

Alabama CCBHC Demonstration Entry Timeline



CCBHC Certification Timeline Notice

The timeline and associated target dates are estimates and are provided for planning purposes only. While ADMH anticipates that the CCBHC Certification Process may be completed within a six (6) month timeframe, the actual duration may vary based on the completeness, accuracy, and timeliness of submitted materials, as well as any deficiencies, corrective actions, or compliance concerns identified during the desk audit, site visit, or other components of the Certification Process.

Failure to submit required documentation within established deadlines, or the identification of material deficiencies, may result in delays in certification determination.

Prospective CCBHCs are required to submit all requested documentation in a complete and timely manner to facilitate efficient review and to avoid delays in the certification process.

For purposes of this Certification Timeline, tasks highlighted in green are the responsibility of the Prospective CCBHC and must be completed within the specified timeframes. The remaining tasks are the responsibility of ADMH and will be led and completed by ADMH in accordance with applicable requirements.

The identified lead entity is responsible for ensuring timely completion of the assigned task and for coordinating with the other party, as necessary, to facilitate progress through the Certification Process.

Per SAMHSA guidance released in July of 2024, CCBHC Demonstration states are permitted to add CCBHCs to the Demonstration at the beginning of any fiscal quarter during the State's Demonstration Year. For Alabama, this would be on either **July 1, October 1, January 1, and April 1**.



Entry Date

July 1	1-Jan	15-Jan	1-Feb	15-Feb	15-Mar	1-Apr	15-Apr	1-May	July 1
October 1	1-Apr	15-Apr	1-May	15-May	15-Jun	1-Jul	15-Jul	1-Aug	October 1
January 1	1-Jul	15-Jul	1-Aug	15-Aug	15-Sep	1-Oct	15-Oct	1-Nov	January 1
April 1	1-Oct	15-Oct	1-Nov	15-Nov	15-Dec	1-Jan	15-Jan	1-Feb	April 1

Task	Interest Email	Community Needs Assessment (CNA)	CCBHC Demonstration Interest Meeting	Netsmart Integration	Technical Assistance	Cost Report Initial Submission	Certification Document Submission	Cost Report Final Submission	Clinical/EHR Desk Audit	Program/ Administrative Desk Audit	Site Visit	Provider NPI Submission	Medicaid Applications Submission	Cost Report Submission to Medicaid	Certification Progress Meeting	SAMHSA Submission	SAMHSA Approval
Description	Prospective CCBHCs must submit a SAMHSA Compliance Checklist and ADMH CCBHC Provider Application attesting to compliance with the CCBHC Certification Criteria requirements as well as standards and requirements governed and mandated by ADMH. Interested applicants should send an email to ccbhc.dmh@mh.alabama.gov	Prospective CCBHCs must complete and submit an ADMH approved Community Needs Assessment (CNA) during initial certification. The CNA should be updated regularly, but no less frequently than every three years.	Prospective CCBHCs will meet with ADMH to discuss plans related to moving towards CCBHC implementation. Prospective CCBHCs will discuss current and planned operations related to CCBHC services, proposed start date and organizational strengths and any identified gaps, risk, or areas for improvement related to CCBHC Certification Criteria. (Remote Meeting)	Prospective CCBHCs will begin collaborating with ADMH & Netsmart to begin the integration process for electronic health records and data management.	Prospective CCBHCs are required to participate in Technical Assistance to help build capacity and ensure alignment with the Certification Criteria and ADMH requirements.	Prospective CCBHCs are required to submit an initial version of the cost report for review. This preliminary submission allows for feedback and technical assistance to ensure the cost report is completed accurately and in alignment with program requirements prior to final submission.	Prospective CCBHCs must submit remaining certification documents such as ADMH CCBHC Certification Packet, Training Plan, Policies, Procedures, Protocols, Workflows, CQI Plan, Continuity of Operation, Care Coordination Agreements, DCO Agreements, Board Attestation, Sliding Fee Scales, etc.	Prospective CCBHCs will resubmit their cost report with adjustments based on feedback and technical assistance, if applicable, for final review and approval by ADMH.	This Desk Audit allows ADMH an opportunity to review clinical records within the Prospective CCBHC's EHR to verify compliance with federal and state regulations. This is not solely a documentation review but a compliance verification process to ensure clinical practice aligns with the attested operational model. (Remote Process)	This Desk Audit allows ADMH an opportunity to ensure regulatory compliance, evaluate internal processes, and verify program eligibility through the review of policies/procedures, staffing plan, organizational governance, and opportunities for improvement. (Remote Process)	ADMH will conduct a Site Visit to each proposed CCBHC site to verify the Prospective CCBHC's readiness and ensure the necessary infrastructure, staffing, policies, and procedures are in place to support program requirements and service delivery.	A new National Provider Identifier (NPI) is required for Prospective CCBHCs in order to submit claims for reimbursements (PPS Rate). Prospective CCBHCs will submit this request online using the link provided by ADMH.	A Medicaid Enrollment Application must be submitted by Prospective CCBHCs. A copy of the Medicaid Enrollment Application and instructions will be provided by ADMH. If telehealth services will be provided, Prospective CCBHCs must also submit a Telemedicine Service Agreement.	Prospective CCBHCs are required to complete a Cost Report that includes the costs to provide the required and allowable CCBHC services and activities at all site locations to all recipients of care. Prospective CCBHCs must work with ADMH & Medicaid to establish the rate for payment and covered services within the CCBHC using the CMS-approved CCBHC Cost Reporting tool.	ADMH will conduct weekly check-ins with Prospective CCBHCs to monitor progress toward readiness, identify potential challenges, and address concerns. Additional technical assistance will be provided as needed. (Remote Meeting)	Prospective CCBHCs must obtain approval from SAMHSA in order to participate in the Demonstration. ADMH will submit the prospective CCBHC's application within 60 calendar days prior to their proposed start date.	Following SAMHSA approval for Demonstration participation, and upon verification that all state certification requirements have been satisfied, ADMH will issue written notification of certification, formally designating the agency as a Certified Community Behavioral Health Clinic (CCBHC).
Requirements	All documents for the Interest Email must be completed in entirety to be accepted by ADMH	The Community Needs Assessment must be an ADMH approved template	Prospective CCBHCs are expected to actively participate in discussion during the CCBHC Demonstration Interest Meeting	Netsmart Integration Required as part of CCBHC Certification Process	Required participation in Technical Assistance as part of CCBHC Certification Process	The Initial Submission is intended to allow for feedback and clarification prior to the final cost report submission	All Certification Documents must be uploaded to the designated SharePoint folder. ADMH will provide a checklist to assist with required documents	The Revised Cost Report must address ADMH's feedback prior to submission to Medicaid.	Deficiencies found during the Clinical/EHR Desk Audit may impact entry date	Deficiencies found during the Program/Administrative Desk Audit may impact entry date	Deficiencies found during the Site Visit may impact entry date	A CCBHC NPI is required before applying for Medicaid Provider ID number(s)	Prospective CCBHCs must have approved Medicaid Enrollment Application(s) before claims can be submitted for CCBHC services.	Disbursement of payment is contingent upon final rate confirmation of the Cost Report & approval of services rendered	Certification Progress Meeting is required as part of CCBHC Certification Process	SAMHSA Submission does not guarantee acceptance into the Demonstration, nor does it guarantee a preferred entry date.	Upon approval by SAMHSA, the Prospective CCBHCs will be certified by ADMH as a CCBHC