

Rules of
Department of Mental Health
Division 30–Certification Standards
Chapter 4–Mental Health Programs

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**Title 9—DEPARTMENT OF
MENTAL HEALTH**
Division 30—Certification Standards
Chapter 4—Mental Health Programs

9 CSR 30-4.010 Definitions

PURPOSE: This rule defines the special terms used in 9 CSR 30-4.020–9 CSR 30-4.190 regarding the certification standards for mental health agencies.

(1) The terms defined in section 630.005, RSMo are incorporated by reference for use in this chapter as though set out in this rule.

(2) Unless the context clearly requires otherwise, the following terms as used in this chapter shall mean—

(A) Admission, the time when an agency has completed its screening and intake process and has decided to accept an applicant to receive its services;

(B) Aftercare, outpatient supportive services to patients recently discharged from a psychiatric unit, designed to support the patients in their community;

(C) Agency, an entity responsible for the delivery of mental health services to an identified target population;

(D) Assessment, evaluation of a client's strengths, weaknesses, problems and needs;

(E) Case management, activities aimed at linking the patient to the service system and coordinating the various services for that person including:

1. Developing of a treatment plan with the patient;

2. Identifying, arranging and monitoring services provided;

3. Reviewing cases regularly and documenting progress of patients in treatment; and

4. Acting as a patient advocate;

(F) Clinical privileges, authorization by an agency to render services limited to staff with demonstrated training, experience and other qualifications;

(G) Community social living skills, training individuals to live within the community, to overcome the barriers of social isolation, to foster individual development of social skills and interpersonal relationships and to improve self-expression;

(H) Direct psychotherapy, the extended treatment of a mental disorder, utilizing a one-on-one relationship and focusing upon intrapsychic processes. As used in this rule, psychotherapy does not refer to individual or group, goal-oriented behavioral or educational interventions which are short-term in nature or which are directed at enhancing liv-

ing, interpersonal or vocational skills or which are intended to be primarily supportive in nature;

(I) Emergency care, a twenty-four (24)-hour telephone hotline service or face-to-face psychotherapy which is immediately available to ameliorate the emotional trauma precipitated by a specific event;

(J) Facility, the physical premises used by an agency to provide mental health services;

(K) Information and education, activities designed to promote mental health principles in community agencies and increase citizens' awareness of the nature of mental health problems and available services;

(L) Initial referral or recording initial demographic information referral to an appropriate service, or both prior to intake screening;

(M) Intake evaluation, the initial clinical interview for determining the level of psychological and social functioning, the need for treatment or additional evaluation service or the development of a treatment plan;

(N) Language therapy, treating language disorders, including language reception, integration and expression;

(O) Medical psychotherapy, a goal-oriented process in which a person, interacting with a psychiatrist, wishes to relieve symptoms or resolve problems that interfere with his/her ability to perform in society;

(P) Medical services, assessment of an individual's need for medically supervised treatment and the provision of the treatment necessary following assessment including medication check;

(Q) Mental health consultation to physicians, assisting a physician providing services to an identified patient or family unit;

(R) Mental health professionals, one (1) of the following:

1. A professional counselor licensed under Missouri state law to practice counseling;

2. An individual possessing a master's or doctorate degree in counseling, psychology, family therapy or related field, with one (1) year's experience, under supervision, in treating problems related to mental illness;

3. A pastoral counselor with a degree equivalent to the Master of Science Degree in Divinity from an accredited program with specialized training in mental health services. One (1) year of experience, under supervision, in treating problems related to mental illness may be substituted for specialized training;

4. A physician licensed under Missouri state law to practice medicine or osteopathy and with specialized training in mental health services. One (1) year of experience, under

supervision, in treating problems related to mental illness may be substituted for specialized training;

5. A psychiatrist that is a licensed physician, who in addition, has successfully completed a training program in psychiatry approved by the American Medical Association, the American Osteopathic Association or other training program certified as equivalent by the department;

