


**Division of Substance Abuse and Mental Health**  
**POLICY AND PROCEDURE**

<b><u>POLICY TITLE:</u></b> License Frequency Schedule Policy	<b><u>POLICY #:</u></b> DSAMH058
<b><u>PREPARED BY:</u></b> DSAMH Policy and Compliance	<b><u>DATE ISSUED:</u></b> 10/24/2024
<b><u>RELATED POLICIES:</u></b> DSAMH020 Pathway to Licensure	<b><u>REFERENCE:</u></b> 6001 Substance Use Facility Standards 4.8.1.1 Chapter 22 of Title 16 Del.C
<b><u>DATES REVIEWED:</u></b> 10/21/2024	<b><u>DATES REVISED:</u></b> 08/21/2024
<b><u>APPROVED BY:</u></b>  <small>1B71C05196B24CA...</small> <b><u>DATE APPROVED:</u></b> 10/28/2024   10:27 AM PDT	<b><u>NOTES:</u></b> (Check all that apply: See definitions F-J) <input type="checkbox"/> DSAMH Internal Policy <input type="checkbox"/> DSAMH Operated Program <input type="checkbox"/> DSAMH State Providers <input type="checkbox"/> Delaware Psychiatric Center <input checked="" type="checkbox"/> Targeted Use Policy (Defined in scope)

- I. **PURPOSE:** To provide guidance and clarifying language for 6001 Substance Use Facility Standards 4.8.1.1, “issue or renew a full license for a period of up to two years when the Division determines a program is in substantial compliance with Chapter 22 of Title 16 Del.C., and these regulations, and/or has been granted Deemed Status.”
  
- II. **POLICY STATEMENT:** Programs will be eligible for two (2) year licenses based on compliance level achieved and/or deemed status.
  
- III. **DEFINITIONS:**

“**Commission on Accreditation of Rehabilitation Facilities**” or “**CARF**” means an independent, nonprofit accreditor of health and human services providers.

“**Corrective action plan**” or “**CAP**” means a step-by-step plan of action that is developed to achieve targeted outcomes for resolution of identified errors in an effort to identify actions to be implemented to correct the causes of an error, develop a plan to improve processes or methods, achieve measurable improvement, and eliminate repeated deficiencies.

“**Council on Accreditation**” or “**COA**” means an international, independent, nonprofit organization that accredits human and social service providers.

“**Deemed status**” means a licensure standing approved by DSAMH and bestowed upon

programs that have been accredited by an accreditation body approved by DSAMH. Programs that have been granted Deemed Status will be inspected in accordance with §4.3.2 of these standards.

**“The Joint Commission” or “TJC”** means an organization that accredits more than 22,000 US health care organizations and programs including hospitals and behavioral health providers.

IV. **SCOPE**: This policy applies to all DSAMH-licensed substance use disorder treatment programs.

V. **PROCEDURES/RESPONSIBILITIES**:

A. Eligibility for two (2) year license:

1. Programs may be eligible for a two (2) year license, via deemed status, if the program possesses at least three (3) years or full accreditation, has a licensing history with no recent provisional or new provisional status, has no Risk Management concerns or CAPs for serious findings, and has no health and safety issues or serious concerns regarding administration of agency, such as recent turnover of key positions. Programs with borderline scores will be reviewed on a case by case basis by the Bureau of Policy and Compliance.
2. Programs may be eligible for a two (2) year license, via compliance level, if the program achieves substantial compliance, has a licensing history with no recent provisional or new provisional status, has no Risk Management concerns or CAPs for serious findings, and has no health and safety issues or serious concerns regarding administration of agency, such as recent turnover of key positions.
3. A provider may not receive a two (2) year license within the first year of receiving a new provisional license, provisional license, or temporary license.

B. Compliance score ranges:

1. Non-compliance: 0 – 1.3
2. Requires analysis – borderline scores: 1.4 – 1.6
3. Full compliance: 1.7 – 1.8
4. Substantial compliance: 1.9 – 2.0

C. DSAMH has the authority to revoke deemed status standing at any time. Once revoked, an organization must wait one (1) year before reapplying for deemed status. The Division must conduct an inspection before restoring deemed status.

D. DSAMH has the authority to revoke a two (2) year license at any time. Once revoked, an organization must wait one (1) year before being eligible for a two (2) year license.

VI. **POLICY LIFESPAN**: This policy will be reviewed annually.

VII. **RESOURCES**:

A. Appendix A: License Compliance Scores Chart

Appendix A:

License Compliance Scores Chart						
Audit Results:			Eligible for 2 year License?			
Compliance Zones:	Raw Score	Percentage	No Accreditation	TJC Full Accreditation	CARF Accreditation (3 yrs)	COA Accreditation (3+ yrs)
Non-Compliance Zone	0	0.00%	No	No	No	No
	0.1	5.00%	No	No	No	No
	0.2	10.00%	No	No	No	No
	0.3	15.00%	No	No	No	No
	0.4	20.00%	No	No	No	No
	0.5	25.00%	No	No	No	No
	0.6	30.00%	No	No	No	No
	0.7	35.00%	No	No	No	No
	0.8	40.00%	No	No	No	No
	0.9	45.00%	No	No	No	No
	1.0	50.00%	No	No	No	No
	1.1	55.00%	No	No	No	No
	1.2	60.00%	No	No	No	No
Requires Analysis - Borderline Scores	1.3	65.00%	No	No	No	No
	1.4	70.00%	No	No	No	No
	1.5	75.00%	No	No	No	No
Full Compliance	1.6	80.00%	No	DSAMH review	DSAMH review	DSAMH review
	1.7	85.00%	No	Yes	Yes	Yes
Substantial Compliance Zone	1.8	90.00%	No	Yes	Yes	Yes
	1.9	95.00%	Yes	Yes	Yes	Yes
	2.0	100.00%	Yes	Yes	Yes	Yes