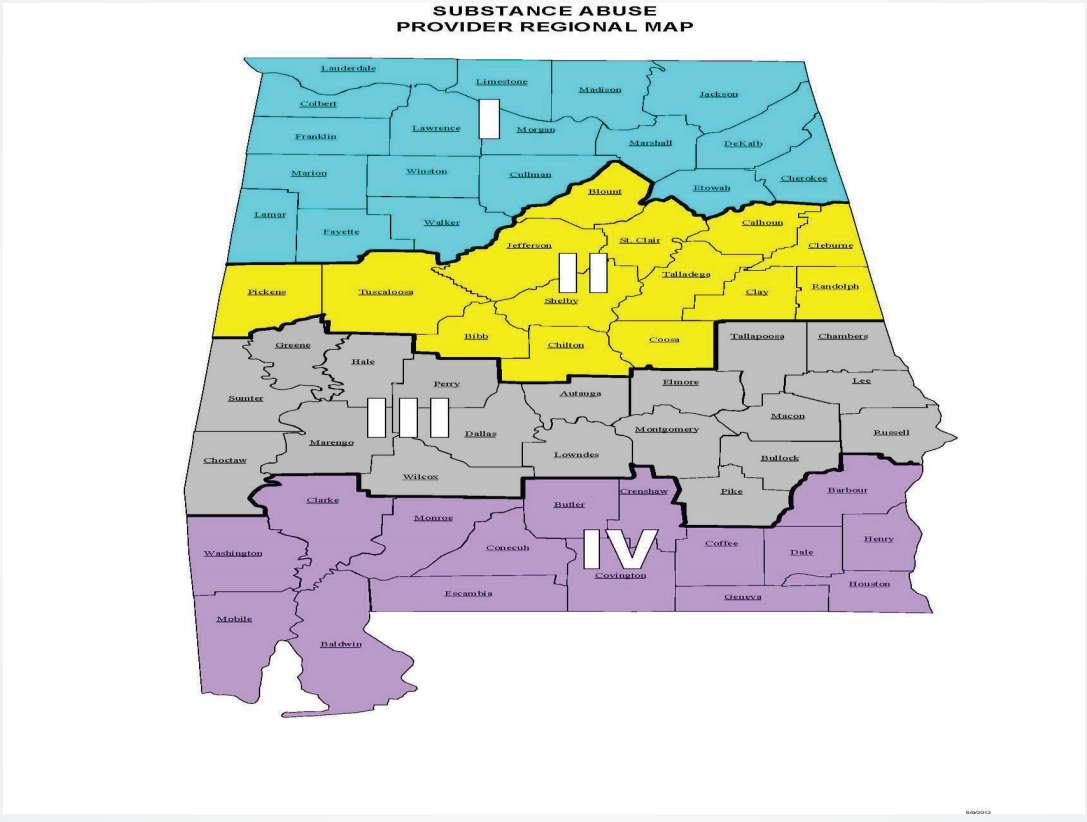
MUST HAVE PROGRAM DESCRIPTION ADDRESSING ALL REQUIREMENTS PER ADMINISTRATIVE CODE:

- 580-2-9.19 Designated Mental Health Facility
- 580-2-9.20 Consultation and Education
- 580-2-9.23 Child and Adolescent Seclusion and Restraint
- 580-2-9.24 Adult Seclusion and Restraint
- 580-2-9.25 Therapeutic Individualized Rehabilitation Services

CERTIFICATION

CONTRACT OR FUNDING

SUBSTANCE ABUSE SERVICES



SUBSTANCE ABUSE SERVICES ADMINISTRATIVE CODE CHAPTER 580-9-44

HTTPS://MH.ALABAMA.GOV/WP-CONTENT/UPLOADS/2020/05/580-9-44-WITH-CHANGES-EFFECTIVE-MAY-15-2020.PDF

Policy and Procedure Manual requirements

ADMINISTRATIVE CODES AND TABLE OF CONTENT OF POLICIES AND & PROCEDURES

- 580-9-44-.02 Personnel
- 580-2-20-.03 Personnel – Direct Care Staff requirements.

Both Administrative Codes shall be addressed in Agency Policies and Procedures and implemented.

Substance Use Disorder Counselor Certification options:

- SA Counselor Certification Options:
  - http://www.aadaa.us or
  - http://www.naadac.org/about

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 MHSUS Placement Assessment:
  - UNCOPE (ADULTS)
  - CRAFT (ADOLESCENTS)
- Must use the ADMH Integrated Placement Assessment Tool for assessing the client needs:

https://mh.alabama.gov/assessment-tools/

"WHAT SUBSTANCE ABUSE SERVICES DO YOU WANT TO PROVIDE?"

Choose what service you want to provide.
READ THE ADMINISTRATIVE CODES

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

CERTIFICATION

CONTRACT OR FUNDING

PREVENTION SERVICES

HTTP://WWW.ALABAMAADMINISTRATIVECODE.STATE.AL.US/DOCS/MHLTH/580-9-47.PDF

- 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
- Must have approved Prevention Plan

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, 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.

DO NOT JUST CUT AND PAST ADMINISTRATIVE CODE

YOU MUST HAVE PROCEDURES/PROCESSES

Activity:

Administrative Code: 580-2-20-.04 (3) Recipient Protection.

(a) Describe the mechanisms utilized for implementation and protection of recipient rights, which shall include at a minimum:

1. Informing the recipient of his/her rights at the time of admission in recipient's preferred language and in a manner understood by the recipient, and as needed throughout the service delivery process.

2. Providing the recipient with a copy of the rights, in a medium that the recipient understands, at admission and documenting this process in the recipient's record.

3. Prominently posting copies of the rights throughout the facility in which services are provided.

Procedure: What would your procedure be?

Sample P&P for Administrative Code 580-2-20-.04 (3)

(3) YOUR Agency has developed, maintains, and documents implementation of written policies and procedures which:

(a) describes the methods utilized for implementation and protection of recipient rights, and includes at a minimum:

- 1. Recipients of our services are informed of their rights upon admission in writing in the recipient's preferred language and in a manner they can understand. Recipients are reminded of their rights throughout the service delivery process as needed.
- 2. During the intake process, YOUR Agency provides the recipient with a copy of their rights. This is documented in an intake note and the recipient signs the electronic record indicating they received information about their rights as a consumer of ADMH-certified services in writing and in a language and method they understand.
- 3. YOUR Agency posts "Know Your Rights" in each living quarters, in offices and in client group rooms.

APPLICATION REQUIREMENTS – ALL ITEMS MUST BE RECEIVED TO PROCESS APPLICATION

- ✓ 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
- ✓ Resumes, transcripts, job description and copy of any licensure and/or certification for *Executive Director and Clinical Director*
- ✓ Organizational Chart –showing lines of supervision
- ✓ POLICY AND PROCEDURE MANUAL – *must be included with the application.*
- ✓ Program Description and application for each service you are applying for and each location you are applying

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

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

100%.

APPLICATION/SUPPORTING DOCUMENTS

All applications to the Alabama Department of Mental Health (ADMH) for certification of community programs shall be submitted to Office of Certification Administration per instructions given previous day.

CERTIFICATION

CONTRACT OR FUNDING

IMPORTANT!!!

READ!

READ!

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QUESTIONS

Alabama Department
of Mental Health

connecting mind and wellness