



KATHY HOCHUL

Governor

**To:** OMH-Licensed MHL Article 31 Mental Health Clinics and OASAS-Certified MHL Article 32 Substance Use Disorder Outpatient Programs

**Date:** November 1, 2021

**Re:** Streamline the Integrated Outpatient Services application process

The New York State Office of Mental Health (OMH) and the Office of Addiction Services and Supports (OASAS) are invested in supporting the provision of integrated mental health and addiction services to improve the quality of care and address the full range of needs of the recipients we serve. To support programs in simplifying implementation of the Integrated Outpatient Services (IOS) licensure, we have developed this guidance.

The intent of this guidance is to streamline the process for providers who do not have both an MHL Article 31 clinic and MHL Article 32 outpatient license/certification. Previously, providers possessing only one of either license/certification must open a new MHL Article 31 Clinic Treatment or MHL Article 32 Outpatient program to qualify for an IOS license, and would need to operate the new program for at least 6 months before applying to be an IOS provider. This guidance will eliminate the one-year or greater operating certificate requirements and allow providers to simultaneously apply to provide the new service and integrated care.

Where a provider seeks to open a new MHL Article 31 clinic treatment program or an MHL Article 32 outpatient treatment program, with the intention of providing integrated care immediately upon receipt of licensure, they should proceed as follows:

1. **Prior Consult** – Providers should discuss their intent to integrate immediately during their prior consultation meeting. This meeting should include representatives from the Local Governmental Unit (LGU), OMH Field Office, and OASAS Regional Office.
2. **Licensing or Certification Application** – a licensing/certification application should be submitted to the agency for which a new operating certificate is being requested. This application should justify the need for integrated services and policies and procedures should specifically address not only how they will provide the necessary services for the OMH and/or OASAS license/certification for which they are applying, but also how they will provide integrated care.
3. **Integrated Outpatient Services (IOS) Application** – a complete IOS application, including staffing plan, budget, and floor plan should be attached to the licensing application and submitted to the host agency. The agencies will coordinate review, follow-up, and approval.
4. **One-Year Operating Certificate “Good Standing” Waiver Request** –
  - a. 14 NYCRR §598.14(c)(3)(i)/14 NYCRR §825.14(c)(3)(ii) states: “A provider is in good standing if each clinic site for which the provider is licensed or certified to offer services: is licensed by the Office of Mental Health and has a one year or greater time frame on operating certificate (Tier 3 providers are not eligible to participate); and/or is certified by the Office of Alcoholism and Substance Abuse Services and all of its programs have an operating certificate with partial or substantial compliance (two or three years)”.

- b. Providers must submit a request **to the non-host agency** to waive the good standing requirement. For providers requesting a waiver of 14 NYCRR §598.14(c)(3)(i) the 501 waiver request should be submitted to the LGU as outlined at the following link: [New York State Office of Mental Health Waiver Request Pursuant to Part 501 of Title 14 New York Codes, Rules and Regulations \(ny.gov\)](#). For providers requesting a waiver of 14 NYCRR §825.14(c)(3)(i) a [PAS-10](#) should be submitted to the waiver review committee with a copy to your regional office coordinator.
- c. A copy of the waiver request should be attached to the licensing application.

If there are any questions about this guidance, please address them to [OMH](#) and [OASAS](#).

Sincerely,



Robert W. Myers PhD  
Senior Deputy Commissioner  
Community Program Management  
and Managed Care  
Office of Mental Health



Patricia Lincourt  
Associate Commissioner  
Addiction Treatment and Recovery  
Office of Addiction Services and Supports