



North Carolina Department of Health and Human Services
Division of Health Service Regulation
Mental Health Licensure and Certification

2718 Mail Service Center • Raleigh, North Carolina 27699-2718
<http://www.ncdhs.gov/dhsr/>

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Stephanie Alexander, Chief
Phone: 919-855-3795
Fax: 919-715-8078

MEMORANDUM

To: Providers Licensed for 10A NCAC 27G .1300, .1700 & .1800 Facilities
From: Stephanie Alexander, Chief, MH Licensure & Certification Section
Date: May 4, 2009
Re: Child Residential Providers Renewing their DHSR License for 2010: Important information about LME Endorsement and Medicaid Enrollment

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 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 2010.

If you have questions regarding this communication please contact:

Endorsement: Dick.Oliver@ncmail.net

Licensure: Laurel.Callis@ncmail.net or DHSR.mhrenewal@ncmail.net



DATE	DIVISION RESPONSIBILITY	PROVIDER RESPONSIBILITY
on-going	LME conducts endorsement and re-endorsement reviews.	1. Provider communicates with LME to ensure timely Endorsement review.
7/16/09-7/20/09	DHSR sends license Renewal Applications to .1300, .1700, & .1800 providers. Correct and Complete Renewal applications received and date stamped 10/2/09 or later <i>will not</i> be processed by 10/16/09 .	2. Ensure correct and complete DHSR Renewal Application is received by DHSR no later than 10/1/2009. This will ensure that you receive your license for 2010 by 10/16/2009 , so that you will have time to re-enroll with Medicaid in a timely manner.
11/19/09-11/23/09	DHSR contacts LMEs with a list of facilities that have not yet renewed their license. The LME will assess providers in preparation to remove children from facilities on 01/01/10 if they are not licensed for 2010.	
12/31/09	DEADLINE FOR SUBMISSION OF DHSR RENEWAL APPLICATIONS	
12/31/09	Last day of continuous payment for providers who have not submitted Medicaid Enrollment application to DMA by 10/31/2009, and are therefore not continuously enrolled in Medicaid for 2010.	
01/04/10	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.	
1/05/10	LMEs remove children from facilities that do not have a 2010 DHSR License.	

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

