

MHSUS OFFICE OF CERTIFICATION POTENTIAL PROVIDER ORIENTATION

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MHSU 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.



GENERAL INFORMATION

- The Division of Mental Health and Substance Use Services promotes the development of a comprehensive, coordinated system of community-based services for consumers diagnosed with serious mental illness, serious emotional disturbance and/or substance use disorders. The division partners with community providers to deliver a comprehensive array of evidence-based prevention, treatment and recovery-based peer support services throughout the state. One of the responsibilities is evaluating and certifying service programs according to regulations established in the ADMH Administrative Codes.
- The MHSU Office of Certification conducts reviews of mental health and substance use community providers and potential providers to secure compliance with the MHSU Program Operations Administrative Code. In addition to conducting onsite reviews, the staff provides technical assistance to providers to enhance compliance with Administrative Codes.

- This Orientation is only for Mental Illness Treatment; Substance Use Treatment and/or Prevention Services Only.
- If you are interested in providing DD/ID services, you must attend the DD/ID Becoming a Community Provider.
- MHSU only certifies treatment providers and prevention providers.
- MHSU does **NOT** certify group homes that only provide room, board and watchful oversight.
- You must provide all required services and have all required personnel per Administrative Code(s).

- ✓ Attending this training WILL NOT guarantee certification.
- ✓ Your funding source is your responsibility.
- ✓ Becoming a MHSU certified provider DOES NOT mean you will receive or a contract from ADMH or Medicaid. There is no funding and no contract with ADMH to include Medicaid 105 Rehab Option that comes with certification.
- ✓ You are responsible for developing relationships with Community Mental Health Providers or other community resources for referrals to your programs upon certification.
- ✓ Executive Director MUST meet qualifications in order for application to be reviewed. **If the ED DOES NOT MEET criteria, application could be denied; application review will be delayed until agency submits application for ED that meets qualifications per ADMH MHSU Administrative Code. Failure to submit required documents could result in denial of application.**
- ✓ If you submit documents for Clinical Director along with your application, they MUST meet qualifications to be reviewed. **If CD DOES NOT MEET criteria, application could be denied; application review will be delayed until agency submits application for CD that meets qualifications per ADMH MHSU Administrative Code. Failure to submit required documents could result in denial of application.**
- ✓ YOU MUST SUBMIT AGENCY POLICIES AND PROCEDURES PER ADMH ADMINISTRATIVE CODE(S). Failure to submit policies and procedures per ADMH Administrative Code(s) could result in denial of application and will delay the review process.
- ✓ Applications are valid for six (6) months from date of receipt.

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.

ADMINISTRATIVE CODE 580-3-23

580 3 23 .05 Applicability.

(1) The following entities which provide services to persons with mental illness, mental retardation, or substance abuse may be considered exempt from the certification requirements by the DMH/MR:

- (a) General or psychiatric hospitals licensed as such by the Alabama Board of Health, unless the hospital requests to be a designated Mental Health Facility as certified by DMH/MR.
- (b) Federal or state agencies.
- (c) Public or private educational institutions.
- (d) Qualified member of professions in their own private practice (such as licensed physicians, psychologists, psychiatrists, social workers, or Christian Science practitioners) as contemplated by the Code of Ala. 1975, Section 22 50 17.

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.

- It is the responsibility of potential providers to check ADMH website for updates to the Administrative Codes.
- SU Levels of Care will undergo significant changes this next year due to ASAM 4th Edition.
- All policies and procedures must be updated whenever there is a repeal, replacement or new Administrative Code.

IMPORTANT!!!

READ!

READ!

READ!

