


POLICY AND PROCEDURE

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| <u>POLICY TITLE:</u> Satellite Location Policy | <u>POLICY #:</u> DSAMH039 |
| <u>PREPARED BY:</u> DSAMH Policy Committee | <u>DATE ISSUED:</u> 06/17/2022 |
| <u>RELATED POLICIES:</u> DSAMH038 Medication Unit and Mobile Unit Policy | <u>REFERENCE:</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:** To increase community access to certified and licensed behavioral health programs through the use of satellite locations, as defined in this policy.
- II. **POLICY STATEMENT:** DSAMH will support treatment programs by approving limited services at a guest site or a satellite location 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.

“Collaborating organization” is an organization that is willing to enter into an agreement with a treatment program to provide space and accommodations for limited on-site treatment that the program will provide.

“Guest site” means an ancillary location or facility that is utilized by a licensed and/or certified program to provide limited services off-site such as primary care, peer centers, or other community organizations.

“Hub” means the primary location for the program which provides all services under the license and certification.

“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 limited range of services as compared to what would be provided at the primary site.

“Memorandum of Understanding” or **“MOU”** means an agreement between two providers to make available specific services as defined in the agreement. The agreement is not legally binding and does not include financial agreements between the two parties. MOUs are typically developed when providers do not or cannot provide a service to clients.

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

“Satellite Locations” means units that are geographically separated from the primary licensed or certified facility hub which provide a limited range of services under the hub license or certification. Satellite locations must ensure that the full range of services offered at the primary hub site remain available to the client, and services at satellite sites do not exceed the authorized scope for the satellite location. Limitations apply based on the type of services provided.

IV. **SCOPE:** Programs licensed and/or certified by DSAMH that request approval to provide limited services off-site from their primary location to perform the activities of outreach, engagement, assessment, and referral.

V. **PROCEDURES/RESPONSIBILITIES:**

A. Program must obtain written approval from DSAMH to co-locate staff at a secondary site and to provide limited treatment services by completing the DSAMH Satellite Location Application (DSAMH039A).

B. DSAMH Satellite Location Application must include the following details:

1. Satellite site name, address, 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 which includes the frequency and modality of supervision,
7. Emergency plan in event of crisis at off-site location,
8. Utilization of a secure electronic health record,
9. Confidentiality plan specific to that off-site location,
10. Informed consent provided to client that indicates limited services at the satellite site and information on services available at program site,
11. Main program site information, license/certification, and complaint process prominently posted within the public view of the clients at the satellite site,

12. Pictures of external building access, reception area, and office to be used by program staff,
 13. Ability to identify clients served at satellite sites and provide list to DSAMH upon request, and
 14. Memorandum of Understanding signed by program and collaborating organization, if applicable.
- C. Once approval from DSAMH has been obtained, the provider is responsible to enroll with DMMA. The current place of service code is 27.
- D. If applicable, the provider and collaborating organization must develop, sign, and provide DSAMH a copy of an MOU that includes the following elements:
1. Property is in good standing with all building codes,
 2. Property is in compliance with the Americans with Disabilities Act requirements or possesses a waiver,
 3. Program and collaborating organization are not aware of any hazards to the health and safety of staff or clients at that location,
 4. Collaborating organization has insurance coverage for premises which would cover satellite services,
 5. The program has liability insurance for their providers that extends to the satellite site,
 6. Program and collaborating organization plan for collaborating and providing treatment services at the shared location,
 7. HIPAA precautions jointly agreed upon by both entities,
 8. Any other agreements between provider and collaborating organization that may present a conflict of interest for client to receive services at the satellite location, and
 9. A time frame for the lifespan of this agreement and options to renew, if any.
- E. DSAMH Provider Enrollment team will complete an inspection of the office in person or virtually.
- 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 satellite site operated under the program licensure and/or certification must be limited in nature and not provide the full range of services for the licensed or certified level of care. Programs that exceed this authorized scope will be required to apply for full licensure if services exceed approved written request.
- G. If approved, DSAMH will grant the provider organization a signed satellite site approval license or certificate for each collaborating organization location with an expiration date that may not exceed program licensure or certification date. The provider organization must post this certificate in a public area.
- H. Clients engaged at the satellite site 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 existing satellite location approvals file for licensure or certification renewal, they shall include the satellite locations on the applications and any updated MOUs.

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

VII. **REFERENCES/RESOURCES:**

- A. Delaware State Code Application Procedures [4.2.3](#)
- B. DSAMH039A Satellite Location Application