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| *For DBHR Use Only*New Branch Agency Number:                                     |



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| *For BHA - Budget & Finance Use Only*Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_Date Application Materials Forwarded to DBHR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

State of Washington

Department of Social and Health Services

Behavioral Health Administration

### Division of Behavioral Health and Recovery

**BRANCH SITE APPLICATION**

**CERTIFICATION FOR OUTPATIENT MENTAL HEALTH,**

**SUBSTANCE USE DISORDER, AND**

**PROBLEM AND PATHOLOGICAL GAMBLING SERVICES**

**WAC 388-877-0305 APPLICANT PROVIDER INFORMATION**

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| **SECTION I: OWNER INFORMATION** |
| **Existing Owner/Provider’s name:** |            |  |
| **Main Agency Number:**                                      |
| **Washington State Uniform Business Identification Number (UBI). See** [**http://www.dol.wa.gov/business/file.html**](http://www.dol.wa.gov/business/file.html)                    -                   -                    |
| **SECTION II: APPLICATION FOR BRANCH SITE CERTIFICATION SERVICES** |
| **NEW BRANCH AGENCY NAME, Line 1:** This is the name under which you provide certified services, and it will be listed in *Directory of Licensed and Certified Behavioral Health Agencies in Washington State (Directory). Note: The name of the agency must be the same as the* ***firm or registered trade name*** *and address listed on your Washington Business License.*  |
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| **NEW BRANCH AGENCY NAME, Line 2 (IF ANY):**This name is published directly under the Agency Name in the *Directory.* |
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| **CERTIFICATION SERVICES INFORMATION** |

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| **FUNDING SOURCE INFORMATION**  |
| Is your agency BHO affiliated? [ ]  Yes [ ]  No |

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| **Please indicate the specific program service(s) for which your agency is seeking certification. For each service selected below, indicate if the service will receive public or private funding.** |
| **Chapter 388-877 WAC Outpatient Services** |
| ***(Check the box beside each specific program service for which your agency is seeking certification)*** | **Funding Source** | **Estimated Number of Service Hours First 12 Months** **(For each service)** |
| [ ]  Individual mental health treatment services (see WAC 388-877-0702) |       |       |
| [ ]  Brief intervention mental health treatment services (see WAC 388-877-0704) |       |       |
| [ ]  Group therapy mental health services (see WAC 388-877-0706) |       |       |
| [ ]  Family therapy mental health services (see WAC 388-877-0708) |       |       |
| [ ]  Rehabilitative case management mental health services (see WAC 388-877-0710) |       |       |
| [ ]  Psychiatric medication and medication support mental health services  (see WAC 388-877-0712) |       |       |
| [ ]  Day support mental health services (see WAC 388-877-0714) |       |       |
| [ ]  Mental health services provided in a residential treatment facility (see WAC 388-877-0716) **Required to have Case Management, LRA or Conditional Release Support, and** **Psychiatric Medication and Medication Support services with this service.** |       |       |
| [ ]  Supported employment mental health services (see WAC 388-877-0720) |       |       |
| [ ]  Supported employment SUD services (see WAC 388-877-0720) |       |       |
| [ ]  Supportive housing mental health services (see WAC 388-877-0722) |       |       |
| [ ]  Supportive housing SUD services (see WAC 388-877-0722) |       |       |
| [ ]  Peer support mental health services (see WAC 388-877-0724) |       |       |
| [ ]  Wraparound facilitation mental health services (see WAC 388-877-0726) **Do you currently provide WISe services or plan on providing these services?** **[ ]  Yes [ ]  No** |       |       |
| [ ]  Applied behavior analysis (ABA) mental health services (see WAC 388-877-0728) |       |       |
| [ ]  Clubhouse mental health services (see WAC 388-877-0730) |       |       |
| [ ]  SUD Level one outpatient services (see WAC 388-877-0738) |       |       |
| [ ]  SUD Level two intensive outpatient services (see WAC 388-877-0740) |       |       |
| [ ]  SUD Assessment only services (see WAC 388-877-0742) |       |       |
| [ ]  SUD Alcohol and drug information school services (see WAC 388-877-0746) |       |       |
| [ ]  SUD Information and crisis services (see WAC 388-877-0748) |       |       |
| [ ]  SUD Emergency service patrol services (see WAC 388-877-0750) |       |       |
| [ ]  SUD Screening and brief intervention services (see WAC 388-877-0752) |       |       |
| [ ]  Problem and Pathological gambling treatment services (see WAC 388-877-0754) |       |       |
| **Chapter 388-877 WAC Involuntary and Court Ordered Outpatient Services** |
| ***(Check the box beside each specific program service for which your agency is seeking certification)*** | **Funding Source** | **Estimated Number of Service Hours First 12 Months** **(For each service)** |
| [ ]  Less restrictive alternative (LRA) or conditional release support mental health  services (see WAC 388-877-0805) **Required to have Psychiatric Medication and Medication Support services with**  **this service.** |       |       |
| [ ]  Emergency involuntary detention designated crisis responder (DCR) mental health  services (see WAC 388-877-0810) |       |       |
| [ ]  Emergency involuntary detention designated crisis responder (DCR) SUD services  (see WAC 388-877-0810) |       |       |
| [ ]  Driving under the influence (DUI) SUD assessment services  (see WAC 388-877-0820) |       |       |
| **Chapter 388-877 WAC Crisis Mental Health Services** |
| ***(Check the box beside each specific program service for which your agency is seeking certification)*** | **Funding Source** | **Estimated Number of Service Hours First 12 Months** **(For each service)** |
| [ ]  Crisis mental health telephone support services (see WAC 388-877-0905) |       |       |
| [ ]  Crisis mental health outreach services (see WAC 388-877-0910) |       |       |
| [ ]  Crisis mental health stabilization services (see WAC 388-877-(0915) |       |       |
| [ ]  Crisis mental health peer support services (see WAC 388-877-0920) |       |       |
| **Chapter 388-877 WAC Opioid Treatment Program (OTP) Services** |
| ***(Check the box for the specific program service for which your agency is seeking certification)*** | **Funding Source** |  |
| [ ]  Opioid treatment programs (OTP) (see WAC 388-877-1000) |       |       |