**THE ADMINISTRATIVE
CODES CAREFULLY AND
COMPLETELY**



MHSUS ADMINISTRATIVE CODE 580-2-20 **PROGRAM OPERATIONS**

[HTTPS://ADMINCODE.LEGISLATURE.STATE.AL.US/ADMINISTRATIVE-CODE/580-2-20](https://admincode.legislature.state.al.us/administrative-code/580-2-20)

Policy and Procedure Manual
requirements

MHSUS ADMINISTRATIVE CODE 580-2-20

<https://admincode.legislature.state.al.us/administrative-code/580-2-20>

Index/Table of Contents – **applies to both MH and SU:**

- **580-2-20-.02 Governing Body**
- **580-2-20-.02 Personnel**
- **580-2-20-.04 Recipient Protection**
- **580-2-20-.05 Infection Control**
- **580-2-20-.06 Incident Management**
- **580-2.20-.07 Performance Improvement**
- **580-2-20-.08 Recipient Records -**
- **580-2-20-.09 General Clinical Practice -**

MHSU ADMINISTRATIVE CODE 580-2-20

<https://admincode.legislature.state.al.us/administrative-code/580-2-20>

MHSU ADMINISTRATIVE CODE GOVERNING BODY 580-2-20.02

➤ <https://admincode.legislature.state.al.us/administrative-code/580-2-20-02>

MHSU 580-2-20-.03 PERSONNEL

<https://admincode.legislature.state.al.us/administrative-code/580-2-20-.03>

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

- ❖ There shall be a full-time executive director who has overall responsibility for the operation of the agency. The executive director shall:
 - 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 use 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 use treatment setting**.

- Notify MHSU within thirty (30) days of changes in Executive Director.
- 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

[HTTPS://ADMINCODE.LEGISLATURE.STATE.AL.US/ADMINISTRATIVE-CODE/580-2-20-.03](https://admincode.legislature.state.al.us/administrative-code/580-2-20-.03)

- ❖ 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:
 - 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 use treatment services**, have a license or a substance use 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.

- Notify MHSU within thirty (30) days of changes in Clinical Director.
- 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**

[HTTPS://ADMINCODE.LEGISLATURE.STATE.AL.US/ADMINISTRATIVE-
CODE/580-2-20-.03](https://admincode.legislature.state.al.us/administrative-code/580-2-20-.03)

❖ 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.
- At least two 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.

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.

MHSU ADMINISTRATIVE CODE Recipient Protection 580-2-20-.04

- <https://admincode.legislature.state.al.us/administrative-code/580-2-20-.04>

MHSU ADMINISTRATIVE CODE INFECTION CONTROL 580-2-20-.05

- <https://admincode.legislature.state.al.us/administrative-code/580-2-20-.05>

MHSU ADMINISTRATIVE CODE INCIDENT MANAGEMENT 580-2-20-.06

- <https://admincode.legislature.state.al.us/administrative-code/580-2-20-.06>
- Must include the following as a part of policies and procedures:
 - ☐ MHSU Incident Management Plan Part B:
 - ✓ <https://mh.alabama.gov/wp-content/uploads/2025/01/Incident-Management-Plan-Part-B-Revised-June-2025-Final.pdf> and
 - ☐ Part B Mapping Document:
 - ✓ <https://mh.alabama.gov/wp-content/uploads/2025/01/Copy-of-MHSU-Mapping-Part-B-.pdf>