6. A psychologist licensed under Missouri state law to practice psychology;

7. A psychiatric nurse that is a registered professional nurse who is licensed under Chapter 335, RSMo and who has had at least two (2) years of experience as a registered professional nurse in providing psychiatric nursing treatment to individuals suffering from mental disorders; and

8. A social worker with a master's degree in social work from an accredited program and with specialized training in mental health services. One (1) year of experience, under supervision, may be substituted for training;

(S) Occupational therapy, selected activities to promote and maintain health, to prevent disability, to evaluate behavior and to treat or train patients with a physical or psychosocial dysfunction;

(T) Outpatient program, a program providing emergency services, intake screening, psychotherapy, counseling, aftercare and information/education in a nonresidential setting for mentally disordered and mentally ill clients;

(U) Outreach, identification of the target population to be served and efforts to inform and facilitate access to the agency's services;

(V) Program, an array of services for the mentally disordered or mentally ill in a setting organized to carry out specific procedures; that is, residential, day treatment and outpatient;

(W) Psychiatric evaluation, mental and neurological assessment of a patient which includes a history of the present problem and a mental status examination, including an evaluation of the degree of dangerousness the patient presents to him/herself and others;

(X) Psychological evaluation, an assessment of the psychological functioning of a patient, including the administration and interpretation of standardized psychological tests;

(Y) Referral, a recommendation that a client obtain services from other support rehabilitation resources;

(Z) Research, intervention or interaction experiments on clients whether behavioral, psychological, biomedical or pharmacological;

(AA) Social service evaluation, an evaluative interview to determine the patient's social history, level of social functioning and social status;

(BB) Speech evaluation, an evaluation to determine the cause and extent of verbal communication disorder(s) and the need for corrective treatment; and

(CC) Speech therapy, activities aimed at treating disorders of speech production, language perception or expression or auditory disorders.

AUTHORITY: sections 630.050, RSMo Supp. 1993 and 630.655, RSMo 1986. Original rule filed June 14, 1985, effective Dec. 1, 1985. Emergency amendment filed July 2, 1992, effective July 12, 1992, expired Nov. 8, 1992. Emergency amendment filed July 6, 1993, effective July 16, 1993, expired Nov. 12, 1993. Amended: Filed July 6, 1993, effective March 10, 1994.*

**Original authority: 630.050, RSMo 1980, amended 1993 and 630.655, RSMo 1980.*

9 CSR 30-4.020 Procedures to Obtain Certification

PURPOSE: This rule describes the procedure to obtain certification from the Department of Mental Health for mental health agencies as authorized by section 630.655, RSMo.

(1) Under section 630.655, RSMo, the department shall certify each agency's level of service, treatment or rehabilitation as necessary for the agency to receive state funds or to meet conditions for third-party reimbursement.

(2) The department shall certify the agencies which meet its standards without requiring fees.

(3) Any agency may apply for certification by requesting an application from the Division of Comprehensive Psychiatric Services, P.O. Box 687, Jefferson City, MO 65102.

(A) The applicant shall complete the application and return it to the department. Within two (2) weeks after the application is received, the department will review it to determine whether the applicant's agency is appropriate for certification and notify the applicant by mail of this determination.

(B) Agencies that wish to apply for recertification shall submit their applications to the department at least sixty (60) days before expiration of their existing certificates.

(4) The department shall conduct an on-site survey of each agency that has submitted a completed application and which the department has determined is appropriate for certification.

(A) The department shall schedule and announce the survey at least six (6) weeks in advance of the visit.

(B) Before conducting its on-site survey, the department shall send each applicant for certification a copy of the survey instrument which will indicate how the requirements in each section are weighted to determine compliance with departmental standards.

(C) The department shall use a copy of the survey instrument when conducting its on-site survey.

(D) The surveyor(s) shall conduct an entrance and exit conference.

