



JENNIFER KENT  
DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



EDMUND G. BROWN JR.  
GOVERNOR

## NARCOTIC TREATMENT PROGRAM LICENSE APPLICATION

NTPs operating in the State of California are licensed by DHCS in accordance with Title 9, California Code of Regulations (CCR), Division 4, Chapter 4, Subchapters 1-6. Applicants are required to submit an application to include the attached forms and a protocol that describes the program's operational procedures, organizational structure, and treatment concepts. Please refer to the ["Initial Application Outline and Protocol"](#) for instructions on submitting your application package. In addition, your program must meet the requirements of the Americans with Disabilities Act (ADA).

Applications for licensure require a County Recommendation by the appropriate County Alcohol and Drug Program Administrator. An application package that does not include this document is considered incomplete and will be returned to the applicant. Prior to submitting your application and fee to DHCS, it is advised that you provide a copy of the proposed protocol to the appropriate County Administrator.

The fee for processing an NTP license application for Fiscal Year (FY) 2015-2016 is \$3,918. Public Programs are exempt from this fee. The fee must accompany the application package to begin review and processing. (Reference California Health and Safety Code, Section 11839(a)(3).) Please submit the completed application package and a check payable to the Department of Health Care Services to:

Department of Health Care Services  
Narcotic Treatment Programs, MS 2603  
PO Box 997413  
Sacramento, California 95899-7413

When the application package is received, it will be reviewed for completeness and accuracy. Once staff completes the initial review, you will be sent a notice that details any errors or omissions. Further review of the application will cease until a response to the deficiency notice is received. When all required materials have been received and approved by DHCS, a site inspection will be scheduled.

Licensed NTPs are assessed an annual license fee as required under provisions of the California Health and Safety Code. The annual licensure fee for NTPs for FY 2015-2016 is \$1,089 per site plus \$34 per treatment slot.

Health and Safety Code, Section 11839.8 requires all partners, officers, directors, and 10 percent or greater shareholders, or persons proposed to be employed by the

applicant under the authority of subdivision (c) of Section 2401, Business and Professions Code (physicians and surgeons) to be fingerprinted. The Department of Justice requires that fingerprints be submitted using the LiveScan process. Be sure to take the [LiveScan Application](#) with you.

In addition to obtaining licensure approval from DHCS, approval must also be received from the U.S. Drug Enforcement Administration (DEA) and the Substance Abuse and Mental Health Service Administration (SAMHSA) before program operations can commence. A list of DEA and SAMHSA contacts are attached. Applicants are advised to apply to the DEA and SAMHSA at the same time as DHCS.

Federal regulations require programs to become accredited by an approved accrediting body. SAMHSA approved the following accreditation bodies to conduct accreditation surveys for Opioid Treatment Programs under Title 42 of the Code of Federal Regulations Part 8 (42 CFR Part 8):

**CARF (Commission on Accreditation of Rehabilitation Facilities)**

6951 East Southpoint Road

Tucson, Arizona 85756

Telephone: (520) 325-1044 or 888-281-6531

Fax: (520) 318-1129

Website: [www.carf.org](http://www.carf.org)

Contact: Bettye Harrison ext. 7128 [bharrison@carf.org](mailto:bharrison@carf.org) or Jani Greenwald ext.7180  
[jgreenwald@carf.org](mailto:jgreenwald@carf.org)

**Council on Accreditation (COA)**

45 Broadway, 29<sup>th</sup> Floor

New York, New York 10006

Telephone: 212-797-3000 ext. 268 or 866-262-8088

Fax: 212-797-1428

Website: [www.coanet.org](http://www.coanet.org)

Contact: Theres (Terri) Middleton, MSW [tmiddleton@coanet.org](mailto:tmiddleton@coanet.org)

**The Joint Commission**

One Renaissance Boulevard

Oakbrook Terrace, Illinois 60181

Telephone: (630) 792-5800

Fax: (630) 792-5005

Website: [www.jointcommision.org](http://www.jointcommision.org)

Contact: Meagan Marx (720) 348-0585, [mmarx@jointcommission.org](mailto:mmarx@jointcommission.org)

## DEA Contact Information

### Office of Diversion Control

Fresno Resident Office  
2444 Main Street, Suite 240  
Fresno, California 93721  
(559) 487-5402

Sacramento District Office  
4328 Watt Avenue  
Sacramento, California 95821  
(916) 480-7250

Oakland Resident Office  
1301 Clay Street, Suite 460N  
P.O. Box 70310  
Oakland, California 94610  
(510) 637-5661

San Jose Resident Office  
One North First Street, Suite 405  
San Jose, California 95113  
(408) 282-3403

Riverside District Office  
4470 Olivewood Avenue  
Riverside, California 92501-4155  
(951) 328-6201

Los Angeles Field Division  
255 East Temple Street, 20<sup>th</sup> Floor  
Los Angeles, California 90012  
(213) 621-6942

San Diego Division  
4560 Viewridge Avenue  
San Diego, California 92123  
(858) 616-4412

## **SAMHSA Contact Information**

Mary Lou Ojeda  
Public Health Advisor  
Center for Substance Abuse Treatment  
Division of Pharmacologic Therapies  
One Choke Cherry Road, 2<sup>nd</sup> Floor 1092  
Rockville, Maryland 20857  
Phone: (240) 276-2895  
Fax: (240) 276-2710  
Email: [mary.ojeda@samhsa.hhs.gov](mailto:mary.ojeda@samhsa.hhs.gov)  
[www.samhsa.gov](http://www.samhsa.gov)

The following laws and regulations are applicable to Narcotic Treatment Programs:

- California Health and Safety Code, Sections 11839 - 11839.34.
- Title 9, California Code of Regulations, Division 4, Chapter 4, Sections 9995 - 10425.
- Title 42, Code of Federal Regulations - Part 2--Confidentiality of Alcohol and Drug Abuse Patient Records.
- Title 42, Code of Federal Regulations - Part 8--Certification of Opioid Treatment Programs.
- Title 21, Code of Federal Regulations – Part 1300-Drug Enforcement Administration

Should you have questions or require assistance, please call (916) 322-6682.