The Alabama Department of Mental Health New Clinical Director

Designated Mental Health Facility Application

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Workflow Roles

Provider

Associate Commissioner of Administration

Role type: Registered user

Selected user: Hibbard Brooke – brooke.hibbard@mh.alabama.gov

Associate Commissioner Office MHSU

Role type: Registered user

Associate Commissioner - Nicole Walden – Nicole.walden@mh.alabama.gov

C&F Program Coordinator

Role type: Group of users

Form fields: Child & Family Services Program Coordinator

C&F Program Director

Role type: Selected user

Selected user from field: Child & Family Services Program Director, Beverly Johnson – Beverly.Johnson@mh.alabama.gov

Central Office

Role type: Group of roles

Roles: Planning & Quality Specialist I, Planning & Quality Specialist II, Provider Network Manager

Certification Team Member

Role type: Selected user

Selected user from field: Certification Team Member

ADMH Commissioner

Role type: Registered user

Selected user: Kimberly Boswell, Kimberly.boswell@mh.alabama.gov

Conditional PPQ Reviewer

Role type: Get user data from form

Form field for user email: Conditional PPQ Reviewer

DD Associate Commissioner

Role type: Registered user

Selected user: Camille Cumuze, DDD—**camille.cumuze@mh.alabama.gov**

Director of Provider Certification

Role type: Registered user

Selected user: Orange Fredericka, fredericka.orange@mh.alabama.gov

Executive Assistant to the Assoc. Comm. DD

Role type: Registered user

Selected user: Davis Jonathan, jonathan.davis@mh.alabama.gov

MH Program Coordinator

Role type: Selected user

Selected user from field: Program Coordinator

MH Program Director

Role type: Selected user

Selected user from field: MH Program Director

Community Programs – Director-Kim Hammack - Kim.hammack@mh.alabama.gov

SU Treatment – Director- Denice Morris- Denice.morris@mh.alabama.gov

MHSU Associate Commissioner

Role type: Registered user

Selected user: Nicole Walden – Nicole.walden@mh.alabama.gov

MHSU Certification Director

Role type: Registered user

Selected user: Bergeron Beth – beth.bergeron@mh.alabama.gov

OCA ASA III

Role type: Registered user

Selected user: Pritchett Courtney – courtney.pritchett@mh.alabama.gov

OCA Attorney

Role type: Registered user

Selected user: Penn Bryan – bryan.penn@mh.alabama.gov

OCA Director

Role type: Registered user

Selected user: McCoy Fred – fred.mccoy@mh.alabama.gov

OCA Review Group

Role type: Group of roles

Roles: Conditional PPQ Reviewer, OCA ASA III, OCA Director

Planning & Quality Specialist I

Role type: Registered user

Selected user: Williams Melanie – melanie.williams@mh.alabama.gov

Planning & Quality Specialist III

Role type: Registered user

Selected user: Nettles Tina – tina.nettles@mh.alabama.gov

PPQ Director

Role type: Registered user

Selected user: Moss Nakema – nakema.moss@mh.alabama.gov

Provider Network Manager

Role type: Registered user

Selected user: Woods Latoya – latoya.woods@mh.alabama.gov

SU Executive Assistant

Role type: Selected user

Selected user from field: SU Program Director Executive Assistant

SU Program Director

Role type: Selected user

Selected user from field: SU Program Director
Denice Morris- Denice.morris@mh.alabama.gov

SU Program Manager

Role type: Selected user

Selected user from field: SU Program Manager

Program Manager- Luciana Coleman- Luciana.Coleman@mh.alabama.gov

Program Manager- Elana Merriweather Elana.merriweather@mh.alabama.gov

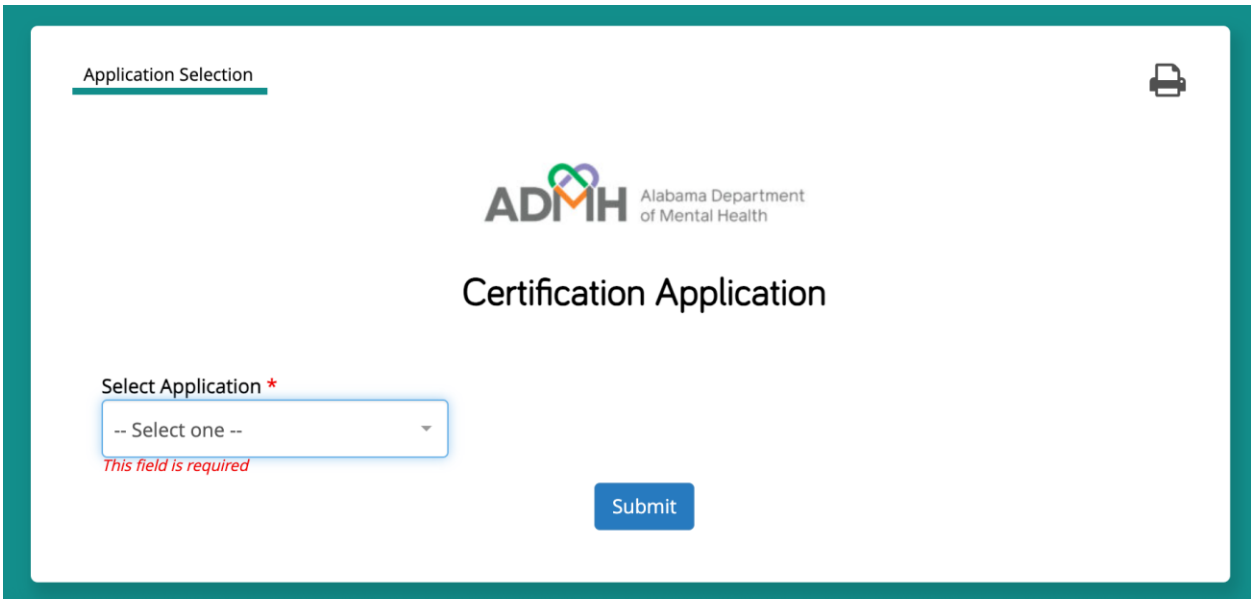
Program Manager- Lashanda Craig – Lashanda.craig@mh.alabama.gov

Program Manager – Brooke Whitfield – Brook.Whitfield@mh.alabama.gov

Workflow Start

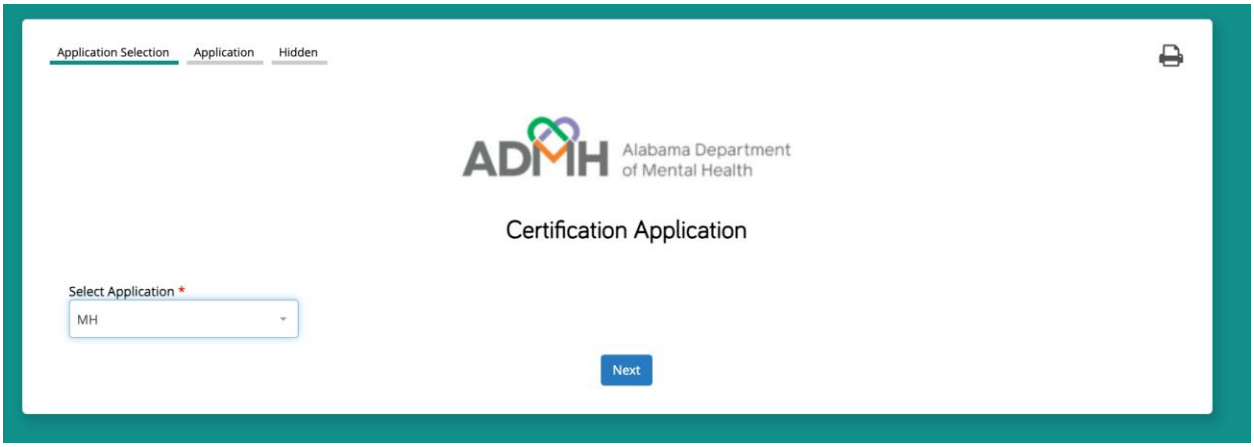
Select Application

To submit an application, the applicant selects the application from the drop-down menu labeled "Select Application" and clicks "Submit."



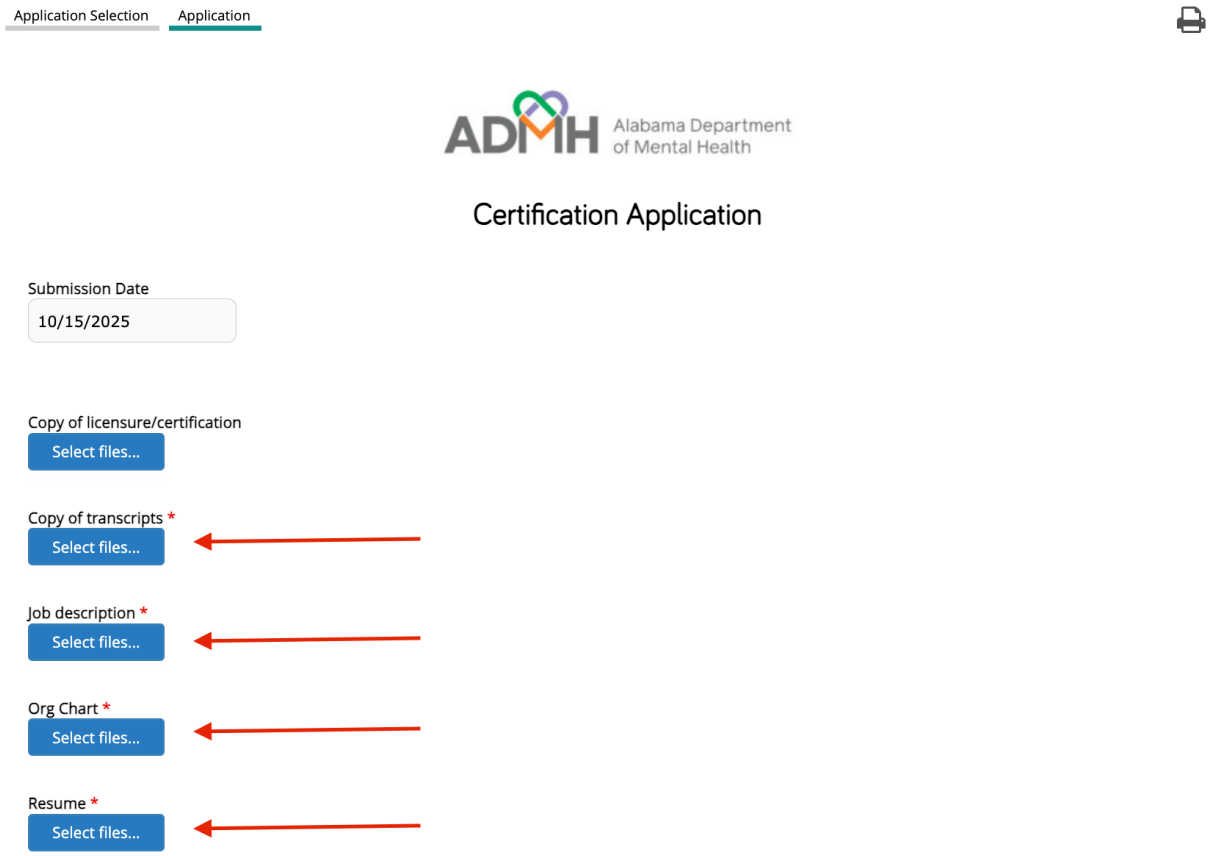
MH Provider

After selecting MH from the drop-down menu, two tabs will appear. The applicant will then go to the Application tab to fill out the New Provider information.



Applicant

The applicant will fill out the required fields marked with an asterisk in the "Application" section. The address fields will pre-populate as soon as the applicant starts entering information and selects from the options that appear. The applicant must upload documents to all required fields.



Applicant

Administrative Services Number *
1234

1234

Name of Agency *

Test

Street Address *

Lincoln Park 1

County *

Autauga County

City *

Test

State *

AL

Zip *

11111

Telephone *

(112) 312-3123

Name of Executive Director *

Test

Executive Director's Email *

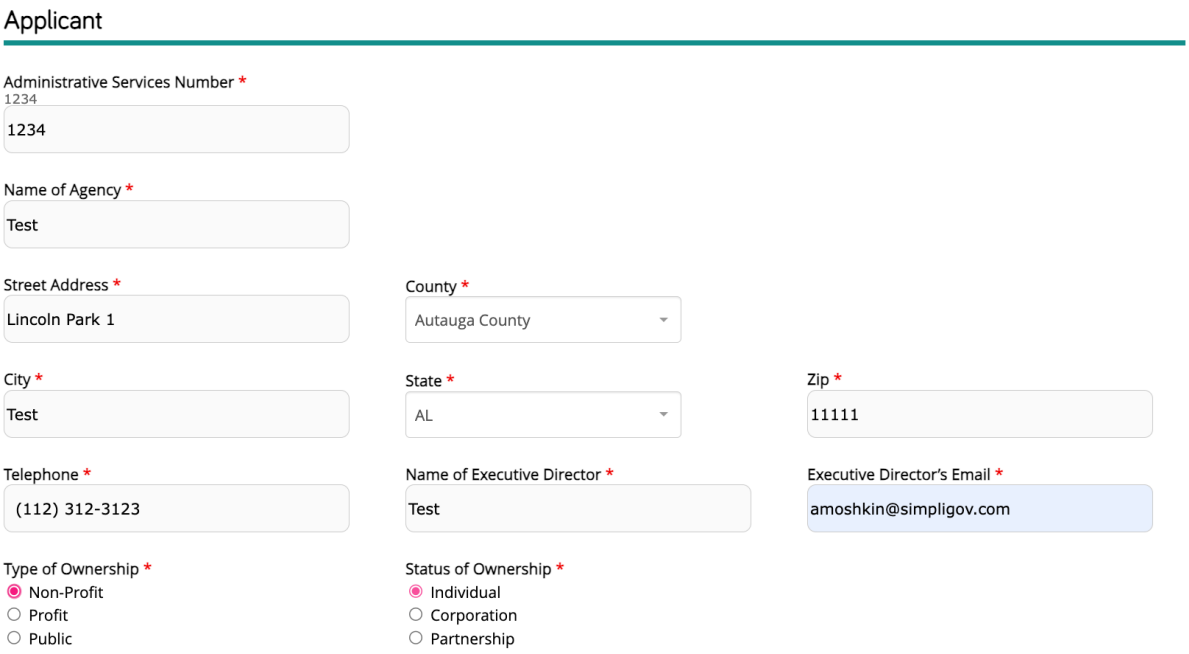
amoshkin@simpligov.com

Type of Ownership *

- (●) Non-Profit
- ( ) Profit
- ( ) Public

Status of Ownership *

- (●) Individual
- ( ) Corporation
- ( ) Partnership



Board Member Information

The applicant will fill in information about the board member.

Board Member Information

Board President's Mailing Address *

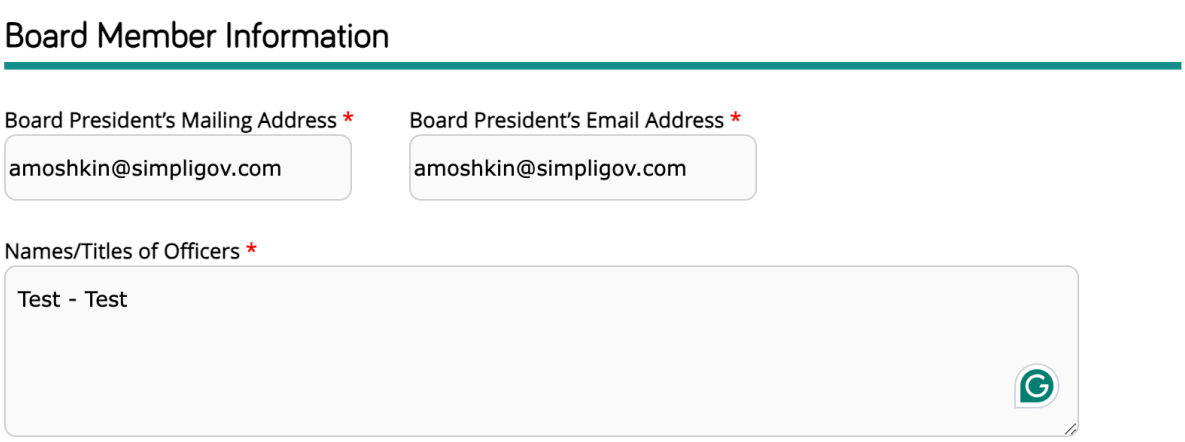
amoshkin@simpligov.com

Board President's Email Address *

amoshkin@simpligov.com

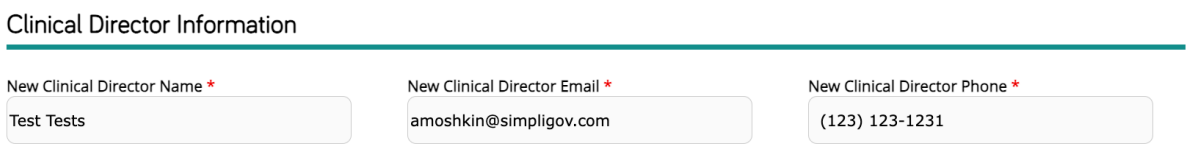
Names/Titles of Officers *

Test - Test



Clinical Director Information

The applicant provides information about the new clinical director.



