**DMH Interested Provider Process**

1. The Interested Provider (IP) will go to the DMH website under *Become a Certified Provider* and set up an account in the IP Portal. The portal is used for all correspondence and submissions.
2. IPs interested in DMH Certification must then complete DMH Interested Provider Orientation on the IP Portal.
3. Once Orientation is completed, the IP must complete and submit an initial application for certification through the portal.
4. After submitting an initial application for DMH certification, the applicant will be contacted in writing by DMH notifying the IP agency of the $150.00 nonrefundable initial application fee.
5. The fee must be submitted and received by DMH prior to DMH’s review of the submitted initial application and supporting documentation. If the fee is not received by DMH within 30 days business days of DMH notifying the IP agency, the application will be voided, and the IP must wait 90 days to reapply.
6. The Division of Certification will be notified that the fee has been processed, and the IP submission is ready for review.
7. One precursory review is done by the Division of Certification to ensure the following are included: Application; Evidence of Incorporation from the Mississippi Secretary of State’s Office; Organizational Chart; Governing and Professional Authority Structures including names and positions and a signed statement of Governing Authority and Executive Director assurances; Attestation Form denoting agreement to adhere to DMH’s data submission requirement as applicable based on provider type and services provided; Signed Release of Information Forms from Key Leadership; Resumes and Official Transcripts of Key Leadership; overview of Policies and Procedures; proof of criminal background checks; evidence of current licensure; three (3) professional references that maintain a business relationship with the applicant; a signed statement of assurance from the agency Executive Director that the ED/top level administrator has read all applicable sections of the *DMH Operational* *Standards* and agrees that certification issuance is contingent upon compliance within the *DMH Operational Standards*; Executive Director full-time employment attestation form; Budget & Audited Financial Statements; Job Descriptions; and a Completed and Signed Business Associate Policy.
8. If the application is incomplete, the Division of Certification will respond to the IP with specific instructions of what is needed and request the required information be submitted within 30 days to DMH.
9. If the requested information is submitted within the timelines, then the completed application packet will be processed. If the requested information is not submitted within 30 days to DMH, the application will be voided, and the IP must wait 90 days to reapply.
10. After the Division of Certification determines the application is complete, programmatic and financial staff are notified that the IP policies and procedures and financial information are available for review through the portal.
11. Once reviewed by the programmatic and financial divisions, requests for additional information will be forwarded to the Division of Certification.
12. The IP will be notified in writing by the Division of Certification through the IP Portal of requested revisions to the policies and procedures and/or financial information. The revisions must be submitted within 30 days of the request by DMH.
13. If the requested information is not submitted within 30 days to DMH, the application packet will be voided, and the IP must wait 90 days to reapply.
14. DMH will either approve the second submission of the policies and procedures or require technical assistance with DMH within 30 days of notification.
15. If technical assistance is required: After the technical assistance, the agency must resubmit second submission of policies and procedures in the strikethrough and underline revision format within 30 days.
16. DMH will either approve the second revision (third submission) or deny the application. If denied, the IP must wait one (1) year from the date of denial to restart the application process to become a provider.
17. Before the submission of the second revision (third submission), the IP may opt to void the application packet and wait ninety (90) days to restart the application process in lieu of waiting one (1) year to reapply.
18. If the application is approved by programmatic and financial divisions, the IP will be issued an Initial Certification Letter that instructs them on how to move forward by completing the *Application to Add a New Program.*
19. Provider submits *Application to Add a New Program Form.*
20. The Division of Certification reviews the application for completeness.
21. If the application is incomplete, the Division of Certification contacts the provider for additional information.
22. Once the application is complete, the Division of Certification sends notification to the provider of the approval and the dates of the Initial Certification (6 months) and informs them of the requirement of an Initial Health and Safety review. If the application is denied, Certification will send notify the provider.
23. Provider will notify the Division of Certification when they are ready for the Health and Safety review.
24. The Division of Certification will conduct an on-site Health and Safety visit to review the location and issue a Written Report of Findings (WRF) to the provider. If deficiencies are noted, the provider will be required to submit an acceptable Plan of Compliance (POC).
25. After approval of the POC, an approval letter is sent to the IP that includes instructions for notifying the Division of Certification when the IP is ready for their service(s) to be reviewed.
26. After service review, a WRF is generated. When the POC is approved, the IP will become a fully certified provider and will receive a letter and an agency Certificate of Operation.

*Note: The entire Certification process may take an IP a year to become fully certified.*