

DATE: January 16, 2009

TO: Hospitals Wishing to Establish an Inpatient Psychiatric Program

FROM: Denise Cole, JD, MSN, RNC, Program Administrator,
Private Psychiatric Facilities Licensing

RE: APPLICATION MATERIALS

The following application materials must be completed and submitted to the Department (hard copies may be provided at your request):

- Application for Licensure (DMH-LIC-007)
- Request for Waiver or Variance
- Survey Checklist- May be used as a self-assessment tool for your facility. *A copy of this checklist also must be submitted with your application.*

The following are informational documents for your reference and do not need submitted with your current application:

- Areas of Focus for 2006 through 2009; includes applicable Ohio Administrative Code (OAC) citations.
- Reportable Incident Notification and procedure for reporting incidents to the Department.
- Required ODMH logs.

A copy of the OAC (Licensure Rules for Private Psychiatric Service Providers) may be obtained on-line at <http://mentalhealth.ohio.gov/what-we-do/protect-and-monitor/licensure-and-certification/rules.shtml>. OAC 5122-14-02 (Accreditation) and OAC 5122-14-03 (Licensure Procedure) outline the requirements for completion to apply for licensure. OAC 5122-14-08 delineates licensure fees.

In addition to the items listed above, please submit the following to the Department:

1. Letter of intent detailing the intent of the program, the number of beds and population served, the date to begin services, proof of CMS and ODH notification of bed registration, and verification of TJC and/or AOA accreditation.
2. Approved Building Inspection Report/Certificate of Occupancy/Fire Inspection report.
3. Reduced line drawing of the unit(s) indicating that square footage requirements have been met per OAC 5122-14-10(E) and indicating compliance with AIA guidelines.
4. Program's comprehensive plan of service.
5. Staffing plans for all disciplines.
6. Licensure fee.

Generally, an initial on site survey will be scheduled prior to the program's opening. Please contact me at **614-644-6166** or coled@mh.state.oh.us to schedule an initial survey and discuss the procedure for a probationary license or for any additional questions. Thank you.