**MHSU ADMINISTRATIVE CODE
PERFORMANCE IMPROVEMENT
580-2-20-.07**

- <https://admincode.legislature.state.al.us/administrative-code/580-2-20-.07>

**MHSU ADMINISTRATIVE CODE
RECIPIENT RECORDS
580-2-20-.08**

- <https://admincode.legislature.state.al.us/administrative-code/580-2-20-.08>

**MHSU ADMINISTRATIVE CODE
GENERAL CLINICAL PRACTICE
580-2-20-.09**

➤ <https://admincode.legislature.state.al.us/administrative-code/580-2-20-.09>

Mental Illness

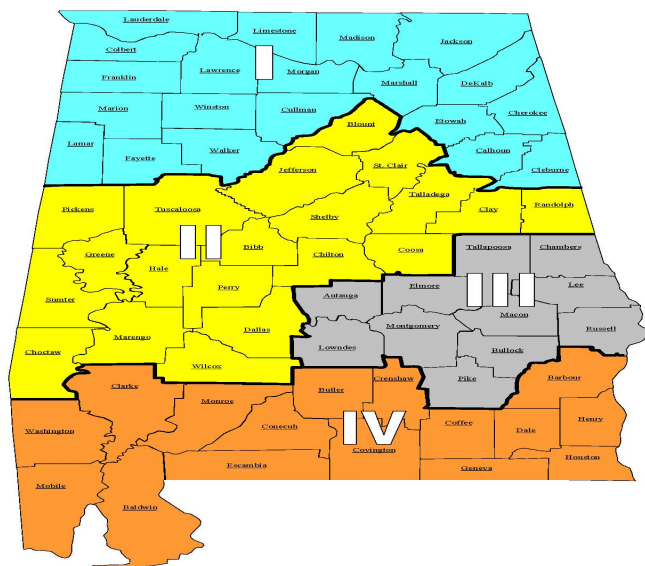
Mental Health Services GENERAL INFORMATION

- [Child and Adolescent Mental Health Services](#) are offered for those 18 years old and younger who meet the criteria for Serious Emotional Disturbance (SED). Alabama's treatment providers offer a continuum of care ranging from crisis, outpatient, outreach, day, and residential.
- [Young Adult Services](#) are offered for those 15 through 17 years old who meet the criteria for SMI. Alabama's treatment providers offer a continuum of care ranging from crisis, outpatient, outreach, day, and residential.
- [Adult Services](#) are offered for those 18 and older who meet the criteria for Serious Mental Illness (SMI). Alabama's treatment providers offer a continuum of care ranging from crisis, outpatient, outreach, day, and residential.

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REGIONAL MAP FOR MENTAL ILLNESS PROVIDERS



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Mental Health Services PERSONNEL

<https://admincode.legislature.state.al.us/administrative-code/580-2-20-.03>

See Mental Illness Only Personnel Rules

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

[HTTPS://ADMINCODE.LEGISLATURE.STATE.AL.US/ADMINISTRATIVE-
CODE/580-2-20](https://admincode.legislature.state.al.us/administrative-code/580-2-20)

Policy and Procedure Manual
requirements

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:

- **580-2-20-.10 General Outpatient – must identify target population on application (Adult or Child and Adolescent)**
<https://admincode.legislature.state.al.us/administrative-code/580-2-20-.09>
- **580-2-20.11 Outreach Services (Adults):**
<https://admincode.legislature.state.al.us/administrative-code/580-2-20-.11>
 - ❖ 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)

**MUST HAVE PROGRAM DESCRIPTION ADDRESSING
ALL REQUIREMENTS PER ADMINISTRATIVE CODE:**

➤ **580-2-20.11 MI Outreach Services (Child and Adolescent):**

<https://admincode.legislature.state.al.us/administrative-code/580-2-20-.11>

- ❖ 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:**

<https://admincode.legislature.state.al.us/administrative-code/580-2-20-.12>

- ❖ 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) (Adults)
- ❖ 580-2-20-.12 (4) Child and Adolescent Day Treatment

**MUST HAVE PROGRAM DESCRIPTION ADDRESSING
ALL REQUIREMENTS PER ADMINISTRATIVE CODE:**

➤ **580-2-20.13 MI Residential Services**

<https://admincode.legislature.state.al.us/administrative-code/580-2-20-.13>

- ❖ 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) (Adult)
- ❖ 580-2-20-.13 (38) The Transitional Age Residential Care Program (age 17-25) (Adult)
- ❖ 580-2-20-.13 (39) A Child/Adolescent Residential

