



DATE: October 1, 2009

TO: MENTAL HEALTH CENTERS AND CLINICS (Rule 29)

RE: Annual Certification Renewal – Calendar Year 2010

This is the process for renewing your Rule 29 certification for 2010

I. CERTIFICATION HOLDER REQUIREMENTS

1. **Certification fee payment required before your 2010 license is printed.**
 - a. **Your certification fee payment** must be received before we can print your 2010 certificate. Therefore, please make your payment as soon as possible, but no later than the due date printed on the invoice that you will receive in the mail.
 - b. **Temporary Surcharge.** Laws of Minnesota 2009, Chapter 101, Article 2, Section 59, requires state agencies to collect a temporary surcharge of 10 percent (not to exceed \$150) on each business, commercial, professional, or occupational license for development of a statewide electronic licensing system. This surcharge is reflected on line 2 of the license fee invoice.
2. **Submitting your certification fee payment.** Submit your certification fee payment **after** you have received the invoice for your certificate. Do **not** submit your certification fee payment prior to receiving your license.
3. **Expired Certificate.** If you fail to pay the 2010 certification fee, your certificate will expire on December 31, and you will need to apply for a new certificate. Due to limited staff resources and other work priorities, it could be months before a new certificate is issued.

You can **not** operate under an expired certificate while your new application is being processed.

4. **Change in certification terms.** The invoice for your certification fee will be sent to the most current billing [mailing] address you provided to Licensing. If this information is not current it will delay your receipt of your certification fee invoice. If you wish to change any terms on your certificate, please contact your licensor immediately so those changes can be approved before we print your 2010 certificate. If you hold multiple certificates and want the change to apply to each certificate, you must complete a separate change in terms for each certificate.

- 5. Programs closing on or before December 31, 2009.** If you plan to close your program on or before December 31, 2009, please notify your licensor immediately so we can cancel the bill for your 2010 certificate.

II. 2009 LEGISLATIVE CHANGES AFFECTING MENTAL HEALTH CENTERS AND CLINICS (Rule 29)

During the 2009 session, the Minnesota Legislature amended [Minnesota Statutes, Chapter 245.462, subdivision 18](#), and [245.4871, subdivision 27](#), modifying the definition of Mental Health Professional. The amendments affect Rule 29 programs licensed by DHS. As a Rule 29 Certification holder, it is your responsibility to familiarize yourself with current legislation and to take the action necessary to comply with any new requirements that impact your service or program.

III. GENERAL UPDATES AND REMINDERS

A. UPDATED INFORMATION AVAILABLE ONLINE

Information is available online and updated on an ongoing basis at the DHS Licensing web site. It is your primary source of information on standards and requirements for Rule 29 certified programs. Rule 29 certificate holders are responsible to frequently check for updates, changes, and additions to this information. Below are highlights of the available online information.

- 1. Self-monitoring checklists.** DHS Licensing has developed [self-monitoring checklists for use by Rule 29 certification holders](#) to evaluate their program's compliance with applicable certification standards. Checklists are separated into four topic areas: physical plant, policies and procedures, personnel files, and client records.
- 2. Statutes, laws and rules online.** [Minnesota Statutes, Session Laws, and Rules](#) are available online from the Minnesota Office of the Revisor of Statutes.
- 3. Licensing Lookup:** Certification holders are reminded that they can search the Licensing Division's information database and can find the most frequently requested public information that is maintained by the Licensing Division on [Licensing Lookup](#). Information about the types of services licensed by DHS is available on the DHS Licensed Programs link, and information about specific programs licensed or certified by DHS can be accessed by linking to the [licensed program list](#).
- 4. Licensing Forms:** License holders have access to various [licensing forms](#) developed by DHS for use by programs, including [variance request forms](#), and sample policies and procedures for [reporting maltreatment of minors](#) and for [reporting maltreatment of vulnerable adults](#) which have been updated to meet the

current requirements. Many forms are designed for general use by all licensed programs. Additional forms specific to Rule 29 standards are identified.

- 5. Commissioner's access.** An updated memo is available online from DHS Licensing that explains the [commissioner's right of access](#) in DHS licensed programs.

B. HEALTH, SAFETY, MEDICAL ALERTS, INCIDENTS AND MALTREATMENT

Information is available online to help licensed programs meet licensing requirements for ensuring the health and safety of persons served by the program and for reporting incidents and maltreatment.

- 1. Maltreatment information.** General information on [maltreatment investigations](#) and sample maltreatment reporting policies and procedures are available online from the DHS Licensing web site.
- 2. Online mandated reporter training.** DHS Licensing now offers online training courses for both [Vulnerable Adults Mandated Reporting](#) and [Maltreatment of Minors Mandated Reporting](#).

The Vulnerable Adults Mandated Reporting course is designed to introduce mandated reporters to:

- The Vulnerable Adults Act
- Definition of maltreatment
- Who are the mandated reporters
- The Common Entry Point (CEP)
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The Maltreatment of Minors Mandated Reporter training includes:

- The Reporting of Maltreatment of Minors Act
- An overview of the Minnesota Child Protection System
- Definition of maltreatment
- Who are the mandated reporters

License holders are reminded that they must ensure mandated reporters under their control also receive training on the program's own maltreatment reporting policies and procedures in addition to the online course.

- 3. H1N1 flu information.** The Minnesota Department of Health developed an online information resource on the [H1N1 Novel Influenza](#). The site provides links to many informational resources for service providers and the general public in

regard to preventing the spread of the influenza. You may also subscribe for a H1N1 e-mail list service

C. REMINDERS

- 1. Policies and procedures for program administration required and enforceable.** Minnesota Statute, section 245A.04, subdivision 14, requires license holders to develop program policies and procedures, to provide and document training on the program's policies and procedures, and to monitor implementation of the program's policies and procedures by program staff. Licensors will continue to specifically review program policies and practices to ensure that these requirements are met.

E. QUESTIONS REGARDING THE 2010 CERTIFICATION RENEWAL PROCESS

If you have any questions regarding this 2010 certification renewal process, please contact the licensor assigned to your program. If you do not know the name of your licensor, call 651-296-3971 and ask to speak to the licensor on call for the MHCD Unit.