Clinical Director Information

New Clinical Director Name *

Test Tests

New Clinical Director Email *

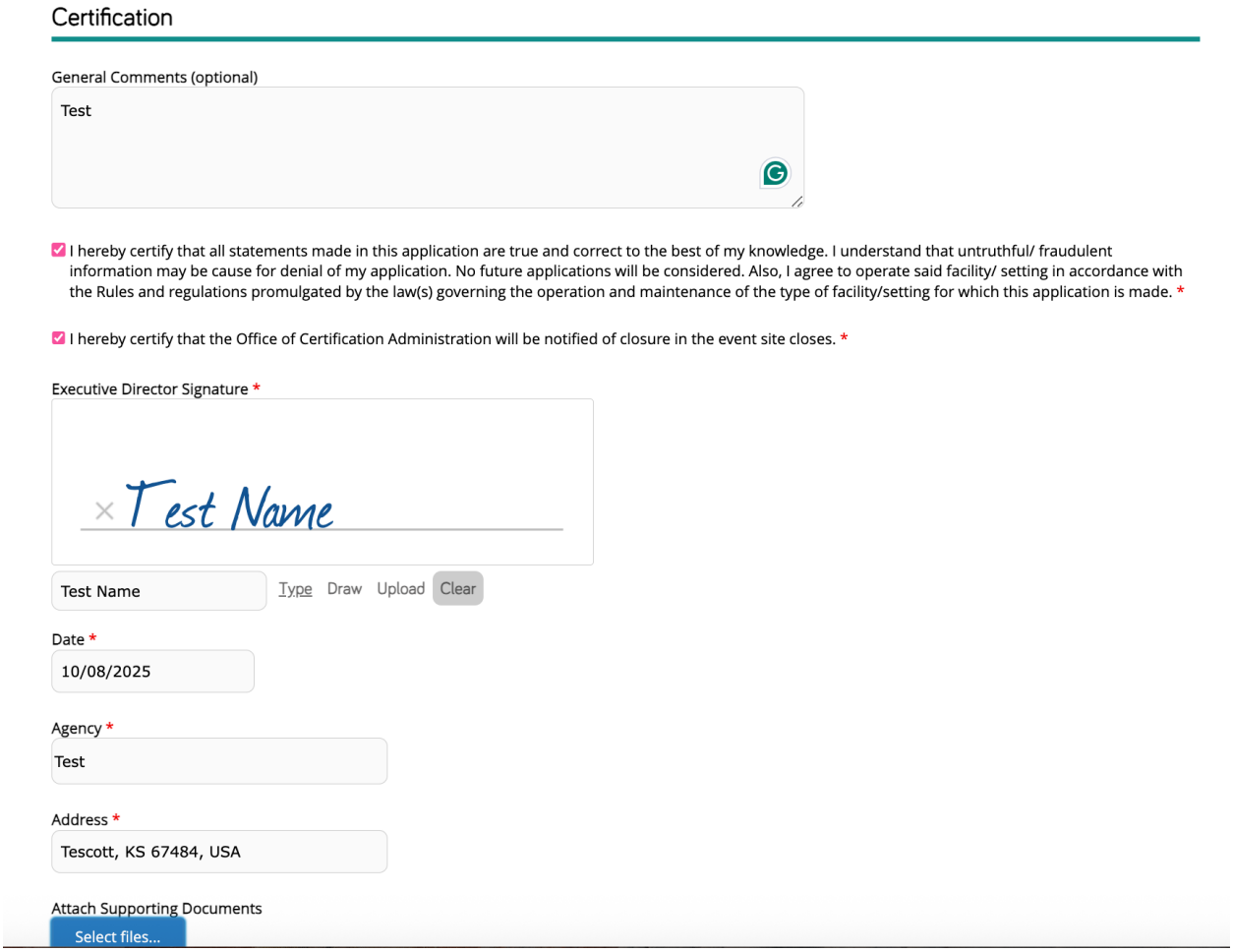
amoshkin@simpligov.com

New Clinical Director Phone *

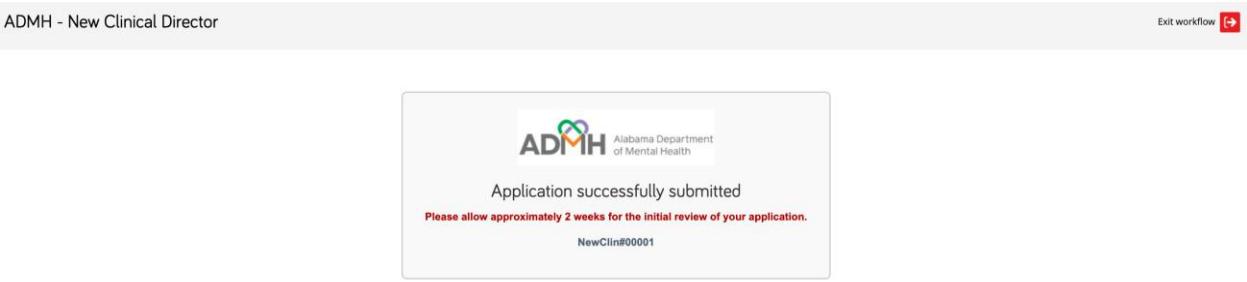
(123) 123-1231

Certification

The applicant enters their name and date in the Certification section, checks the agreement, and clicks "Next."

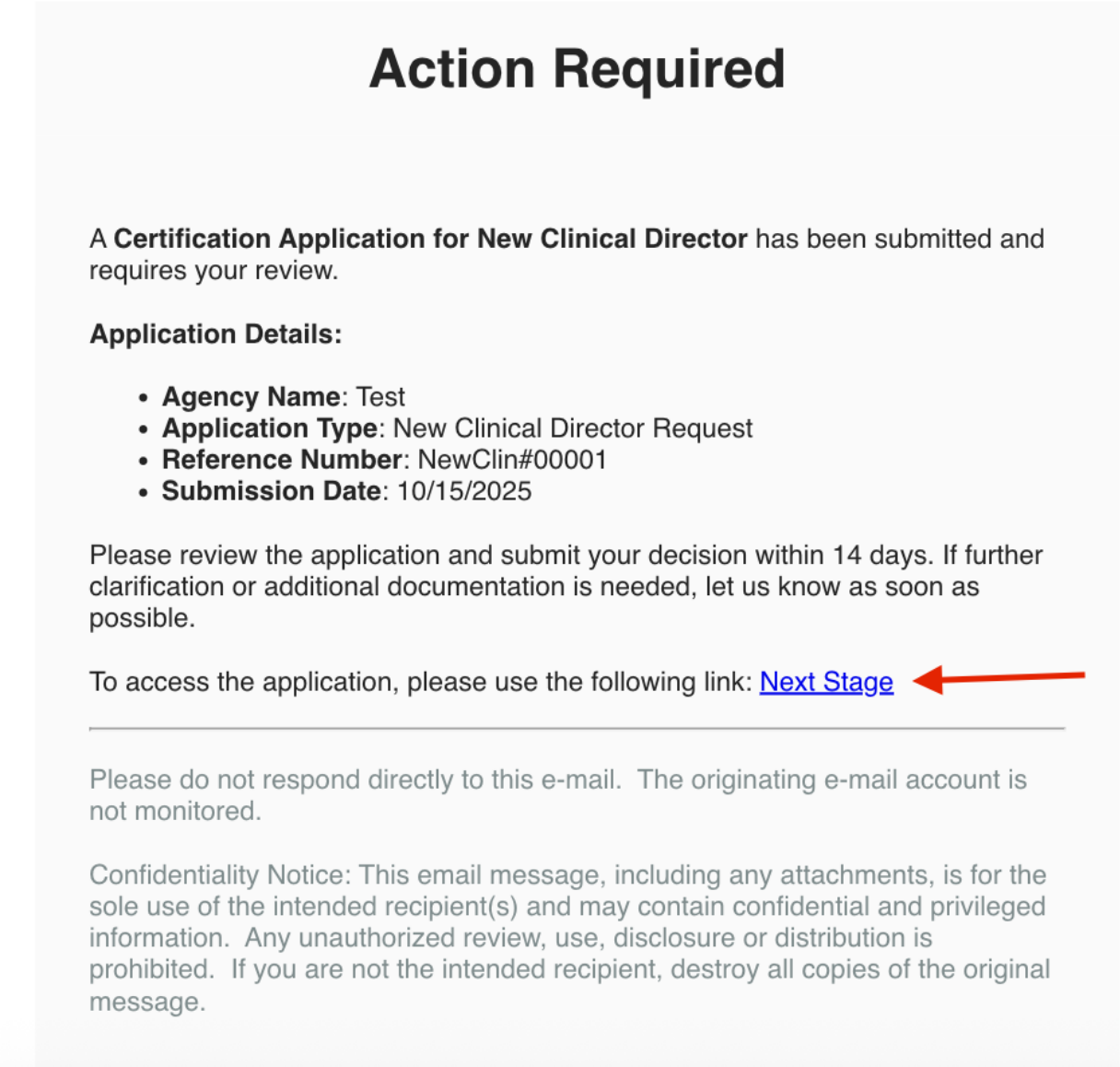


After entering the required information, click "Submit." A confirmation page displaying application number should then appear.



OCA Quality Review

The OCA Director will receive an email containing a link to the next stage. Click "Next Stage."



Action Required

A **Certification Application for New Clinical Director** has been submitted and requires your review.

Application Details:

- **Agency Name**: Test
- **Application Type**: New Clinical Director Request
- **Reference Number**: NewClin#00001
- **Submission Date**: 10/15/2025

Please review the application and submit your decision within 14 days. If further clarification or additional documentation is needed, let us know as soon as possible.

To access the application, please use the following link: Next Stage

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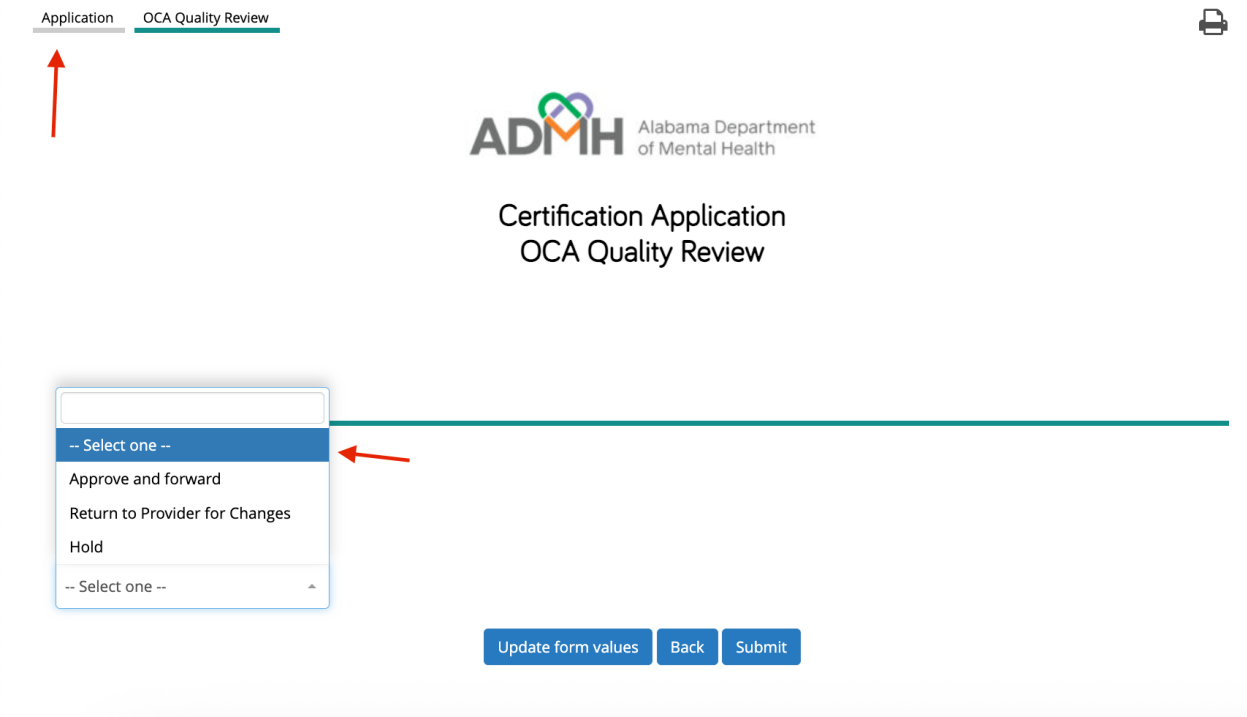
Please do not respond directly to this e-mail. The originating e-mail account is not monitored.

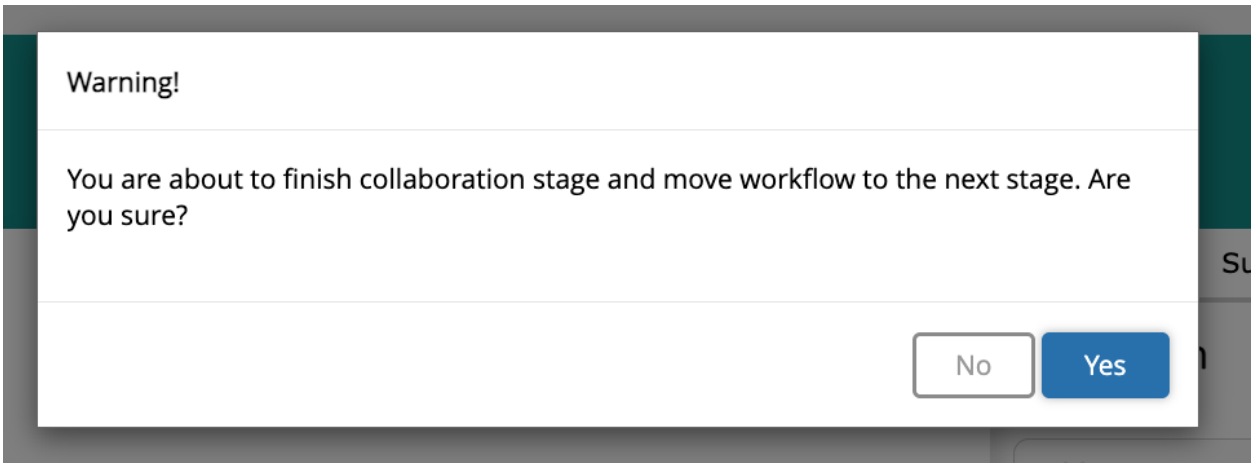
Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, destroy all copies of the original message.

After clicking "Next Stage," the OCA director will be directed to a form where they can review all the information previously entered in the "Application" tab. There is no need to change anything. The OCA director will select the disposition from the dropdown menu labeled "OCA Disposition." Depending on the option chosen, the application will either be returned to the applicant or forwarded to the next stage. The OCA Director will then click

"Submit."

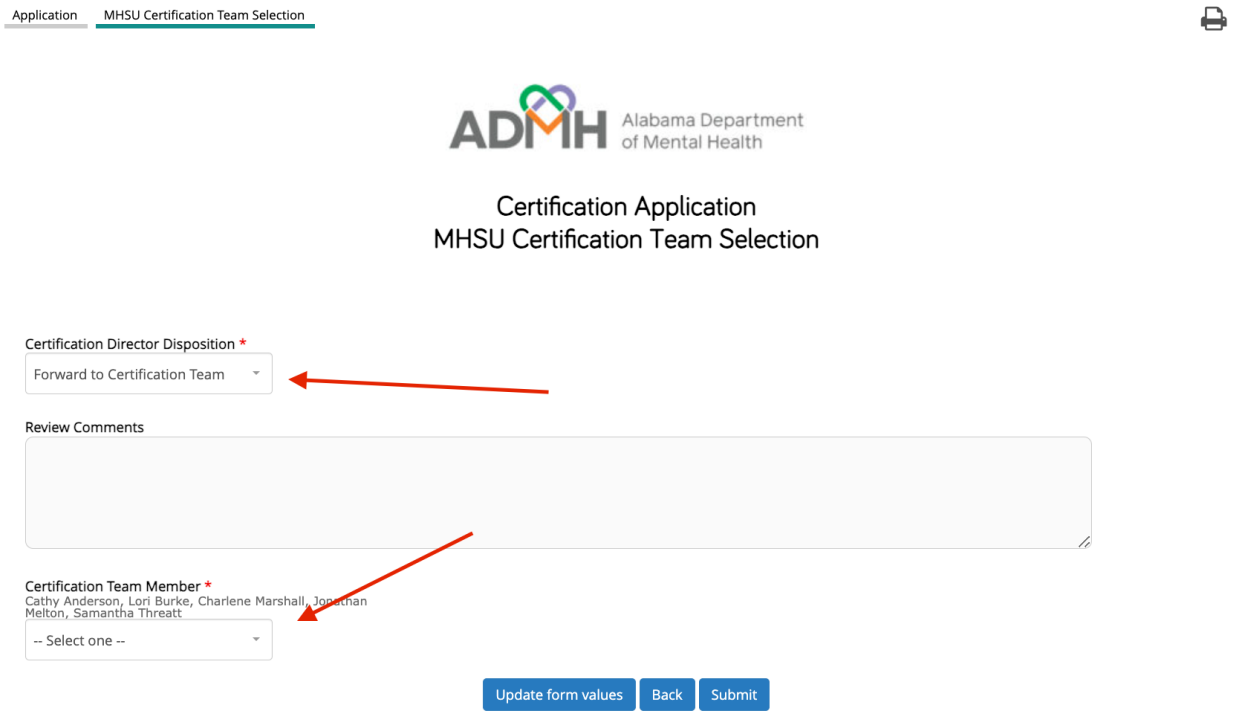


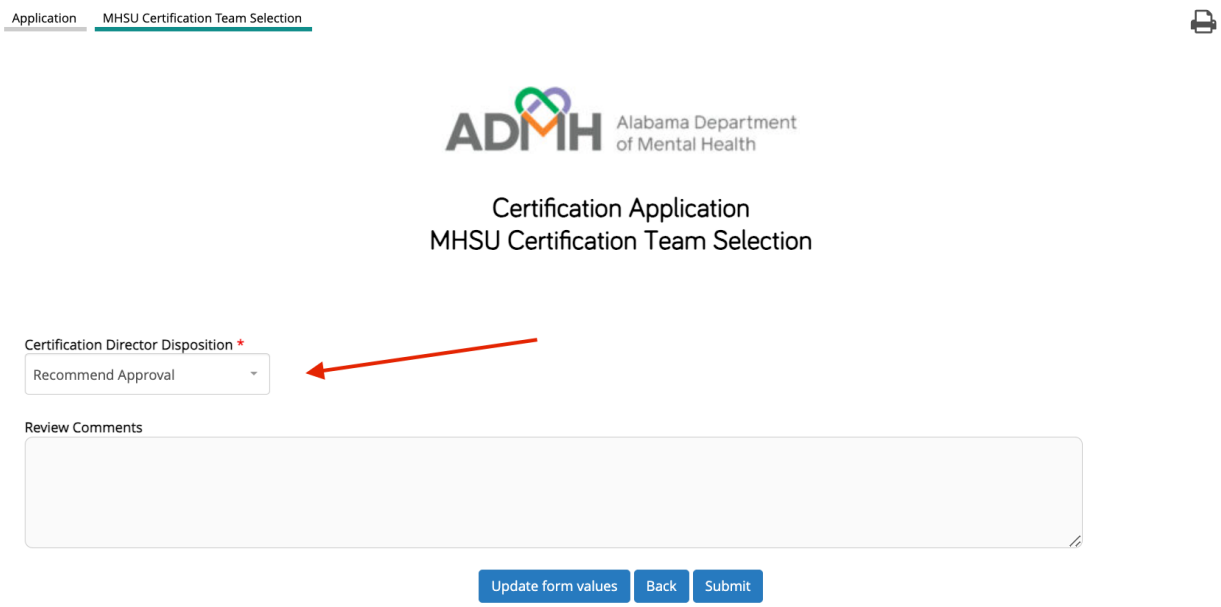
This stage is collaborative, so other team members can access it. If the OCA Director wants to end the collaboration, they click "Yes."



MHSU Certification Team Selection

At this stage, the MHSU Certification Director must decide how to proceed. Options include forwarding the application to the certification team, recommending approval or denial, or requesting additional information from the applicant. If the Certification Director decides to forward the application to the certification team, a team member should be selected from the drop-down menu. In this case, I recommend approval as the Certification Director.



