

# BHCIP Eligible Facilities: CDSS Adult and Children's Residential Licensing Webinar










**Behavioral Health Continuum  
Infrastructure Program**

November 2024

# BHCIP Overview

- » In 2021 [legislation](#), the California Department of Health Care Services (DHCS) was authorized to establish BHCIP and award \$2.2 billion to eligible entities to construct, acquire, and expand properties and invest in mobile crisis infrastructure to improve the quality of and access to behavioral health care across the state.
- » In March 2024, California voters passed [Proposition 1](#), a two-bill package including the Behavioral Health Services Act (BHSA) ([Senate Bill 326](#)) and the Behavioral Health Infrastructure Bond Act of 2024 (BHIBA) ([Assembly Bill 531](#)).
  - The BHIBA portion is a \$6.38 billion general obligation bond to develop an array of behavioral health treatment, residential care settings, and supportive housing to help provide appropriate care facilities for Californians experiencing mental health conditions and substance use disorders.
  - DHCS was authorized to award up to \$4.4 billion in BHIBA funds for BHCIP competitive grants for behavioral health treatment.
  - In addition, DHCS will enact changes resulting from Proposition 1 through the Behavioral Health Transformation (BHT) project, which aims to modernize the behavioral health delivery system, improve accountability, increase transparency, and expand capacity of behavioral health care facilities for California residents.

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# Agenda

- 5.** About the Department of Social Services
- 7.** Children's Residential Licensing
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  - b. Application
  - c. Other Certifications
  - d. Contact Information
- 15.** Adult Residential Licensing
  - a. Orientation
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  - c. Other Certifications
  - d. Contact Information
- 24.** Things to Remember
- 25.** Questions





The California Department of Social Services provides administration and oversight of programs that affect California’s most vulnerable residents—foster children and youth, children and families receiving aid through the California Work Opportunities and Responsibility to Kids (CalWORKs), adults and elderly in licensed community care facilities and aged, blind and disabled recipients requiring In-Home Supportive Services or Supplemental Security Income/State Supplementary Payment (SSI-SSP) assistance.



# Department of Social Services

All new licensees require completion of a three-part component process, consisting of:

- » Component I (Application Orientation – online only)
  - Orientation for a specific facility category and obtaining a certificate of completion.
- » Component II (Application Interview – phone, video conferencing)
  - Interview is conducted by the reviewing analyst one-on-one with the applicant once the application is submitted and reviewed.
- » Component III (Operations and Record Keeping Orientation – in-person session after completion of a Pre-licensing inspection)
  - Category specific training and discussion in areas not often understood by new licensees intended to promote successful facility operation. Component III is conducted prior to licensure.



# Children's Residential Licensing



# Children's Residential Licensing

- » BHCIP-Eligible Facility types licensed and monitored by Children's Residential Licensing Program
  - Adolescent Residential SUD Treatment Facilities (Labeled "Group Homes" by CDSS)
  - Children's Crisis Residential Programs (CCRP)
  - Community Treatment Facilities (CTF)
  - Short-Term Residential Therapeutic Programs (STRTP)
- » Adolescent Residential SUD Treatment applicants will attend a Group Home orientation.
- » Applicants for the other three facility types listed will need to attend a category specific orientation.
- » Application process is similar across all facility types, except for staffing, staffing qualifications, and certification processes for CTFs and STRTPs.
- » Program statements and plan of operations are distinctive between the different facility types.





# Children's Residential Licensing

## » Orientation

- Link: <https://cdss.ca.gov/inforesources/childrens-residential/resources-for-providers/orientations>
- Fees: \$50.00 non-refundable fee per person, per class.
- Orientations are held monthly and are handled by various regional offices based on facility type.
- Application and supporting documents can be downloaded from the CDSS website at the link below:
  - <https://www.cdss.ca.gov/inforesources/forms-brochures/forms-alphabetic-list/i-l#lic>



# Children's Residential Licensing

- » Required Forms for Children's Residential Licensing Application certain facility types are broken into Sections A and B
- » Section A forms for the following facility types
  - Adolescent Residential SUD Treatment Facility
  - Community Treatment Facility

