

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.

- ❖ Registration in Alabama Certification Automation Program (ACAP).
- ❖ Certification application submitted in ACAP
- ❖ Copy of Phase 2 Becoming a Community Provider Orientation.
- ❖ Criminal Background Check you once your application is received in Office of Certification Administration, the Executive Director will receive an email from "Know Your Employee" to complete the background check.
- ❖ 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
- ❖ Index of Policies and Procedures.
- ❖ Agency Policy and Procedure Manual – must be included with application and meet Administrative Codes. **Failure to include all required Policies and Procedures per applicable Administrative Codes will delay review process and may result in denial of application.**
- ❖ Program Description for **each service and/or level of care** agency is applying to provide.
- ❖ MHSU Residential programs that do not require 24/7 RN/LPNs, must complete ADMH Certification application in ACAP and upload policies and procedures per Nurse Delegation Program per instructions from NDP Coordinator.
- ❖ **All documents must be uploaded in ACAP per instructions provided by OCA Director or ACAP will not allow you to submit application.**