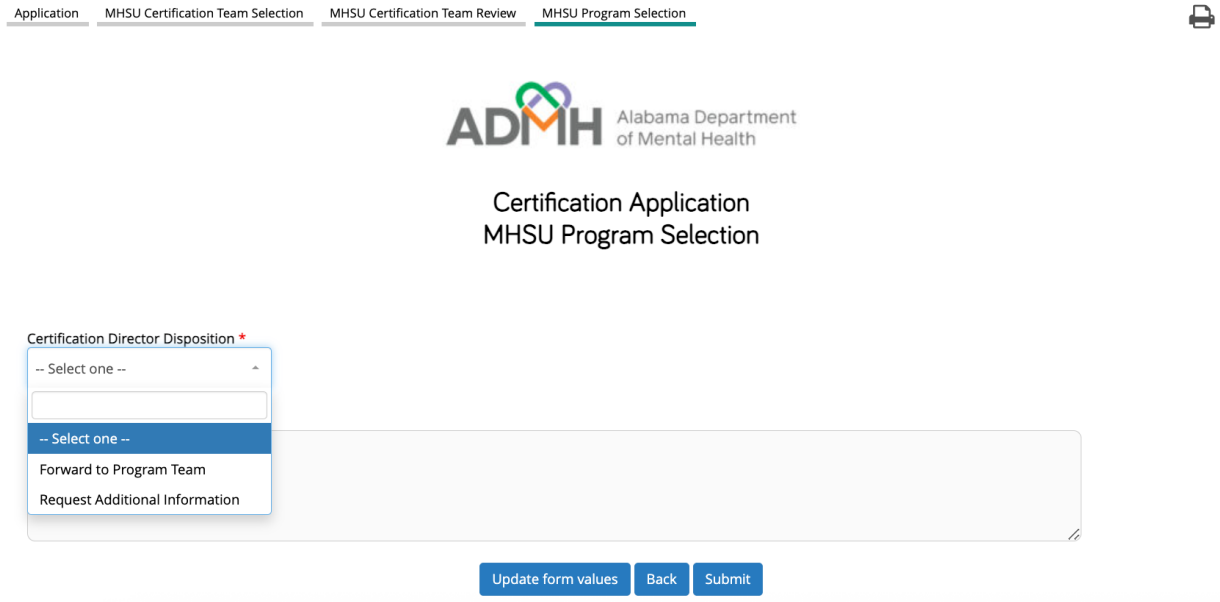


MHSU Certification Team Review

In this scenario, the MHSU certification team review stage will be skipped because the certification director has recommended approval. Therefore, the user should click “Next”.

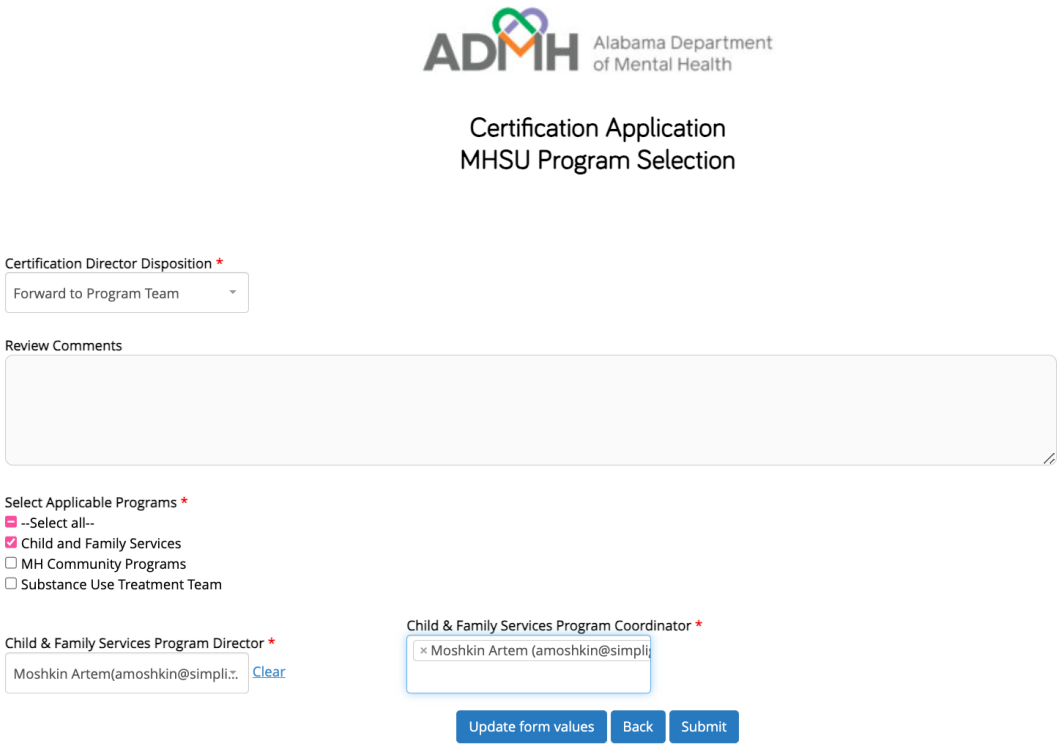
MHSU Program Selection

At this stage, the application will either be forwarded to the program team or the applicant will be asked to provide additional information.

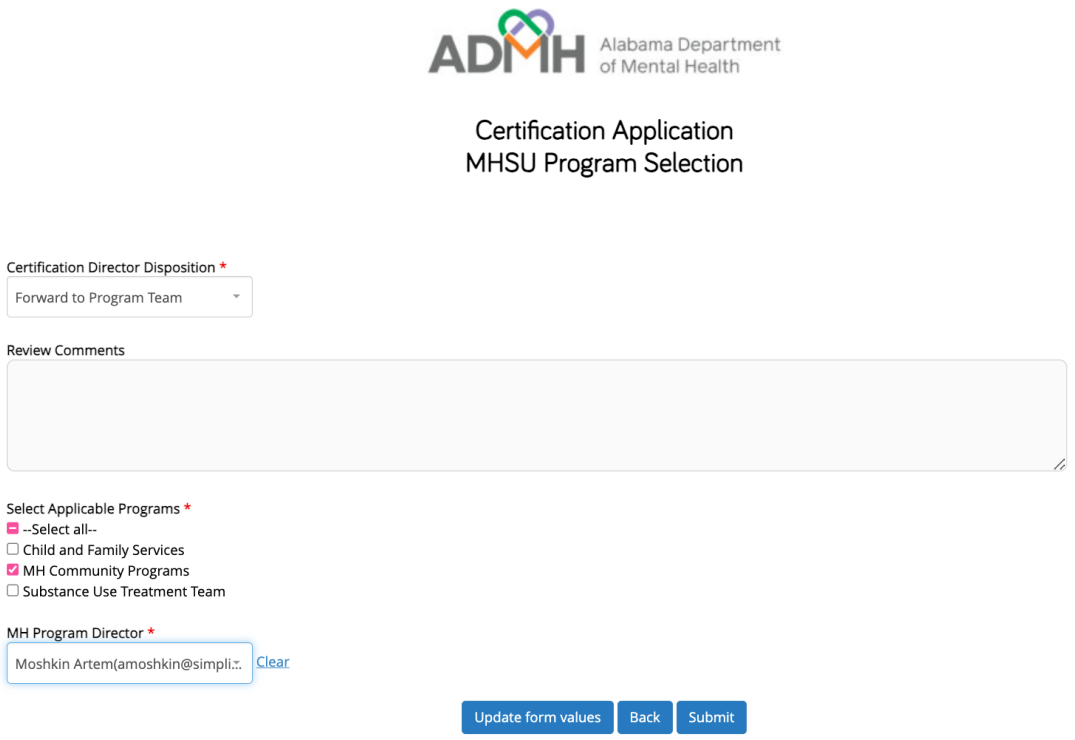


The Certification Director can select multiple Applicable Programs from the checklist.

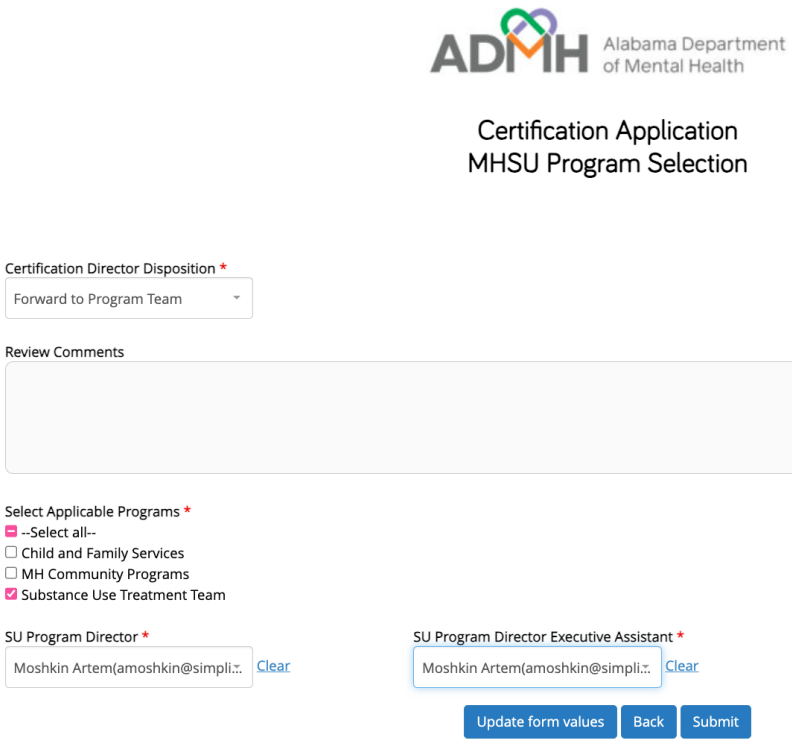
If the "Child and Family Services" option is chosen, the workflow will be sent to Family and Children Services.



If the "MH Community Programs" option is selected, the workflow will be sent to the MH Program Director.

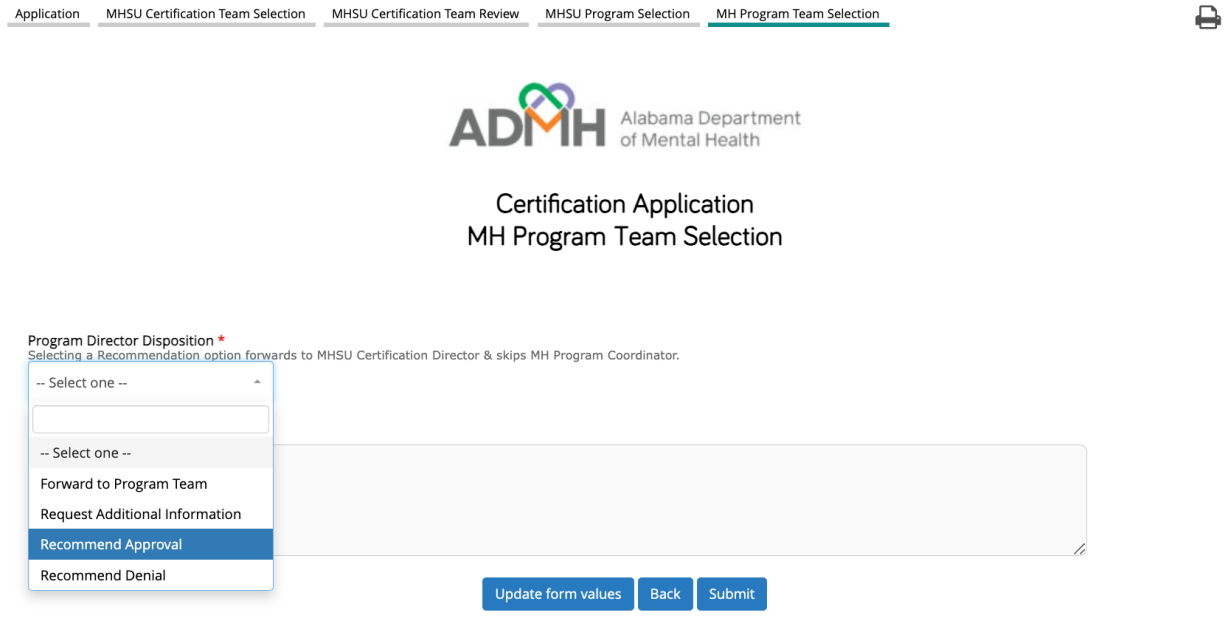


If the "Substance Use Treatment Team" option is selected, the workflow will be sent to the SU Program Director.

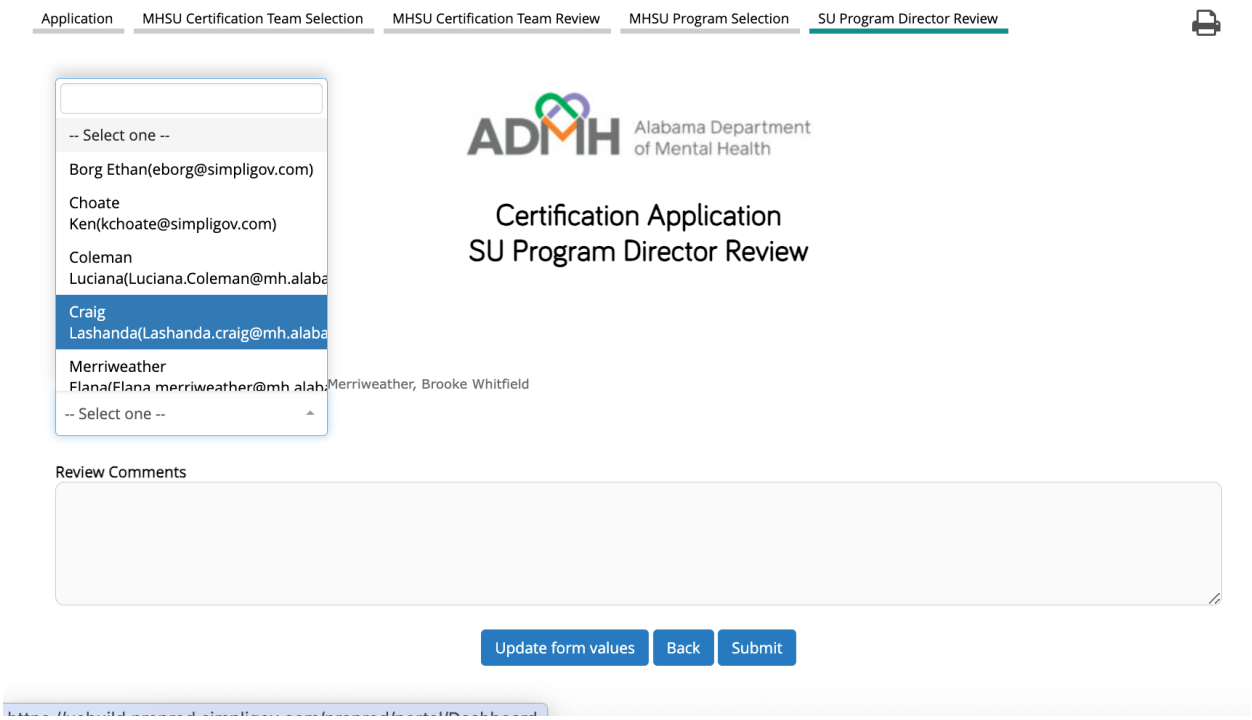


Family & Children Services, MH Program Director and SU Program Director

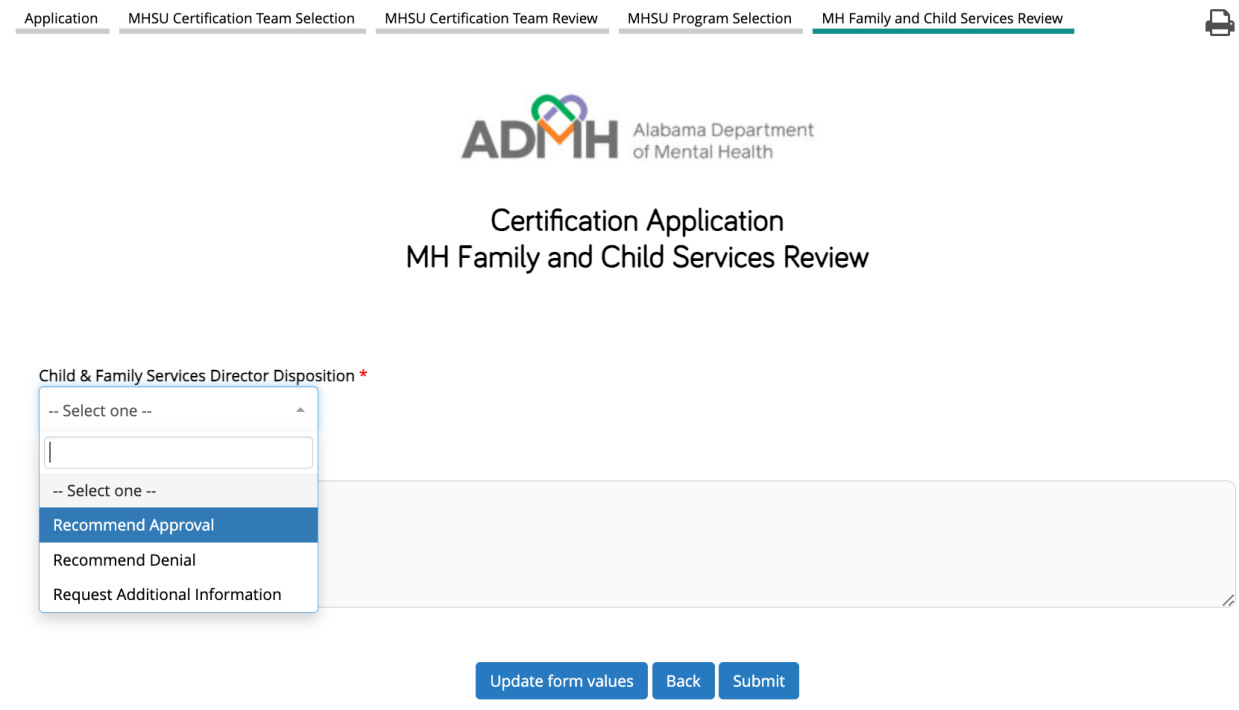
At this stage, the program director will select a disposition. The options are to forward to the program team, request additional information, recommend approval, or recommend denial. In this scenario, the program director will recommend approval.



The SU Program Director should be chosen from the list of ADMH employees on the stage.

