



WILL LIGHTBOURNE
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: July 9, 2021

Behavioral Health Information Notice No:21-037

TO: California Alliance of Child and Family Services
California Association for Alcohol/Drug Educators
California Association of Alcohol & Drug Program Executives, Inc.
California Association of DUI Treatment Programs
California Association of Social Rehabilitation Agencies
California Consortium of Addiction Programs and Professionals
California Council of Community Behavioral Health Agencies
California Hospital Association
California Opioid Maintenance Providers
California State Association of Counties
Coalition of Alcohol and Drug Associations
County Behavioral Health Directors
County Behavioral Health Directors Association of California
County Drug & Alcohol Administrators

SUBJECT: Application for Renewal of Special Treatment Program Approval DHCS 1731

PURPOSE: This notice establishes requirements and provides guidance regarding the submission of DHCS 1731 when a Special Treatment Program is seeking annual renewal of approval.

REFERENCE: California Code of Regulations (CCR), Title 22, Section 72449.
Program Approval

BACKGROUND:

Special Treatment Programs (STPs) are required to submit annually to the Department of Health Care Services (DHCS) an application for annual renewal of STP approval. DHCS is establishing requirements and policy guidance for STPs to submit the application for the annual renewal of approval of a STP in accordance with CCR, Title 22, Section 72449.

POLICY:

DHCS has published DHCS 1731 which a STP shall submit annually in order to remain compliant with California Code of Regulation, Title 22, Section 72449. The STP shall

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complete and submit the DHCS 1731, along with supporting documentation, via e-mail between **January 1** and **January 31** of each calendar year regardless of their California Department of Public Health licensure date. The DHCS 1731 will capture information from the previous full calendar year beginning January 1, 2022. DHCS shall provide a written response to the STP within thirty (30) calendar days from the date of receipt of the DHCS 1731.

The published DHCS 1731 will assist the STP in providing relevant information and will streamline the annual program approval process. The effective date to use the DHCS 1731 begins on August 15, 2021. The revised DHCS 1731 can be accessed on the [DHCS website](#).

Annual program renewal applications will not be accepted via standard mail. Annual program approvals not submitted on the DHCS 1731 will not be reviewed and applicants will be requested to resubmit using the correct form.

The DHCS 1731, and any other correspondence, shall be submitted via email to AdultMHCertification@dhcs.ca.gov.

If you have any question regarding this Information Notice, please contact the DHCS Adult Programs Unit at AdultMHCertification@dhcs.ca.gov

Sincerely,

Original signed by

Marlies Perez, Chief
Community Services Division