

## CIBHS Certification Process

### Initial application and certification process:

**Orientation session:** Applicants interested in becoming certified Children’s Intensive Behavioral Health Services (CIBHS) providers must attend an orientation session with State policy staff prior to completing the CIBHS application. The orientation session is an opportunity for the provider to learn about the program and share about their interest in and capacity for becoming a CIBHS provider.

**Application:** To become a CIBHS provider, applicants must meet the administrative and clinical infrastructure requirements as outlined in form DHS-5360 and submit the form along with the required documentation to the State. The form and additional information can be found on the [DHS CIBHS webpage](#).

**Certification:** Initial certification is for one year and is formalized with a written letter to the provider. Prior to the end of the certification a site review will be completed to determine recertification status.

### Recertification process:

To maintain certification providers must complete a recertification process. The recertification process occurs after one year for new programs and then follows the program’s recertification schedule after the initial certification. The process includes a site review by State staff to determine the program’s administrative and clinical competency and adherence to statutory requirements. Prior to the site review, the State will inform the provider of the process and share a listing of required certification criteria.

Upon a successful review, providers are recertified for three years. When a corrective action plan is necessary recertification periods may vary. The State may approve a recertification extension in the interest of sustaining services whenever necessary. Recertification, decertification, corrective action, and medical assistance repayment may result from the site review, depending on findings. Recertification determinations will be communicated through a formal written communication to the provider.

## **Corrective action process:**

A corrective action plan outlines areas for improvement and required actions that are necessary to maintain certification when a provider has not demonstrated adherence to CIBHS requirements. The corrective action plan will be created by the State in conjunction with the provider and will include the deficient areas, action steps necessary to bring the program into compliance, and timeframe for completion. The recertification period will be adjusted based on the corrective action plan and may include more frequent site reviews to determine certification status, including decertification. A formal written communication along with the plan will be sent to the provider.

## **Decertification process:**

A provider's certification may be terminated at the State's discretion if they no longer meet statute and program standards and requirements. A provider may also choose to end their certification. Providers will receive a listing of required provider certification criteria and be informed of the reason for decertification. Decertification is formalized with a written communication to the provider. The decertification is subject to appeal to the state.