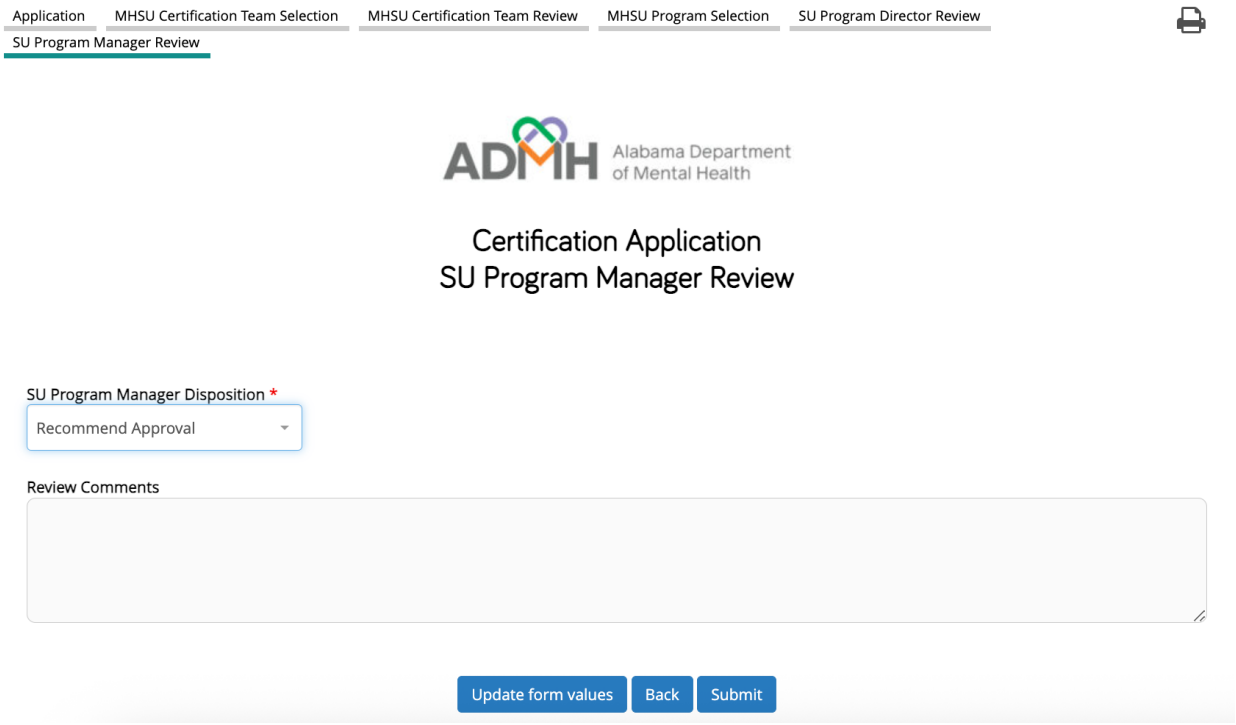


"C&F Program Director" will choose a disposition on the "MH Family and Child Services Review".



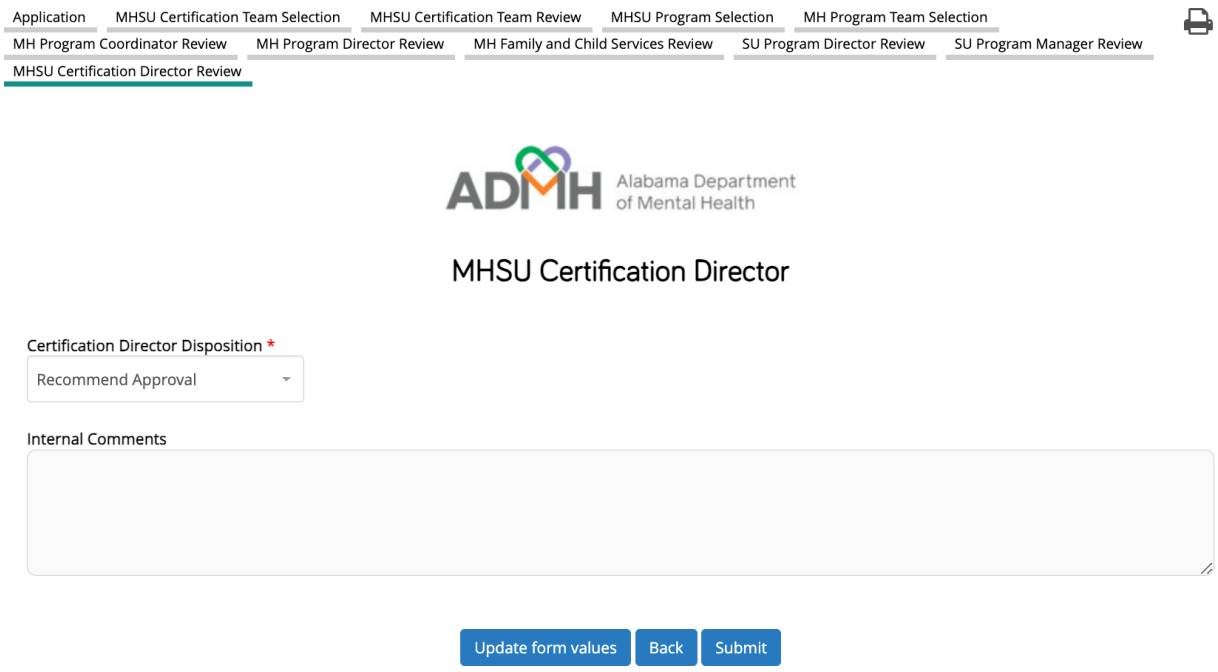
SU Program Manager Review

The SU Program Manager will either recommend approval of the application, request additional information, or deny it.



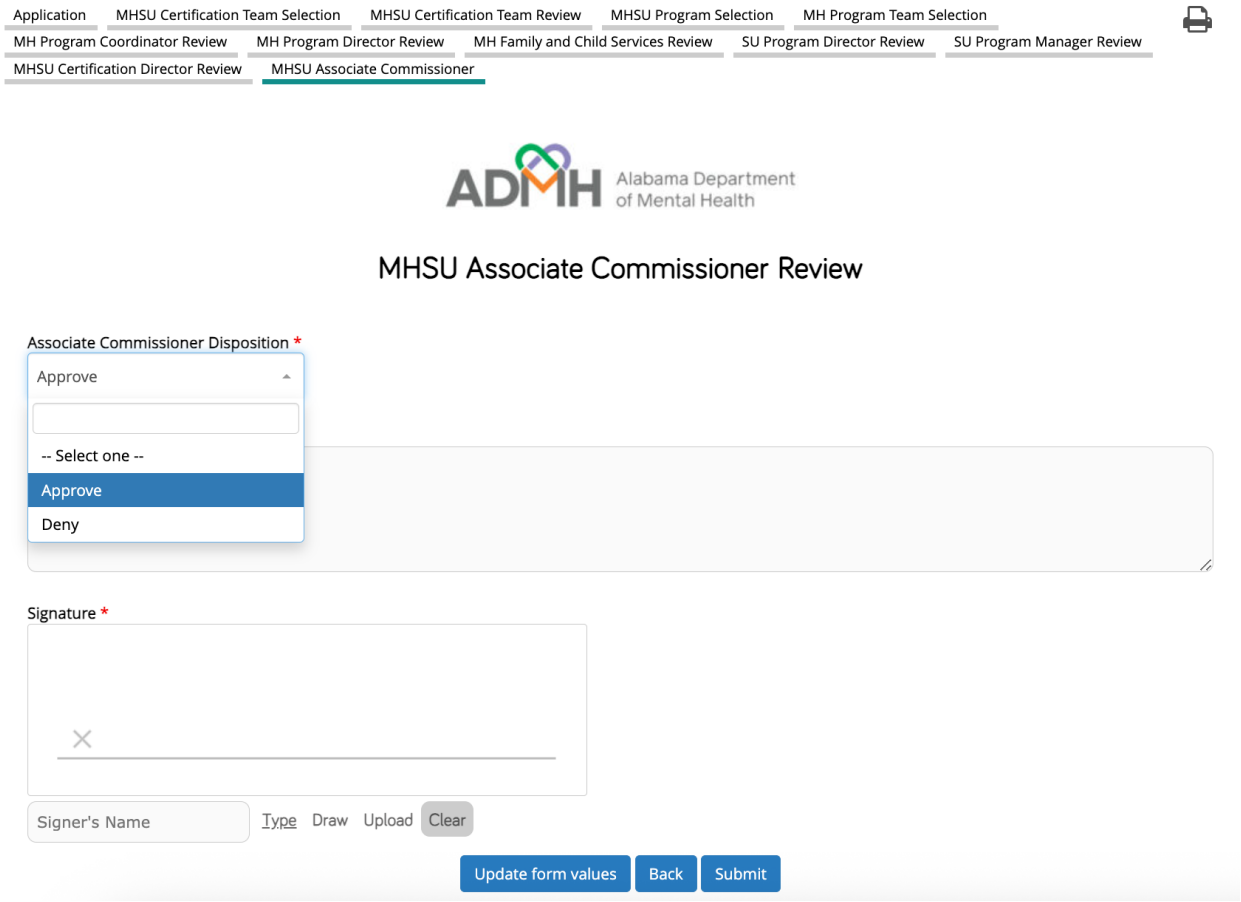
MHSU Certification Director Review

At this stage, the "MHSU Certification Director" will be able to see all the information previously entered. Based on this information, the decision to approve, deny, or request additional information should be made once again.



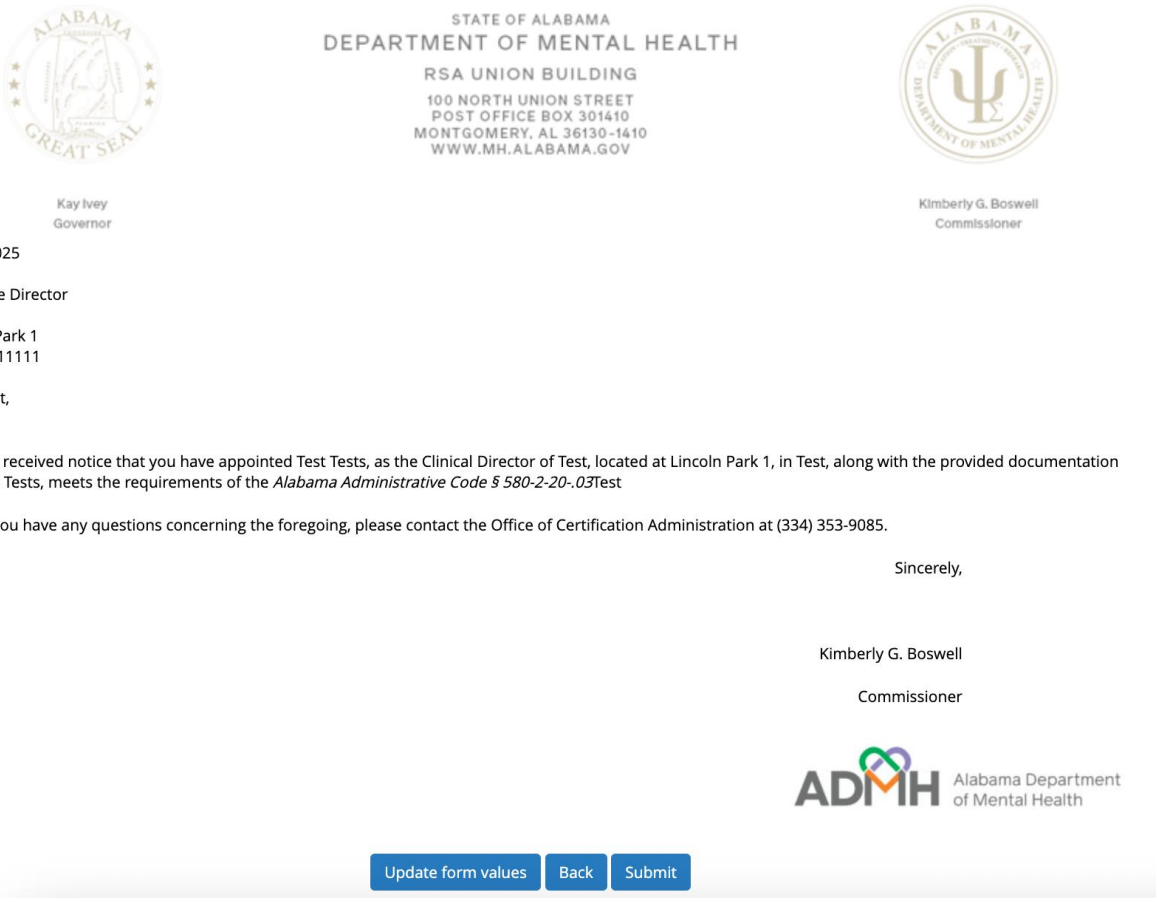
MHSU Associate Commissioner

This time, there are only two options available for the MHSU Associate Commissioner: Approve or deny. The MHSU Associate Commissioner will also have to sign this decision.



Letter Creation

The next stages are "Letter Creation". During the "Letter Creation" stage, OCA Director will see a sample letter that will be sent to the applicant if their application is approved. Some applicant data will be included. OCA Director can edit it if necessary.



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV

Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

10/15/2025
Test
Executive Director
Test
Lincoln Park 1
Test, AL 11111

Dear Test,

We have received notice that you have appointed Test Tests, as the Clinical Director of Test, located at Lincoln Park 1, in Test, along with the provided documentation that Test Tests, meets the requirements of the *Alabama Administrative Code § 580-2-20-.03*Test

Should you have any questions concerning the foregoing, please contact the Office of Certification Administration at (334) 353-9085.

Sincerely,

Kimberly G. Boswell

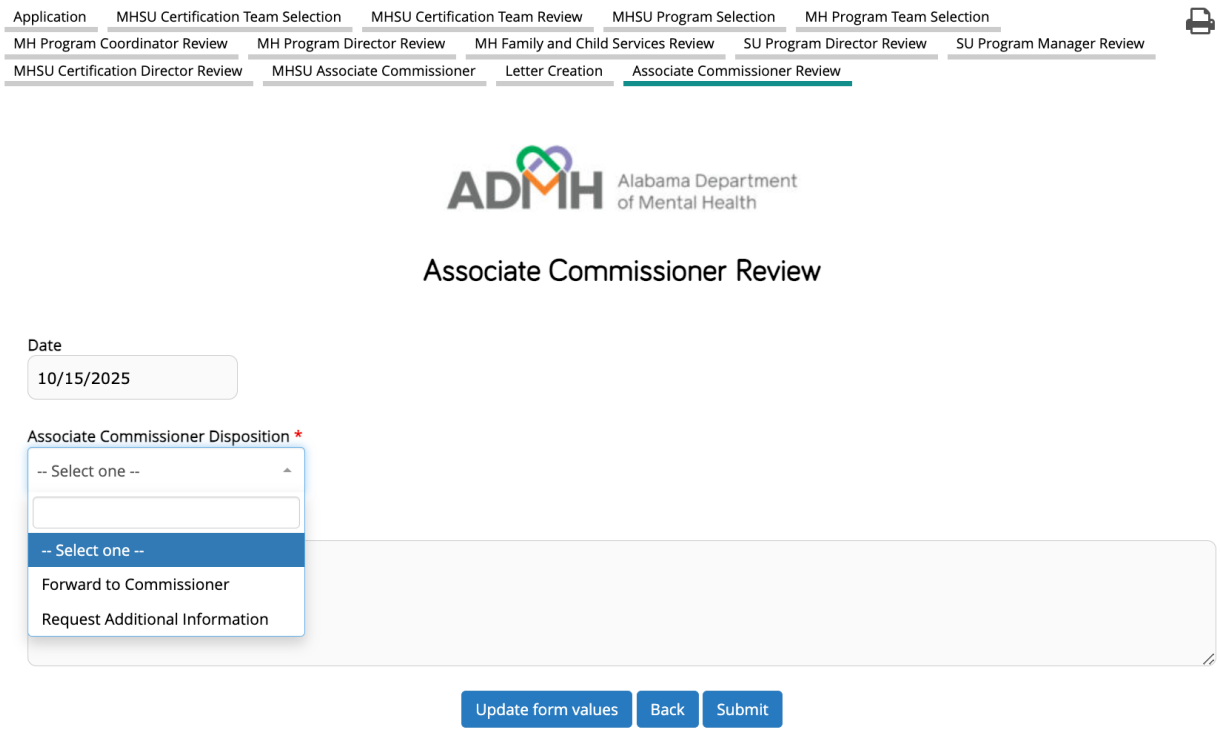
Commissioner

ADMH Alabama Department of Mental Health

Update form values | Back | Submit

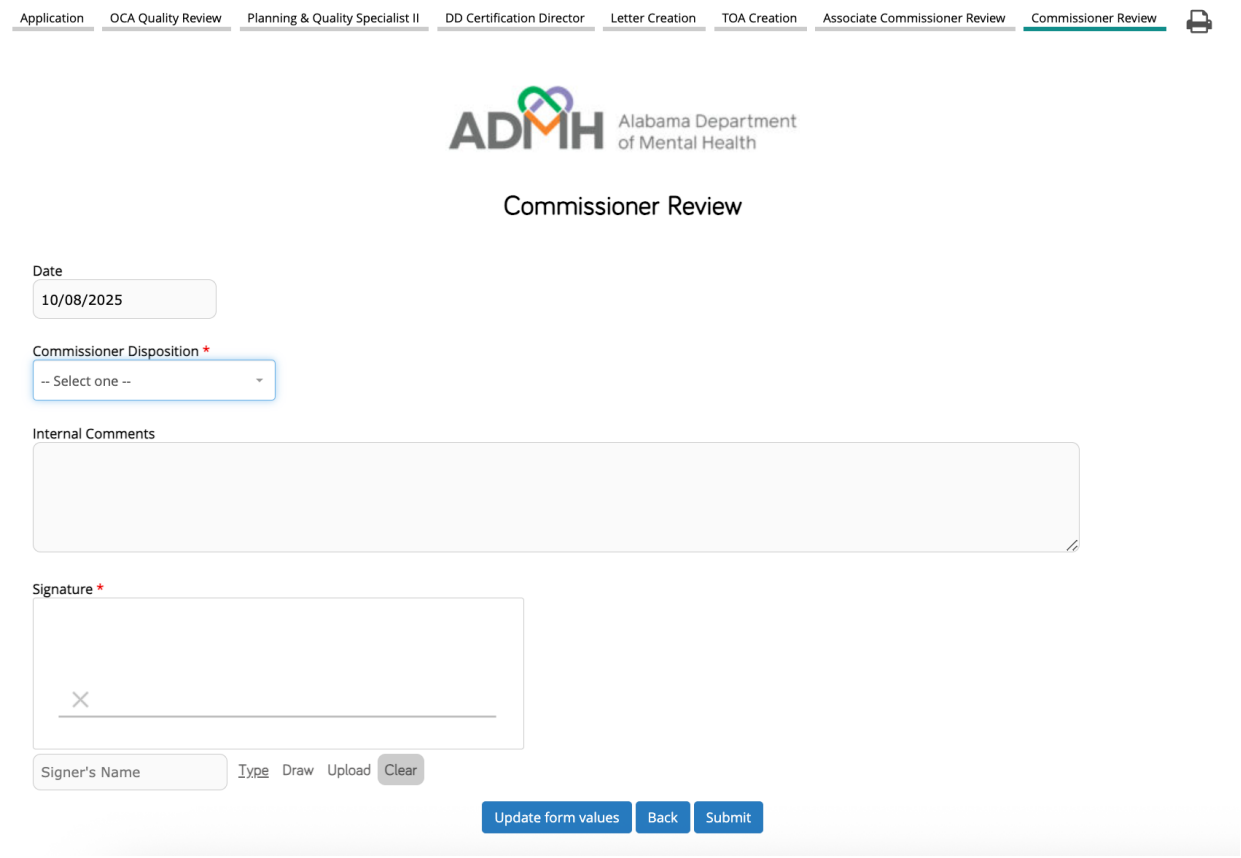
Associate Commissioner Review

Associate Commissioner will review an application and decide if it should be forwarded or there is a need to request an additional information.



