

CF OPERATING PROCEDURE
NO. 155-31

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, September 14, 2006

Mental Health/Substance Abuse

DISTRICT SUBSTANCE ABUSE LICENSING AND REGULATORY POLICIES AND PROCEDURES

1. Purpose. This operating procedure describes the policies and procedures for licensing and regulating substance abuse providers, as stipulated in Chapter 397, Florida Statutes (F.S.) and Chapter 65D-30, Florida Administrative Code (F.A.C.).
2. Scope. This operating procedure applies to substance abuse providers that must be licensed as stipulated in Chapter 397, F.S. and Chapter 65D-30, F.A.C.
3. Definitions. For purposes of this operating procedure, the following definitions shall apply:
 - a. District. A district, local, or regional office of the Department.
 - b. District Office. A District Substance Abuse and Mental Health Program Office.
 - c. Authorized Agent. Staff working with a District Substance Abuse and Mental Health Program Office authorized to conduct and evaluate results of licensing inspections.
 - d. Program Supervisor. Staff in charge of a District Substance Abuse and Mental Health Program Office.

PART I – LICENSING PROCESS

4. Accreditation and Licensing Inspections. This section applies to licensing and regulation of providers that have been accredited by a Department recognized accrediting organization, as stipulated in section 394.741, F.S.
 - a. Policy. The District Office shall accept the accreditation survey report of providers in lieu of conducting an annual licensing inspection. The District Office shall conduct a full licensing inspection once every three years.

Example: A provider licensed by the Department completes an accreditation survey in 2002. That provider's annual license with the Department is also scheduled to expire July 1, 2002. The District Office would issue a regular license prior to the expiration date of the current license, providing the results of the accreditation survey indicated that the provider satisfied the requirements for full accreditation for all licensable components that are accredited. The District Office would then schedule a full licensing inspection of its own a few months before the provider's license expires July 1, 2005.

This operating procedure supersedes CFOP 155-31 dated December 8, 2005.

OPR: PDSA

DISTRIBUTION: X: OSES; OSLS; ASGO; PDSA; DASGS(D1-15); DPOSAMH(D1-15).

b. Procedure. The following is a Year 1 through Year 3 hypothetical framework for implementing the cycle of accreditation.

(1) Year 1 Implementation.

(a) When an accredited provider's license is due for annual renewal, the provider will send a license application Form 4024, and other information as required in 65D-30, to the District Office with the appropriate license fee. In addition, the provider must submit a copy of the accreditation survey report, along with any other documents that were generated from the accreditation survey.

(b) The District Office will determine if the application is complete in accordance with section 397.403(1), F.S., and section 65D-30.003(9).

(c) The District Office will determine whether or not the accreditation report provides evidence of full compliance with the accrediting body's standards and the provider has been granted full accreditation for all licensable components that are accredited.

(d) The District Office will notify the provider within 30 days of receipt of the application and survey report of its disposition on licensing. A regular license shall be issued only when the provider has satisfied the requirements in paragraph (b) and paragraph (c) above.

(e) In those instances where the District Office finds that the provider has not provided proof of full accreditation, the District Office shall notify the provider of its intent to conduct an inspection prior to the expiration of the provider's current license.

(f) If the provider corrects the deficiencies that prevented it from being granted full accreditation and the provider is able to provide proof of full accreditation prior to expiration of its license, the District Office shall cancel its inspection and issue a regular license.

(2) Year 2 Implementation. Same as Year 1 Implementation.

(3) Year 3 Implementation.

(a) In the third year of implementation, the District Office shall conduct a full licensing inspection.

(b) Prior to the inspection, the provider will submit license application Form 4024, and other information as required in section 65D-30.003(6), to the District Office without the accreditation report.

(c) The District Office will make a determination on licensing based on its own inspection.

(4) Year 4. The cycle begins again with Year 1 Implementation.

5. Applications for Licensing and Scheduling Inspections.

a. Policy. The District Office shall process applications for licensing and shall schedule on-site inspections as required by section 65D-30.003(9).

b. Procedure.

(1) New Applicants.

(a) Applications for licensing must be date stamped upon receipt by the District Office.

(b) Applications for licensing must be reviewed by Authorized Agents.

(c) The District Office must notify the applicant in writing **within 30 days** after receipt of the application of any errors or omissions, or if the application is complete.

(d) In the case of errors or omissions, the applicant has 10 working days after receipt of the notice to submit the required information to the District Office, or request additional time **within 5 working days** of receipt of the notice.

