



**North Carolina Department of Health and Human Services
Division of Facility Services -Mental Health Licensure and Certification Section**

Tel 919-855-3795 • Fax 919-715-8078

2718 Mail Service Center n Raleigh, North Carolina 27699-2718

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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

Stephanie M. Alexander, Section Chief

NOTICE

To: Licensure Applicant

From: Stephanie Alexander, Section Chief
Mental Health Licensure and Certification Section

Date: February 4, 2005

Re: Suspension of new licenses for .1300 and .1500 residential treatment facilities

We have received your application for licensure of a residential treatment facility in accordance with either 10 NCAC 27G .1300 or 10 NCAC 27G .1500, and have some important information to share with you.

The following notice went into effect January 24, 2005. It is posted on the Division of Facility Services website: <http://facility-services.state.nc.us/>, and on the Division of MH/DD/SAS website: <http://www.dhhs.state.nc.us/mhddsas/>

NOTICE:

Suspension of Licensing Activity for Children's Residential Treatment Homes

Effective immediately and until further notice, Secretary Carmen Hooker Odom has suspended licensing activities for all proposed new residential treatment homes for children with emotional disturbance or mental illness. Facilities covered by this suspension are Level II and Level III Residential Treatment facilities licensed by the Department of Health and Human Services under G. S. 122C -23 in accordance with rules at 10 NCAC 27G.1300, and Level IV Intensive Residential Treatment facilities licensed in accordance with rules at 10 NCAC 27G.1500. This does not include Psychiatric Residential Treatment Facilities (PRTF), which are also licensed under 10 NCAC 27G .1500.

During the period of this suspension of activity, the Division of Facility Services will suspend all new provider orientation sessions for children's residential treatment homes and will not process any applications for a new license.

The MH Licensure & Certification Section currently has many licensure applications in various stages of the licensing process. Following you will find an outline regarding how we will be processing applications received for .1300 and .1500 facilities.



Processing New Applications

New Applications Not Yet Sent to Construction:

We will return these applications to you. You will need to re-apply once the suspension is lifted.

New Applications Not Approved by Construction Section:

Your application will be returned to you if it has not been approved by the construction section, and your fee will be refunded.

New Applications Approved by Construction:

If your application has already completed the construction review process, and your physical plant has been approved by the construction section, we will hold your application in a pending file to process when the suspension is lifted. Please notify us *in writing* if you do not want us to hold your application, and we will return it to you.

- **Change in Licensure Category:** If your application has been approved by the Construction Section for a .1300 or .1500 program and you wish to change the licensure category, please contact the Construction Section as they will need to verify your request, determine if additional information is required and will process the change to be forwarded to the Mental Health Licensure Section. You may contact the DFS - Construction Section and request to speak to the person who did your construction approval by calling (919) 855-3893.

Refund

In order to issue a refund, the audit office requires a Federal business Tax ID number or a Social Security number. This information is requested on the application and if you furnished it this will facilitate in the refund. If we do not have this information, we will be calling the contact person designated on the application to obtain this for the refund process.

If you have any questions concerning this notice, please call Laurel Callis at #919-855-3797.