

PROCESS FOR AN ENTITY BECOMING A CERTIFIED SPECIALTY PROVIDER (CSP) IN ACCORDANCE WITH PART 132 2019

AGENCY CONTACT INFORMATION

DHS/DMH: DHS.DMHPProviderAssist@illinois.gov

DHS/BALC: DHS.Rule132BALC@illinois.gov

DCFS/Designee: DCFS.Medicaid@illinois.gov

STEP 1: ENTITY ACCESSES A PART 132 APPLICATION PACKET

The entity shall access a Part 132 Application Packet on the [Illinois Department of Human Services \(DHS\)/Division of Mental Health \(DMH\) website](#) or shall contact their respective Certifying State Agency (CSA) for the packet. If contacting a CSA, the agency contacted shall be based upon the predominant funding source for community mental health services as outlined below.

If 50% or more of the funding source for services is from DHS or if funding from both DHS and DCFS (Department of Children and Family Services) are equal, then DHS/BALC (Bureau of Accreditation, Licensure and Certification) shall be contacted for the Part 132 Application Packet:

DHS-BALC or **DHS.BALC@illinois.gov**

**401 S. Clinton, 7th Floor
Chicago, IL 60627**

If more than 50% of the funding source for services is from DCFS, then DCFS/Designee shall be contacted for the Part 132 Application Packet:

DCFS.Medicaid@illinois.gov

The entity, if requesting the Part 132 Application Packet in writing or by email shall indicate on the request the following:

Entities Name, General Mailing Address, General Email Address and General Telephone Number

Primary Contact Name/Title, Primary Contact Mailing Address, Primary Contact Email Address and Primary Contact Telephone Number

Federal Employee Identification Number (FEIN)

Population being served (by zip code and/or county)

If/if not fire clearance has been achieved by the Office of the State Fire Marshal

If/if not inspection has been completed for compliance with local and/or county building requirements/ordinances

The Part 132 Application Packet shall be issued by the CSA within 10 business days of receipt of an entities written or email request . The packet shall consist of a checklist with questions to answer, a listing of policies/procedures to submit for review and a fire clearance questionnaire.

NOTE: All provider hard copy documents received by the CSA shall be date and time stamped as to when received.



STEP 2: ENTITY SUBMITS COMPLETED APPLICATION PACKET OR SEEKS ASSISTANCE WITH THE SUBMISSION OF DOCUMENTS REQUIRED

Entities shall submit their completed Part 132 Application Packet consisting of the checklist, finalized policies/procedures in line with Part 132 and fire clearance questionnaire to their respective CSA's email address as listed on the packet. The documents should be submitted all at once rather than in intervals. If multiple emails are required for submission due to the amount of information being forwarded electronically, the emails should be numbered (example: 1 of 3, 2 of 3, 3 of 3).

Questions:

- a. Entities having questions in regards to the Part 132 Application Packet shall address these questions to DHS.Rule132BALC@illinois.gov if 50% or more of the funding source for services is from DHS or if funding from both DHS and DCFS are equal.
- b. Entities having questions in regards to the Part 132 Application Packet shall address these questions to DCFS.Medicaid@illinois.gov if more than 50% of the funding source for services is from DCFS.

STEP 3: CSA REVIEWS THE ENTITIES COMPLETED PART 132 APPLICATION PACKET

Following the receipt of the entities completed Part 132 Application Packet, the CSA shall:

- a. review, within 30 calendar days of receipt of the packet, the submitted documents, to validate compliance with Part 132 requirements as well as to ensure that the program is operating in accordance with best practice;
- b. issue a **Notice of Violation** via email to the entity **if** a determination is made that the documents submitted fail to meet Part 132 requirements and/or best practice; and

An entity receiving a **Notice of Violation** shall have 30 calendar days to remedy/address all deficiencies. DHS/BALC or DCFS/Designee shall work with the entity, if needed, to assist in bringing the documents into full compliance so the documents may be resubmitted for re-review.