(e) If the applicant requests additional time, the District Office shall respond to the applicant, approving or denying the request, **within 5 working days** of receipt. In those cases where the District Office denies the request, the response must state the reason(s).

(f) Once an application is considered complete by the District Office, the District Office shall notify the applicant in writing and include the date an on-site inspection will be conducted.

(g) The District Office shall have **90 days** to approve or deny a license once it notifies the applicant that the application is complete.

(h) An inspection by an Authorized Agent must be completed during the **90-day period** required in paragraph (g) above.

(i) The Authorized Agent shall review the results of the inspection and shall submit recommendations on licensing to the Program Supervisor, or designee.

(j) Within the **90-day period** referenced in paragraph (g) above, and as required in Chapter 120, F.S., the District Office shall give notice in writing by mail to the applicant of its intent to deny or issue a license. Such notice must specifically state the reason for the action.

(k) In those cases where the District Office decides to issue a license to a new applicant, the District Office shall complete the *New Facility Registration Form* (Appendix D to this operating procedure) to the Substance Abuse Program Office as directed.

(2) Renewal Applicants.

(a) Applicants must submit an application for licensing to the District Office **within 60 days** prior to the expiration of their license.

(b) Applications for licensing must be date stamped upon receipt by the District Office.

(c) In those cases where the application is late, applicants will be notified in writing of the license expiration date, the imposition of a mandatory late fee, and their right to appeal as provided for in sections 120.569 and 120.57, F.S.

(d) Applications for licensing must be reviewed by Authorized Agents.

(e) The District Office must notify the applicant in writing **within 30 days** after receipt of the application of any errors or omissions, or if the application is complete.

(f) In the case of errors or omissions, the applicant has **10 working days** after receipt of the notice to submit the required information to the District Office, or request additional time **within 5 working days** of receipt of the notice.

(g) If the applicant requests additional time, the District Office shall respond to the applicant, approving or denying the request, **within 5 working days** of receipt. In those cases where the District Office denies the request, the response must state the reason(s).

(h) Once an application is considered complete by the District Office, the District Office shall notify the applicant in writing and include the date an on-site inspection will be conducted. The inspection must occur prior to the expiration of the provider's current license.

(i) The Authorized Agent shall review the results of the inspection and shall submit recommendations on licensing to the Program Supervisor, or designee.

(j) Although the District Office has **90 days** from the date the application is considered complete to make a decision whether to issue, deny, suspend, or revoke a license, the decision must be made prior to the expiration date of the applicant's current license.

(k) Within the **90-day period** referenced in paragraph (j) above, and as required in Chapter 120, F.S., the District Office shall give notice in writing by mail to the applicant of its intent to deny or issue a license and such notice must specifically state the reason for the action.

(3) Relocation.

(a) Applicants that are relocating must submit an application for licensing to the District Office **within 30 days** of such relocation along with proof of liability insurance coverage and proof of compliance with local health, fire and safety, and zoning requirements.

(b) As long as there are no administrative or programmatic changes in the organization, the District Office is not obligated to request further information or conduct an inspection. **NOTE:** The District Office shall determine the need for an inspection.

(c) In those instances where the applicant meets the requirements in (a) and (b), the District Office shall issue a regular license with an accompanying letter specifying its approval of the relocation.

(d) If there are administrative or programmatic changes in the organization as the result of relocation, in addition to the application, the applicant shall submit all items required in section 65D-30.003(6). In those instances where the applicant submits the required information, the District Office shall issue a probationary license.

(e) Prior to expiration of the probationary license, the District Office shall conduct an inspection of the facilities that are affected by the relocation.

(f) Based on its inspection, the District Office shall reach a decision on whether to issue a regular license, extend the probationary license, or deny a license.

(4) Transfer of Ownership.

(a) In the case of transfer of ownership, the acquiring organization must submit an application for licensing, including all items required in section 65D-30.003(6), to the District Office **30 days** prior to such acquisition.

(b) In those instances where the applicant submits the required information, the District Office shall issue a probationary license with an accompanying letter specifying its approval of the transfer of ownership.

(c) Prior to expiration of the probationary license, the District Office shall conduct an inspection of the facilities that are affected by the transfer of ownership.

(d) Based on its inspection, the District Office shall reach a decision on whether to issue a regular license, extend the probationary license, or deny a license.

