



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2600.1 CERTIFYING AND RECERTIFYING PROGRAMS

Policy Directive: **21-52**

Approved:

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Implements Policy: **2600**

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This SOP defines the process for the certification of residential treatment programs.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. DCYF requests certification of a new residential treatment program by submitting the request to the Program Specialist with the Bureau of Children's Behavioral Health (BCBH) Residential Team, or designee.
 - A. DCYF Supervisors or Field Administrators should only request certification of a new program based on an identified child and a particular need for that program.
 - B. BCBH may certify a program without an identified child if the Residential Team has determined a need for such service to meet a population which is underserved by the current certified residential treatment service offerings based on RSA 170-G:4.
- II. In order to certify a new program, the Program Specialist:
 - A. Communicates with the applicant regarding the applicant's intentions and explains the application process;
 - B. Follows the standard certification process outlined in He-C 6350;
 - C. Works collaboratively with:
 1. Medicaid Management Information System (MMIS) to enroll and establish a Medicaid Resource ID;
 2. NH Department of Education (DOE) to enroll the program in New Hampshire Special Education Information System (NHSEIS);
 3. DHHS Provider Relations to enroll in DCYF's electronic information system;
 4. Program integrity unit to verify the eligibility of the agency; and
 5. Medicaid Rate Setting Unit to determine the rate for the program;

- D. Requests additional documentation based on the application (Form 2601) and any subsequent information that was provided; and
 - E. Conducts a site visit to review the services offered by the program.
- III. If the request for certification is for an out-of-state residential treatment program, the certification process follows the standard process.
- A. In rare circumstances, a state's regulatory agency may satisfy the requirement for a site visit.
 - B. DCYF staff follow Placement in Certified Out-of-State Residential Treatment Programs Policy 1590.
- IV. The residential treatment program is eligible to be utilized once the initial certification process is complete, which requires that:
- A. The applicant receives a written notice from DHHS that they have been certified for payment;
 - B. The program has finalized their MMIS enrollment;
 - 1. If the enrollment has not been completed certification may proceed, however the program may not bill Medicaid for the per diem rate of placement;
 - C. The Medicaid Rate Setting Unit sends the rate letter to the newly certified program directly or through the Program Specialist;
 - D. Provider Relations is notified that a new residential treatment program has been certified;
 - E. The DCYF Supervisor who requested the program to be certified, receives notice from the Program Specialist of the approval;
 - 1. The DCYF Supervisor may also access the DCYF electronic information system to verify that the new program has been certified; and
 - 2. When appropriate, notifications will also be sent directly to the field to inform staff of the newly certified residential treatment program; and
 - F. The program will receive instructions from Provider Relations specific to the billing process for the board and care portion of the payment, which may be included with the rate letter or with the certification letter.
 - 1. New providers will be directed to contact the NH Medicaid Fiscal Agent for billing instructions regarding the treatment portion of the daily rate.

- V. Residential treatment programs are recertified using the Certification for Payment Renewal Application – Residential Programs (Form 2601R) according to He-C 6350. The Program Specialist:
 - A. Initiates a request for the renewal 3 months in advance of the fiscal year for programs that would like to recertify; and
 - B. Issues a letter of recertification to the program once the recertification is complete.

Applicable Forms	
Form	Title
2601	Certification for Payment Application – Residential Programs
2601R	Certification for Payment Renewal Application – Residential Programs

Frequently Asked Questions

Q1. What should happen if the residential treatment program has certified in the past and their certification was relinquished or ended due to lack of need and the Division wishes to certify them again?

- A** A request for certification should be made as if it is a new program to the Program Specialist who will request from the program a new application. However, the Program Specialist will work with the provider in order to coordinate what information has changed since the previous certification and work cooperatively to support the process. After a discussion with the Program Specialist, if there are materials easily located in the previous file that have not changed, the provider may reflect that on their application and they will not be required to submit the materials again.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date