

Mental Health

Licensing Review Checklist

Listed below are requirements for the Mental Health Licensing review:

- Governing Body Board Minutes
- Financial Audit
- Client Grievances (If applicable)
- Fee Schedule
- Professional and Commercial Insurance
- ADA Plans of Correction
- Affiliated Service Agreements (If Applicable)
- Fire Drill Logs
- Policies and Procedures on each program (new)
- Strategic Plan
- Marketing Tools
- Client Records for each program (to be selected by licensor)
- Staff and client interviews for each program
- Personnel Records for staff in these programs (to be selected by licensor)
- Supervision logs
- Quality Assurance Plans
- Staff Development Plan
- Interview with Governing Body Board Member

If you have any questions, please contact Mr. Jason White, Licensing Manager, at 287-9253.