6. Reporting Results of Licensing Inspections to Providers.

a. Policy. The District Office shall report results of licensing inspections to providers along with recommendations on performance, including compliance issues and required corrective action.

b. Procedure.

(1) Results of the inspection may be given to the provider during the inspection or no more than 30 working days following the inspection.

(2) In those cases where the District Office has identified compliance issues, the District Office shall inform the provider at the time of the inspection. The District Office shall establish a time period for resolution of all compliance issues.

7. Follow-up Inspections.

a. Policy. The District Office shall conduct a follow-up inspection of providers that:

(1) Fall below the 80 percent level of compliance; and,

(2) Where inability of a provider to meet standards has negative implications regarding the health and safety of clients.

b. Procedure.

(1) The District Office shall inform the applicant during an inspection of the intent to conduct a follow-up inspection.

(2) The District Office shall determine the schedule for follow-up inspections for new applicants, renewal applicants, re-location applicants, and transfer of ownership applicants.

8. Issuing Licenses.

a. Policy. The District Office shall issue licenses within time frames established in section 65D-30.003. Districts shall ensure that all licenses issued to a provider contain accurate and current information.

b. Procedure.

(1) The license shall be submitted for signature to the Program Supervisor or designee (if designee, there must be a letter of designation specifying the scope of signature authority). If requested by the person authorized to sign the license, the report of findings and recommendations shall accompany the license.

(2) The original license, a copy of the final inspection report, and the notice of the right to appeal (in the case of interim licenses, suspensions, revocations, denials, and sanctions) shall be mailed to the provider. This information shall be postmarked prior to the expiration date of the current license in the case of renewal applicants.

(3) The license shall include the following information:

(a) Name and address of the provider, including the name under which the provider is doing business;

(b) Name of component(s) licensed;

(c) Number of beds if an Addictions Receiving Facility, Detoxification facility, Intensive Inpatient Treatment facility, or Residential Treatment facility;

(d) Identification of components that are accredited;

(e) Statement that "This license was issued based, in part, on the survey report of a Department recognized accrediting organization", in those cases where the Department does not conduct an inspection and accepts the accreditation of a provider;

(f) Signature of person(s) authorized to sign the license;

(g) Type of license (probationary, regular, interim);

(h) Dates license valid;

(i) Expiration date; and,

(j) License number.

9. Conditions for Issuing Probationary, Regular, and Interim Licenses.

a. A **probationary license** is issued to a **new applicant** when the District Office determines that the new applicant has complied with the application requirements of 65D-30.003 and it has been determined that the new applicant has the organizational capability and financial ability to implement the appropriate licensing standards. **NOTE:** A new applicant also includes a currently licensed provider adding a component service.

b. A **regular license** is issued to a **currently licensed provider** operating on a regular or an interim license when the District Office determines that the provider has complied with the applicable licensing standards in Chapter 65D-30.

c. An **interim license** is issued to a **currently licensed provider** operating on a regular license when the District Office determines:

- (1) That the provider is in violation of licensing standards regarding fire, safety, health, or zoning; or,
- (2) That the provider has not delivered services that meet licensing standards, and if not corrected, will have a negative affect on the health, safety, and welfare of clients; or,
- (3) That the provider is in substantial noncompliance with licensing standards; or,
- (4) That the provider is involved in license revocation or suspension proceedings and that the provider will continue to hold a license until the question of suspension or revocation is resolved.

10. Update of Items Required to be Submitted with Application.

a. Policy. During the period a license is in effect, the District Office shall require providers to submit documents that are required to be renewed.

b. Procedure. The District Office shall maintain a log of documents to be renewed by each provider during the period the license is in effect. The District Office shall notify a provider that the renewal of a document is due and of the possible consequences as permitted in section 397.415, F.S., if the provider fails to comply.

11. Changes to Licenses and Status of Licenses.

a. Policy. The District Office shall maintain current information on all licenses issued to a provider.

b. Procedure. The District Office shall change a provider's license under the following circumstances, as provided for in section 65D-30.003:

- (1) When a new component is added to a licensed facility; or,
- (2) When a component of a licensed facility is reduced to an interim license; or,
- (3) When a component of a provider is discontinued; or,
- (4) When there is a change in a provider's licensed bed capacity equal to or greater than 10 percent; or,
- (5) When there is a change in a provider's accreditation status.

