

All DMHA-approved Youth HCBS Providers (agencies and individuals) are required to submit applications for authorization and re-authorization. Authorization is required prior to enrollment as a provider of CMHW services. Re-authorization occurs on the schedule below, and is required to remain an active provider of CMHW services. Please see Section 13 of the [CMHW Provider reference module](#) for specifics.

- Accredited Agency: At least every three years
- Non-Accredited Agency: At least every two years
- Individual Provider: At least every two years

The following procedure is effective June 6, 2016:

Application packets that have missing forms, documents or original signatures will not be processed. The applicant will receive an email from the DMHA Youth Provider Team notifying the applicant of the missing elements required with an attached check list. Applications will then be set aside for no longer than two weeks to give the applicant time to select from the following options:

1. The applicant may respond to the DMHA Youth Team via email that the application packet may be purged. The applicant will then complete a new application packet for subsequent submission to DMHA Youth Services. DMHA will then shred the previously submitted incomplete application.
2. The applicant may respond to DMHA via email and request to pick up the incomplete application from the DMHA front desk. Applications will be available for no longer than two weeks from the date of the original email from DMHA notifying the applicant of the missing elements. If the incomplete application packet is not retrieved from the receptionist at the front desk by the initial deadline, it will be shredded.
3. The applicant may include in the original application in a self-addressed, stamped envelope (SASE) for return of the application with a check list of missing elements. The inclusion of sufficient postage to cover the expense of shipping is the responsibility of the applicant, and must be USPS method of delivery. The applicant may also notify DMHA via email that they are sending the Youth Services team a self-addressed, stamped envelope so the incomplete application packet may be shipped to the applicant. If choosing this option, the SASE must be received before the expiration of the initial two-week period for response, after which the application packet will be shredded.

A. Documentation that requires an original signature:

1. Demographic form
2. Provider agreement
3. Service applications:

- a. Wraparound facilitation application (agency representative)
- b. Habilitation application, including habilitation supervisor's signature
- c. Training & Support of the Unpaid Caregiver application (accredited agencies)
- d. Respite applications (accredited agencies)
- e. Online webinar certificates – both CMHW Services Overview and SOC certificates
- f. Tobi user agreements (for WFs only)

B. Acceptable copies of documentation:

1. High school diploma (or equivalent) or degree
2. Provider service training certificates
3. CPR certificate/card
4. Recognizable copy of driver's license
5. Vehicle registration
6. L-1 inkless fingerprint results (usually comes directly to DMHA)
7. State criminal background check
8. Local county background check
9. CPS screen (usually comes directly to DMHA)
10. Drug screen results
11. CEUs and training certificates

Always keep a complete copy of submitted application packet.

The complete application packet should be mailed to DMHA at:

Division of Mental Health and Addiction

Attn: Youth Services Team

402 W. Washington St. W353,

Indianapolis, IN 46204-2739