

## Steps to Mental Health Program Approval (MHPA)

Any prospective Short Term Residential Therapeutic Program (STRTP) must apply for a license from the California Department of Social Services (CDSS) Community Care Licensing (CCL). CDSS will award the provisional STRTP license once review is completed successfully.

### MHPA Application Process

**Submit application for MHPA to the Department of Health Care Services (DHCS) Mental Health Program Certification Section (MHPC) or the delegated county.**

- » DHCS has delegated the MHPA process to several County Mental Health Plans (MHPs) (Del Norte, Fresno, Mariposa, Napa, San Benito, San Joaquin, and Santa Cruz). They complete the review and approval process consistent with DHCS practice.
- » Any provisionally licensed STRTP must apply for MHPA Within 12 months of provisional licensure, with the possibility for a 6-month extension.
- » DHCS or the delegate county will award the MHPA to the STRTP once the initial review has been completed successfully.
- » The STRTP must provide evidence of a complete Medi-Cal Site Certification and a contract with a County MHP to provide Specialty Mental Health Services (SMHS) onsite to the residents of the STRTP.

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#### Obtain Medi-Cal Site Certification from the County MHP.

- » The Medi-Cal Site Certification process has been delegated by DHCS to the County MHPs.
- » Any provisionally licensed STRTP must approach the County MHP and request Medi-Cal Site Certification.
- » The County MHP will work with the STRTP to complete the Medi-Cal Site Certification process.

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#### Enter into Contract for SMHS with the County MHP.

- » Any provisionally licensed STRTP must enter into a contract with a County MHP.
- » The STRTP may need to contract with several county MHPs if placements will come in for different county placing agencies.
- » The county contract must be in place prior to the issuance of an MHPA.

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#### MHPA is awarded by DHCS or the delegate county.

- » Once the provisionally licensed STRTP completes the MHPA application process, DHCS or the delegate county can award the MHPA to the STRTP.
- » After the initial MHPA has been awarded, DHCS or the delegate county will review the STRTP on an annual basis, or as needed.
- » Any changes to the program that affects approval or licensure must be communicated to both DHCS and CDSS.

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#### Permanent STRTP License is awarded by CDSS.

- » DHCS will provide evidence of issuance of MHPA certificate to a provisionally licensed STRTP to CDSS.
- » CDSS will award the permanent license to the STRTP if they have a valid MHPA and remain in good standing with the CCL interim licensing standards.