PART II – SPECIAL INSPECTIONS

12. Conditions Prompting Special Inspections. Special inspections may be conducted when:

- a. The District Office determines that complaints on a provider warrant inquiry; or,
- b. The District Office has reasonable cause to believe that a provider is jeopardizing the health, safety, and welfare of clients; or,

c. The District Office has reasonable cause to believe that a provider is in serious violation of specific requirements in Chapter 65D-30, or has failed to correct current violations.

13. Conducting a Special Inspection.

a. Policy. The District Office shall follow specific procedures for conducting special inspections.

b. Procedure.

(1) The District Office shall designate an Authorized Agent to coordinate special inspections.

(2) The Authorized Agent shall gather all relevant information regarding a pending special inspection and determine the need to conduct the inspection.

(3) The determination to conduct a special inspection shall be discussed with the Program Supervisor or designee and the Substance Abuse Program Office. The Authorized Agent shall also advise District Legal Counsel of the pending special inspection, if determined appropriate by the Program Supervisor.

(4) Should the decision be made to conduct a special inspection, the Authorized Agent shall develop a plan for conducting the inspection (e.g., determination of parties to be involved, specific programmatic areas to be inspected, documents needed during inspection, etc.).

(5) The inspection may be announced or unannounced and shall begin with an entrance interview with the director of the provider or other available staff member. However, commencing a special inspection will not be dependent upon the availability of provider staff. The District Office may commence an inspection under the authority found in section 397.411(1) (a), F.S.

14. Reporting Results of Special Inspections.

a. Policy. The District Office shall prepare written reports on the results of special inspections that shall confirm or deny the need for regulatory action.

b. Procedure.

(1) Reports on the results of special inspections shall be prepared by the Authorized Agent and submitted for review to the Program Supervisor or designee and the Substance Abuse Program Office. The Authorized Agent shall also advise District Legal Counsel of the results, if determined appropriate by the Program Supervisor.

(2) Once consensus is reached on the results of the report, the report shall be sent certified mail to the provider, return receipt.

(3) The report shall include a background statement on the precipitating factors surrounding the special inspection, all findings, a statement advising the provider of a pending District Office action, and the provider's right to due process under Chapter 120, F.S.

PART III – SANCTIONS

15. Conditions Prompting Sanctions. Sanctions may be imposed as a result of a licensing review, special inspection, or in response to a problem that occurs at any time during the licensing cycle. Sanctions may also be imposed along with issuance of interim licenses.

a. Moratoriums may be imposed on admissions when:

(1) Conditions within a component pose a threat to public health or safety; or,

(2) Service delivery is adversely affected on a substantial level because of lack of organizational capability.

b. Fines may be imposed when:

(1) There are fire-related, safety-related, health-related, or zoning related violations pertaining to a facility operated by a provider; or,

(2) There is a violation of client rights under section 397.501, F.S.

16. Notifying a Provider of Pending Sanctions.

a. Policy. The District Office shall notify providers of pending sanctions within a timeframe dictated by the urgency of the nature and severity of the provider's noncompliance.

b. Procedure.

(1) The Authorized Agent shall discuss any pending action on sanctions with the Program Supervisor or designee and the Substance Abuse Program Office. The Authorized Agent shall also advise District Legal Counsel of the pending action. NOTE: In those cases where noncompliance is of such a serious nature that it requires immediate action, the District Office shall discuss the problem with District Legal Counsel and take the necessary action as permitted by Chapter 397, F.S.

(2) Once consensus is reached regarding sanctions, the District Office shall notify the provider in writing by certified mail of the pending sanction, stating the reasons for the action and the timeframe imposed for corrective action.

(3) Sanctions shall be imposed for a period to be determined by the District Office and shall be based on the nature and severity of the violation.

(4) In those cases where closure of a provider is imminent, the District Office shall work with other community resources regarding placement of clients.

17. Follow-up on Sanctions.

a. Policy. The District Office shall conduct follow-up inspections following the imposition of sanctions to determine compliance.

b. Procedure.

(1) Within 30 days or less of imposing a sanction, the District Office shall conduct a follow-up inspection of the provider.

(2) The Authorized Agent shall prepare a report that shall be submitted to the Program Supervisor or designee and the Substance Abuse Program Office. The Authorized Agent shall also advise District Legal Counsel.

(3) A decision shall be made to lift the sanction, continue the sanction, or take action on the provider's license.

(4) The procedure to impose sanctions shall be utilized until the District Office determines that the provider has complied or it is determined that action will be taken against the provider's license.