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| **Chapter 388-877 Withdrawal management,** **residential substance use disorder treatment, and mental health inpatient services** |

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| ***(Check the box beside each specific program service for which your agency is seeking certification)*** | **Funding Source** | **Total Number of Beds****(For Each Service)** |
| [ ]  Adult withdrawal management SUD services (see WAC 388-877-1100) |       |       |
| [ ]  Youth withdrawal management SUD services (see WAC 388-877-1102) |       |       |
| [ ]  Adult secure withdrawal management and stabilization SUD services  (see WAC 388-877-1104) |       |       |
| [ ]  Youth secure withdrawal management and stabilization SUD services  (see WAC 388-877-1106) |       |       |
| [ ]  Intensive inpatient SUD services (see WAC 388-877-1110) |       |       |
| [ ]  Recovery house SUD services (see WAC 388-877-1112) |       |       |
| [ ]  Long-term treatment SUD services (see WAC 388-877-1114) |       |       |
| [ ]  Youth residential SUD services (see WAC 388-877-1116) |       |       |
| [ ]  Adult evaluation and treatment mental health services (see WAC 388-877-1126) |       |       |
| [ ]  Youth evaluation and treatment mental health services (see WAC 388-877-1128) |       |       |
| [ ]  Child long-term inpatient program (CLIP) mental health services  (see WAC 388-877-1138) |       |       |
| [ ]  Crisis stabilization unit mental health services (see WAC 388-877-1140) |       |       |
| [ ]  Voluntary triage mental health services (see WAC 388-877-1144) |       |       |
| [ ]  Involuntary triage mental health services (see WAC 388-877-1152) |       |       |
| [ ]  Competency evaluation and restoration treatment mental health services  (see WAC 388-877-1154) |       |       |