(5) The department shall certify only the agency named in the application and the agency may not transfer the certification without the written approval of the department.

(6) The agency shall display the certificate issued by the department in a conspicuous place on its premises.

(A) The certificate is the property of the department and is valid only as long as the agency is in compliance with the certification standards.

(B) The department may inspect the agency at any reasonable time to check continued compliance with the certification standards.

(C) Within seven (7) days of the time any certified agency is sold, leased, discontinued, moved to a new location, or has changed directors or services offered, the agency shall notify, the Division of Comprehensive Psychiatric Services, in writing, of the change.

(7) Certification is available as set out in this chapter for outpatient programs.

(8) The department may certify an agency program without limitations or on a probationary, provisional or temporary basis.

(A) The department shall certify an agency program without limitations only if the agency complies with at least ninety percent (90%) of each of the applicable standards.

(B) The department may certify an agency program on a probationary basis if the agency complies with at least eighty percent (80%) but less than ninety percent (90%) of each of the applicable standards.

1. Probationary certification shall not exceed three (3) months, during which time the agency may correct deficiencies and seek certification without limitations.

2. Provisional certification will be awarded based on a review of the policy and procedure manual and the physical plant. The agency will not be penalized for failure to comply with those standards which reflect on-going activities.

3. Provisional certification shall not exceed six (6) months of program operation, during which time the department shall conduct a site visit to determine compliance with the applicable standards for certification without limitations.

(C) The department may certify an agency program on a temporary basis in order to allow inspection for the purposes of recertification if the inspection process has not been completed prior to the expiration of the existing certification and the applicant is not at fault for failure to complete the inspection process.

(9) Agencies shall submit to the department a time-phase plan to correct deficiencies that are found during the on-site survey. This time-phase plan shall be submitted within one (1) month of the date the agency was notified in writing of the deficiencies.

(10) The facility shall retain and make available to the staff and the public a complete copy of each official notification of violations, deficiencies, certification or licensure approval or disapproval with responses, a description of its services and the charges for services.

(11) An agency which has had certification denied or revoked may appeal to the director of the department within thirty (30) days of receiving notice of the denial or revocation of the certification. The director of the department shall conduct a hearing under procedures set out in Chapter 536, RSMo, and issue Findings of Fact, Conclusions of Law and a decision which shall be final.

(12) An agency which has had certification denied or revoked must wait at least three (3) months before filing a new application for certification.

(13) The department shall certify an agency program for a period of one (1) year. If an agency has achieved substantial compliance with the standards for three (3) successive on-site surveys, the department shall certify the agency program for a period of two (2) years.

(14) The department shall certify, upon application, an agency which is accredited, or part of a hospital or other facility accredited, by the Joint Commission on Accreditation of

Hospitals or the American Osteopathic Association. The agency shall submit a profile of agency services, staffing patterns and funding sources.

AUTHORITY: sections 630.050, RSMo Supp. 1993 and 630.655, RSMo 1986. Original rule filed June 14, 1985, effective Dec. 1, 1985.*

**Original authority: 630.050, RSMo 1980, amended 1993 and 630.655, RSMo 1980.*



STATE OF MISSOURI
DEPARTMENT OF MENTAL HEALTH
**APPLICATION FOR COMMUNITY PSYCHIATRIC
REHABILITATION PROGRAM CERTIFICATION**

RETURN COMPLETED APPLICATION TO
PROGRAM STANDARDS AND COMPLIANCE UNIT
DEPARTMENT OF MENTAL HEALTH, DEPT. AFFAIRS
P.O. BOX 687
JEFFERSON CITY, MISSOURI 65102

FOR DMH USE ONLY	
DATE RECEIVED BY DMH	<input type="checkbox"/> INITIAL <input type="checkbox"/> RESURVEY
CERTIFICATION GRANTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
EFFECTIVE DATE	CERTIFICATION NUMBER

DATE COMPLETED

AGENCY NAME

SPECIFIC LOCATION (STREET OR R.F.D.)