**MUST HAVE PROGRAM DESCRIPTION ADDRESSING
ALL REQUIREMENTS PER ADMINISTRATIVE CODE:**

➤ **580-2-9.23 Child and Adolescent Seclusion and Restraint**

<https://admincode.legislature.state.al.us/administrative-code/580-2-9-.23>

➤ **580-2-9.24 Adult Seclusion and Restraint**

<https://admincode.legislature.state.al.us/administrative-code/580-2-9-.24>

CERTIFICATION



CONTRACT OR FUNDING

SUBSTANCE USE SERVICES

Substance Use Treatment Services GENERAL INFORMATION

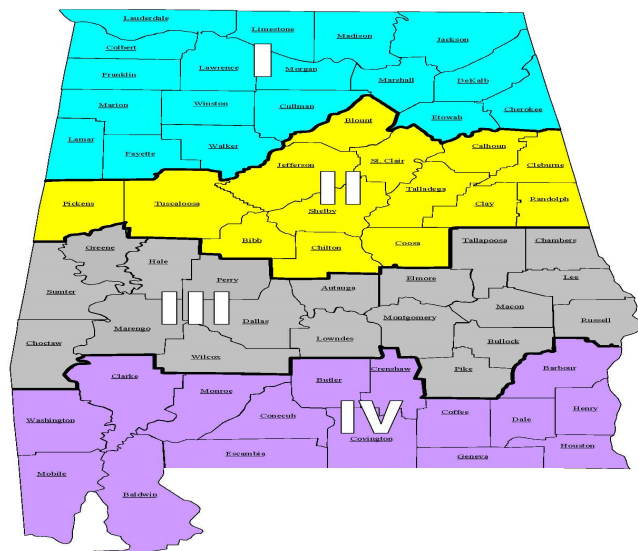
- **Adult Services:** Adult services are offered for those 18 and older. Alabama's treatment providers offer withdrawal management (formerly known as detoxification), residential treatment, intensive outpatient treatment, outpatient treatment, and medication-assisted treatment.
- **Co-Occurring Services:** Co-Occurring treatment programs specialize in treating mental health disorders and substance use disorders concurrently, as better outcomes are achieved when patients receive simultaneous treatment for both disorders.
- **Women's Services:** Women's treatment must address the physiological responses to substance use, medical problems and disorders, pregnancy, relationships, trauma, socioeconomic issues, culture, co-occurring disorders, relevant recovery support, and continuing care. Females eligible to enter must be pregnant; or have care and custody of dependent children or have lost custody of dependent children and have the potential for family reunification. Children can accompany mom to treatment. Pregnant women have priority admission to **ALL** certified treatment providers in Alabama.

ADMINISTRATIVE CODE REQUIREMENTS FOR SUBSTANCE USE SERVICES

- 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.
- Must be included in policy and procedure (Recipient Records and General Clinical Practice)

➤ <https://mh.alabama.gov/assessment-tools/>

SUBSTANCE ABUSE
PROVIDER REGIONAL MAP



SUBSTANCE USE SERVICES
ADMINISTRATIVE CODE CHAPTER
580-9-44

**[HTTPS://ADMINCODE.LEGISLATURE.STATE.AL.
US/ADMINISTRATIVE-CODE/580-9-44](https://admincode.legislature.state.al.us/administrative-code/580-9-44)**

Policy and Procedure Manual
requirements

**SUBSTANCE USE SERVICES –
PERSONNEL REQUIREMENTS**

➤ **580-9-44-.02 Personnel– Direct Care Staff requirements**

➤ **<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.02>**

Both 580-2-20-.03 and 580-9-44-.02
Administrative Codes shall be addressed
in Agency Policies and Procedures and
implemented.

Substance Use Disorder Counselor Certification options:

- SU Counselor Certification Options:
 - <http://www.aadaa.us> or
 - <https://www.naadac.org/alabama>

“WHAT SUBSTANCE USE 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 -
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.14>
- 580-9-44-.15 Level I: Outpatient Treatment -
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.15>
- 580-9-44-.16 Level I-D: Ambulatory Detoxification Without Extended On-Site Monitoring -
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.16>
- 580-9-44-.17 Level II.1: Intensive Outpatient Treatment –
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.17>
- 580-9-44-.18 Level II.5: Partial Hospitalization Treatment Program -
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.18>
- 580-9-44-.19 Level II-D: Ambulatory Detoxification With Extended On-Site Monitoring
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.19>

