

# MEMORANDUM



**DATE:** September 30, 2024

**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

**FROM:** Janelle Ito-Orille  
Division Chief  
Licensing and Certification Division

**SUBJECT:** Licensing and Certification Department Offers New Application for Existing Licensee and/or Certified Provider to Obtain Initial Licensure or Certification for New Residential Alcoholism or Drug Abuse Recovery or Treatment Facility

The Department of Health Care Services (DHCS) Licensing and Certification Division (LCD), oversees licensing and certification functions, monitoring, and complaints for outpatient and residential substance use disorder (SUD) providers.

Beginning October 1, 2024, LCD will offer providers an opportunity to use our new Applications for Existing Licensee and/or Certified Provider to Obtain Initial Licensure or Certification for New Facility.

These application forms can only be used by an entity that holds a current license or certification to apply for a new facility where all services will be identical to those of the existing licensed and/or certified facility. Only existing licensees or certified providers

with active, current licenses or certificates in good standing, that are in compliance with California Code of Regulations, Title 9, Division 4, Chapter 5 and Alcohol and Other Drug Certification Standards 1.0 ([BHIN 23-058](#)) may use this application form. Applicants cannot use a provisionally licensed facility as the existing facility for this application. This form cannot be used if there have been any changes to the business entity that have not been reported to DHCS.

DHCS will terminate the review of the application (Application for Existing Licensee and/or Certified Provider to Obtain Initial Licensure or Certificate for New Facility) if the services do not match with those of the active facility license and/or certified provider.

Questions regarding the new applications can be directed to [LCDQuestions@dhcs.ca.gov](mailto:LCDQuestions@dhcs.ca.gov).

Online payment for these fees will be available by accessing the Licensing and Certification Division's [online portal](#).