PART IV – DENYING, SUSPENDING, OR REVOKING LICENSES

18. Conditions Prompting Denial, Suspension, or Revocation of Licenses.

a. A license may be denied when:

(1) A new provider on probation fails to meet the standards;

(2) A provider reapplying for a regular license fails the inspection and it is clear the provider has lost the organizational capability of providing the service; or,

(3) When it is discovered that the information a provider has submitted as part of the application for a license is fraudulent or has been altered.

b. A license may be suspended or revoked when:

(1) A provider operating on a regular or an interim license has failed to correct the substantial or chronic or repeated violation of any requirement that affects quality of client care; or,

(2) A provider has been operating under sanctions and has failed to correct a deficiency that is a threat to the public safety.

c. If a license of a facility or any service component of a facility is revoked, the service provider is barred from submitting an application for licensing to the Department for a period of 1 year after the revocation as provided for in section 397.415(2), F.S.

19. Procedure for Notifying Provider.

a. Policy. The District Office shall notify providers of any pending action on a license.

b. Procedure.

(1) The Authorized Agent will discuss any pending action on a provider's license with the Program Supervisor or designee and the Substance Abuse Program Office. The Authorized Agent shall also advise District Legal Counsel.

(2) Once consensus is reached to deny, suspend, or revoke a license, the District Office shall notify the provider in writing by certified mail, stating the reasons for the action and the provider's right to appeal the decision in accordance with sections 120.569 and 120.57, F.S.

(3) Once a decision is made to deny, suspend, or revoke a provider's license, District Legal Counsel shall take the lead on such action and shall advise the Program Supervisor in accordance with the requirements in Chapter 120, F.S.

20. Procedure for Follow-up in the Case of Suspensions.

a. Policy. The District Office shall follow-up on all license suspensions to determine whether or not the provider has corrected deficiencies that prompted the suspension.

b. Procedure.

(1) Within 60 days of the suspension, the District Office shall conduct an inspection to determine whether or not the provider has corrected the deficiencies that prompted the suspension.

(2) A report of findings shall be prepared and submitted by the Authorized Agent to the Program Supervisor or designee, Substance Abuse Program Office, and District Legal Counsel for review.

(3) The findings (e.g., lifting the suspension, continuing the suspension, revoking the license) shall be communicated to the provider by certified mail along with notice of the right to appeal as provided in sections 120.569 and 120.57, F.S.

PART V – LICENSURE FEES

21. Procedure for Depositing Licensure Fees.

a. Policy. Licensure fees shall be assessed in accordance with s. 65D-30.003(5), F.A.C. and, upon receipt, deposited per departmental policy.

b. Procedure.

(1) Upon receipt of the fees for licensure, the Authorized Agent shall forward the fee to the appropriate district/regional fiscal representative.

(2) The licensure fees shall be deposited in accordance with the Accounting Procedures Manual (4 APM1), and shall be deposited daily, or no later than the following day.

PART VI – COMPLAINT LOGS

22. Maintenance of Complaint Logs.

a. Policy. The District/Regional Office shall maintain a log of complaints regarding substance abuse providers (see Appendix A to this operating procedure).

b. Procedure.

(1) The complaint log shall include the date the complaint was received, date review was initiated and completed, and all findings, penalties, sanctions imposed, and other information relevant to the complaint.

(2) A copy of the complaint log shall be electronically submitted to the Substance Abuse Program Office semiannually on June 30th and December 31st of each calendar year.

(3) The Substance Abuse Program Office will analyze the data and trends will be identified. A semiannual trend analysis summary will be produced by district/region.

(4) A copy of the semiannual trend analysis summary will be made available to the district/regional office for informational purposes or action as needed.

PART VII – ARCHIVING RECORDS

23. Archiving Licensure Records.

a. Policy. The District/Regional Office shall follow specific procedures for archiving licensure records.

b. Procedure.

(1) Licensure records shall be maintained at the district/regional office reflecting current year files and files for the previous year.

(2) Licensure records that are three years and older may be archived using Children and Families Operating Procedures (CFOP) 15-4, Records Management, and Children and Families Pamphlet (CFP) 15-7, Records Retention Schedule. Licensure records must be retained for a period of seven years after expiration of the license, after which the records may be destroyed in accordance with CFOP 15-4 and CFP 15-7.

