

DMHMRSAS Licensing Process Overview

The **DMHMRSAS Licensing Process** is 5-phase process:

PHASE ONE:

1. Completion of the Initial Application, including all the attachments listed.

Once completed and approved, an OL letter is forwarded to the applicant, and copied to OL Specialist & Human Rights Representative, then

PHASE TWO:

1. Initial & Completion of Licensing Policies and Procedures
2. Initiation & Completion of Human Rights Policies and Procedures/ Human Rights Affiliation
3. Initiation of Criminal Background and Central Registry Check Processes

Once completed and approved, an OL letter is forwarded to the applicant, and copied to OL Specialist & Human Rights Representative, then

PHASE THREE:

1. Licensing specialist is assigned to the applicant
2. Onsite Review Process- Specialist reviews the physical facility or administrative office and conducts knowledge based interviews with the Service Director, CEO, etc to determine if staff have a working knowledge of the service.

Once completed, the Licensing specialist will make a licensing recommendation, then

PHASE FOUR:

1. While waiting for the recommendation's approval from the Commissioner, the applicant may request a Pending Letter from the specialist. The licensing specialist initiates the pending letter. It may take a day or two, but the pending letter will serve as the authorized license until the finalized license is received. Medicaid is notified via the pending letter, so the Provider may begin providing services.

PHASE FIVE:

1. The finalized license is mailed to the provider.

***Applications and additional information are reviewed in the order they arrive in the Office of Licensing. Typically, the entire process takes approximately six to nine months.**