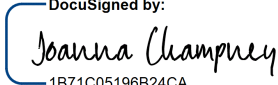


POLICY AND PROCEDURE

<u>POLICY TITLE:</u> DSAMH Medication Unit and Mobile Unit Policy	<u>POLICY #:</u> DSAMH038
<u>PREPARED BY:</u> DSAMH Policy Committee	<u>DATE ISSUED:</u> 06/17/2022
<u>RELATED POLICIES:</u> DSAMH039 Satellite Location Policy	<u>REFERENCES:</u> Delaware state code 4.2.3
<u>DATES REVIEWED:</u> 08/02/2023 08/14/2024 05/22/2025	<u>DATES REVISED:</u> 05/31/2023 06/05/2024 05/21/2025
<u>APPROVED BY:</u>  <u>DATE APPROVED:</u> 7/18/2025 7:34 AM PDT	<u>NOTES:</u> <input type="checkbox"/> DSAMH Internal Policy <input type="checkbox"/> DSAMH Operated Program <input checked="" type="checkbox"/> DSAMH State Providers <input type="checkbox"/> Delaware Psychiatric Center <input checked="" type="checkbox"/> Targeted Use Policy (Defined in scope)

- I. **PURPOSE:** Increase community access to certified and licensed opioid treatment programs to provide limited services to communities in remote and underserved areas.
- II. **POLICY STATEMENT:** DSAMH will support treatment programs by approving limited services at medication units or mobile units as defined below, providing the agency is not operating a full program at those locations.
- III. **DEFINITIONS:**

“Certification” means the process by which DSAMH authorizes behavioral health services for Medicaid.

“License” means approval granted by the Division that authorizes a program to provide treatment of behavioral health disorders. Different types include full licensure, provisional licensure, and temporary licensure.

“Licensure” means the process by which the Division determines if a program is in compliance with State standards.

“Limited Service” means a specific range of services as compared to what would be provided at the primary site.

“Medication Unit” means a limited-service treatment facility, that is not located at the primary program location, from which licensed private practitioners and/or community pharmacists dispense or administer medications used in medication assisted opioid treatment.

“Mobile Unit” means a portable medication unit that provides limited OTP services to remote and underserved areas for a licensed facility. The services may include administering and dispensing medications for opioid use disorder treatment, collecting samples for drug testing or analysis, dispensing take home medications, intake assessments, initiation of methadone or buprenorphine, and counseling.

“Program” means the course of treatment used by an organization to provide a specific level of care of behavioral health treatment.

“Remote Unit” means a medication unit or mobile unit that is not at the primary program site.

“SOTA” means the State Opioid Treatment Authority.

IV. **SCOPE:** Opioid treatment programs licensed and certified by DSAMH that request approval to provide limited services at a remote unit from their primary location in a medication unit or mobile unit.

V. **PROCEDURES/RESPONSIBILITIES:**

- A. A program must first obtain approval from SAMHSA and SOTA for a medication unit or mobile unit prior to operating.
- B. The program must obtain written approval from DSAMH to operate a medication unit or mobile unit and complete the DSAMH Medication Unit and Mobile Unit Application (DSAMH038A).
- C. DSAMH Medication Unit and Mobile Unit Application must include the following details:
 - 1. Unit name (identify vehicle for Mobile Unit or name for Medication Unit), phone number, and primary contact information,
 - 2. Days of operation and hours of service per day,
 - 3. Type of services provided,
 - 4. Statement of need,
 - 5. Names, titles, and credentials of staff and ability to work independently,
 - 6. Supervisory support plan (please include the frequency of supervision and modality),
 - 7. Emergency plan in event of crisis at remote unit location,
 - 8. Utilization of a secure electronic health record,
 - 9. Confidentiality plan specific to that remote unit location,
 - 10. Informed consent provided to client that indicates limited services at the remote unit and information on services available at the main program site,
 - 11. Location of main program site information, license/certification, and complaint process prominently posted within the public view of the clients at the remote unit,
 - 12. Pictures of external building access and office space, or the vehicle, to be used by program staff,
 - 13. Ability to identify clients served at remote units and provide list to DSAMH upon request,
 - 14. Plan for securing medications and ensuring staff safety, and

15. The attestation that:
 - i. A notice to SAMHSA has been submitted and approval is pending,
 - ii. SAMHSA has been notified of the location of the medications unit(s) (medication unit only),
 - iii. Approval from SOTA has been received,
 - iv. Approval of the Drug Enforcement Agency (DEA) has been received,
 - v. The mobile unit will comply with all pertinent State laws and regulations (mobile unit only), and
 - vi. The mobile unit location will comply with local ordinances (town, city, State) and, where required, have the permission of the site when necessary (mobile unit only).
- D. DSAMH Provider Enrollment team will complete an inspection of the remote unit in person or virtually.
- E. Once approval from DSAMH has been obtained, the provider is responsible to enroll with DMMA. The current place of service code is 27.
- F. DSAMH Medication Unit and Mobile Unit License must be posted in a public place at the site. The public posting must include the following information:
 1. Unit name (identify vehicle for Mobile Unit or name for Medication Unit), phone number, and primary contact information,
 2. Days of operation and hours of service per day,
 3. Emergency contact information,
 4. Type of services provided,
 5. Location of main program site information, license/certification, and complaint process prominently posted within the public view of the clients at the remote unit,
- E. Clients receiving services at the remote unit must be provided and sign an informed consent that indicates their acknowledgment of the limited services at the remote unit and information on services available at the main program site,
- F. Exceptions: Delaware state code [4.2.3](#) requires, “a separate application shall be completed for each program at each location at which an agency intends to operate a substance use disorder and/or co-occurring program.” Services located at a remote unit operated under the program licensure and/or certification must be limited in nature. Programs that exceed this scope will be required to apply for full licensure if services exceed approved written request.
- G. DSAMH will grant the provider organization a signed remote unit approval license or certification for each medication unit or mobile unit with an expiration date that may not exceed program licensure or certification date. The provider organization must provide copies to DSAMH upon request.
- H. Clients engaged at the remote unit must have access to full services at the primary site and be treated equally and equitably in all areas of service delivery as defined by licensure or certification standards.
- I. When providers with an existing remote location approval file for a licensure or certification renewal, they shall include the remote location on the applications.

VI. **POLICY LIFESPAN**: Annual review and update as required dependent on State licensure standards or Medicaid Certification changes.

VII. **RESOURCES**:

- A. Delaware State Code Application Procedures [4.2.3](#)
- B. <https://www.samhsa.gov/medication-assisted-treatment/otp-resources/program-changes>
- C. DSAMH038A DSAMH Medication Unit and Mobile Unit Application