

WEB LINKS FOR NEW PROVIDER APPLICATION

Here are links to the applications, instructions, and Frequently Asked Questions (FAQs) on our web site. The application form lists the items to submit with your application.

DBHR WEB LINKS:

- Laws & regulations link (see WAC 388-805):
<http://www.dshs.wa.gov/dasa/services/certification/Main/agencycertification.shtml>
- DBHR Substance Abuse Certification FAQs web page:
<http://www.dshs.wa.gov/dasa/services/certification/FAQs/certificationFAQs.shtml>

APPLICATION FORMS:

- **New Service Provider Certification Application Form**
[Word] <http://www.dshs.wa.gov/word/hrsa/dasa/120aNewApp.doc>
[PDF] <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/120aNewApp.pdf>
Instructions and FAQs
[Word] <http://www.dshs.wa.gov/word/hrsa/dasa/120bNEWFAQS.doc>
[PDF] <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/120bNewInstr.pdf>
- Background Check Resource Guide:
<http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/BkgdCkGuide.pdf>
- Criminal Background check form (from Washington State Patrol--WSP):
<http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/WSPCABForm.pdf>. See the WSP Memo dated 3/10/2009 explaining the WATCH on-line program: <https://watch.wsp.wa.gov/help/ACCTFORM.pdf>. The DBHR new provider application and administrator changes require the Child/Adult Abuse Info Act form (RCW 43.43.830). Alternatively, to access the form in Word or PDF, click on "FORMS" on the WSP WATCH website: <https://watch.wsp.wa.gov/Help?Index=forms>
- Sample Floor Plan in PDF <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/SampleFI.pdf> or in Word <http://www.dshs.wa.gov/word/hrsa/dasa/SampleFIPlan.doc>
- American with Disabilities Act (ADA) Checklist for Existing Facilities re ACCESSIBILITY:
<http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/ADACHklist.pdf>
- ADA Resource Handout: <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/ADAResources.pdf>
- 2009 Model TB Policy: <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/TBPolicy.pdf> and 2009 Model TB Policy TA Guidelines: <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/TB-TAGuidelines.pdf>

OTHER REFERENCES & SAMPLE FORMS:

- Certification Fees: <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/Wac-fees.pdf>
- DOH CDP & CDPT Web page: <http://www.doh.wa.gov/hsqa/Professions/ChemicalDep/default.htm>
- Washington Administrative Code (WAC): <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/WAC1-1-09.pdf>
- *WAC Implementation Guide (WIG)*: <http://www.dshs.wa.gov/word/hrsa/dasa/WIG2009.doc>
- Treatment for Alcoholism, Intoxication, and Drug Addiction – RCW 70.96A:
<http://apps.leg.wa.gov/RCW/default.aspx?cite=70.96A>
- Deferred Prosecution Courts of Limited Jurisdiction – RCW 10.05:
<http://apps.leg.wa.gov/RCW/default.aspx?cite=10.05>

- Rules of the Road – RCW 46.61: <http://apps.leg.wa.gov/RCW/default.aspx?cite=46.61>
- DOL's "Assessment/Treatment Report for DASA Certified Agencies" (formerly called the "**blue form**"): <http://www.dol.wa.gov/forms/500010.pdf>
- Guidelines for Reporting Child Abuse & Neglect (see Appendix B of the [WIG](#))
- Abuse of Children (see Appendix B of the [WIG](#))
- Abuse of Vulnerable Adults (see Appendix B of the [WIG](#))
- Consultants -- List of Private Consultants:
 - Policy and Procedure Development: <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/ConsultP-P.pdf>
 - Outcomes Development: <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/ConsultOutcms.pdf>
- Writing Policies, Procedures, & the Program Manual (a discussion paper): <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/p&pDev.pdf>
- Sample Patient Placement type forms: <http://www.dshs.wa.gov/dasa/services/certification/Forms/PatientPlaceForms.shtml>
- ASAM PPC-2R Manual order form: http://www.asam.org/Publication_home.html
- Federal Confidentiality Law 42 CFR Part 2: http://www.access.gpo.gov/nara/cfr/waisidx_02/42cfrv1_02.html
- Client Disclosure Information: <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/DiscloseInfoDOH.pdf>
- Releases:
 1. Release of Confidential Information (Use this form to request a certified treatment agency to send your records to another party. This is a sample fill-in form (HIPAA & 42 CFR Part 2 compliant). Do not use this form for records held by DSHS. The requirement that the patient's revocation be in writing was removed from this form per the recommendation of the Legal Action Center www.lac.org): <http://www.dshs.wa.gov/word/hrsa/dasa/RELEASE.doc>
 2. "Patient Record Disposition Handout" -- Disposition of patient records accumulated during your agency's period of certification: <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/PatRecDis.pdf>
 3. Multi-Party DOC CJS Release of Confidential Information (Criminal Justice System / Multi-party Authorization for Release of Information, Department of Corrections (DOC) Form #14-029). This form can be used between DOC, a Mental Health treatment provider, an Alcohol or Drug Treatment Provider, and/or the County-Designated Chemical Dependency Professional: <http://www.dshs.wa.gov/pdf/hrsa/dasa/DOCrelease.pdf>
 4. Qualified Service Organization/Business Associate Agreement: <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/QSOAConf.pdf>
- ADIS FAQs: <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/ADISfaqs.pdf>
ADIS Curriculum Order Form <http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/ADISOrderForm.pdf>
- *Residential Treatment Facilities Resource Book* from Washington State Department of Health: <http://www.doh.wa.gov/hsqa/FSL/arcs/rcs/documents/RTFResourcebook.pdf>
- Off-site Certified Chemical Dependency Service Information handout: <http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/off-sites.pdf>

- 7/10/04 Memo – Irrevocable Consents to Disclose Confidential Information:
<http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/IrrevocableCon.pdf>
- 1/20/06 Memo – State Standards for Release of Information Expiration Dates:
<http://www.dshs.wa.gov/pdf/hrsa/dasa/certforms/InfoExpire.pdf>

COUNSELOR / CDP FORMS:

- TAP 21-A for Supervisors--SAMHSA Addiction Counseling Competencies:
http://www.kap.samhsa.gov/products/manuals/pdfs/tap21_a_08r.pdf
- Performance Assessment Rubrics for the Addiction Counseling Competencies:
<http://www.attcnetwork.org/explore/priorityareas/wfd/getready/docs/rubric5-11-2001-2.pdf>
- Sample Approved Supervisor form in PDF
<http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/CDPTApprSup.pdf> or in Word
<http://www.dshs.wa.gov/word/hrsa/dasa/CDPTApprSup.doc>
- Sample CDP Trainee Documentation form in PDF
<http://www.dshs.wa.gov/pdf/hrsa/dasa/CERTFORMS/CDPTTrainPlan.pdf> or in Word
<http://www.dshs.wa.gov/word/hrsa/dasa/CDPTTrainPlan.doc>