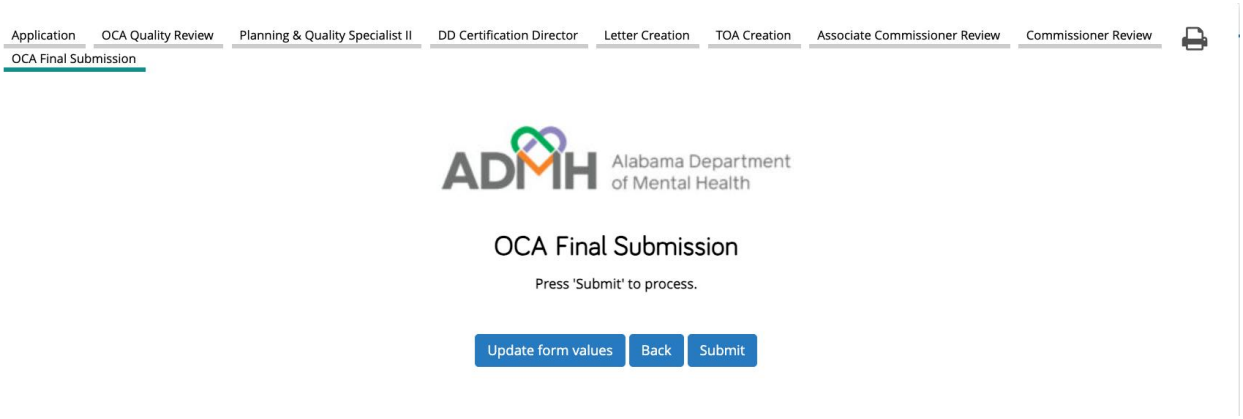
Commissioner Review

The commissioner should decide what the next step should be for the application. The options are to approve, deny, or request additional information. After deciding, click the field below to place your signature and click “Submit.”



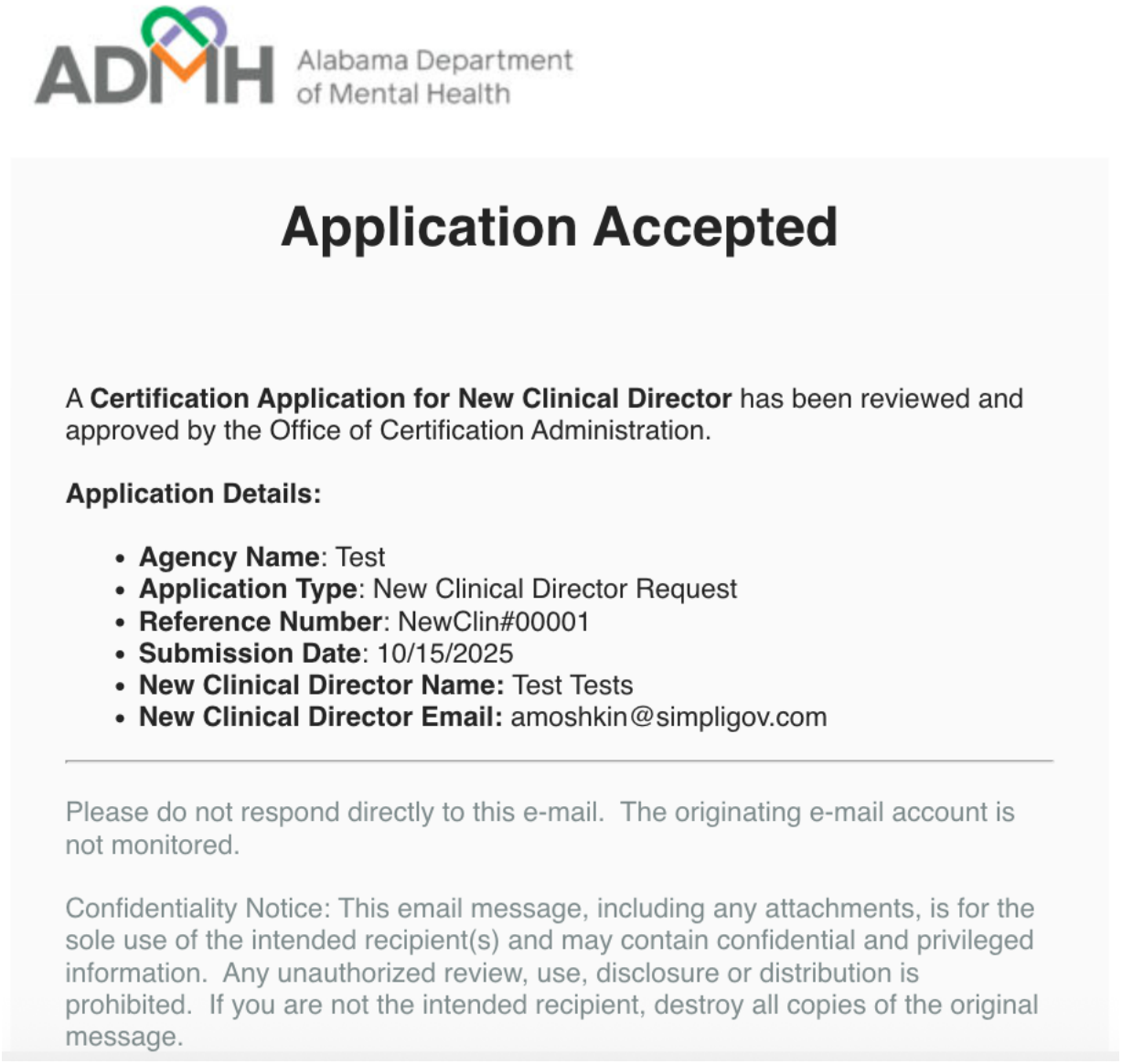
OCA Final Review

This is the final stage in which the OCA Director can review all the data previously entered and submit the form.



Certification Approved

The applicant will receive an email confirming that the request has been approved at the very end.



ADMH Alabama Department of Mental Health

Application Accepted

A **Certification Application for New Clinical Director** has been reviewed and approved by the Office of Certification Administration.

Application Details:

- **Agency Name**: Test
- **Application Type**: New Clinical Director Request
- **Reference Number**: NewClin#00001
- **Submission Date**: 10/15/2025
- **New Clinical Director Name:** Test Tests
- **New Clinical Director Email:** amoshkin@simpligov.com

Please do not respond directly to this e-mail. The originating e-mail account is not monitored.

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SU Provider

After selecting SU from the drop-down menu, two tabs will appear. The applicant will then go to the Application tab to fill out the New Provider information.

Applicant

The applicant will fill out the required fields marked with an asterisk (*) in the Application section. The address fields will pre-populate as soon as the applicant starts entering information and will offer options from which to select. The applicant must upload documents to all required fields. The applicant should be aware that a copy of the license/certification is required for the SU provider.

Application Selection | Application

Alabama Department of Mental Health

Certification Application

Submission Date
10/15/2025

Copy of Licensure/Certification is required for SU
Copy of licensure/certification
Select files...

Copy of transcripts *
Select files...

Job description *
Select files...

Org Chart *
Select files...

Resume *
Select files...

Applicant

Applicant

Administrative Services Number *
1234
1234

Name of Agency *
Test

Street Address *
Lincoln Park 1

County *
Autauga County

City *
Test

State *
AL

Zip *
11111

Telephone *
(112) 312-3123

Name of Executive Director *
Test

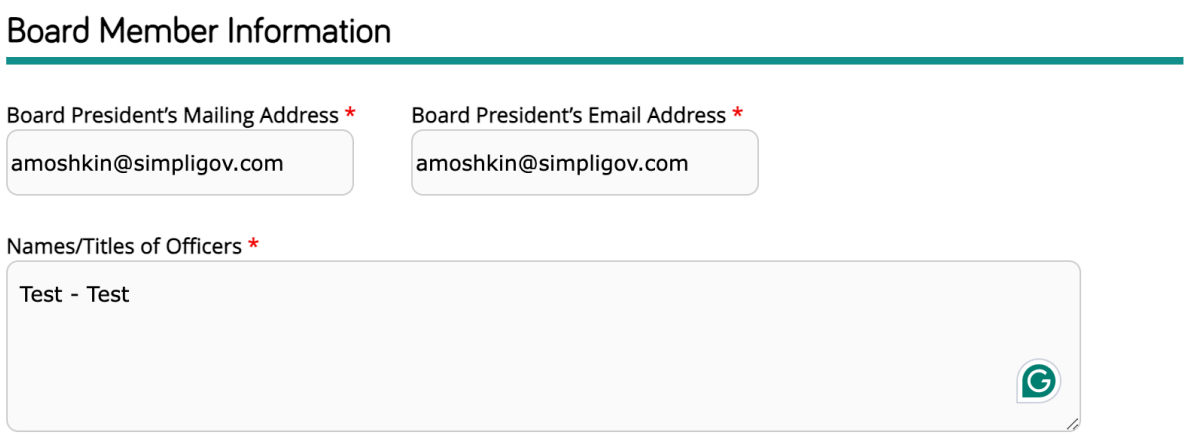
Executive Director's Email *
amoshkin@simpligov.com

Type of Ownership *
- (•) Non-Profit
- ( ) Profit
- ( ) Public

Status of Ownership *
- (•) Individual
- ( ) Corporation
- ( ) Partnership

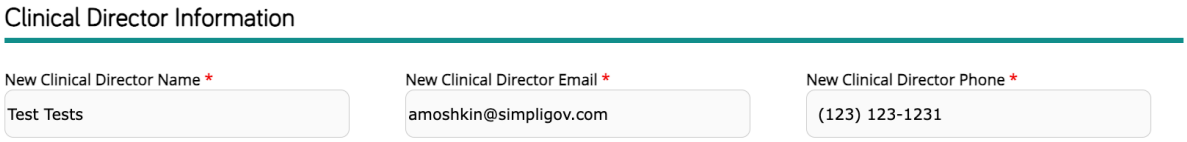
Board Member Information

The applicant will fill in information about the board member.



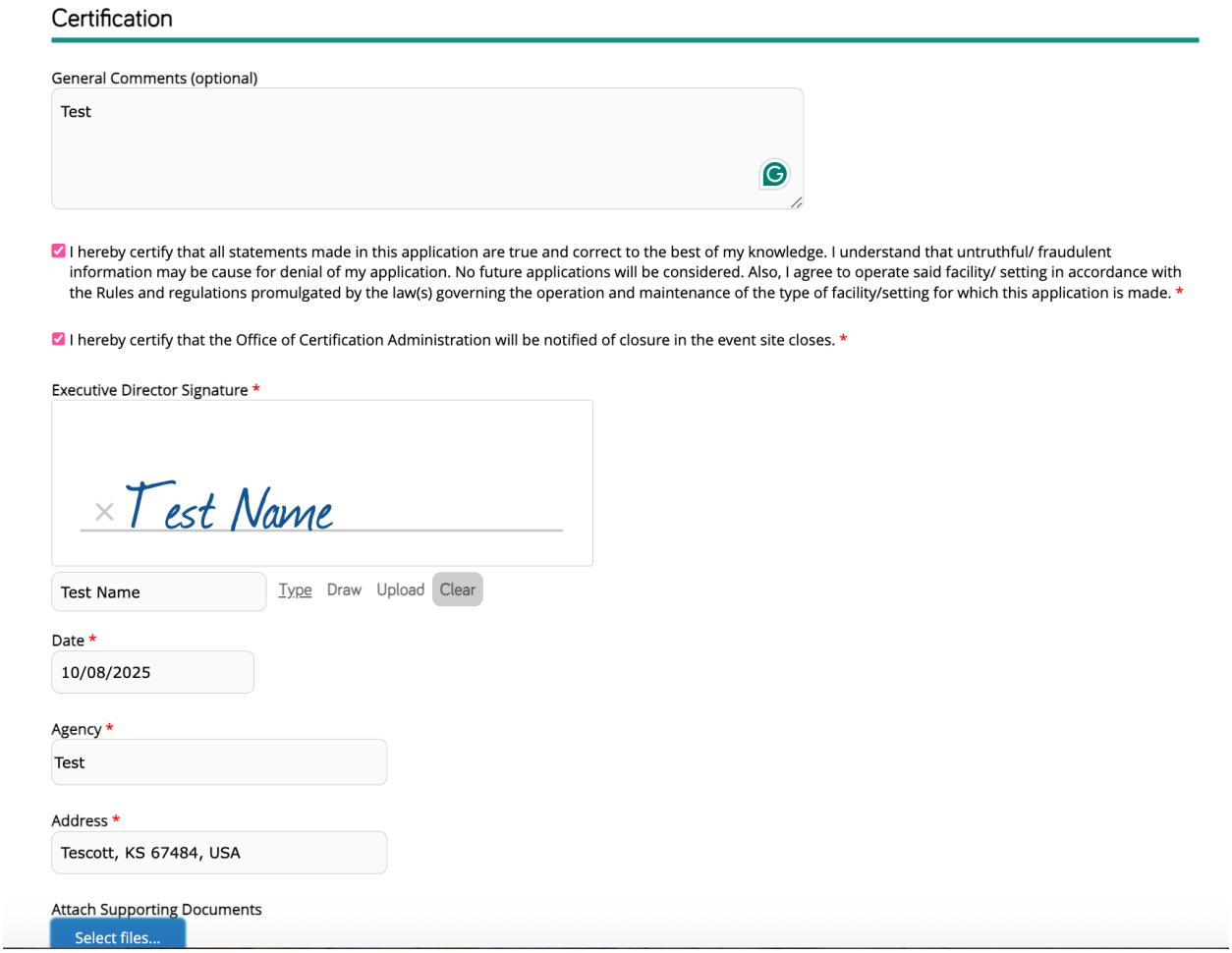
Clinical Director Information

The applicant provides information about the new clinical director.

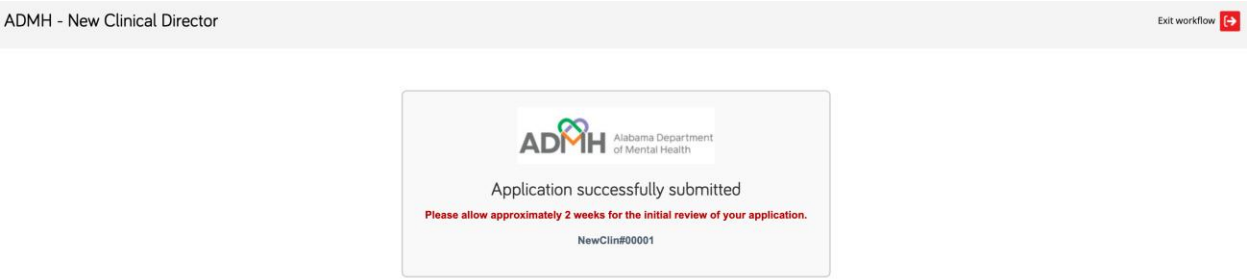


Certification

The applicant enters their name and date in the Certification section, checks the agreement, and clicks "Next."

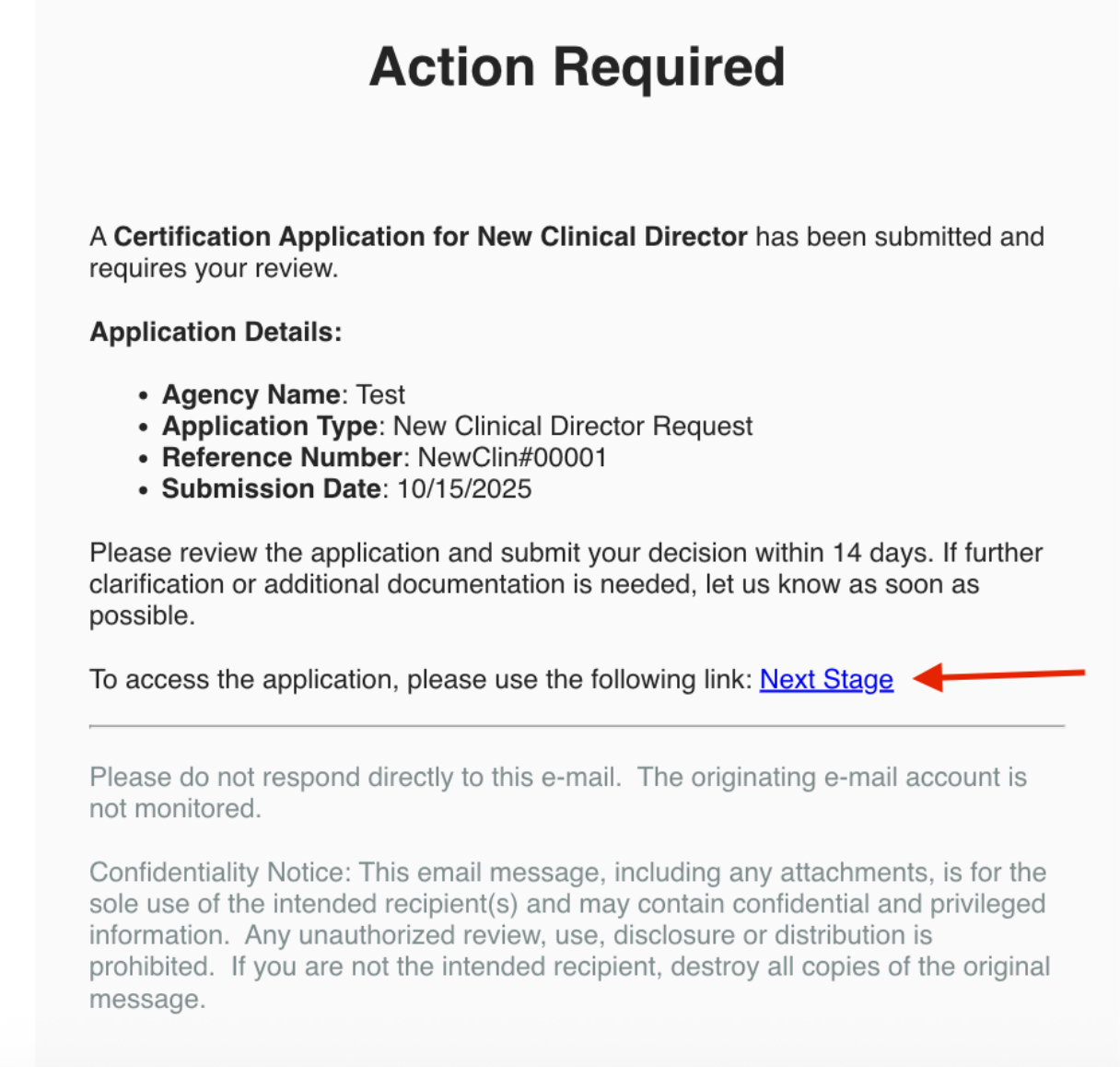


After entering the required information, click "Submit." A confirmation page displaying application number should then appear.



