GREG GIANFORTE
GOVERNOR

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

CHARLIE BRERETON
DIRECTOR

Dear Prospective Substance Use Disorder Facility Service Provider:

Thank you for your interest in becoming a licensed Substance Use Disorder Facility in Montana. This letter is intended to guide you through the licensing process. Substance Use Disorder Facilities are not required to be reviewed by the Health Planning Program and therefore do not need a Certificate of Need.

Montana currently licenses four types of substance use disorder facilities. They are:

1. Outpatient substance use disorder facilities;
2. Inpatient substance use disorder facilities
3. Residential substance use disorder facilities
4. Partial-hospitalization substance use disorder facilities

The following items must be submitted to the Licensure Bureau to license your facility:

- ☐ A completed License Application and fee. The License Application may be found at https://dphhs.mt.gov/oig/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/lbchemicaldependencytreatmentcenter
- ☐ A completed BFS Plan Submittal Form submitted to the Licensure Bureau's Construction Consultant (please reach out to Brian Nelson for the document: Brian.Nelson@mt.gov)
- ☐ A floor plan of the facility documenting the size of all rooms and spaces utilized by the residents (inpatient and residential). This may be hand-drawn if dimensions are included. If the bedroom has any built-in obstructions, such as a closet or bookcase, measurements are made from the front surface, not from the back. Door-swing areas are not included in the available square footage of the room. Additional requirements relating to the physical property are found at ARM 37.106.302 of the Minimum Standards for All Healthcare Facilities. Please review the rules carefully and determine whether your facility meets requirements.

- ☐ Local Building Code approval (inpatient and residential). If your facility is new construction, please submit the Certificate of Occupancy, issued by the local or State building code authority.

- ☐ State Fire Marshal or designee certification (inpatient and residential). Please refer to the State Fire Marshal's website at https://dojmt.gov/enforcement/investigations-bureau/fire-prevention and contact the Fire Marshal for your area to determine who will conduct your fire inspection.

- ☐ If the facility uses well water, please submit a copy of a Certified Laboratory Report of the well water for potability dated within the past year (inpatient and residential). Please contact your local County Health Department for assistance.

- ☐ If the facility is not on a city sewer system, please submit a copy of the local County Health Department septic system inspection (inpatient and residential). As a septic system is approved based on the number of bedrooms in a facility, the septic system inspection report must reflect the number of bedrooms (please note – number of bedrooms, not number of residents) in the facility applied for.

- ☐ Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date. The rules describing the regulatory requirements for substance use disorder facilities be found at the web address above.

- ☐ Attestation statement from the prospective administrator stating that he/she has reviewed the rules pertaining to substance use disorder facilities.

Do not submit an application earlier than 6-months prior to the desired licensure date. Applications that are initiated and have no provider movement in the completion and uploading required documentation will be withdrawn within the timeframe designated in bureau policy.

Upon submission and approval of all the aforementioned information and documentation, the Licensure Bureau will issue a six (6) month provisional license. A health care facility surveyor from the Licensure Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with substance use disorder facility regulations. This visit is also an opportunity for the facility to obtain any clarification of those regulations.

If you have further questions or have questions during the licensure process, you may contact the Licensure Bureau at 406-444-2676.

Sincerely,

Tara Wooten

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