



## **DBHDS Licensing Process Overview**

The **DBHDS Licensing Process** is 5-phase process: which is outlined below.

### **Licensing Process**

*\*It is important for all applicants to understand the Licensing Process and related issues. Due to the high volume of applications, the entire licensing process can take six to twelve months. This time period should be expected, unless Department of Behavioral Health and Developmental Services (DBHDS) determines that the service and/or location of the service is addressing a priority need. Incomplete applications, applications that fail to adequately address licensing regulations or provider delays in providing requested information can further extend the licensing process.*

1. *Until you are confident of being near the end of the Licensing process, please delay buying a home for a service, renting office space, buying insurance, hiring staff. However, you should be collecting and submitting résumés for prospective staff for critical positions, identifying potential property locations and getting insurance quotes because it is required during the application phase.*
2. *Review your business plan including how you expect to get referrals for your program. A License does not guarantee sufficient referrals to sustain a business. This is especially true where there are large numbers of providers that may already exist in your decided location area, including Intensive In-Home, Day Treatment for Children, ID Group Homes and Children Residential Group Homes.*
3. *Be sure to provide the requested information listed on the application. Please follow the "Policy and Procedure Review Checklist" when submitting your policies and procedures.*

### **You can expect the licensing process to follow the below steps:**

#### **PHASE ONE:**

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

Once completed and approved, an **Office of Licensing (OL) letter** is forwarded to the applicant, and copied to OL Specialist & Human Rights Representative, then:

#### **PHASE TWO:**

1. Initial & preliminary approval of **Licensing Policies and Procedures**. The licensing specialist will determine the final approval of the licensing policies and procedures as part of the onsite inspection.
2. Initiation & preliminary compliance with **Human Rights Policies and Procedures**/ Human Rights Affiliation. The applicant is issued a letter from the Office of Human Rights directing the applicant to pursue a human rights affiliation with a local human rights committee.
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, licensed staff, etc., to determine if staff has a working knowledge of the service. The licensing specialist will determine the final approval of the licensing policies and procedures as part of the onsite inspection.

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

**PHASE FOUR:**

1. While waiting for the recommendation's approval from the DBHDS Commissioner, the applicant may request a Pending Letter from the specialist. The licensing specialist initiates the pending letter. It may take several days to receive the letter, 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.