OCA Quality Review

The OCA Director will receive an email containing a link to the next stage. Click "Next Stage."



Action Required

A **Certification Application for New Clinical Director** has been submitted and requires your review.

Application Details:

- **Agency Name**: Test
- **Application Type**: New Clinical Director Request
- **Reference Number**: NewClin#00001
- **Submission Date**: 10/15/2025

Please review the application and submit your decision within 14 days. If further clarification or additional documentation is needed, let us know as soon as possible.

To access the application, please use the following link: Next Stage

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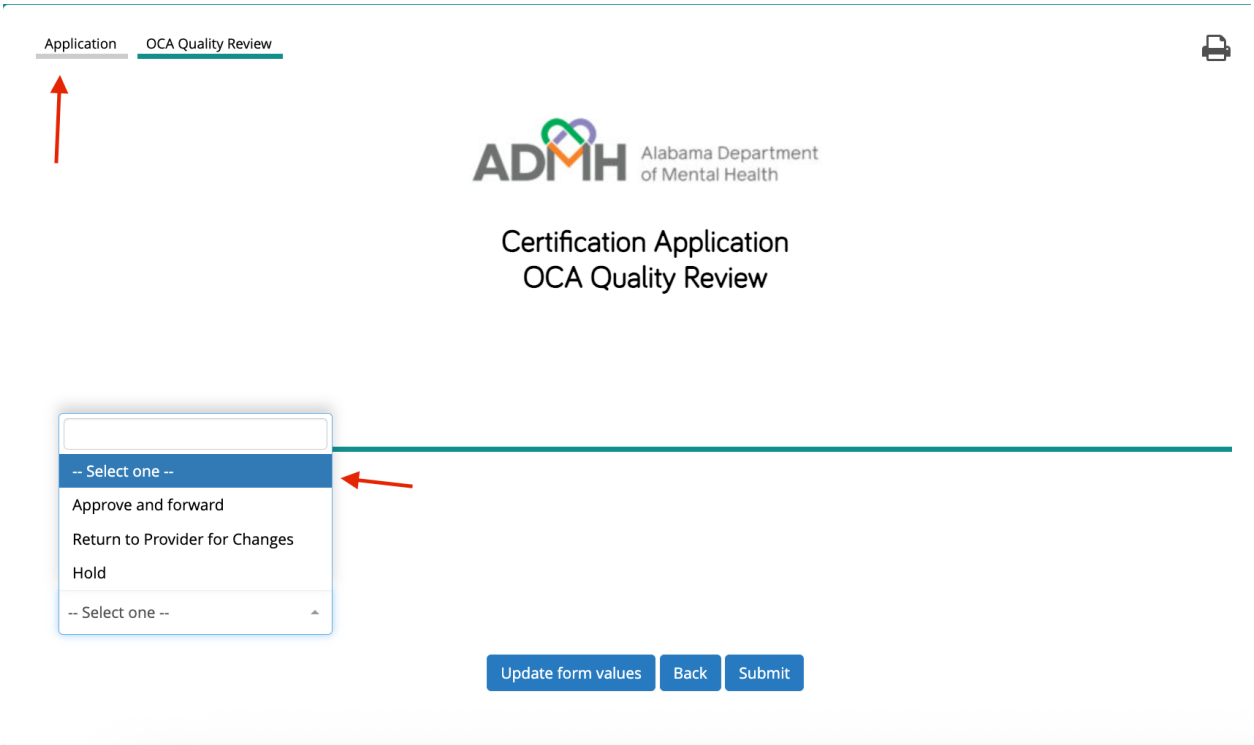
Please do not respond directly to this e-mail. The originating e-mail account is not monitored.

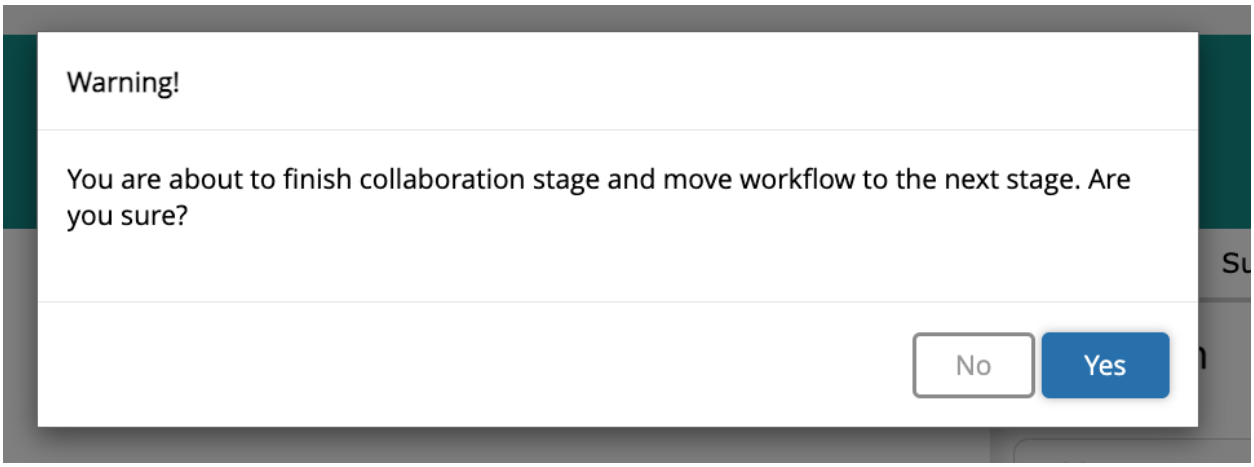
Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, destroy all copies of the original message.

After clicking "Next Stage," the OCA director will be directed to a form where they can review all the information previously entered in the "Application" tab. There is no need to change anything. The OCA director will select the disposition from the dropdown menu labeled "OCA Disposition." Depending on the option chosen, the application will either be returned to the applicant or forwarded to the next stage. The OCA Director will then click

"Submit."

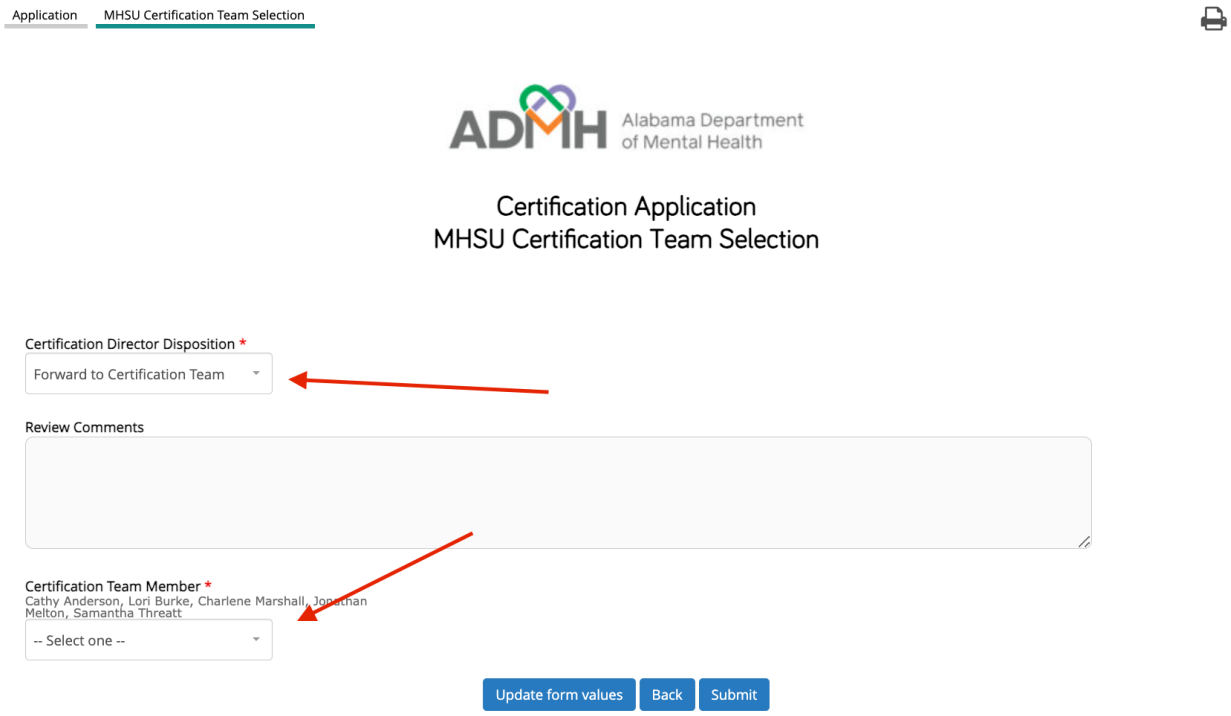


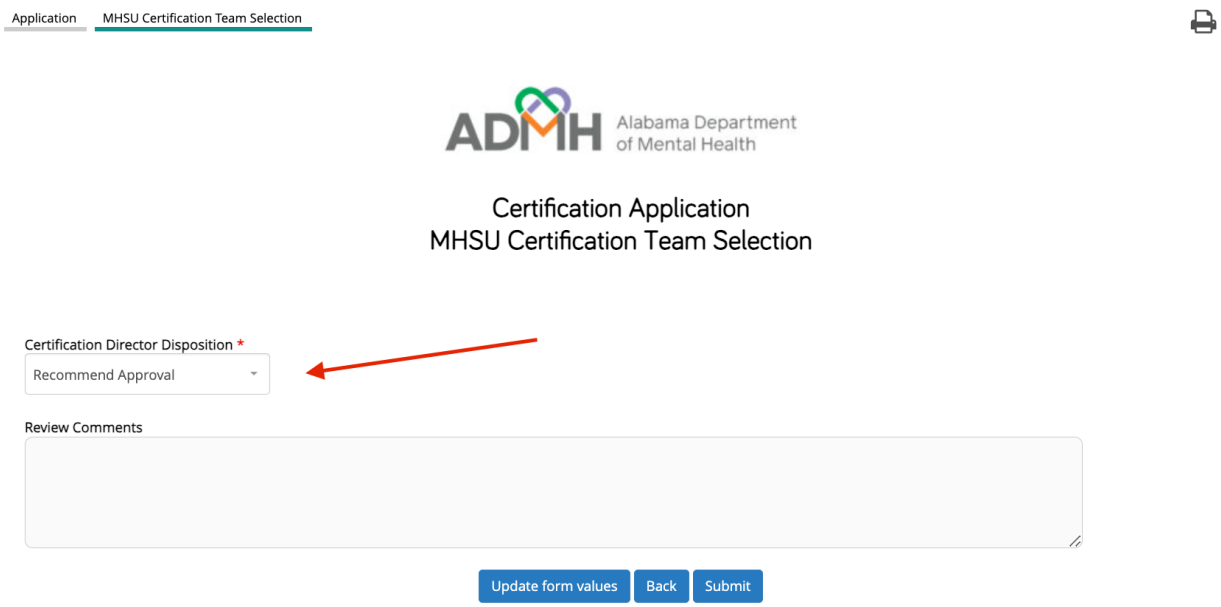
This stage is collaborative, so other team members can access it. If the OCA Director wants to end the collaboration, they click "Yes."



MHSU Certification Team Selection

At this stage, the MHSU Certification Director must decide how to proceed. Options include forwarding the application to the certification team, recommending approval or denial, or requesting additional information from the applicant. If the Certification Director decides to forward the application to the certification team, a team member should be selected from the drop-down menu. In this case, I recommend approval as the Certification Director.



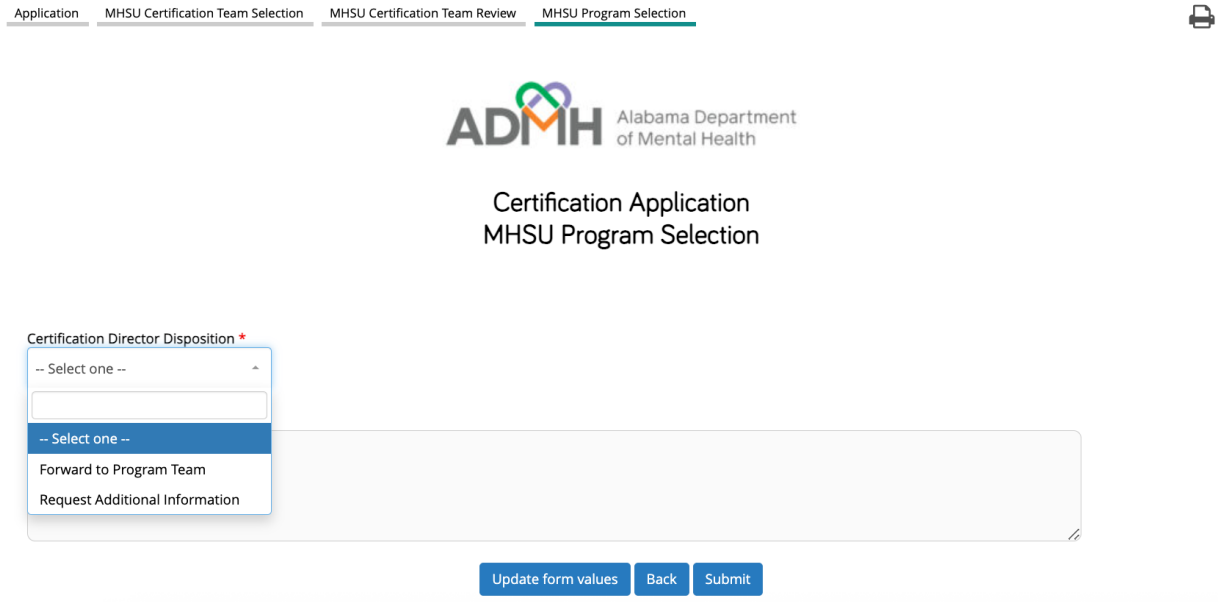


MHSU Certification Team Review

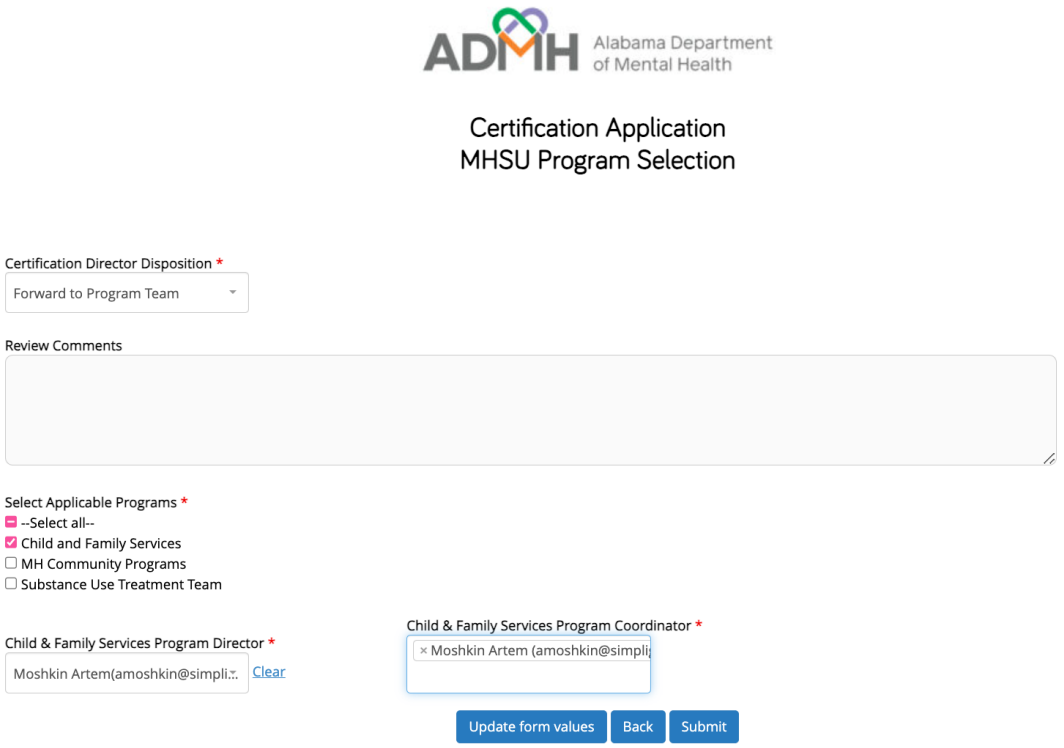
In this scenario, the MHSU certification team review stage will be skipped because the certification director has recommended approval. Therefore, the user should click “Next”.

MHSU Program Selection

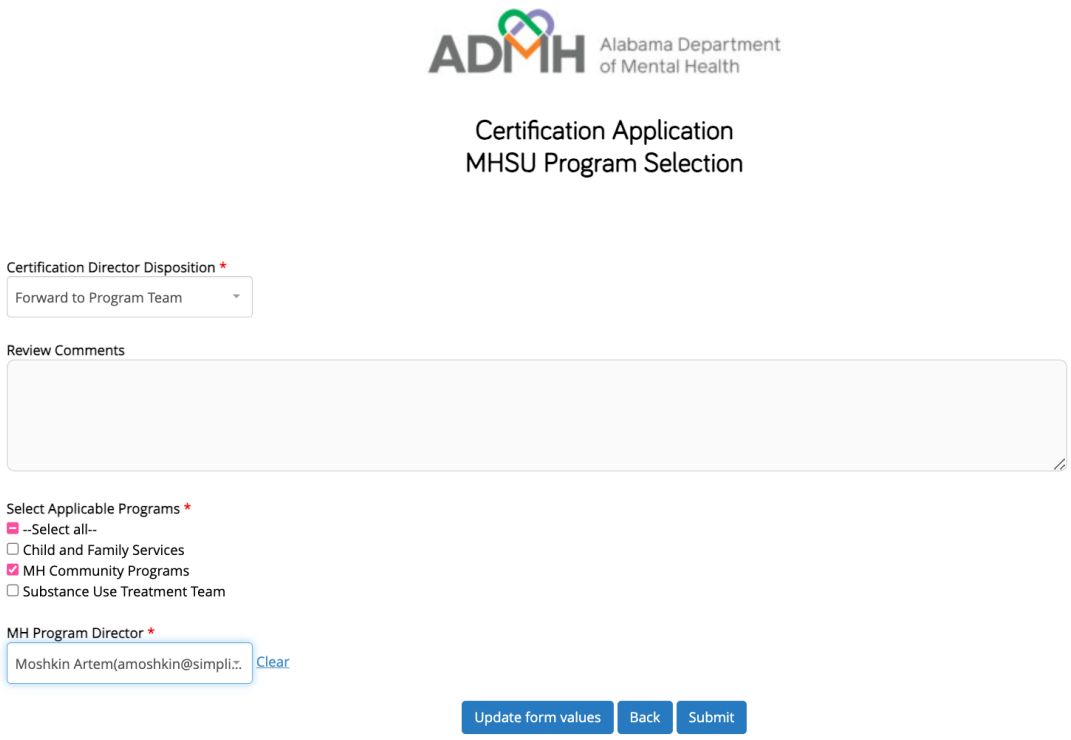
At this stage, the application will either be forwarded to the program team or the applicant will be asked to provide additional information.



