



PENINSULA RSN

NETWORK MANAGEMENT POLICIES AND PROCEDURES

Policy Name: SERVICE PROVIDER LICENSING
PROCEDURES --APPLICATION AND
APPROVAL

Policy Number: 3.07

Reference: WAC 388-865-0284, -0315

Effective Date: 8/2004

Revision Date(s): 7/2009

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Correction Action Plan

PURPOSE

It is the policy of the Peninsula Regional Support Network (PRSN) to protect persons using licensed community mental health services by ensuring that the minimum state standards are uniformly applied and maintained.

PROCEDURE

The PRSN shall review all applications for community mental health agency licensure and send written comments either recommending or not recommending licensure to the department with a copy to the applicant.

1. Each provider shall fax or mail a copy of the current agency license for outpatient services to the PRSN.
2. The E&T agency shall fax or mail a copy of the current facility license to the PRSN.
3. The PRSN will maintain a paper record of all network agency licensing correspondence.

MONITORING

This policy is a mandated by statue.

1. This policy will be monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review
2. If a provider performs below expected standards during the review listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.