



## MEDICATION UNIT APPLICATION OVERVIEW

Federal and State laws define medication units (MU) as treatment facilities from which licensed private practitioners and/or community pharmacists dispense or administer medications used in narcotic replacement therapy. Services offered at an MU are limited to the administering and dispensing of medications, and collection of patient body specimens for testing or analysis of samples for illicit drug use. An MU is a geographically separate facility from a Narcotic Treatment Program (NTP), but must be sponsored by a licensed and operating NTP throughout the lifecycle of the MU. The sponsoring NTP is not required to be in the same county as the MU, but bears the responsibility of continuation of treatment services in the event that the MU ceases to provide services. Due to the specified limited services available at an MU, patients receiving services at an MU must participate in regular treatment provided by the sponsoring NTP. The sponsoring NTP is responsible for the remainder of treatment services not available at the MU, such as patient admission and discharge, medical examinations, counseling services, treatment plan updates, as well as other recovery support services.

MUs are licensed pursuant to California Code of Regulations (CCR), Division 4, Chapter 4, Subchapters 1-6. Applications for an MU must be submitted by the sponsoring NTP for approval by the Department of Health Care Services (DHCS), and must address the topics of: Program Operations; Program Administration; Personnel Policies and Staffing; Patient Files; Handling and Security of Medication; Patient Treatment; Take-Home Privileges; Body Specimen Collection and Storage, and Dosage Levels. Applicants must also describe how every patient assigned to the MU will participate in the regular treatment provided by the sponsoring NTP.

Forms required for application of an MU are the following:

- 1) DHCS 5014 – Narcotic Treatment Program Initial Application
- 2) DHCS 5025 – Facility Requirements
- 3) DHCS 5026 – Staff Hours
- 4) DHCS 5028 – Letters of Cooperation
- 5) DHCS 5030 – Geographical Area
- 6) DHCS 5031 – Organizational Responsibility

Please refer to the [Medication Unit Application Outline and Protocol](#) for instructions on submitting your application package.

In addition to obtaining 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).

Approved MUs are reflected on the license of the sponsoring NTP, and share the total licensed patient capacity on the NTP license. This licensed patient capacity is inclusive of the patient capacity to be served at the MU. See Figure 1 below for example of MU license.

*State of California*  
*Department of Health Care Services*

***Narcotic Treatment Program License***  
*Number 99-01*

*In accordance with applicable provisions of  
the Health and Safety Code and the California Code of Regulations,*

***DHCS NTP***  
*123 Street  
City, CA Zip  
County of XXXX*

***Medication Unit***  
*Number 99-01MU1*  
*456 Street  
City, CA Zip  
County of XXXX*

*is licensed to provide the following replacement narcotic therapy:*

***MAINTENANCE***  
***DETOXIFICATION***

<i>Licensed Capacity:</i> 500	<i>License Effective Date:</i> July 01, 2016	<i>License Expiration Date:</i> June 30, 2017
<i>*Medication Unit Capacity</i> 100		

*This license is not transferable.*

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*\*Included in Licensed Capacity*

*XXXXXXXX XXXXX  
Division Chief  
Substance Use Disorder Compliance Division*

Figure 1 – Sample NTP & MU License

Requests for amendments to the NTP license such as adjustments of the patient capacity served at the MU, change of MU address, or addition or termination of services at the MU, must be submitted by the sponsoring NTP for DHCS review. For information regarding the license amendment process, as well as information regarding oversight, data and billing requirements, application fees and other information, please refer to [Information Notice 17-015](#) on the DHCS website.

Questions regarding MUs can be directed to our NTP Officer of the day at (916) 322-6682, or by email at [DHCSNTP@dhcs.ca.gov](mailto:DHCSNTP@dhcs.ca.gov).