RESIDENTIAL SERVICES

- 580-9-44-.20 Level III.01: Transitional Residential Program
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.20>
- 580-9-44-.21 Level III.1: Clinically Managed Low Intensity Residential Treatment Program
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.21>
- 580-9-44-.22 Level III.2-D: Clinically Managed Residential Detoxification
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.22>
- 580-9-44-.23 Level III.3: Clinically Managed Medium Intensity Residential Treatment Program For Adults
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.23>
- 580-9-44-.24 Level III.5: Clinically Managed Medium Intensity Residential Treatment Program For Adolescents
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.24>

RESIDENTIAL SERVICES

- 580-9-44-.25 Level III.5: Clinically Managed High Intensity Residential Treatment Program For Adults
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.25>
- 580-9-44-.26 Level III.7: Medically Monitored Intensive Residential Treatment Program For Adults
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.26>
- 580-9-44-.27 Level III.7: Medically Monitored High Intensity Residential Treatment Program For Adolescents
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.27>
- 580-9-44-.28 Level III.7-D: Medically Monitored Residential Detoxification
<https://admincode.legislature.state.al.us/administrative-code/580-9-44-.28>

Adolescent Treatment Services

More Certified Substance Use Treatment Programs Are Needed in Alabama!!!

Current Adolescent Treatment Profile

- Ages 12 – 18
- 19 Providers Certified to Provide SU Adolescent Treatment Services
 - 17 of the 19 provide Outpatient Services (OP and/or IOP);
 - 2 of the 19 provide Level III.5 Residential;
 - 7 of the 19 provide Level 0.5 Early Intervention Services.
- What's Trending? Vaping and Edible Gummies
- Most common reported substances used:
 - Alcohol
 - Marijuana



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AREAS OF NEED SUBSTANCE USE SERVICES

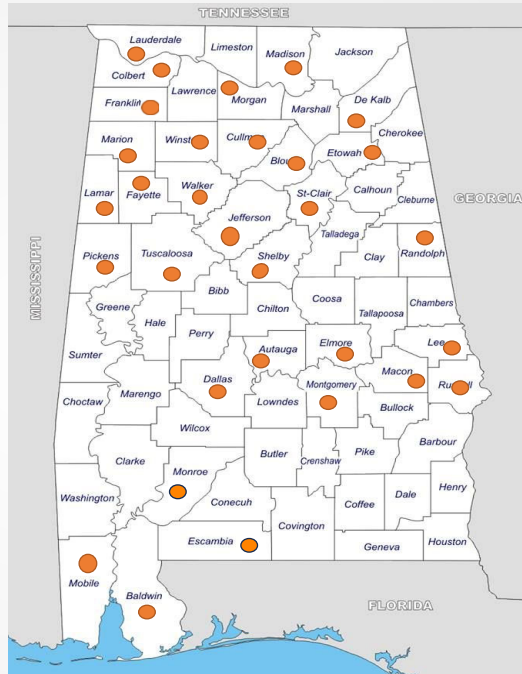
- Adolescent –
 - Level I OP
 - Level II.1 IOP
 - Residential Services – only 2 in the state
 - The Bridge – Boys
 - The START - Girls



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● Adolescent Treatment Programs by Region ●

Service Gaps by Location:
Central Region – West to East
AND
Southern Region



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For more information contact:

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Adolescent Substance Use Program Manager

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(334)242-3577



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CERTIFICATION



CONTRACT OR FUNDING

PREVENTION
SERVICES

[HTTPS://ADMINCODE.LEGISLATURE.
STATE.AL.US/ADMINISTRATIVE-
CODE/580-9-47](https://admincode.legislature.state.al.us/administrative-code/580-9-47)

Prevention Services GENERAL INFORMATION

- Prevention focuses on interventions that occur prior to the onset of a disorder, and which are intended to prevent the occurrence of the disorder or reduce risk for the disorder.
- Prevention is also about striving to optimize well-being.
- The National Prevention Strategy states that “preventing drug misuse and excessive alcohol use improves quality of life, academic performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses, and motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions. Excessive alcohol use includes binge drinking, underage drinking, drinking while pregnant, and alcohol impaired driving. Drug misuse includes inappropriate use of pharmaceuticals and any use of illicit drugs.”

