

# Adult Mental Health Certification

## Instructions for Completing Request

The request for Adult Mental Health (AMH) Certification is voluntary and is limited to licensed Adult Foster Care (AFC) homes that are not the primary residence of the license holder (corporate) and Community Residential Settings (CRS). The request must be renewed at each relicensing.

1. A license holder making a new request, requesting renewal, or requesting removal of the AMH Certification must complete the top portion of the "Request & Recommendation for AMH Certification" form, and submit the form, along with any required supporting documentation (Attachments A, Part 1 & B, crisis protocol for the program and individual crisis plans) to the county licensing agency in which the home is located.
2. The County agency will review the information at initial request and at relicensing, and use the "AMH Certification Licensing" checklist to determine if all requirements have been met. The county may either complete the review using the documentation that has been submitted and/or make a site visit.
3. **For a new request:**
  - The County agency must complete the bottom portion of the "Request & Recommendation for AMH Certification" form, indicating a recommendation for certification or denial of AMH certification. The following must be submitted to DHS: the request form; Attachment A, Part 1; Attachment B; the crisis protocol for the program; and the crisis plan for each individual in the home.
  - If certification is recommended for a new corporate AFC or CRS license, a completed corporate AFC or CRS **NEW** 3324 form must also be submitted. All areas of the form must be completed. In section one, in the area for **Mental Health Certification** check the box "Add Certification."
  - If certification is recommended for an existing corporate AFC or CRS license, a completed corporate AFC or CRS **RENEW** 3324 form must also be submitted. Mark and highlight as an "update" in section one and complete all applicable areas as required. In section three, check the box "**Add Mental Health Certification.**" Please note – when ADDING the certification to an existing license, the effective date should be the date you are approving the request – NOT the effective date of the license.
  - If denial of certification is recommended, a letter describing the reason for denial must be submitted to DHS, along with a completed Request & Recommendation for AMH Certification form.

### For renewal of certification or recommendation for removal of certification:

- A completed corporate AFC or CRS **RENEW** 3324 form must be submitted to DHS. On the 3324 form, please mark and highlight as an "update" in section one. All applicable areas must be completed as required. In section three, check the correct box for the action being recommended. In addition, you must submit one of the following:
    - ✓ Renewal - the County agency must complete the bottom portion of the "Request & Recommendation for AMH Certification" form indicating recommendation for certification. **No other supporting documentation should be submitted.**
    - ✓ Removal – the County agency must complete the bottom portion of the "Request & Recommendation for AMH Certification" form indicating removal of the previous certification.
      - 1) **If the county is making the recommendation to remove the certification, supporting documentation must be included, identifying why the certification should be removed.**
      - 2) **If the license-holder is requesting that the certification be removed, no supporting documentation is required.**
4. DHS will review and make a determination based on the information submitted.
  5. If approved, the certification will be printed on the license, and identified on Licensing Information Look-Up. A copy of the license will be mailed to the license holder and to the licensing agency.
  6. If denied, or if removal of certification is recommended due to noncompliance with the requirements, DHS will notify the license holder via memo, of the decision to deny or remove the certification. A copy of the memo will be sent to the licensing agency. \*

\* A denial or removal of certification based on a determination that the requirements have not been met is not subject to appeal. A license holder that has been denied or has had a certification removed may once again request certification when the license holder is in compliance with the requirements for certification.

Submit information to: Department of Human Services  
Office of Inspector General  
Licensing Division  
Attention: Family Systems Unit  
PO Box 64242  
St. Paul, MN 55164-0242

November 1, 2014