

2023

Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals

Application Review Process and Scoring for Certified Community Behavioral Health Clinic (CCBHC) Provider Status



Application and Certification Process

The Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) has a website dedicated to the Certification Standards and Application for Certified Community Behavioral Health Center (CCBHC) status. Please refer to [EOHHS Behavioral Health System](#) website for information on certification standards, documentation requirements and application. The following is an explanation of the application process and scoring scale for completed applications. BHDDH reserves the right to make modifications to the application process and/or scoring process if, in its opinion, it is deemed necessary to ensure compliance with federal and state statutes, rules and regulations, and/or [Certified Community Behavioral Health Clinics State of Rhode Island Certification Guide](#). BHDDH also reserves the right to make modifications to the application process and/or scoring process or edits to the application itself to correct any unintended errors.

CCBHC Application Submission Process:

1. To be considered for certification as a Certified Community Behavioral Health Clinic (CCBHC) an organization will submit a CCBHC application electronically to the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH). Applications can be found on the program website at [EOHHS Behavioral Health System](#) and completed applications should be sent to OHHS.CCBHCReadiness@ohhs.ri.gov by **5:00 pm EST on April 3**. All associated application documentation is also due at this time and should be submitted in a zip file along with application.
2. Once submitted electronically, the applicant will receive an email confirming receipt of the application.
3. BHDDH Staff will conduct an initial review to ensure that all required information and documents have been submitted and all attestations have been completed. *A FULL REVIEW WILL NOT BE SCHEDULED UNTIL ALL REQUIRED INFORMATION IS RECEIVED unless the application has provided a reasonable and acceptable explanation indicating why an item has been omitted or an attestation is not possible at the time of application.
 - a. If BHDDH Staff determine the applicant has NOT submitted all required information, documents or attestations, BHDDH will inform the applicant in writing via email of missing documentation and indicate a deadline for submission of missing documentation. If the applicant is unable to

meet this deadline the application will be deemed unresponsive and not scored.

- b. If BHDDH determined the applicant has met requirements, BHDDH will inform the applicant in writing via email that the application has been deemed complete and can proceed to the review and scoring process.

Application Scoring:

4. BHDDH shall award certification designations to organizations implementing multiple advanced CCBHC measures on a 0 - 3-point Responsiveness Scale:

Responsiveness scale (addressed the responsiveness to a given criteria or standard):

0 = does not address or meet any elements of the standard

1 = meets at least some of the elements/requirements of the standard

2 = meets majority of the elements/requirements of the standard are met

3 = meets all elements/requirements of the standard are met

5. The CCBHC application includes 6 program requirements of which there are a narrative, documentation, policy reference, and attestation section. Only the narrative and documentation section of each program requirement will be given a total point value based on the above responsiveness scale. The requirements listed in the policy reference and attestation sections will be reviewed for whether the applicant demonstrated compliance with the standards by submitting the appropriate documentation and/or completing the attestations, as described above.
6. All documentation may be requested at the onsite assessment for clarification. The onsite assessment will not be scored however it may be used to enhance, alter or confirm the scoring of the initial application through clarification and review of documents and interviews.

Review and Certification Process:

7. The **Preliminary Review** of the CCBHC application includes a determination that applicants have met the minimum requirements listed below. If an application does not meet these minimum requirements, then it will not be reviewed and scored, and the application will be eliminated for any further consideration as a CCBHC.

Minimum Requirements for Potential CCBHC applicants. Applicants must:

- Meet all six initial general requirements listed in the application on page 8
 - Select one CCBHC region
 - Complete and submitted a CLAS plan (Program Requirement 1; Document Question 3)
 - Submit training plans (Program Requirement 1; Document Question 4)
 - Attest to facility status, or have/will have an appropriate DCO arrangement with an entity that has facility status (Program Requirement 2; Attestation 1)
 - Attest to provision of services regardless of ability to pay and residence (Program Requirement 2; Document 5; Attestation 9, 10, and 11)
 - Attest to data collection and reporting (Program Requirement 5; Attestation 1 and 3)
 - Attest to audit criteria (Program Requirement 6; Attestation 1)
 - Attest to compliance with board composition (Addendum 10; Program Requirement 6; Attestation 2 and 3)
8. **Phase 1** will consist of initial scoring followed by an on-site assessment. Phase 1 will begin after the review team successfully completes the Preliminary Review. The on-site assessment will be used to clarify and verify information and documents provided in the application. The result of the on-site assessment may enhance, alter, or confirm the initial scoring of the application.
- a. With a score of 85% or higher, an applicant will be eligible for contingent certification. The application will move to Phase 3 of review.
 - b. With a score between 60% and 84%, an applicant will move to Phase 2 of review and scoring.
 - c. With a score below 60% an organizational applicant will be eliminated from consideration. A new application for CCBHC certification would need to be submitted in the future.
9. In **Phase 2** of review, applicants who receive a score between 60% and 84% will be asked to develop an action plan with time frames for addressing the identified certification standards that are not in full compliance. Applicants will have up to six months to improve their compliance subject to review and approval from BHDDH. The CCBHC Interagency Team and the CCBHC Vendor Technical Assistance providers will be available to provide coaching, technical assistance, and related support to these applicants during this interim period.
- a. If at the end of the six-month time period, the applicant does not receive a score of at least 85%, BHDDH will have the option to further extend the Phase 2 review period for up to another six months or deem the applicant no longer eligible for CCBHC certification until they reapply in future years.

- b. Organizational applicants who receive a score of 85% or higher and are compliant with all standards and related requirements are eligible for contingent certification by BHDDH.
- 10. In **Phase 3** of review, applicants who receive contingent certification will be asked to develop a new or revised action plan with time frames for addressing the remaining certification standards not in full compliance. The CCBHC Interagency Team and the Technical Assistance vendor will continue to provide coaching, technical assistance, and related support to these applicants during this time period.
 - a. Applicants with a score of 95% - 100% will be eligible for full CCBHC certification.
 - b. Certification will be granted for a period of time not to exceed two years.
- 11. Appeals process - Applicants have the right to appeal an adverse decision, through the existing EOHHS appeals process found at [EOHHS APPEALS](#).

Please note: The RI Department of Behavioral Healthcare, Developmental Disabilities, and Hospitals, in coordination with the Executive Office of Health and Human Services will review all CCHBC Certification Applications and determine certification status in SFY24. Applicants not certified in SFY24 may reapply in subsequent years.