CITY ZIP CODE COUNTY

MAILING ADDRESS - IF DIFFERENT THAN ABOVE

CITY STATE ZIP CODE

PHONE NUMBER(S)

DIRECTOR OF AGENCY

DIRECTOR OF PROGRAM TO BE CERTIFIED (IF DIFFERENT THAN ABOVE)

CONTACT PERSON (FOR PURPOSES OF SCHEDULING, CLARIFYING INFORMATION, ETC.)

OTHER LICENSE, ACCREDITATION OR CERTIFICATION OF THIS AGENCY/PROGRAM

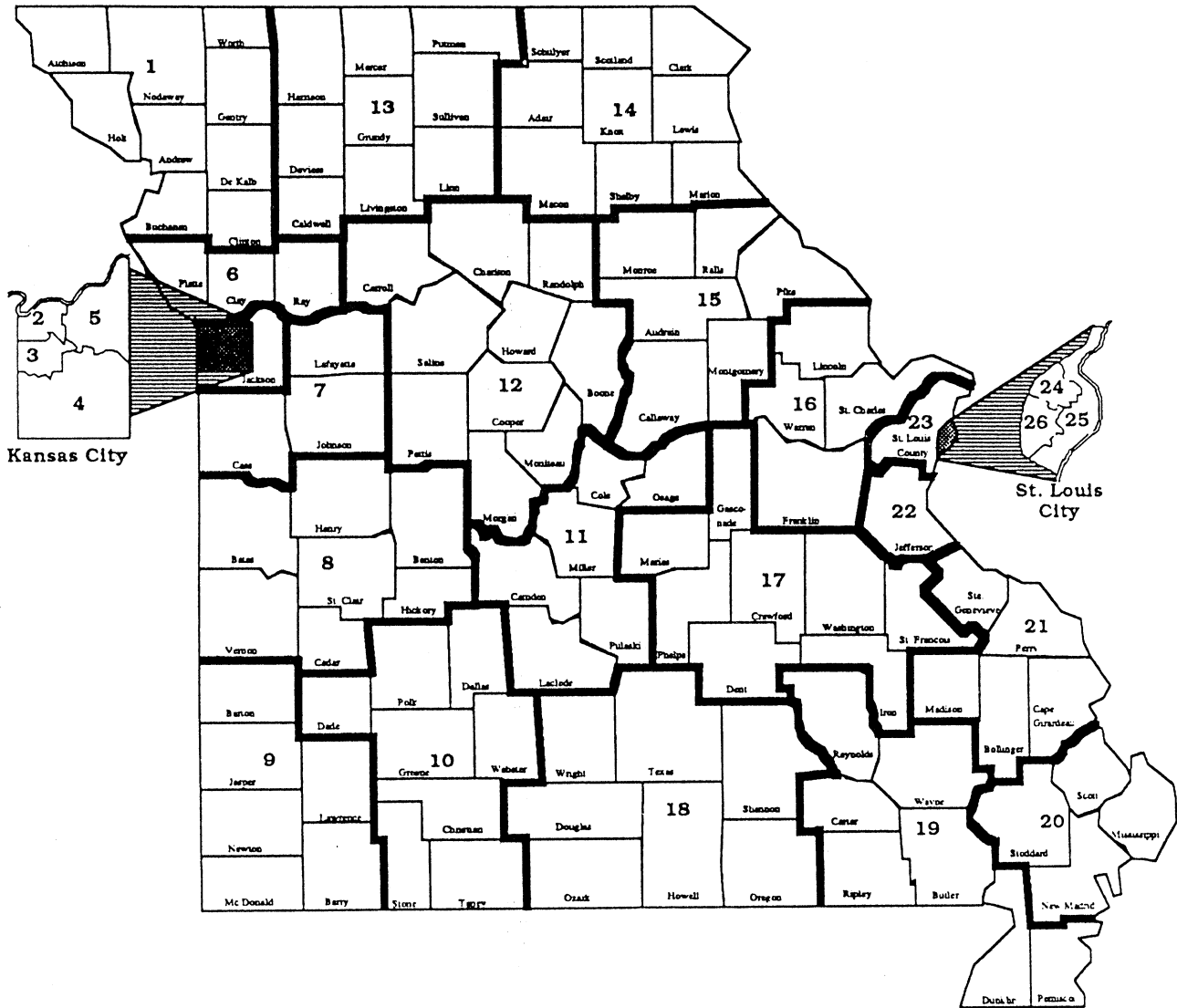
LICENSING, ACCREDITING OR CERTIFYING BODY	FACILITY TYPE	LICENSE NUMBER	ISSUANCE DATE	EXPIRATION DATE

