

**North Carolina Department of Health and Human Services**  
**Division of Health Service Regulation • Mental Health Licensure and Certification Section**  
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2718 Mail Service Center • Raleigh, North Carolina 27699-2718


Michael F. Easley, Governor

Dempsey Benton, Secretary

Stephanie M. Alexander, Chief

**MEMORANDUM**

**To:** Providers Licensed for 10A NCAC 27G .1300, .1700 & .1800  
Local Management Entities

**From:** Stephanie Alexander, Chief, MH Licensure & Certification Section 

**Date:** April 21, 2008

**Re:** Child Residential Providers Renewing their DHSR License for 2009

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The purpose of this memo is to outline the timeline for renewal of your DHSR license. As we did last year, we are beginning the renewal process early for child residential facilities (.1300, .1700, and .1800) in order to allow you ample time to complete the following:

- Provider Renewal of DHSR License
- Provider LME Endorsement (if applicable)

On the following page, you will find a time line with important dates regarding when to submit DHSR Renewal Applications. LME Endorsement is now an on-going process.

We ask that LMEs partner with us in this effort and maintain effective communication with their providers throughout the year to assure they meet these timelines. We appreciate your support in making this a smooth transition for 2009.

If you have questions regarding this communication please contact:

Endorsement: [Dick.Oliver@ncmail.net](mailto:Dick.Oliver@ncmail.net)

Licensure: [Laurel.Callis@ncmail.net](mailto:Laurel.Callis@ncmail.net) or [DHSR.mhrenewal@ncmail.net](mailto:DHSR.mhrenewal@ncmail.net)



DATE	DIVISION RESPONSIBILITY	PROVIDER RESPONSIBILITY
on-going	LME conducts endorsement and re-endorsement reviews.	<b>1. Provider communicates with LME to ensure timely Endorsement review.</b>
7/16/08-7/20/08	<b>DHSR sends license Renewal Applications</b> to .1300,.1700, & .1800 providers. Correct and Complete Renewal applications received and date stamped <b>10/2/08</b> or later <i>will not</i> be processed by <b>10/16/08</b> .	<b>2. Ensure correct and complete DHSR Renewal Application is received by DHSR no later than 10/1/2008.</b> This will ensure that you receive your license for 2009 by <b>10/16/2008</b>
11/19/08-11/23/08	<b>DHSR contacts LMEs</b> with list of facilities that have not yet renewed their license. The LME assess providers in preparation to remove children from facilities on 01/01/09 if they are not licensed for 2009.	
12/31/08	<b>DHSR notifies the Division of Medical Assistance(DMA) of providers that did not renew licensure. DMA coordinates with the LMEs to end date unlicensed providers.</b>	Deadline for submission of DHSR renewal application.
1/1/2009	<b>LMEs remove children from facilities that do not have a 2009 DHSR License.</b>	

Cc: DMH/DD/SAS Executive Leadership Team  
NC Council of Community Programs  
Division of Social Services  
Division of Medical Assistance



Location: 805 Biggs Drive • Dorothea Dix Hospital Campus • Raleigh, N.C. 27603  
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s:Mental Health/Renewal Info/2009 Renewal Season/RCC Memo 2008

