

## IRMHS Certification and Contract Process

### Initial application and contract process:

The State contracts with Intensive Rehabilitative Mental Health Services (IRMHS) providers through a Request for Proposal (RFP) process. Contracted providers must meet all statutory requirements applicable to IRMHS, including but not limited to, Minnesota Statutes, section 256B.0947, and administrative and clinical deliverables. Contracts may remain in effect up to five years at the State's discretion. For more information about the IRMHS RFP or contracting process, please email [irmhs.dhs@state.mn.us](mailto:irmhs.dhs@state.mn.us).

### Certification process:

Through the contracting process providers become certified IRMHS providers. Certification means the State has determined the provider meets all necessary requirements to provide IRMHS services. While contracts may remain in effect up to five years, the initial certification period is effective for one year before recertification is required.

### 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 contract and 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, contract termination, 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. The recertification process is separate from the contracting process.

## **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 IRMHS 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 and contract termination process:**

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