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| **CERTIFICATION APPLICATION MATERIALS TO BE SUBMITTED**Note: The check boxes are for your use to check off as you include them with the application. |
| **All applicants must include the following:**[ ]  A written declaration that a current copy of agency policies and procedures is accessible to the branch site and that the policies  and procedures have been revised to accommodate the differences in business and clinical practices at the site.[ ]  An electronic and/or hard copy of a clinical policy and procedure for each service for which the main agency is not currently certified, along with DBHR’s Policy and Procedure Review Tool for Providers found at <https://www.dshs.wa.gov/bha/division-behavioral-health-and-recovery/licensing-and-certification-behavioral-health-agencies>, under the dropdown titled Technical Assistance Tools.[ ]  A copy of your Washington State Business License from the Department of Revenue that includes the address that you will be  providing services at. [ ]  An application fee of $500.00 if applying for substance use disorder services. The fee must be in the form of a check or money  order payable to the Department of Social and Health Services (See address at the end of this form).  |
| **If applying for a Branch Site certification as an Opiate Treatment Program (OTP), attach the following:** [ ]  OTP Addendum form. [ ]  OTP Community Relations Plan. Copies of these forms are available by contacting the Certification Policy Manager, Jodi Taylor at (360) 725-1456 or by email at Jodi.Taylor@dshs.wa.gov, or by visiting the DBHR web site at <http://www.dshs.wa.gov/dbhr/daaccred.shtml>, or by submitting a request in writing to Jodi Taylor, Certification Policy Manager, DSHS/DBHR, PO Box 45330, Olympia, WA 98504-5330.  |
| **APPLICANT DECLARATIONS** |
| I declare the following: |
| * That I will notify DBHR if changes occur in any of the information provided in Parts 1 or 2 of this application before certification is granted.
 |
| * That no person named in this application has had a license or certification for a treatment service or health care agency either denied, revoked, or suspended, as referenced in WAC 388-877-0335 (1)(d)(i).
 |
| * That no person named in this application has been convicted of child abuse or adjudicated as a perpetrator of substantiated child abuse, as referenced in WAC 388-877-0335 (1)(d)(ii).
 |
| * That no person or business entity named in this application is currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in transactions involving certain federal funds, as referenced in WAC 388-877-0335 (1)(d)(xiii)
 |
| * That no person named in this application is currently under investigation for or has committed, permitted, aided or abetted the commission of an illegal act or unprofessional conduct as defined under Chapter 18.130.180 RCW, as referenced in WAC 388-877-0335 (1)(d)(v).
 |
| * That the information contained in this application and on all documents submitted with this application is true, accurate, and complete to the best of my knowledge.
 |
| **Signature of Administrator or other legal representative:** | **Date of signature:**      |
| **Printed Name of Person Signing Form:**       | **Title:**      |
| **Mailing Address of Person Signing Form:**     **City:**       **State:**       **Zip:**       |
| **Phone Number of Person Signing Form:**      | **Fax:**      |
| **E-mail Address of Person Signing Form:**       |
| **APPLICANT CONTACT INFORMATION****[ ]** Check here if same as above; if different, complete the form below: |
| **Applicant’s Contact Name:**       | **Title:**      |
| **Applicant’s Contact Mailing Address:**      |
| **City:**       **State:**       **Zip:**       |
| **Contact Phone Number:**       | **Contact Fax Number:**      |
| **Contact E-mail Address:**      |

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| **Privacy Notice**This notice is provided in compliance with Governor’s Executive Order 00-03 and addresses the collection, use, security, and access to information obtained by your submission of this information to the Department of Social and Health Services, Division of Behavioral Health and Recovery (DBHR).DBHR requires an applicant who is applying for certification to provide chemical dependency services as a sole proprietor to submit a Federal Employer Tax Identification Number or their personal Social Security Number. The number is used to identify a specific person or legal entity that owns a specific business.All information collected as a part of the certification process for departmental approval is collected for considering applicant and provider compliance with applicable regulations related to their requests. All information is considered public information, and may be made available to anyone submitting a proper public information request unless exempted by the Public Information Disclosure Act under Revised Code of Washington (RCW) 42.56.230 through 290. Information may be retained for the period of provider certification to include any subsequent changes in provider ownership. The department will retain records for as long as required by applicable law following the voluntarily cancellation of certification, and indefinitely in cases of involuntary cancellation, revocation, or suspension of certification. Persons submitting information have the right to review personal information on file with the department. You can recommend changes to your personally identifiable information you believe to be inaccurate by submitting a written request that credibly shows the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections. **For more information:*** DSHS public disclosure rules: [WAC 388-01](http://app.leg.wa.gov/WAC/default.aspx?cite=388-01&full=true)
* DSHS public disclosure law: [RCW 42.56](http://app.leg.wa.gov/RCW/default.aspx?cite=42.56&full=true)
* To Contact the DSHS Public Records/Privacy Officer: DSHSPublicDisclosure@dshs.wa.gov
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***END OF SECTION II: APPLICATION FOR BRANCH SITE CERTIFICATION SERVICES***

