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DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

DATE: January 29, 2019

MHSUDS INFORMATION NOTICE NO.: 19-004

TO: COUNTY BEHAVIORAL HEALTH DIRECTORS  
COUNTY DRUG & ALCOHOL ADMINISTRATORS  
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA  
CALIFORNIA COUNCIL OF COMMUNITY BEHAVIORAL HEALTH AGENCIES  
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS  
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM EXECUTIVES, INC.  
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES  
CALIFORNIA OPIOID MAINTENANCE PROVIDERS  
CALIFORNIA STATE ASSOCIATION OF COUNTIES  
CALIFORNIA CONSORTIUM OF ADDICTION PROGRAMS AND PROFESSIONALS

SUBJECT: MENTAL HEALTH PROGRAM APPROVAL OF CHILDREN'S CRISIS RESIDENTIAL PROGRAMS

REFERENCES: MHSUDS INFORMATION NOTICES [18-049](#) AND [17-016](#)

EXPIRES: Retain until rescinded

The purpose of this Mental Health and Substance Use Disorder Services (MHSUDS) Information Notice (IN) is to provide interim standards for the implementation and administration of mental health programs within children's crisis residential program facilities (CCRP mental health programs). Children's crisis residential programs (CCRPs) are licensed by the California Department of Social Services (CDSS) as Short-Term Residential Therapeutic Programs (STRTPs). This IN also includes the application form that CCRPs must use to obtain required Department of Health Care Services (DHCS) CCRP mental health program approval.

## BACKGROUND

Assembly Bill (AB) 501 (Ridley-Thomas, Chapter 704, Statutes of 2017) authorizes DHCS to implement and administer CCRP mental health program standards and

procedures by issuing an IN. Pursuant to Section 8 subdivision (b) of AB 501, the enclosed Children's Crisis Residential Mental Health Program Interim Standards (interim standards) are immediately effective and enforceable as regulations.

AB 501 establishes CCRPs as facilities where crisis residential treatment services may be provided to children. CCRPs provide an alternative to psychiatric hospitalization by offering short-term residential crisis services for children experiencing mental health crises. Additionally, CCRPs are community-based crisis programs that have mental health treatment services available 24-hours a day, seven days a week, the capacity to make prompt admission determinations based on medical necessity criteria, and the ability to involve the child's family and natural support system.

### **CCRP MENTAL HEALTH PROGRAM APPROVAL APPLICATION**

Public agencies or non-profit organizations that wish to obtain CCRP mental health program approval must submit DHCS Form 1741 "Application for Children's Crisis Residential Mental Health Program Approval" (Enclosure 1) to DHCS and to the delegate county Mental Health Plan (MHP) (if applicable), by email at [CCRP@dhcs.ca.gov](mailto:CCRP@dhcs.ca.gov) or by certified mail to:

Department of Health Care Services  
Mental Health Services Division  
ATTN: Licensing and Certification Branch  
Licensing and Certification Section  
P.O. Box 997413 (MS 2800)  
Sacramento, CA 95899-7413

All CCRPs shall meet the requirements of the interim standards (Enclosure 2) and the interim licensing standards established by CDSS.

### **INTERIM STANDARDS SECTIONS**

The enclosed interim standards contain the following sections:

- Section 1: Application of Chapter
- Section 2: Definitions and Terms
- Section 3: Children's Crisis Residential Mental Health Program Approval Application Content
- Section 4: Approval of Children's Crisis Residential Mental Health Program Required
- Section 5: Children's Crisis Residential Mental Health Program Statement
- Section 6: Notification to Department and Delegate

- Section 7: Client Record Documentation and Retention
- Section 8: Mental Health Assessment
- Section 9: Admission Determination and Process
- Section 10: Client Plan
- Section 11: Mental Health Program Progress Notes
- Section 12: Medication Assistance, Control, and Monitoring
- Section 13: Mental Health Treatment Services
- Section 14: Clinical Reviews and Discharge Determination
- Section 15: Discharge Process and Plan
- Section 16: Head of Service
- Section 17: Staff Characteristics, Qualifications, Duties and Adequacy
- Section 18: In-Service Education
- Section 19: Personnel Records
- Section 20: Application Process for Children's Crisis Residential Mental Health Program Approval
- Section 21: Provisional Approvals
- Section 22: Duration of Children's Crisis Residential Mental Health Program Approval
- Section 23: Requirement to Post Children's Crisis Residential Mental Health Program Approval
- Section 24: Application for Renewal of Children's Crisis Residential Mental Health Program Approval
- Section 25: Delegation of Approval Task
- Section 26: Oversight
- Section 27: Complaints
- Section 28: Imposition of Corrective Action Plan and Probation Sanctions
- Section 29: Revocation of Suspension of Children's Crisis Residential Mental Health Program Approval if License is Challenged, Expired, or Revoked
- Section 30: Written Notice of Action to Department of Social Services
- Section 31: Notice and Review Procedures
- Section 32: Program Flexibility Requirements and Procedures
- Section 33: Delegate Program Flexibility Determinations – Specific Additional Requirements
- Section 34: Compliance with Department of Social Services Interim Licensing Standards
- Section 35: Record of Compliance

