

North Carolina Department of Health and Human Services
Division of Health Service Regulation • Mental Health Licensure and Certification Section
Tel 919-855-3795 • Fax 919-715-8078
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

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

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

RECEIVED

MAY 01 2008

Wake County Human Services
Director's Office



Location: 805 Biggs Drive • Dorothea Dix Hospital Campus • Raleigh, N.C. 27603
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RCC Memo final 4-21-08



DATE	DIVISION RESPONSIBILITY	PROVIDER RESPONSIBILITY
on-going	LME conducts endorsement and re-endorsement reviews.	1. Provider communicates with LME to ensure timely Endorsement review.
7/16/08-7/20/08	DHSR sends license Renewal Applications to .1300,.1700, & .1800 providers. Correct and Complete Renewal applications received and date stamped 10/2/08 or later <i>will not</i> be processed by 10/16/08 .	2. Ensure correct and complete DHSR Renewal Application is received by DHSR no later than 10/1/2008 . This will ensure that you receive your license for 2009 by 10/16/2008
11/19/08-11/23/08	DHSR contacts LMEs 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	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.	Deadline for submission of DHSR renewal application.
1/1/2009	LMEs remove children from facilities that do not have a 2009 DHSR License.	

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



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s.Mental Health/Renewal Info/2009 Renewal Season/RCC Memo 2008