Licensing Forms Section A	Group Home (Adolescent Residential SUD Treatment Facility)	Community Treatment Facility (CTF)
<a href="#">A1. Application (LIC 200)</a>	Required	Required
<a href="#">A2. Applicant Information (LIC 215)</a>	Required	Required
<a href="#">A3. Designation of Administrative Responsibility (LIC 308)</a>	Required	Required
<a href="#">A4. Administrative Organization (LIC 309)</a>	Required	Required
<a href="#">A5. Affidavit Regarding Client Cash Resources (LIC 400)</a>	Required	Required
<a href="#">A6. Surety Bond (LIC 402)</a>	Required	Required
<a href="#">A7. Monthly Operating Statement (LIC 401)</a>	Required	Required
<a href="#">A8.a Supplemental Financial Information (LIC 401a)</a>	Required	Required
<a href="#">A8.b Balance Sheet (LIC 403)</a>	Required	Required
<a href="#">A8.c Balance Sheet Supplemental Schedule (LIC 403a)</a>	Required	Required
<a href="#">A9. Financial Information Release and Verification (LIC 404)</a>	Required	Required
<a href="#">A9.A Budget Information (LIC 420)</a>	Required	Required
<a href="#">A10. Personnel Report (LIC 500)</a>	Required	Required
<a href="#">A11. Personnel Record (LIC 501)</a>	Required	Required
<a href="#">A12. Health Screening Report - Facility Personnel (LIC 503)</a>	Required	Required
<a href="#">A13. Criminal Record Statement (LIC 508)</a>	Required	Required
A14. Emergency Disaster Plan	<a href="#">LIC 610C</a>	<a href="#">LIC 610C</a>
<a href="#">A15. Facility Sketch (LIC 999)</a>	Required	Required
<a href="#">A16. Fire Inspection (LIC 9054)</a>	Required	Required
<a href="#">A17. Board of Director Statement (LIC 9165)</a>	Required	Required



# Children's Residential Licensing

- » Section B documents for the following facility types
  - Children's Residential Treatment for SUD
  - Community Treatment Facility
  
- » Section B documents are required supporting documentation, more detailed information on requirements, see link below
  - [Application Checklist](#)

Licensing Documents Section B	Group Home (Children's Residential Treatment for SUD)	Community Treatment Facility (CTF)
B1. Partnership Agreement/Articles of Incorporation/Articles of Organization	Required	Required
B2. Verification of Administrator Qualifications and Certification	Required	Required
B3. Verification of Social Worker Qualifications	Required	Required
B4. Job Description - each position	Required	Required
B5. Personnel Policies	Required	Required
B6. In service Training for Staff	Required	Required
B7. Facility Program Description	Required	Required
B8. Rules of Discipline/Personal Rights	Required	Required
B9. Admission Policies	Required	Required
B10. Sample Menu	Required	Required
B11. Control of Property	Required	Required
B12. Bacteriological Analysis of Private Water Supply (When Water for Human Consumption is from a Private Source)	Required	Required
B13. Insurance Information		RCFE Only
B13. Theft & Loss Policy		RCFE Only
B14. Neighborhood Complaint Policy – Applicable to non-resident owner community care facilities providing residential care for six or fewer persons ONLY.	Required	Required
B15. First Aid Card	Required	Required
B16. Orientation Certification	Required	Required
B17. Group Home and Foster Family Agency Program Statement for rate setting purposes - Program Statement Instructions ( <a href="#">LIC 9106</a> )	Required	Required



# Children's Residential Licensing

- » Required Licensing forms for the following facility types:
  - Short-Term Residential Therapeutic Programs (STRTP)
  - Children's Crisis Residential Programs (CCRP)
- » For more detailed information on document requirements, see link below
  - [Application Checklist](#)