#### **CCRP MENTAL HEALTH PROGRAM APPROVAL REQUIREMENTS (SECTION 4)**

Section 4 of the interim standards covers CCRP licensure and mental health program approval requirements. For detailed information, please reference Enclosure 2.

DHCS anticipates that some CCRPs will operate as a separate unit within a larger STRTP that serves children who are not experiencing mental health crises, while other STRTPs may choose to operate solely as CCRPs (stand-alone CCRPs) serving children who are experiencing mental health crises.

To comply with Health and Safety Code (HSC) Section 1562.02(a)(2), CCRPs that operate as a separate unit within a larger STRTP must have a STRTP license and a STRTP mental health program approval as described in Welfare and Institutions Code (W&I) Section 11462.01, and a CCRP mental health program approval.

For stand-alone CCRPs, DHCS will not require a STRTP mental health program approval pursuant to W&I Code Section 11462.01. As such, DHCS' approval of the CCRP mental health program at a stand-alone CCRP satisfies the approval requirements of HSC Section 1562.02(a)(2).

The following is an outline of the licensure and mental health program approvals required for: A) CCRPs operating as a separate unit within a STRTP and B) stand-alone CCRPs.

**A. CCRPs operating as a separate unit within a STRTP:**

1. Obtain from CDSS a STRTP license.
2. Obtain from DHCS a STRTP mental health program approval for children who are not experiencing mental health crises.<sup>1</sup>
3. Obtain from DHCS a CCRP mental health program approval.<sup>2</sup>
4. Obtain from CDSS a notation of the CCRP separate unit on the STRTP license.

**B. Stand-alone CCRP:**

1. Obtain from DHCS a CCRP mental health program approval.
2. Obtain from CDSS a STRTP license indicating that the STRTP operates solely as a CCRP.

**MENTAL HEALTH TREATMENT SERVICES AND MEDI-CAL CERTIFICATION REQUIREMENTS (SECTION 13)**

Section 13 of the interim standards identifies mental health treatment services that every CCRP shall make available to all children admitted to the CCRP.

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<sup>1</sup> Pursuant to Section 4, applicants may choose to submit their STRTP mental health program approval and CCRP mental health program approval simultaneously.

<sup>2</sup> Pursuant to Section 4, applicants may choose to submit their STRTP mental health program approval and CCRP mental health program approval simultaneously.

In addition, subdivision (e) specifies that CCRPs that will admit Medi-Cal beneficiaries must obtain Medi-Cal certification to provide the following Medi-Cal specialty mental health services: Crisis Residential Treatment Services, Targeted Case Management, and Medication Support Services.

Consistent with the MHP contract and California Code of Regulations, Title 9, Sections 1810.435 and 1810.436, every MHP is responsible for processing Medi-Cal provider selection and certification of its contract providers, including CCRPs. The MHP will certify CCRPs to participate in Medi-Cal pursuant to the same process used for other organizational providers, which includes an initial onsite review and triennial onsite reviews. DHCS is responsible for certifying CCRPs that are county owned or operated.

CDSS' CCRP interim licensing standards referenced in this IN can be found on CDSS' Community Care Licensing Division's website: <http://cclid.ca.gov> and will remain in effect until the adoption of formal regulations for CCRP. Furthermore, DHCS will publish a separate IN that provides funding guidance applicable to children's crisis residential programs, which will be posted on the DHCS website once it is released: <https://www.dhcs.ca.gov/formsandpubs/Pages/MHSUDS-Information-Notices.aspx>.

#### **45-DAY FEEDBACK PERIOD**

Questions or feedback regarding this IN or its enclosures may be submitted to the CCRP email inbox at [CCRP@dhcs.ca.gov](mailto:CCRP@dhcs.ca.gov) within 45-calendar days from the date of this IN.

Sincerely,

Original signed by

Brenda Grealish, Acting Deputy Director  
Mental Health & Substance Use Disorder Services

Enclosures