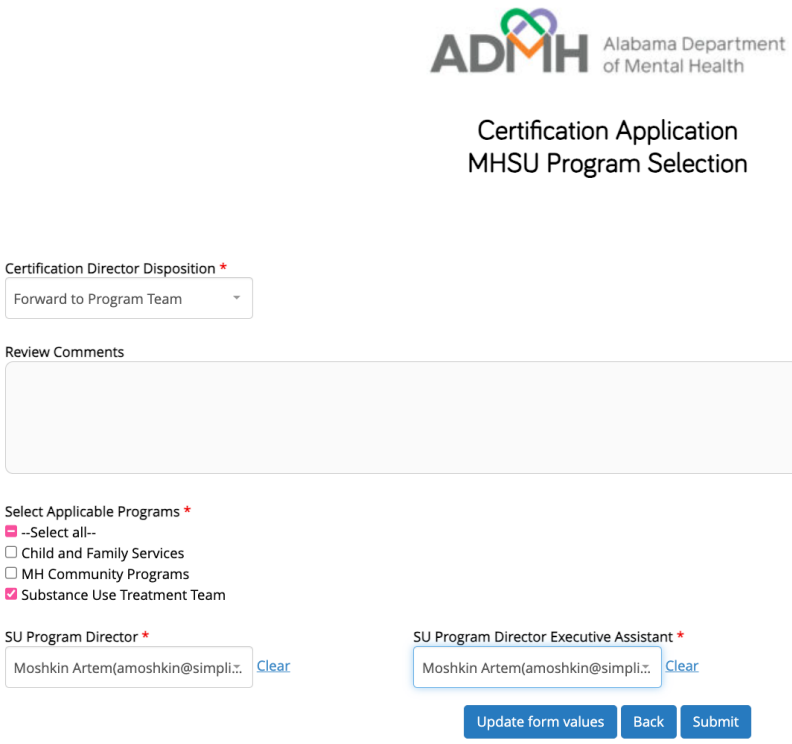
If the "Child and Family Services" option is chosen, the workflow will be sent to Family and Children Services.



If the "MH Community Programs" option is selected, the workflow will be sent to the MH Program Director.

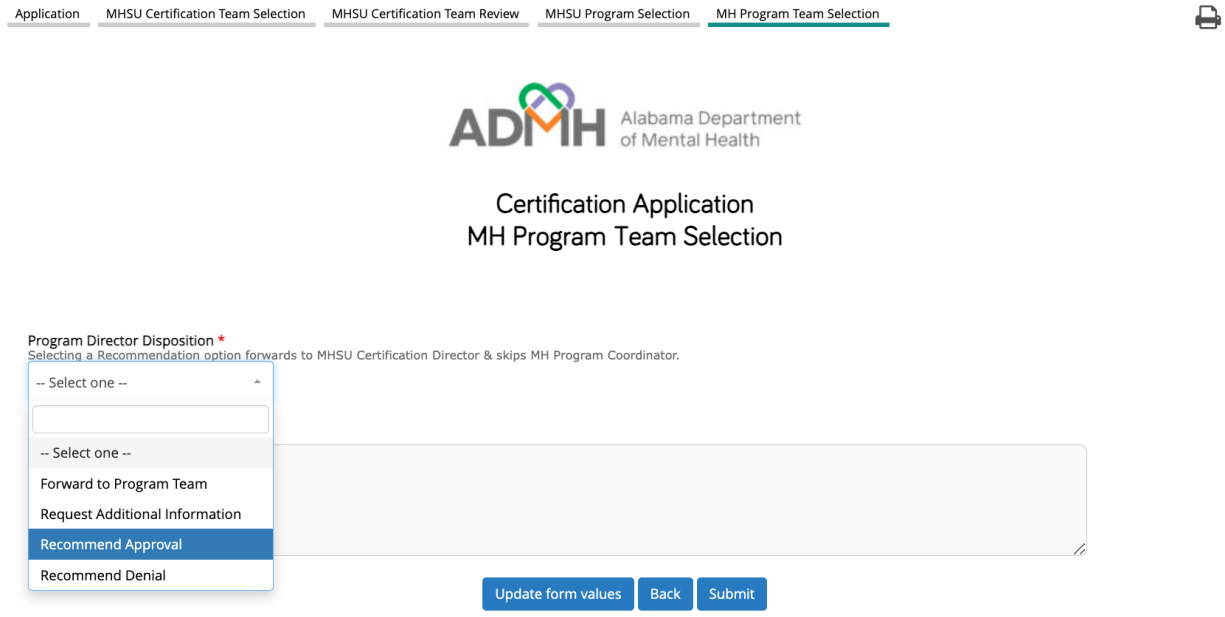


If the "Substance Use Treatment Team" option is selected, the workflow will be sent to the SU Program Director.

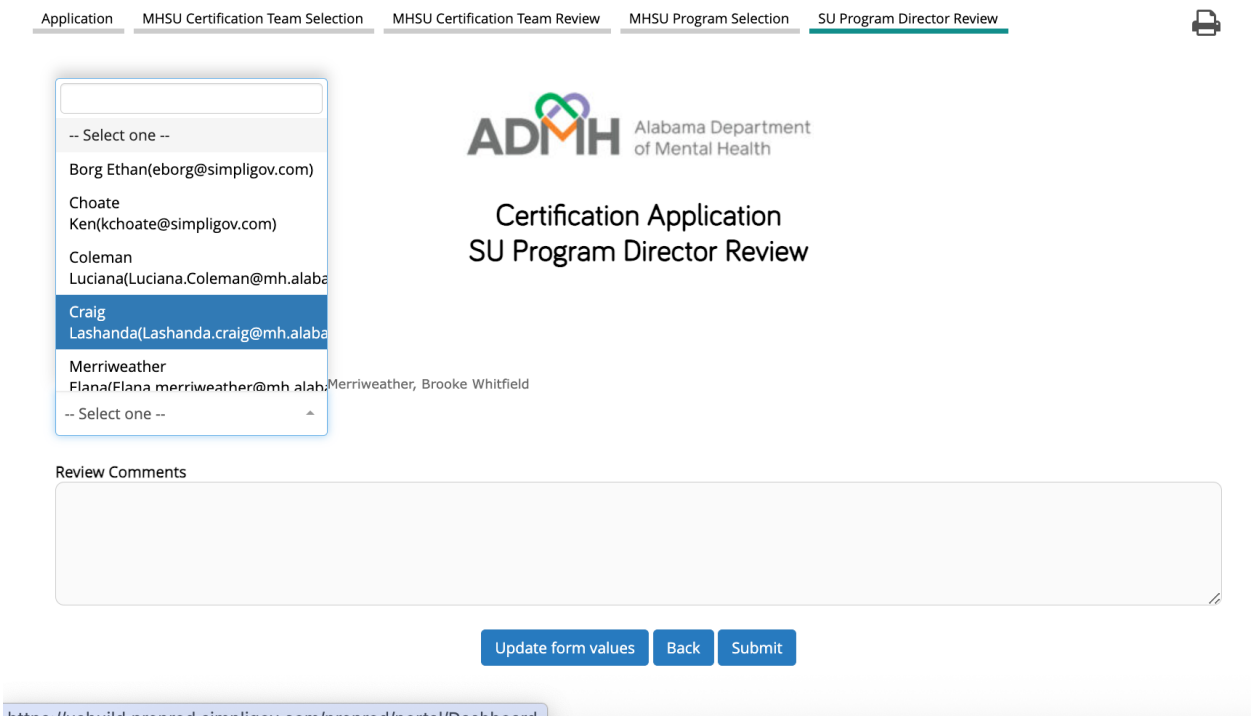


Family & Children Services, MH Program Director and SU Program Director

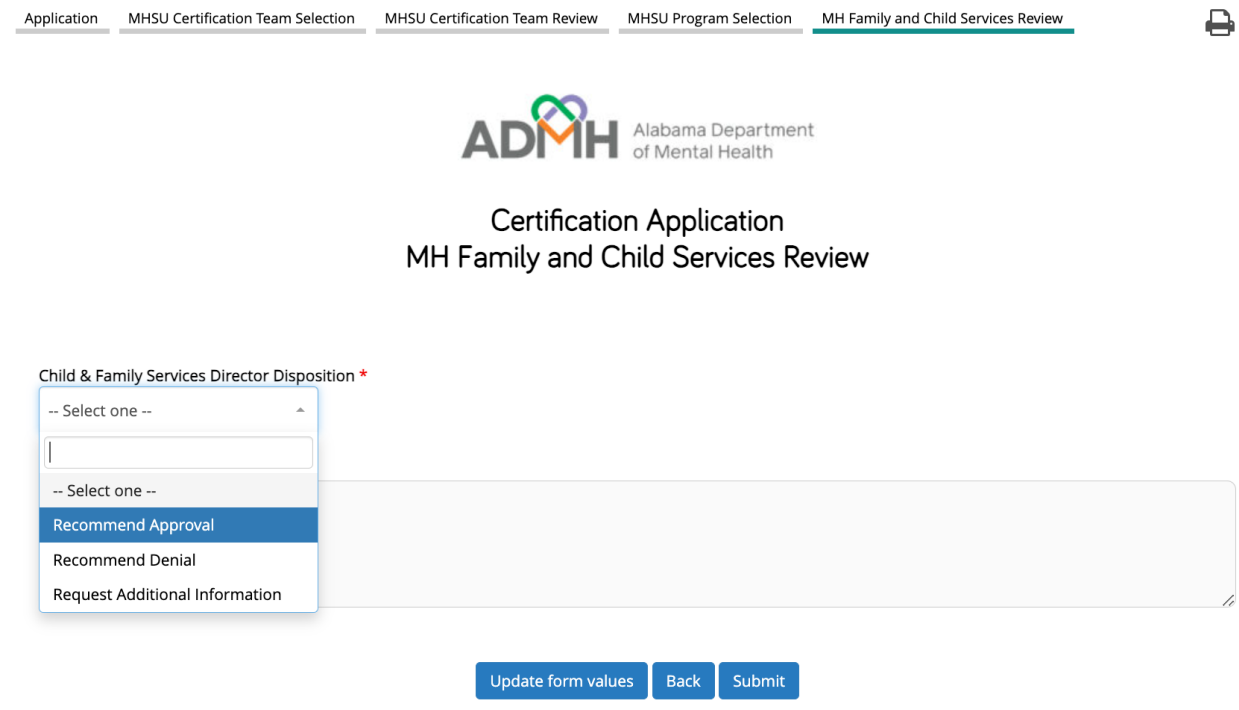
At this stage, the program director will select a disposition. The options are to forward to the program team, request additional information, recommend approval, or recommend denial. In this scenario, the program director will recommend approval.



The SU Program Director should be chosen from the list of ADMH employees on the stage.

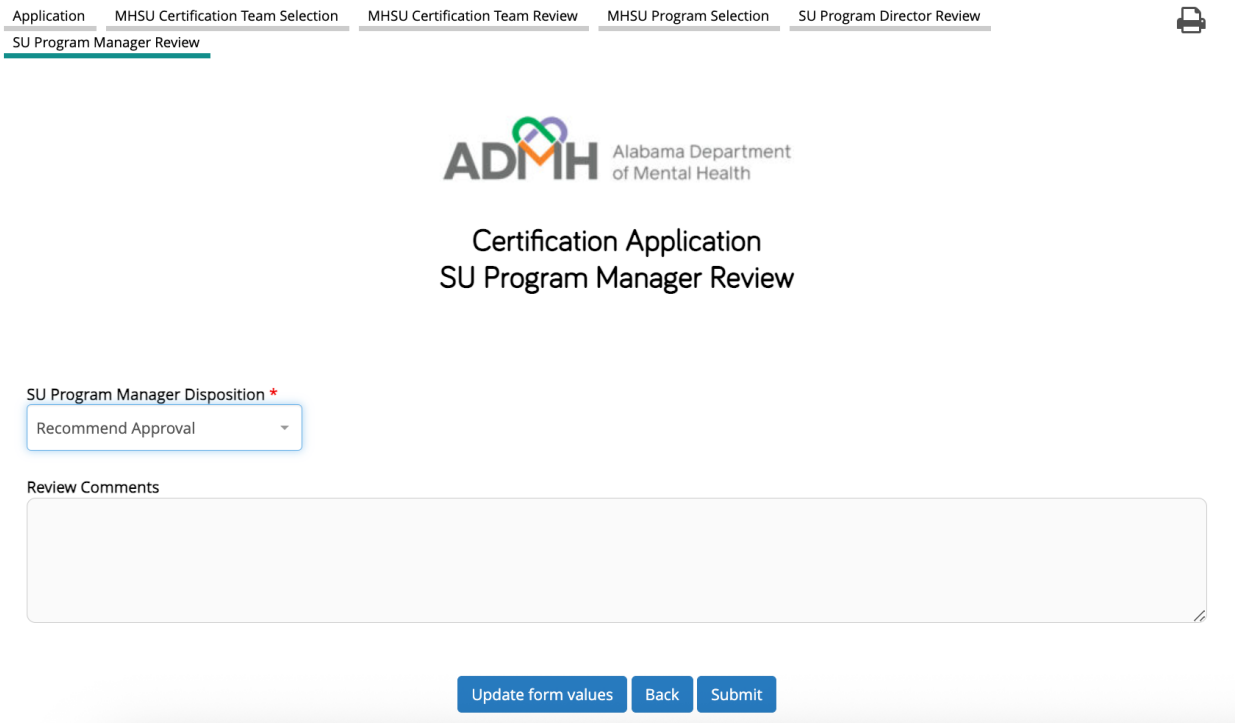


"C&F Program Director" will choose a disposition on the "MH Family and Child Services Review".



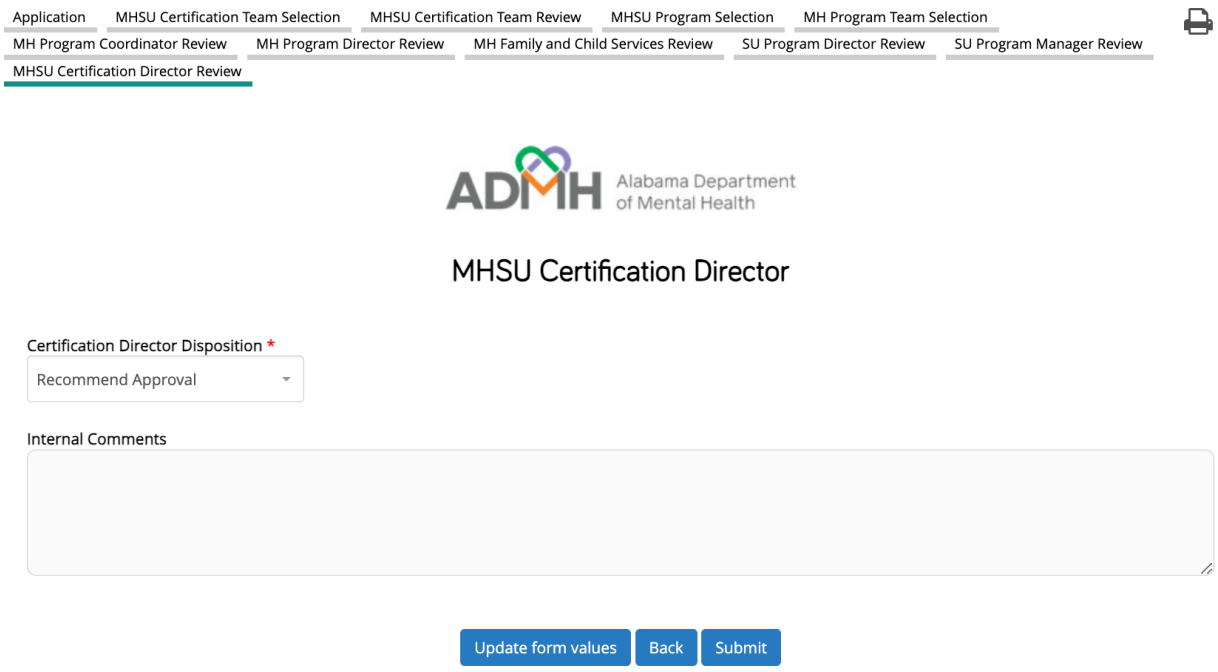
SU Program Manager Review

The SU Program Manager will either recommend approval of the application, request additional information, or deny it.



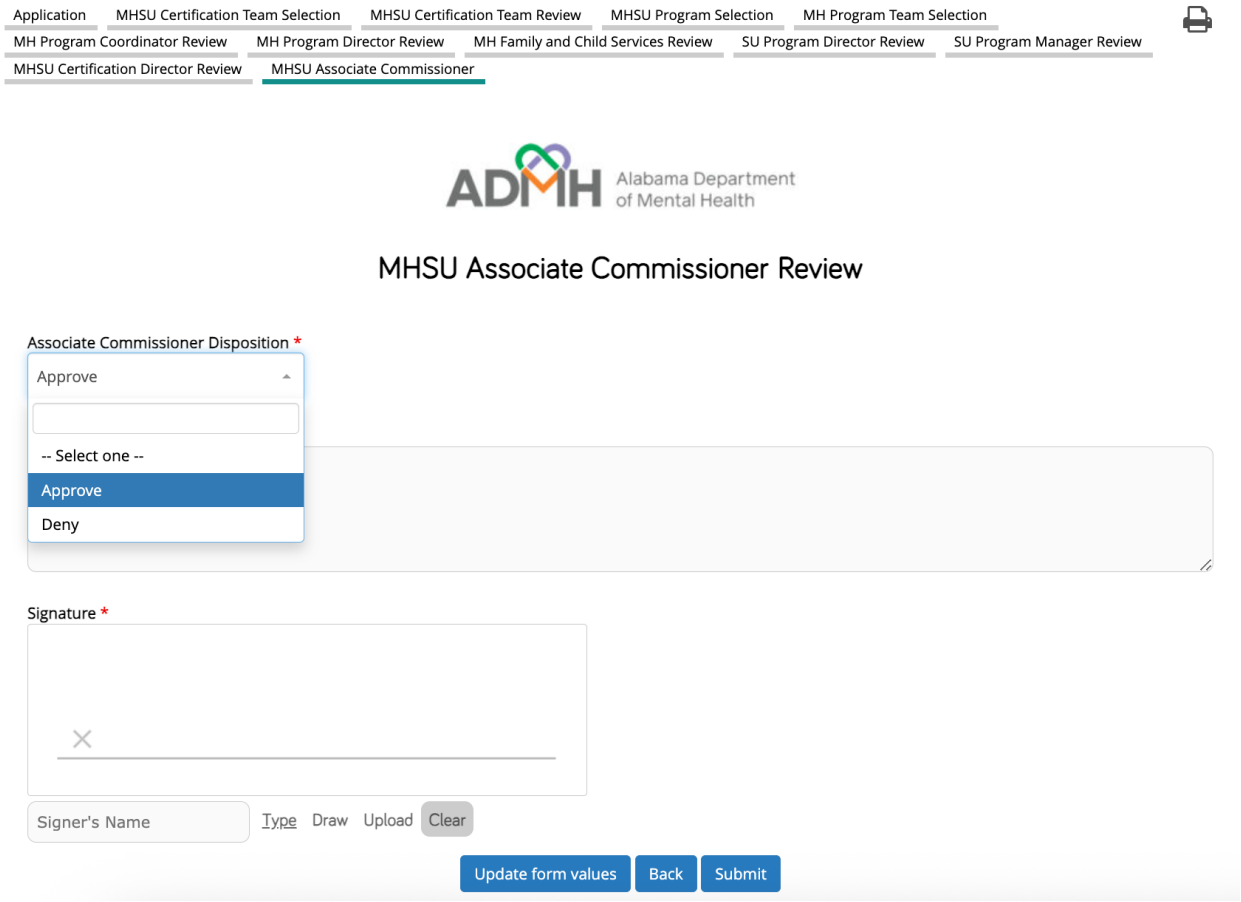
MHSU Certification Director Review

At this stage, the "MHSU Certification Director" will be able to see all the information previously entered. Based on this information, the decision to approve, deny, or request additional information should be made once again.