IF ANY SERVICE COMPONENTS ARE OR WILL BE SUBCONTRACTED, LIST BELOW.

SUBCONTRACTOR'S NAME & ADDRESS	SERVICES	CONTACT PERSON & PHONE

ATTACH ADDITIONAL PAGES AS NEEDED

MISSOURI DEPARTMENT OF MENTAL HEALTH
 DIVISION OF COMPREHENSIVE PSYCHIATRIC SERVICES
 SERVICE AREAS



INDICATE BY SHADING THE COUNTIES WHICH YOUR PROGRAM IS APPLYING TO SERVE.

OWNER OF BUSINESS OR GOVERNING BODY PRESIDENT		ADDRESS		
CITY		STATE	ZIP	PHONE NUMBER
ACKNOWLEDGEMENT				
STATE OF MISSOURI		} SS.		
CITY OF				
COUNTY OF				
<p>_____ and <small>GOVERNING BODY PRESIDENT</small></p> <p>_____ being duly sworn to me on _____ <small>CHIEF ADMINISTRATIVE OFFICER</small> <small>HIS/THEIR</small></p> <p>oath, deposes and says that _____ <small>SHE/HE</small> have read the foregoing application and that the statements contained therein are true and correct to the best of _____ <small>HIS/HER</small> knowledge; and further gives assurance of the ability and intention of the _____ <small>EXACT LEGAL NAME OF PROGRAM</small> to comply with the law for the operation of Community Psychiatric Rehabilitation Centers and regulations established thereunder. It is understood that _____ <small>EXACT LEGAL NAME OF PROGRAM</small> will be eligible for certification only after it has complied with the requirements of the law and the regulations and codes, and that such certification is subject to revocation at any time this agency fails to comply with the law, regulations and codes. Furthermore, it is agreed that agents of the Department of Mental Health are authorized by law to make inspections of the premises, talk to employees about the operation of this program, and to audit the financial records of this agency.</p> <p>_____ and _____ further certify that _____ <small>GOVERNING BODY PRESIDENT</small> <small>CHIEF ADMINISTRATIVE OFFICER</small> <small>HE/SHE</small></p> <p>will comply with all requirements for correction and/or improvements in _____ <small>EXACT LEGAL NAME OF PROGRAM</small> contained in the inspection reports completed by authorities of the Missouri Department of Mental Health and submitted to said program.</p>				
SIGNATURE (PRESIDENT)		SIGNATURE (CHIEF ADMINISTRATIVE OFFICER)		
NOTARY PUBLIC EMBOSSEY SEAL	STATE OF		COUNTY (OR CITY OF ST. LOUIS)	
	SUBSCRIBED AND SWORN BEFORE ME, THIS			
	DAY OF _____ 19			
	NOTARY PUBLIC SIGNATURE		MY COMMISSION EXPIRES	
USE RUBBER STAMP IN CLEAR AREA BELOW.				
NOTARY PUBLIC NAME (TYPED OR PRINTED)				