PART VIII – ADDENDA

24. The following addenda are incorporated by reference into this operating procedure:

a. Complaint Log.

b. Instructions for completing Department of Children and Families Substance Abuse License Certificate.

c. License Certificate.

d. New Facility Registration Form.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

KENNETH A. DECERCHIO, MSW, CAP
Assistant Secretary for
Substance Abuse and Mental Health

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

Inserted information regarding licensure fees in Part V; inserted information regarding complaint logs in Part VI; inserted information regarding archiving licensure files in Part VII; and re-numbered Part V to VIII and added "complaint logs" as an addenda listed in that part.



COMPLAINT LOG

DATE OF COMPLAINT	AGENCY	COMPLAINT SUMMARY	DATE REVIEW INITIATED/ COMPLETED	REVIEW FINDINGS	ACTION (penalties imposed, other corrective actions)

INSTRUCTIONS FOR COMPLETING DEPARTMENT OF CHILDREN AND FAMILIES SUBSTANCE ABUSE LICENSE CERTIFICATE

1. Information

The license must contain the following information:

- a. The Florida Department of Children and Families logo
- b. The Great Seal of the State of Florida
- c. The statement "State of Florida Department of Children and Families Certifies"
- d. The name of the agency
- e. The site (street address) where services are provided
- e. The component services (e.g., Residential Level 1, Outpatient, Intervention/Case Management, etc.) licensed at the site
- g. The bed capacity for addictions receiving facilities, residential detoxification, residential methadone detoxification, intensive inpatient treatment, and residential treatment
- h. In the case of providers or components of providers that are accredited the statement "THIS LICENSE WAS ISSUED BASED, IN PART, ON THE SURVEY REPORT OF A DEPARTMENT RECOGNIZED ACCREDITING ORGANIZATION"
- i. Signature line(s) to be signed by the appropriate authority (e.g., District Substance Abuse and Mental Health Program Supervisor)
- j. The type of license to be issued at the site (e.g., Probationary, Regular)
- k. License Number (Be sure to follow the correct format as stated in Section II below.)
- l. The effective date of the license
- m. The expiration date of the license

2. Licensing Numbering System

The License Number will be entered as follows:

- a. The two-digit District number
- b. The two-digit County Code
- c. The letters AD (for alcohol and drugs)
- d. The last four digits of the correct provider (e.g., organization) ID number
- e. A two digit site ID for the site that is being licensed

An example of a license number for a provider in District 7, Orange County with the Provider ID 99-1234566 and the first license issued would be: **0748AD456601**, the second licensed site (in Orange County) would be: **0748AD456602**. All sites operated by a particular provider would have the same license number except for the last two digits which will identify the site. The county code will change when locations are in different counties but the site code will continue to be in sequence. It is important that numbers be assigned sequentially as each new site of a provider agency is licensed. Once a license number has been issued, the number should remain the same for that site each year that the license is renewed. **NOTE: For those districts that are not presently using this numbering system, the existing license numbers can be changed to the new format at the time of renewal.**

Each district should obtain a list of the providers in their district from the Substance Abuse Program Office's Provider Database to determine what site code number to issue to the new sites. You can request this list of providers from the Department of Children and Families Substance Abuse Program Office **by calling Sherry Catledge at (850) 921-3059 or E-mail your request to sherry_catledge@dcf.state.fl.us.**

You will want to verify the list you receive from our office with each provider agency. If there are any discrepancies, please contact Ms. Catledge to resolve the differences.

NOTE: All licensed facilities **must** be registered in our Provider Database. To register the facility, a **“New Facility Registration Form”** should be completed for each licensed site. This registration form can be obtained from our office by contacting Sherry Catledge at the number listed above.

3. Service Components

- a. Addictions Receiving Facility (___ Beds)
- b. Residential Detoxification (___ Beds)
- c. Residential Methadone Detoxification (___ Beds)
- d. Outpatient Detoxification
- e. Outpatient Methadone Detoxification
- f. Intensive Inpatient Treatment (___Beds)
- g. Residential Level 1 (___ Beds)
- h. Residential Level 2 (___ Beds)
- i. Residential Level 3 (___ Beds)
- j. Residential Level 4 (___ Beds)
- k. Residential Level 5 (___ Beds)
- l. Day or Night Treatment with Host Homes
- m. Day or Night Treatment with Community Housing
- n. Day or Night Treatment
- o. Intensive Outpatient Treatment
- p. Outpatient Treatment
- q. Aftercare
- r. Intervention/General Intervention
- s. Intervention/Treatment Alternatives for Safer Communities (TASC)
- t. Intervention/Employee Assistance Program (EAP)
- u. Intervention/Case Management
- v. Prevention/Level 1
- w. Prevention/Level 2
- x. Medication & Methadone Maintenance Treatment
- y. Satellite Maintenance