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| ***[ ] Check if you are including FACILITY AND PERSONNEL INFORMATION, SECTION III, with this application.*** ***[ ] Check if you plan to send FACILITY AND PERSONNEL INFORMATION, SECTION III, at a later date. Note: SECTION III of this application must be submitted, reviewed, and approved before licensing and certification can be granted.******If checked, indicate the county in which you intend to provide the branch site services:*** ***\_\_\_\_\_*****PLEASE NOTE: DBHR will not begin processing incomplete applications. Insure that all required items in Sections I and II are included in your initial application if sending Section III at a later time. Incomplete applications will be returned.** |

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| **SECTION III: FACILITY AND PERSONNEL INFORMATION** |

[ ]  Check if you sent Sections I and II of the application at an earlier date.

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| **AGENCY NAME (as indicated in Section I of this application)**\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FACILITY INFORMATION AND MATERIALS** |
| **Facility Information** |
| **Street Address** for the site to be certified and listed in the *Directory*:      |
| **City:**       **County:**        **State:**       **Zip Code:**       |
| **Mailing Address** to be listed in the Directory and used to send certified agency information/documents. [ ]  **Check if same as above**:       |
| **City:**       **State:**       **Zip Code:**       |
| **Agency Phone Number(s) (Include area code) to be listed in the *Directory.*** **List up to two numbers.**     \_\_\_\_\_\_\_ *[ ]  Check if toll-free.* Additional Information:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_ *[ ]  Check if toll-free.* Additional Information:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Fax Number (Include area code) to be listed in the *Directory of Certified Programs*:**     \_\_\_\_\_\_\_ |

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| **E-Mail Addresses:** |

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| **Administrator’s Email Address:**  |
| **Clinical Supervisors’ E-mail Address(es):**  |
| **Agency Customer Service E-mail**  |
| **Agency Website:**  |
| **Facility Application Materials. Include the following:** |
| **ALL APPLICANTS:**[ ]  A floor plan of the facility that shows the location where all behavioral health services are to be provided and the dimensions of  each room. See the sample floor plan provided with this application. The floor plan may be hand drawn. The reception area must  be separate from all counseling and living areas.[ ]  A statement assuring the agency meets American Disability Act (ADA) standards and that the facility is appropriate for providing the proposed services. Please complete the Accessibility Barrier Checklist found on our website at  <https://www.dshs.wa.gov/bha/division-behavioral-health-and-recovery/licensing-and-certification-behavioral-health-agencies>. |
| **Residential** **APPLICANTS MUST SUBMIT a copy of the RTF or Hospital License issued by the Department of Health.**[ ]  License enclosed [ ]  License to follow at a later date (must be received before DBHR grants approval) |
| **Non-Residential** **APPLICANTS:**[ ]  A completed Accessibility Barrier Checklist for the site to be certified. **Each element in the checklist must be marked** yes, no, or not applicable (NA). Complete the corrective action plan section for any element marked “no.” Incomplete forms will be returned. |

