



WILL LIGHTBOURNE
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: July 21, 2021

Behavioral Health Information Notice No: 21-039

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 Certification of Social Rehabilitation Program Services
DHCS 1734 (DHCS 1734) and Application for Change in Certified
Social Rehabilitation Program DHCS 1732 (DHCS 1732).

PURPOSE: This notice provides guidance to Social Rehabilitation Programs
submitting initial program applications and application for changes to
approved programs to DHCS, effective August 15, 2021.

REFERENCE: California Code of Regulations (CCR), Title 9, Section 534. Program
Certification. California Code of Regulations, Title 22, Section
81018(i)(2). Application for License.

BACKGROUND:

Social Rehabilitation Programs (SRPs) are licensed by the California Department of Social Services and have a mental health program certified by the Department of Health Care Services (DHCS). DHCS reviews and approves all submitted applications and conducts the required annual compliance reviews.

POLICY:

SRP Applicants seeking an initial SRP certification must submit the required information on the revised DHCS 1734 beginning on August 15, 2021. In addition, the DHCS 1732

is required to be submitted to the Department, pursuant to CCR, Title 22, Section 81018(i)(2), when certified SRPs change legal ownership, physical location, legal name, and/or licensed bed capacity, effective August 15, 2021. The DHCS 1734 and DHCS 1732 forms are available as enclosures to this information notice and on the DHCS website.

The following outlines: 1) DHCS 1734 Requirements; 2) DHCS 1732 Requirements; and 3) Electronic Submission Requirements.

1) DHCS 1734 Requirements

- Information that is **required** to be submitted on the revised DHCS 1734:
 - Licensee Name
 - County
 - Indicate whether the program is entered into a County's Mental Health Plan(s) and identifying the county(ies)
 - Name of person completing application and the following:
 - title;
 - phone number; and
 - e-mail
 - List of required supplemental documentation

2) DHCS 1732 Requirements

DHCS 1732 is required to be used by SRPs for notifying DHCS of program changes and incorporates the required reporting categories pursuant to CCR, Title 22, Section 81018(i)(2). Categories for reporting program changes include:

- Program Legal Name
- Program Legal Ownership
- Program Physical Location
- Program Bed Count

3) Electronic Submission Requirements

DHCS 1734 and DHCS 1732 shall be submitted electronically to AdultMHCertification@dhcs.ca.gov. Please note that applications will no longer be accepted through standard mail on August 16, 2021. In addition, applications not submitted on the revised forms will not be reviewed and applicants will be requested to resubmit electronically using the correct form.

Sincerely,

Original signed by

Marlies Perez, Chief
Community Services Division