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- 580-9-47-.01 Definitions – do not include in application
- 580-9-47-.02 Personnel-
<https://admincode.legislature.state.al.us/administrative-code/580-9-47-.02>
 - Full-time Executive Director
 - Prevention Director
 - Prevention Service Provider
- 580-9-47-.03 Prevention Records
<https://admincode.legislature.state.al.us/administrative-code/580-9-47-.03>
- 580-9-47-.04 Community Planning
<https://admincode.legislature.state.al.us/administrative-code/580-9-47-.04>
- 580-9-47.05 Prevention Strategies
<https://admincode.legislature.state.al.us/administrative-code/580-9-47-.05>
- 580-9-47.06 Performance Improvement
<https://admincode.legislature.state.al.us/administrative-code/580-9-47-.06>
- Must have MHSU Office of Prevention approved Prevention Plan

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POLICY AND PROCEDURE MANUAL

- ❖ **Must utilize ADMH Administrative Codes** when writing/developing policies and procedures.
- ❖ You cannot utilize policies and procedures from other states or other state agency(ies) you may provide services.
- ❖ Must have **Index of Policies and Procedures** that meet ADMH Administrative Code(s) – see sample provided.
- ❖ 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 ADMH Administrative Code.

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

- ❖ Your policy and procedure manual must be readily available to agency staff - 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 ADMH Administrative Code.
- ❖ Therefore, you must be familiar with the entire ADMH 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.

- **DO NOT JUST CUT AND PAST ADMINISTRATIVE CODE**
- **DO NOT SAY AGENCY HAS A PROCEDURE/ PROCESS AND NOT INCLUDE THE PROCEDURE/ PROCESS – make sure you include the procedure/process.**
- **YOU MUST HAVE PROCEDURES/ PROCESSES BASED ON ADMH MH/SU/PREVENTION ADMINISTRATIVE CODES**
- **Use of AI, chatgpt – make you review careful to ensure the product you get meets Administrative Code requirements. When testing it, it changes words, leaves requirements out, etc.**

What **not** to send....

- **DO NOT** submit your agency's HR policies and procedures, for example – employee leave benefits, insurance benefits, etc.
- **DO NOT** submit your agency's policies and procedures from another state – they do not address ADMH Administrative Code requirements.
- **DO NOT** submit your agency's policies and procedures for another state agency requirements – they do not address ADMH Administrative Code requirements.
- If you try to modify existing policies and procedures from one of the above, it may be in different sections than what ADMH Administrative Codes have – this will delay the review process as the reviewer will have to search for compliance with ADMH Administrative Codes.

ALL ITEMS MUST BE UPLOADED TO ALABAMA CERTIFICATION AUTOMATIUN PROGRAM (ACAP PROCESS APPLICATION

- ✓ Articles of Incorporation
- ✓ By-laws and Governing Body duties/responsibilities including a list of Governing Body/Board Members
- ✓ Copy of Phase 2 Becoming a community provider
- ✓ Governing Body/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
- ✓ INDEX OF POLICY AND PROCEDURE MANUAL PER ADMH ADMINISTRATIVE CODE(S).
- ✓ POLICY AND PROCEDURE MANUAL per **ADMH Administrative Code(s)** – must be uploaded or you will not be able to submit the application electronically. DO NOT send HR policies and procedures
- ✓ Program Description and application **for each service** you are applying for and **each location** you are applying requires submission of an application. Program description that meets ADMH Administrative Code must be uploaded with application.
- ✓ Other documents identified on ACAP
- ✓ Once application is submitted and passes quality assurance check by OCA, Criminal Background check notification will be sent to the ED will using the email address for ED in application – make sure email address is correct.

