



# Ohio Department of Mental Health

30 East Broad Street  
Columbus, Ohio 43215-3430

DATE: 11/15/06      NUMBER: C-11-07-04      ORIGINATOR & TITLE: Anita Lieser, Chief

OFFICE:  
Office of Licensure and Certification

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DISTRIBUTION:  
 BHO's       Boards       Provider Agencies       Shareholder Organizations

SUBJECT:  
 Allocations     Certification     Critical Information     Licensure  
 MACSIS         Medicaid         MSPA                     Policy  
 Procedure       Other (specify):

**TITLE OF CORRESPONDENCE: Department Communication Alert: Required Reading Notification of Adding or Closing Certified Sites**

The purpose of this communication is to reiterate to all certified community mental health agencies and Boards the current requirements related to adding a site or service to an existing certification, and to restate the Department's rules related to this process.

The Ohio Administrative Code (OAC) 5122-25-04 (F) and OAC 5122-25-05 (D) outline the necessary steps an agency must take to notify the Department when wishing to add either a site and/or service/activity to its existing certification. Following receipt of such a notification, the Office of Licensure and Certification will advise the agency of any additional documentation requirements of OAC Chapter 5122-25, if applicable.

Pursuant to OAC 5122-25-05 (A)(3), "a full certificate shall be for three calendar years from the date of issuance by the Department. This certification shall remain in effect until it is renewed, terminated or revoked. It shall automatically terminate sixty days after the Department notifies the agency of its failure to file an application for certification". In addition, each agency should be aware that OAC 5122-25-05 (C) states "The certificate shall be site specific to each service and is not transferable to any other agency, agency site, building, corporation, or other entity."

Effective January 1, 2007, any currently certified mental health agency that adds an additional site or service that is subject to certification, and fails to notify the Department and/or submit the required documentation, will be subject to Department review. Such review will include a referral to the Office of Medicaid for investigation and disposition regarding any billings submitted for uncertified services and/or for services provided from uncertified sites. Additionally, compliance with Uniform Cost

Reporting, OAC 5122-26-19 requires current certification of all sites and services. The effective date of Certification of added sites or services will not be prior to the date the Department receives all of the documentation required by OAC 5122-25.

If you have immediate questions related to this topic, you may email me at [liesera@mh.state.oh.us](mailto:liesera@mh.state.oh.us) or contact your agency's lead surveyor by calling 614-466-7940.

Thank you for your review of this matter.