



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



EDMUND G. BROWN JR.
GOVERNOR

NARCOTIC TREATMENT PROGRAM LICENSE APPLICATION

Narcotic Treatment Programs (NTPs) operating in the State of California are licensed by the Department of Health Care Services (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) 2018-2019 is \$4,052. 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 11839.3(a)(3). Please submit the completed application package and a check payable to the Department of Health Care Services:

Department of Health Care Services
Counselor & Medication Assisted Treatment Section, MS 2603
P.O. 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 2018-2019 is \$1,126 per site plus \$35 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):

Commission on Accreditation of Rehabilitation Facilities (CARF)

6951 East Southpoint Road

Tucson, Arizona 85756

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

Fax: (520) 318-1129

Website: www.carf.org

Contact: Bettye Harrison ext. 7128 bharrison@carf.org or Jani Greenwald ext.7180
jgreenwald@carf.org

Council on Accreditation (COA)

45 Broadway, 29th Floor

New York, New York 10006

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

Fax: 212-797-1428

Website: www.coanet.org

Contact: Theres (Terri) Middleton, MSW 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

Contact: Meagan Marx (720) 348-0585, 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, 20th 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, 2nd Floor 1092
Rockville, Maryland 20857
Phone: (240) 276-2895
Fax: (240) 276-2710
Email: mary.ojeda@samhsa.hhs.gov
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.