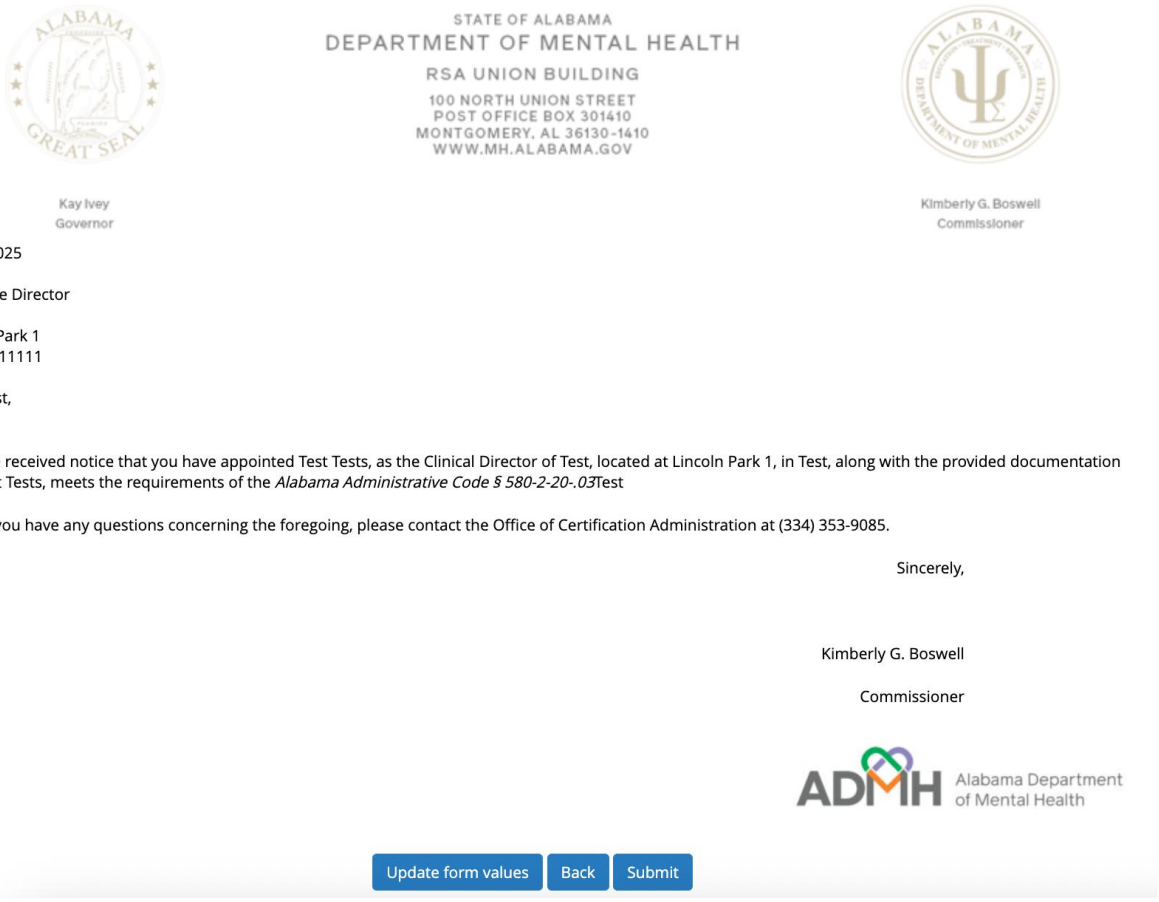
MHSU Associate Commissioner

This time, there are only two options available for the MHSU Associate Commissioner: Approve or deny. The MHSU Associate Commissioner will also have to sign this decision.



Letter Creation

The next stages are "Letter Creation". During the "Letter Creation" stage, OCA Director will see a sample letter that will be sent to the applicant if their application is approved. Some applicant data will be included. OCA Director can edit it if necessary.



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV

Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

10/15/2025
Test
Executive Director
Test
Lincoln Park 1
Test, AL 11111

Dear Test,

We have received notice that you have appointed Test Tests, as the Clinical Director of Test, located at Lincoln Park 1, in Test, along with the provided documentation that Test Tests, meets the requirements of the *Alabama Administrative Code § 580-2-20-.03*Test

Should you have any questions concerning the foregoing, please contact the Office of Certification Administration at (334) 353-9085.

Sincerely,

Kimberly G. Boswell

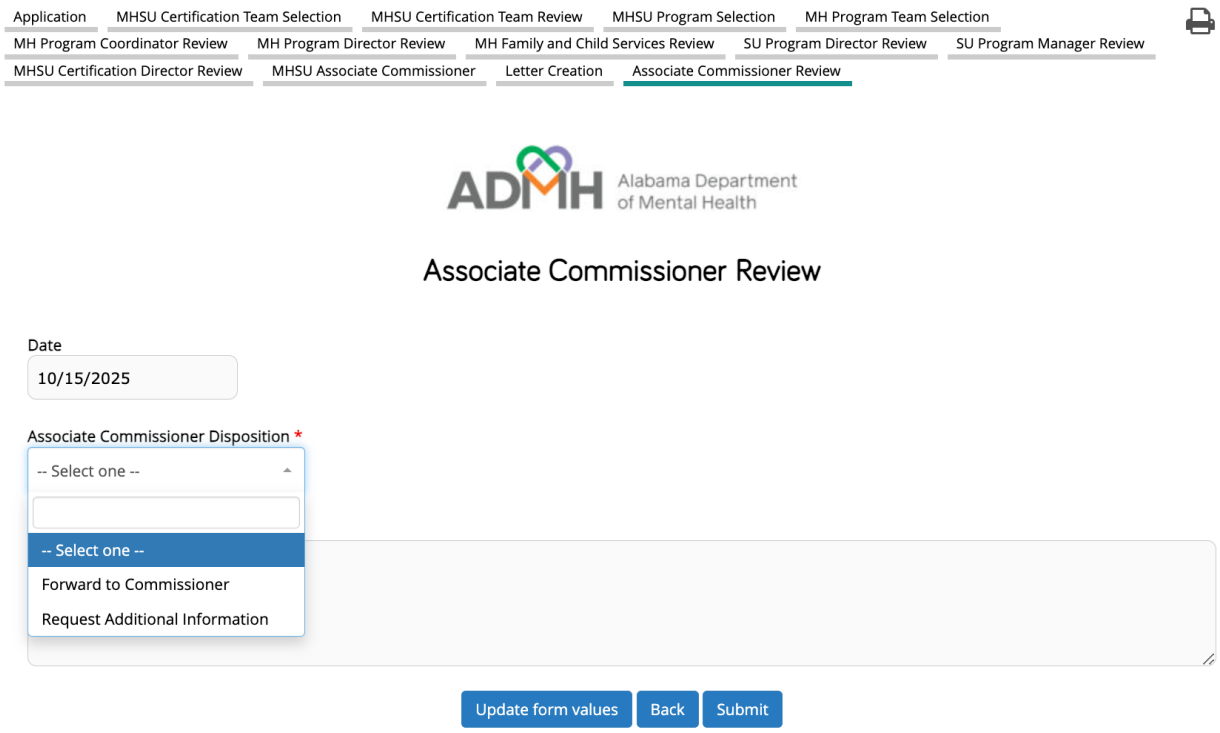
Commissioner

ADMH Alabama Department of Mental Health

Update form values | Back | Submit

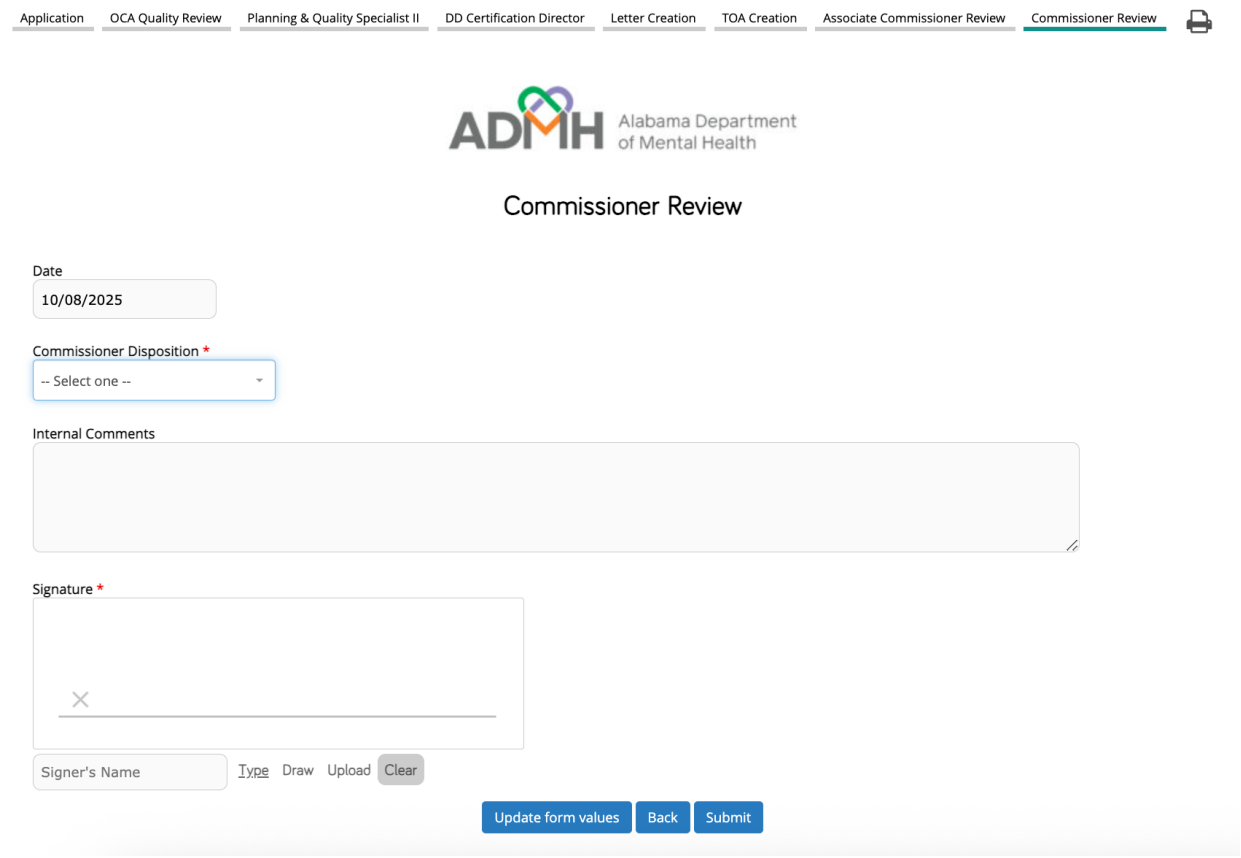
Associate Commissioner Review

Associate Commissioner will review an application and decide if it should be forwarded or there is a need to request an additional information.



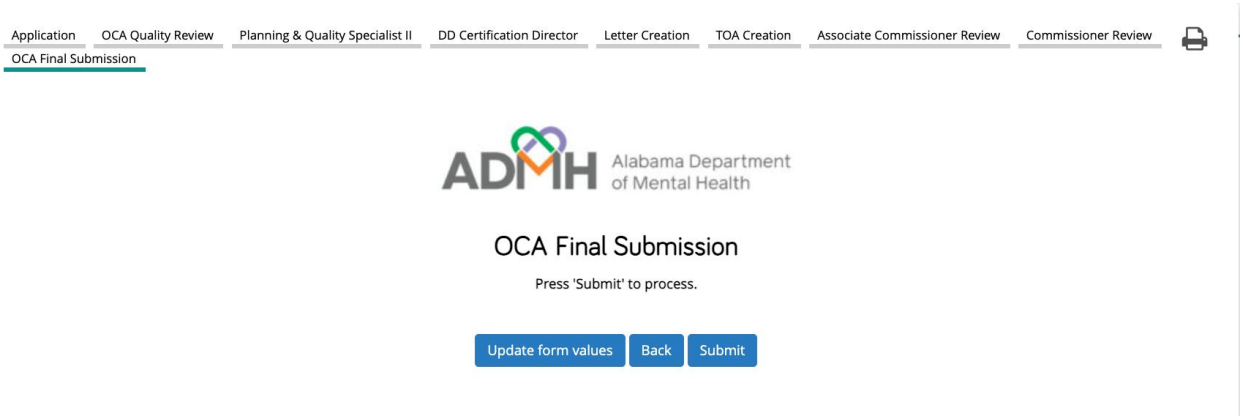
Commissioner Review

The commissioner should decide what the next step should be for the application. The options are to approve, deny, or request additional information. After deciding, click the field below to place your signature and click “Submit.”



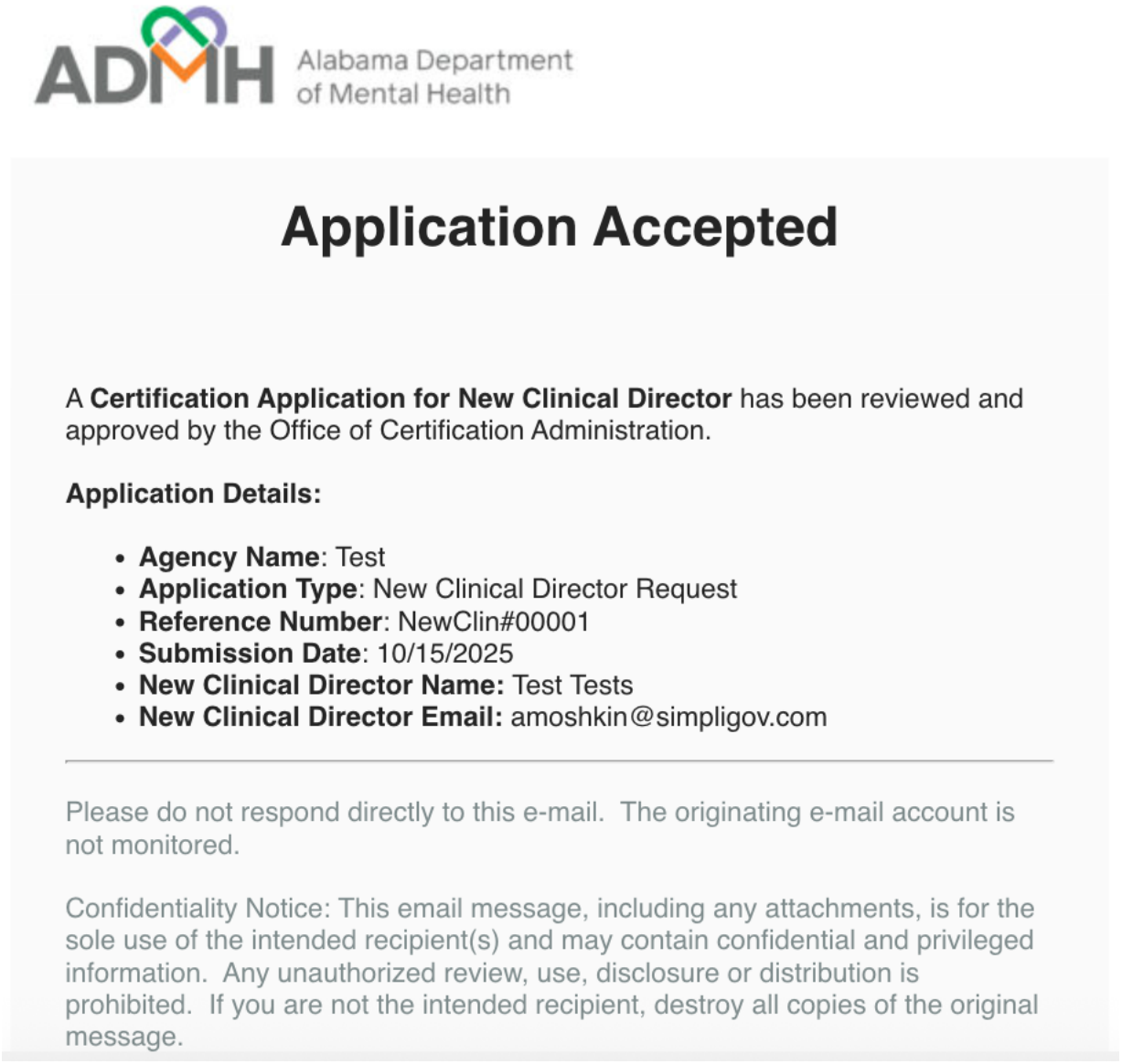
OCA Final Review

This is the final stage in which the OCA Director can review all the data previously entered and submit the form.



Certification Approved

The applicant will receive an email confirming that the request has been approved at the very end.



ADMH Alabama Department of Mental Health

Application Accepted

A **Certification Application for New Clinical Director** has been reviewed and approved by the Office of Certification Administration.

Application Details:

- **Agency Name**: Test
- **Application Type**: New Clinical Director Request
- **Reference Number**: NewClin#00001
- **Submission Date**: 10/15/2025
- **New Clinical Director Name:** Test Tests
- **New Clinical Director Email:** amoshkin@simpligov.com

Please do not respond directly to this e-mail. The originating e-mail account is not monitored.

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