Licensing Forms	Short-Term Residential Therapeutic Program (STRTP)	Children's Crisis Residential Program (CCRP)
1. <a href="#">Application for Community Care Facility (LIC 200)</a>	Required	Required
2. Orientation Certificate	Required	Required
3. County Letter of Recommendation	Required	Required
4. <a href="#">Applicant Information (LIC 215)</a>	Required	Required
5. <a href="#">Designation of Facility Responsibility (LIC 308)</a>	Required	Required
6. <a href="#">Affidavit Regarding Client Cash Resources (LIC 400)</a>	Required	Required
7. <a href="#">Surety Bond (LIC 402)</a>	Required	Required
8. <a href="#">Monthly Operating Statement (LIC 401)</a>	Required	Required
9. <a href="#">Supplemental Financial Information (LIC 401A)</a>	Required	Required
10. <a href="#">Balance Sheet (LIC 403)</a>	Required	Required
11. <a href="#">Balance Sheet Supplemental Schedule (LIC 403A)</a>	Required	Required
12. <a href="#">Financial Information Release And Verification (LIC 404)</a>	Required	Required
13. <a href="#">Personnel Report (LIC 500)</a>	Required	Required
14. <a href="#">Personnel Record (LIC 501)</a>	Required	Required
15. <a href="#">Health Screening Report Facility Personnel (LIC 503)</a>	Required	Required
16. <a href="#">Criminal Record Statement (LIC 508)</a>	Required	Required
17. <a href="#">Emergency Disaster Plan (LIC 610C)</a>	Required	Required
18. <a href="#">Fire Inspection (LIC 9054)</a>	Required	Required
19. <a href="#">Board of Directors Statement (LIC 9165 contained in PUB 326)</a>	Required	Required
20. Control of Property	Required	Required
21. Bacterial Analysis of Water	Required	Required
22. Application or Documentation of Accreditation	Required	Required
23. <a href="#">Plan of Operation/Program Statement (LIC 9106A)</a>	Required	Required



# Children's Residential Licensing

- » Other voluntary/mandatory certifications for these facility types
  - Adolescent Residential SUD Treatment Facilities
    - SUD Certification through DHCS, Licensing and Certification Division (LCD) (Voluntary)
  - Children's Crisis Residential Programs (CCRP)
    - Medi-Cal Certification through DHCS, Provider Enrollment Division (PED) (Mandatory)
    - Mental Health Program Approval/Certification through DHCS, Community Services Division (CSD) (Mandatory)
  - Short-Term Residential Therapeutic Programs (STRTP)
    - Mental Health Program Approval/Certification through DHCS (CSD) (Mandatory)
    - National Accreditation (Mandatory)



# Children's Residential Licensing Helpful Information

## » Contact Information:

Statewide Children's Residential Program Office

744 P Street, MS 9-14-880

Sacramento, CA 95814

Telephone: (916) 651-5380

Email to [CRPOpolicy@dss.ca.gov](mailto:CRPOpolicy@dss.ca.gov)



# Adult and Senior Care Licensing



# Adult and Senior Care Licensing

- » BHCIP-eligible facility types requiring Adult and Senior Care licensing from Department of Social Services
  - Social Rehabilitation Programs (SRP), also known as Community Residential Treatment Systems (CRTS)
  
- » Centralized Applications Bureau
  - The Centralized Applications Bureau (CAB) was established to effectively gain consistency and standardization in the Adult and Senior Care facility applications in a timely and efficient manner.
  - Expectations for completing the entire application process are 90 to 120 days.





# Adult and Senior Care Licensing

## » Orientation

- For more Orientation info: <https://www.cdss.ca.gov/inforesources/community-care/ascp-centralized-application-units/online-orientations>
- Fees: \$50.00 non-refundable fee per person, plus a processing fee of \$4.85 (\$54.85 total), per class.
- [Register for the Adult Residential Component I Online Orientation](#)



# Adult and Senior Care Licensing

## » Application

- For more detailed Application info: <https://www.cdss.ca.gov/Portals/9/FMUForms/I-L/LIC281.pdf>
- Application fees are based on facility type and capacity, more info below: <https://www.cdss.ca.gov/Portals/9/CCLD/Old/res/pdf/annualfees2015.pdf>



# Adult and Senior Care Licensing

- » Required forms for Adult and Senior Care Licensing Application for Social Rehabilitation (SRF)/Community Residential Treatment Systems (CRTS)