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| **PERSONNEL INFORMATION AND MATERIALS** |
| **Administrator providing management or supervision of services** |
| **Name**      | **Title**      |
| **Include the following materials regarding the person named as administrator with this form:**[ ]  Evidence that the administrator is appointed by the governing body, as required by WAC 388-877-0400(1) (a copy of a letter of appointment signed by a member of the governing body or a governing body signature on the administrator’s job description). [ ]  A copy of the job description signed and dated by the appointed administrator that includes key responsibilities listed in WAC 388-877-0400.[ ]  A copy of the report of findings from a Washington State Patrol criminal background check conducted within the last year, and a copy of the report of findings of a criminal background check from the last state of residence if the person has lived out-of-state within the past three years. |
| **Mental Health Clinical Supervisor** |
| Name (as listed on the current credential)       | Title       |
| **Substance Use Disorder Clinical Supervisor** |
| Name (as listed on the current credential)       | Title       |
| **Problem and Pathological Gambling Clinical Supervisor** |
| Name (as listed on the current credential)       | Title       |
| **Include the following materials regarding the person named as clinical supervisor:**[ ]  A copy of the job description signed and dated by the clinical supervisor and his or her supervisor.[ ]  A copy of the report of findings from a Washington State Patrol criminal background check conducted within the last year, and a copy of the report of findings of a criminal background check from the last state of residence if the person has lived out-of-state within the past three years.**In addition for the Mental Health Clinical Supervisor:**[ ]  Documentation of 15 hours of training in clinical supervision approved by the Department of Health.[ ]  For Agency Affiliated Registrations, please also include a copy of MHP recognition and/or a copy of Master’s Degree and resume.**In addition for the Substance Use Disorder Clinical Supervisor:****[ ]**  Documentation of 28 hours of training in clinical supervision approved by the Department of Health.**In addition for the Problem and Pathological Gambling Clinical Supervisor:****[ ]**  Documentation of a valid international gambling counselor certification board-approved clinical consultant credential, a valid  Washington state certified gambling counselor II certification credential, or a valid national certified gambling counselor II  certification credential; and**[ ]**  Documentation of training on gambling-specific clinical supervision approved by a state, national, or international organization. |
| **Additional Personnel Requirements for Substance Use Disorder Agencies** |
| **Alcohol/Drug Information School (ADIS) Instructor** (If applying for ADIS certification) |
| **Name**      | **Title**      |
| **Submit the following materials regarding the person named as ADIS Instructor with this form:**[ ]  A copy of the job description signed and dated by the person named and the person’s supervisor.[ ]  If the ADIS Instructor is not a CDP, a copy of an Alcohol/Drug Information School Instructor certificate issued by a community college approved by the Washington State Division of Behavioral Health and Recovery. |

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| **Agency Accreditation Information** |

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| Are you accredited by one of the accreditation bodies listed below?[ ]  No.[ ]  Yes. If yes, check the organization accredits your agency:[ ]  Commission on Accreditation of Rehabilitation Facilities (CARF)[ ]  Council on Accreditation (COA)[ ]  The Joint Commission[ ]  Washington State Division of Behavioral Health and Recovery (DBHR). (Opiate Treatment Programs only.)Do you want your accreditation listed in the Directory? [ ]  No.  [ ]  Yes. If yes, attach a copy of your current accreditation certificate.[ ]  Check if you want to be contacted about becoming a “deemed agency” under WAC 388-877-0310. |

**FEE SCHEDULE**

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| **NEW BRANCH SERVICES** | **NEW BRANCH LOCATION** | **FEE** |  |
| **SUD** | **Anywhere in the state** | **$500.00** | **[ ]**  |
| **MH** | **In a BHO in which you are currently providing MH services** | **$0.00** | **[ ]**  |
| **MH** | **In a BHO in which you are NOT currently providing MH services** | **$500.00** | **[ ]**  |
| **Problem Gambling** | **Anywhere in the state** | **$0.00** | **[ ]**  |

To determine your fee for this application, check the boxes that apply and total the amount of those checked.

**Please send payments by check or money order payable to Department of Social and Health Services to:**

**If sending by US Postal Service: For UPS or FedEx Delivery:**

BHA – Budget & Finance BHA – Budget & Finance

Department of Social & Health Services Department of Social & Health Services

PO Box 45525 Blake Office Park East

Olympia, WA 98504-5600 4450 10th Ave SE

 Lacey, WA 98503

**If there is no fee required, please send the application and materials directly to: Provider Request Manager, Division of Behavioral Health and Recovery, PO Box 45330, Olympia, WA 98504-5330 or by email to:** **dbhrproviderrequests@dshs.wa.gov****.**

**If Sending Section III later than Sections I and II, please send Section III directly to: Provider Request Manager, Division of Behavioral Health and Recovery, PO Box 45330, Olympia, WA 98504-5330 or by email to:** **dbhrproviderrequests@dshs.wa.gov****.**

**If you have questions about this form or its requirements, contact the Provider Requests Manager at the above email address.**