

# DBHR Agency Licensure Process

Presented by

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## Overview Will Detail

- Most common questions regarding the DBHR licensing process
- Steps for DBHR agency licensure
- What does it all mean
- How to utilize the WAC Tool given
- Policies and Procedures
- Clinical Documents
- Now what?

# You Want to Become a State DBHR Licensed Agency

What process is required by the State?

- What is the timeline for the process?
- What are all the layers to the State system that affect the process?
- DOH and HCA, RSN/BHOs/RSA.....huh?
- Is there assistance available during the process?

## Acronyms and What They Mean:

BHA	Behavioral Health Administration
DBHR	Division of Behavioral Health and Recovery
DOH	Department of Health
HCA	Health Care Authority
WAC	Washington Administrative Code
RCW	Revised Code of Washington
RSN	Regional Support Network
BHO	Behavioral Health Organization
RSA	Regional Support Area

# How to Get Started?



## The Licensing and Certification Section – DBHR

Mental Health team  
Mental Health Administrators

Substance Disorder team  
Certification Specialists

# DBHR Agency licensure

## **DBHR Agency License**

- “house” license for the whole agency
- does not replace individual licenses for providers/clinicians

## **Agency Affiliate Registration**

- is the minimum for provider to connect with agency

## Laws - where to find?

**RCW:** <http://apps.leg.wa.gov/rcw/>

**WAC:**

Chapter 388-877 (Behavioral Health Services Administrative Requirements) :

<http://apps.leg.wa.gov/wac/default.aspx?cite=388>

388-877A (Outpatient Mental Health):

<http://apps.leg.wa.gov/wac/default.aspx?cite=388-877A>

388-877B Substance Use Disorders (SUD):

<http://apps.leg.wa.gov/wac/default.aspx?cite=388-877B>

388-877C Problem Gambling (PG):

<http://apps.leg.wa.gov/wac/default.aspx?cite=388-877C>

388-865 Community Mental Health and Involuntary Treatment Programs:

<http://apps.leg.wa.gov/wac/default.aspx?cite=388-865>

## Where do I Get the DBHR Agency License Application?

All applications are found on the DSHS website

<https://www.dshs.wa.gov/bha/division-behavioral-health-and-recovery/licensing-and-certification-behavioral-health-agencies>

Once you have filled out the DBHR agency application, you will submit it to the Provider Request Manager via snail mail or via

[DBHRProviderRequests@dshs.wa.gov](mailto:DBHRProviderRequests@dshs.wa.gov)

Your Request will be assigned to one of the DBHR Licensing and Certification team members who will contact you via email to provide the next steps in the process.



## Guidance

We are here to assist you through the entire process!

After being received and assigned...

**Your team member will:** Review your Policies and Procedures - WAC Tool and assistance available.

# Tips and Tricks: Policies & Procedures

## “Ensures”

### **WAC 388-877-0500**

*Personnel—Agency policies and procedures.*

Each agency licensed by the department to provide any behavioral health service must develop, implement, and maintain personnel policies and procedures. The policies and procedures must meet the minimum requirements of this chapter and include the following, as applicable

(1) **Hiring practices.** Identification of how the agency:

(a) **Ensures** all persons providing or supervising clinical services have an active registration, certification, or license granted by the department of health consistent with the services provided;

# Tips and Tricks: Policies & Procedures

## “Description”

### **WAC 388-877-0500**

*Personnel—Agency policies and procedures.*

Each agency licensed by the department to provide any behavioral health service must develop, implement, and maintain personnel policies and procedures. The policies and procedures must meet the minimum requirements of this chapter and include the following, as applicable

(3) **Excluded provider list.** **A description of how** the agency conducts a review of the list of excluded individuals/entities (LEIE) searchable database (found on the Office of Inspector General, U.S. Department of Health and Human Services website at <http://oig.hhs.gov>) for each employee in contact with individuals receiving services, to include a procedure on how the agency

## Personnel, Facility and Fees

- DBHR - request to review your clinical documents
- **Personnel Checklist** and a **Facility Checklist**.
- **Facility Walk-Through** and **Personnel Review**
- Send in **License fee-details**
- Notify the Provider Request Manager

Got questions? Contact your DBHR L&C team member.

# Facility Review

## Client Rights

388-877-0600 & 388-877-0680

- Posting and Handouts of WAC Rights to include Medicaid Rights
  - Rights for the visually impaired

## Group Room Size



## Evacuation Posters



## Poisonous Chemicals

## ADA

## Requirements



## Medication Storage

- Inventory every 3 months of all medications
- Food and beverages kept separate from medications
  - Disposal of outdated medications



# Approval/Confirmation/Licensure

## Next Steps:

DBHR Agency License Application → Receive DBHR Agency License

Close the circle by giving DOH notice

**This step is very important:** connects agency to WA database of licensed Behavioral Health Agencies.

**Once completed:** clinical staff can apply for their Agency Affiliate Registration

# Your Agency is Licensed, Now What?

**One year Provisional Status** - Schedule your first full on-site DBHR

DBHR L&C team member will discuss with you the process of your first review.

If you have questions at any point after your official license date, PLEASE contact your DBHR L&C team member.

## Department of Health -

<http://www.doh.wa.gov/LicensesPermitsandCertificates>

DOH provides clinicians individual licenses (e.g., LICSW, LMHC, LMFT, MD, ARNP, etc.) based on academic degree.

### **At a minimum:**

Counselor Agency Affiliate Registration,

DOH is also there to support your process - Call Credentialing Services at 360-236-4700 for information.



## Info Regarding CAAR Through DOH

DOH will **NOT** give the agency information regarding details of an individual's status

Keep a record: when was CAAR application was submitted?

Check status through ***DOH Provider Search***:

<https://fortress.wa.gov/doh/providercredentialsearch/SearchCriteria.aspx>

## Health Care Authority -

<http://www.hca.wa.gov/Pages/index.aspx>

HCA can provide assistance

**IMPORTANT** - Keep in mind that your DBHR Agency License is not about your funding source(s), meaning WAC licensing requirements covers the whole agency and everyone served, NO matter the funding source.

## RSN/BHOs/RSA

Regional Support Network – former  
Behavioral Health Organizations – April 1, 2016

Some DBHR Licensed Agencies have service contracts with their BHOs. Want more information? Contact your local BHO or DBHR L&C team member who will provide you with your BHO contact person.

- Does it mean that you get a BHO contract because you have a DBHR license? **No.**
- Must you have a DBHR license as part of the qualifiers for an BHO contract? **Yes.**
- Does the change from RSN to BHO affect DBHR agency license? **No**

Your BHO contact person will also have support info for you to guide your process.

\* **Southwest WA** is a RSA – Regional Service Area, not a BHO (your DBHR L&C Team member will give you more information).

Thank you and we look  
forward to collaborating  
with you!