Licensing Forms Section A	Social Rehabilitation Facility (SRF)/Community Residential Treatment Systems (CRTS)
<a href="#">A1. Application (LIC 200)</a>	Required
<a href="#">A2. Applicant Information (LIC 215)</a>	Required
<a href="#">A3. Designation of Administrative Responsibility (LIC 308)</a>	Required
<a href="#">A4. Administrative Organization (LIC 309)</a>	Required
<a href="#">A5. Affidavit Regarding Client Cash Resources (LIC 400)</a>	Required
<a href="#">A6. Surety Bond (LIC 402)</a>	Required
<a href="#">A7. Monthly Operating Statement (LIC 401)</a>	Required
<a href="#">A8.a Supplemental Financial Information (LIC 401a)</a>	Required
<a href="#">A8.b Balance Sheet (LIC 403)</a>	Required
<a href="#">A8.c Balance Sheet Supplemental Schedule (LIC 403a)</a>	Required
<a href="#">A9. Financial Information Release and Verification (LIC 404)</a>	Required
<a href="#">A9.A Budget Information (LIC 420)</a>	
<a href="#">A10. Personnel Report (LIC 500)</a>	Required
<a href="#">A11. Personnel Record (LIC 501)</a>	Required
<a href="#">A12. Health Screening Report - Facility Personnel (LIC 503)</a>	Required
<a href="#">A13. Criminal Record Statement (LIC 508)</a>	Required
<a href="#">A14. Emergency Disaster Plan</a>	<a href="#">LIC 610D</a>
<a href="#">A15. Facility Sketch (LIC 999)</a>	Required
<a href="#">A16. Fire Inspection (LIC 9054)</a>	Required
<a href="#">A17. Board of Director Statement (LIC 9165)</a>	



# Adult and Senior Care Licensing

- » Required supporting documents for Adult and Senior Care Licensing Application for Social Rehabilitation (SRF)/Community Residential Treatment Systems (CRTS)

Licensing Forms Section B	Social Rehabilitation Facility (SRF)/Community Residential Treatment Systems (CRTS)
B1. Partnership Agreement/Articles of Incorporation/Articles of Organization	Required
B2. Verification of Administrator Qualifications and Certification	Required
B3. Verification of Social Worker Qualifications	Required
B4. Job Description - each position	Required
B5. Personnel Policies	Required
B6. In service Training for Staff	Required
B7. Facility Program Description	Required
B8. Rules of Discipline/Personal Rights	Required
B9. Admission Policies	Required
B10. Sample Menu	Required
B11. Control of Property	Required
B12. Bacteriological Analysis of Private Water Supply (When Water for Human Consumption is from a Private Source)	Required
B13. Insurance Information	
B13. Theft & Loss Policy	
B14. Neighborhood Complaint Policy – Applicable to non-resident owner community care facilities providing residential care for six or fewer persons ONLY.	Required
B15. First Aid Card	Required
B16. Orientation Certification	Required
B17. Group Home and Foster Family Agency Program Statement for rate setting purposes	



# Adult and Senior Care Licensing

## » Mandatory Certification

- Social Rehabilitation Facility
  - Mental Health Program Approval/Certification through DHCS (CSD)



# Adult and Senior Care Licensing

## » Contact Information:

CCL Adult and Senior Care Program  
Centralized Application Bureau  
744 P Street, MS 9-14-8201  
Sacramento, CA 95814

Phone: (833) 827-6084

Email: [CCLASCPCAB@dss.ca.gov](mailto:CCLASCPCAB@dss.ca.gov)



# State Regulations and Health and Safety Codes

- » To obtain and maintain a license, the licensee must meet the terms and conditions contained in the law as found in the [Health and Safety Code](#) and [Title 22](#).
- » For direct links to info and resources, visit the [“How to Become Licensed”](#) page on the [CDSS website](#).



# THINGS TO REMEMBER

- It is the responsibility of the licensee and administrator to possess adequate knowledge of the governing statutes and regulations and the skill to effectively operate the type of facility they are applying for.
- Retain a copy of the application documents for your records.
- Ensure the application is complete with all required documents including the orientation certificate, administrator certificate, and appropriate application fee.
- Be ready for licensure prior to submitting the application (i.e., construction is completed, facility start-up funds have been secured, conditional use permit obtained).
- Verify the local fire authority information such as the correct mailing address, fax, and phone contact.
- Provide a good daytime contact number and email.
- Do not place application documents in sheet protectors.
- Submit applications directly to the Centralized Application Bureau.





# Questions

# Thank You