CERTIFICATION APPLICATION PROCESS FEE

- ❖ The applicant will submit application along with all required documents electronically per instructions given by OCA. Agency must upload policies and procedures per ADMH Administrative Code(s).
- ❖ The Office of Certification Administration will conduct quality check of submitted application packet and hold such until the results of criminal background checks are received for executive director.
- ❖ The Office of Certification Administration will forward the application electronically the Office of MHSUS Certification Director for review, final approval and processing the application.

- ❖ The Director of MHSUS Certification, along with MHSU Certification Team Member, SU Treatment Services Director and/or , Mental Health Community Programs Director and/or Children and Family Services Director or designee, will review the application packet, communicate any corrections needed to you in the electronic system and make recommendations regarding approval.
- ❖ Upon approval by the MHSUS Associate Commissioner, the Office of Certification Administration will notify through the electronic system requesting the agency submit 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 passed life safety inspection, the Office of Life Safety and Technical Services will notify OCA through electronic system.
- ❖ OCA will draft TOA letter for approval and final signature of ADMH Commissioner.
- ❖ The provider will be notified through the electronic system that a Temporary Operating Authority (TOA) for six (6) months by the Office of Certification Administration.
- ❖ You are expected to start providing services upon receipt of TOA. Failure to start providing services within the six (6) month TOA will result in provider having to re-submit application.

REMINDER:

- **DO NOT SEND POLICIES AND PROCEDURES FOR ANOTHER STATE OR ANOTHER STATE AGENCY OR JOINT COMMISSION OR CARF, etc.**
- **YOU MUST HAVE PROCEDURES/PROCESSES BASED ON ADMH MH/SU/PREVENTION ADMINISTRATIVE CODE(S) – THERE ARE NOT EXCEPTIONS**
- **Use of AI OR CHATGPT TO WRITE POLICIES AND PROCEDURES. IF YOU DO, YOU MUST REVIEW CAREFULLY TO ENSURE IT IS WHAT YOUR AGENCY WILL DO AND THAT IT HAS ACCURATE TERMINOLOGY PER ADMH ADMINISTRATIVE CODE.**

- ❖ **Application will not be processed until provider has completed electronic application and uploaded all required documents.**
- ❖ **If you do not receive an electronic confirmation, your application is still pending your submission required documents.**

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

100%.

IF YOU HAVE QUESTIONS REGARDING POTENTIAL FUNDING/CONTRACT AFTER BECOMING A CERTIFIED PROVIDER CONTACT:

- ❖ Check ADMH website for potential funding opportunities via Request for Proposal (RFP) <https://mh.alabama.gov/contracts-and-purchasing/>
- ❖ **SUBSTANCE USE**– Denice Morris, Director of Substance Use Treatment and Development – denice.morris@mh.alabama.gov
- ❖ **Mental Health** – Kim Hammack, Director of Mental Health Community Programs - kim.hammack@mh.alabama.gov
- ❖ **Children and Family Services**– Beverly Johnson, Director of Children and Family Services – Beverly.Johnson@mh.alabama.gov

IMPORTANT!!!

READ!

READ!

READ!



APPLICATION/SUPPORTING DOCUMENTS

All applications to the Alabama Department of Mental Health (ADMH) for certification of community programs shall be submitted electronically in the Alabama Certification Automation Program (ACAP). No paper application or required documents will be accepted by OCA effective August 1, 2025.

CERTIFICATION



CONTRACT OR FUNDING



QUESTIONS



❖ MHSUS Administrative Code

- ☐ <https://admincode.legislature.state.al.us/administrative-code/580-2-20>

MH Administrative Code

- ☐ <https://admincode.legislature.state.al.us/administrative-code/580-2-20>

SA Administrative Code

- ☐ <https://admincode.legislature.state.al.us/administrative-code/580-9-44>

Prevention Services Administrative Code

- ☐ <https://admincode.legislature.state.al.us/administrative-code/580-9-47>



Alabama Department
of Mental Health
connecting mind and wellness