4. County Codes

01 = Alachua	20 = Gadsden	39 = Liberty	58 = Sarasota
02 = Baker	21 = Gilchrist	40 = Madison	59 = Seminole
03 = Bay	22 = Glades	41 = Manatee	60 = Sumter
04 = Bradford	23 = Gulf	42 = Marion	61 = Suwannee
05 = Brevard	24 = Hamilton	43 = Martin	62 = Taylor
06 = Broward	25 = Hardee	44 = Monroe	63 = Union
07 = Calhoun	26 = Hendry	45 = Nassau	64 = Volusia
08 = Charlotte	27 = Hernando	46 = Okaloosa	65 = Wakulla
09 = Citrus	28 = Highlands	47 = Okeechobee	66 = Walton
10 = Clay	29 = Hillsborough	48 = Orange	67 = Washington
11 = Collier	30 = Holmes	49 = Osceola	
12 = Columbia	31 = Indian River	50 = Palm Beach	88 = Homeless
13 = Dade	32 = Jackson	51 = Pasco	99 = Out of State
14 = DeSoto	33 = Jefferson	52 = Pinellas	
15 = Dixie	34 = Lafayette	53 = Polk	
16 = Duval	35 = Lake	54 = Putnam	
17 = Escambia	36 = Lee	55 = Saint Johns	
18 = Flagler	37 = Leon	56 = Saint Lucie	
19 = Franklin	38 = Levy	57 = Santa Rosa	



State of Florida

Department of Children & Families

CERTIFIES

**is licensed in accordance with Chapter 397, Florida Statutes to provide
 substance abuse services for _____ for the following component(s):**

_____ District Substance Abuse & Mental Health Program Supervisor

_____ Effective Date

_____ Type of License

_____ License Number

_____ Expiration date



NEW FACILITY REGISTRATION FORM

All DCF contracted mental health providers and all DCF licensed or contracted substance abuse providers must complete one of these registration forms for each of their sites/locations.

Return completed forms to Sherry Catledge at the following address:

1317 Winewood Blvd, Bldg. 6, Room 257
Tallahassee, Florida 32399-0700

Fax Number: (850) 487-2239 Phone: (850) 921-3059

Email: sherry_catledge@dcf.state.fl.us

Basic Provider Information:

Provider ID (Federal Tax ID):		Opening Date:		<small>(Admin Office must have site "00")</small>	
Provider Name:					Site ID:
Site Name:					
Mailing Address:					
Physical Address:					County:
Phone Number:	Fax Number:	Service Type (check all that apply): <input type="checkbox"/> Alcohol <input type="checkbox"/> Drug <input type="checkbox"/> MH			

Licensing, Accreditation and Contract Information:

DCF Substance Abuse License #:	Type:	Date Issued:	Expiration Date:
Fund Source:	Client Type: <input type="checkbox"/> Children Only <input type="checkbox"/> Adults Only <input type="checkbox"/> Both (Adults & Children) <small>(check all that apply) <input type="checkbox"/> Women <input type="checkbox"/> Men</small>		
Substance Abuse Licensed Services (refer to your ADM contract or DCF substance abuse license for the services (e.g., Res. Level II, Outpatient, TASC):			
Mental Health Services:			
ADM Contract #:	Fiscal Year:	Clients Served (check all that apply): <input type="checkbox"/> ASA <input type="checkbox"/> CSA <input type="checkbox"/> AMH <input type="checkbox"/> CMH <small>(ASA=Adult Substance Abuse; CSA=Children Substance Abuse; AMH=Adult Mental Health; CMH=Children Mental Health)</small>	
Other Funding/Licensing/Accreditation (check all that apply): <input type="checkbox"/> JCAHO <input type="checkbox"/> COA <input type="checkbox"/> CARF <input type="checkbox"/> Medicaid <input type="checkbox"/> Other (specify): _____			

Staff:

Data Liaison (person who submits data for this site, and who should be contacted if there are questions):	Liaison Phone Number:	Liaison Fax Number:
Data Liaison Email Address:		
Executive Director:	Director Phone Number:	Director Fax Number:
Director Email Address:		