

# MARYLAND BEHAVIORAL HEALTH ADMINISTRATION TWO-STEP PROCESS FOR LICENSURE



## Step One of Licensure Process

### 1. The Organization Should:

- ☐ Complete service crosswalk to choose the correct services that correlate with the Maryland's licensure categories. (See below.)
- ☐ Obtain the Accreditation Commission for Health Care (ACHC) Behavioral Health Accreditation Standards through the customer portal.
- ☐ Review the standards and begin compiling the organization's policies and procedures.
- ☐ Acquire the Maryland regulations from the Maryland Department of Health (MDH) Behavioral Health Administration (BHA) at <http://bha.dhmdh.maryland.gov/Pages/Index.aspx>.

### 2. The Organization Should:

- ☐ Complete compiling the policies and procedures required by ACHC Accreditation Standards.
- ☐ Submit a completed ACHC accreditation application.
- ☐ Submit a \$1,500 deposit.
- ☐ Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement.
- ☐ Acquire the following documents:
  - » Certificate of occupancy for each site.
  - » Proof of good standing with the Secretary of State [Department of Assessments and Taxation (SDAT)].
  - » Fire marshal inspection.
  - » Business license, if applicable.

### 3. ACHC Should:

- ☐ Schedule and conduct a pre-survey call.
- ☐ Conduct a one-day announced licensure survey.
- ☐ Notify the organization of ACHC's accreditation decision in writing. (Once an approval decision is received, the organization will be granted accreditation for one year.)

### 4. The Organization Should:

- ☐ Submit to BHA:
  - » Completed Maryland state licensure application.
  - » Copy of the accreditation approval letter from ACHC.
  - » Summary of findings from the survey.
  - » Copy of the approved plan of correction.

**5. Maryland MDH/BHA Should:**

- ☐ Approve/issue a license for one year.

**6. The Organization Should:**

- ☐ Start developing service recipient caseload.
- ☐ Acquire minimum service recipient caseload: three service recipients served, one service recipient active for single service lines; or five service recipients served, three service recipients active for multiple service lines.
- ☐ Inform ACHC in writing when a minimum service recipient caseload is complete.
- ☐ Prepare for follow-up accreditation full survey due in one year and before Maryland license expiration.

## Step Two of Licensure/Accreditation Process

**1. The ACHC Should:**

- ☐ Monitor the organization's expiration date and conduct outreach to determine a plan or eligibility for follow-up survey.
- ☐ Create a second ACHC Agreement for Accreditation Services and Business Associate Agreement and submit to the organization.

**2. The Organization Should:**

- ☐ Return the signed ACHC Agreement for Accreditation Services and Business Associate Agreement.
- ☐ Return the preliminary evidence report to ACHC.

**3. ACHC Should:**

- ☐ Schedule and conduct a pre-survey call.
- ☐ Conduct an announced survey.
- ☐ Notify the organization of ACHC's accreditation decision in writing. (Once an approval decision is received, the organization will be granted accreditation for three years.)

**4. The Organization Should:**

- ☐ Complete a second licensure application for the state of Maryland.
- ☐ Submit the following with completed application: the approval letter, a copy of the Summary of Findings, and a copy of the approved Plan of Correction.

**Note:** The organization should refer to Maryland Behavioral Health Administration for details of licensing and accreditation requirements.

Maryland Licensure Categories	Corresponding ACHC Service Categories
Maryland License Integrated Behavioral Health Program	Outpatient Treatment (OTX)
Maryland License Intensive Outpatient Treatment 2.1 Program	Intensive Outpatient Treatment (IOTX)
Maryland License Mobile Treatment Services Program	Assertive Community Treatment Team (ACTT)
Maryland License Outpatient Mental Health Center	Outpatient Treatment (OTX)
Maryland License Outpatient Treatment Level 1 Program	Outpatient Treatment (OTX)
Maryland License Partial Hospitalization Treatment Level 2.5 Program	Partial Hospitalization Services (PHS)
Maryland License Psychiatric Day Treatment Program	Partial Hospitalization Services (PHS)
Maryland License Psychiatric Rehabilitation Program for Adults	Psychosocial Rehabilitation for Adults (PSR)
Maryland License Psychiatric Rehabilitation Program for Minors	Psychosocial Rehabilitation for Minors (PSRM)
Maryland License Residential: Low Intensity Level 3.1 Program	Supervised Group Living (SGL) and Outpatient Treatment (OTX)
Maryland License Residential: Medium Intensity Level 3.3 Program	Residential Treatment (RTX)
Maryland License Residential: High Intensity Level 3.5 Program	Residential Treatment (RTX)
Maryland License Residential: Intensive Level 3.7 Program	Residential Treatment III.7 (RTX3.7) <b>(Pending Maryland Approval)</b>
Maryland License Supported Employment Program	Supported Employment Services (SES)
Maryland License Withdrawal Management Service	Withdrawal Management (WM) and Withdrawal Management with Extended On-Site Management (WME)