

CONSUMER OPERATED SERVICES **Ohio Administrative Code (OAC) 5122-29-16**

Listed below are the requirements detailed in the OAC Code that indicates what is required for you to become certified. Consumer Operated Service (COS) means any service or activity that is: Planned, Developed, Administered, Delivered, and Evaluated by persons, a majority of whom are receiving or have received inpatient Mental Health (MH) services, or other MH services, of significant intensity and duration.

Consumer Operated Services shall:

- Be responsive to the needs of the persons served.
- Be based on the local needs of consumers as identified by individuals providing the service.

Consumer Operated Services must:

- Follow all local, state, and federal laws.
- Assure the safety of the facilities you are using.
- Coordinate with similar providers in your mental health Board area and, in adjacent areas, to maximize opportunities for people served.
- Make sure the services are consistent with the community support system
- Promote peer support outside the MH system

Why is it important to meet the Certification requirements and become Certified by ODMH?

- It's the law under the Ohio Administrative Code. (OAC 5122-29-02)
- Certification is required for any entity that receives funds for mental health services from ADAMH or Community MH Boards.
- Mental Health Boards and any contract providers must comply with the law.
- That is the reason that services that receive public money from MH Boards need to be certified.

How do I get certified?

- Contact your local ADAMH or CMH Board and request assistance.
- Make sure the building is safe –obtain a current building and fire inspections, if available.
- Fill out an application for certification of COS
- Obtain assistance from the survey team at ODMH, and/or, your local MH board

What do I send to ODMH with the application form?

- A written, brief statement to request the certification fee be waived.
- A written, brief description of the services that you will be providing as part of your contract with the ADAMH/CMH Board.
- A copy of a building or fire inspection, or an explanation of why you do not have this information.

Once ODMH Licensure and Certification staff receive your application, a Mental Health Standards Surveyor will be assigned to your organization/agency, and she will call you to review the application. Your assigned Surveyor will be your contact for any questions related to your certification. Any questions you have should be directed to her. Our current MH Standards Surveyors are Tweed Chaney, Hollis Stone and Connie Davis.

Please note:

- Processing time can vary. We will make all attempts to work with you to process your application in an efficient and timely manner.
- The date on your certificate is the date your application is determined to be complete and compliant.
- You will receive your certification certificate by mail.
 - A.) Display this document where it is visible to all.
 - B.) Renewal of your application for certification is required every three years. A certification cycle is 3 year cycle. Example, a certificate issued on July 9, 2009 will expire on July 8, 2012. It will be renewed on July 9, 2012 and expire July 8, 2015
 - C.) Please let your Lead Surveyor know about any changes to your agency staff, location or programming. (i.e., a new phone number, a new location or address, a significant change in the type of programming you provide or if there is a new contact person.

SEND ALL DOCUMENTATION TO:

Ohio Dept of Mental Health
Office of Licensure and Certification
30 E. Broad Street, Suite 742
Columbus, Ohio 43215