NOTE: An entity wishing to withdraw their CSP enrollment request during the enrollment process shall notify their respective CSA

STEP 4: FIRE CLEARANCE SCHEDULING

DHS/BALC or DCFS/Designee shall schedule a fire clearance with the Office of the State Fire Marshal if one has not already been conducted for the site.

EXCEPTION: The Office of the State Fire Marshal has the authority to determine if an on-site inspection shall be conducted by their office or if the CSP site being in compliance with local and/or county building requirements/ordinances shall be sufficient due to their level of stringency.

NOTE: If the site has already been granted fire clearance as outlined in Part 132 Section 132.65 (4), proceed to STEP 5.



STEP 5: PROVISIONAL CERTIFICATE ISSUED BY DHS/BALC OR DCFS/DESIGNEE

The Provisional Certificate shall be issued by DHS/BALC or DCFS/Designee following the:
a. approval of the sites Part 132 Application Packet by DHS/BALC or DCFS/Designee; and
b. receipt of documentation evidencing compliance with the fire clearance requirements as outlined in Part 132 Section 132.65.

The Provisional Certificate shall allow for the operation of the CSP site effective with the date indicated on the certificate. DHS/BALC or DCFS/Designee shall forward to the site/entity via U.S. mail a hard copy of the Provisional Certificate. An electronic copy of this certificate may also be forwarded if so requested.

DMH/BALC or DCFS/designee shall conduct an on-site inspection within the Provisional Certification period and when the site is operational, which shall be within 12 months, unless extended by the CSA.



STEP 5.1: DHS/DMH NOTIFIES THE RESPECTIVE REGIONAL DIRECTOR REGARDING THE ISSUING OF A PROVISIONAL CERTIFICATE

All Provisional Certificates received by DHS/DMH shall electronically be forwarded to the respective Regional Director and to any other party so designated by DHS/DMH.

Regional Directors, upon receipt of any Provisional Certificate, shall reach out to the CSP to ensure the site is becoming operational within the 12 month provisional time frame.



SITE FAILS TO OPERATIONALIZE

A site failing to fully operationalize within the 12 month time frame, from when the Provisional Certification was issued, shall result in a meeting being convened by DHS/DMH between the CSA and designated DHS/DMH staff with this including the respective Regional Director. The Regional Director shall outline at this meeting the reasons for the site's failure to become operational. Based upon the information presented, a final determination shall be made by the CSA if the CSP site will or will not be granted an extension to their Provisional Certification date.



STEP 6: FULL CERTIFICATE ISSUED BY DHS/BALC OR DCFS/DESIGNEE FOLLOWING THE ISSUING OF A PROVISIONAL CERTIFICATE

Upon completion of the on-site visit following the issuing of the Provisional Certificate by DHS/BALC or DCFS/Designee and the entity being found in compliance with Part 132, the Full Certificate shall be issued. DHS/BALC or DCFS/Designee shall forward to the entity via U.S. mail a hard copy of the Full Certificate (an electronic copy of this certificate may also be forwarded if so requested); and

NOTE: If an entity should not successfully achieve Full Certification following a Provisional Certificate having been issued, a *Notice of Violation* shall be given to the site within 15 days after the on-site review. The site shall respond to the notice by the due date indicated which shall be approximately 30 days after the date of the notice. All *Notice of Violations* shall be forwarded by the CSA to DHS/DMH at DHS.DMHPProviderAssist@illinois.gov who will distribute the notice to the respective Regional Director and any other party so designated by DHS/DMH. See Part 132 Section 132.100 for additional information.



STEP 7: DHS/DMH NOTIFIES THE RESPECTIVE REGIONAL DIRECTOR REGARDING THE ISSUING OF A FULL CERTIFICATE

All Full Certificates, once received by DHS/DMH, shall electronically be forwarded to the respective Regional Director and to any other party so designated by DHS/DMH.

Regional Directors, upon receipt of any Full Certificate, shall reach out to the entity and/or site to offer any needed assistance and/or to answer any questions.