



To: Personalized Recovery Oriented Services (PROS) Programs, Directors of Community Services

From: OMH Bureau of Rehabilitation, Treatment & Care Coordination and Bureau of Inspection and Certification

Date: 9/25/2026

Re: PROS Satellite Guidance

Background

PROS satellites are intended to improve access to services and should be designed to meet the needs of program participants and their local community. Approved satellites must maintain fidelity to the PROS model, operating on the same key values and principles as all PROS programs.

This guidance is intended to provide clarification on the requirements and application process for PROS satellites. Part 512 regulations define a *site* as “a location where PROS services are provided on a regular and routine basis, and which is authorized by a PROS operating certificate.” PROS programs are required to have a main or primary site and may establish additional sites, referred to in this guidance as “satellites,” with approval by OMH.

Guidance for Satellite Sites in PROS

Required Services at the Main Site and Satellite Sites

PROS Programs with Clinical Treatment must have the ability to provide Community Rehabilitation & Support (CRS), Intensive Rehabilitation (IR), Ongoing Rehabilitation & Support (ORS)², and Clinical Treatment (CT) at the main site. *PROS without Clinical Treatment* must have the ability to provide CRS, IR, and ORS² services at the main site. CRS Peer Support Services and IR Cognitive Remediation are both optional services.

All PROS sites (main and satellites) must engage in the Individual Placement & Support (IPS) Initiative, ensuring that participants have access to IPS regardless of where they engage in services.

Participants who engage in services at satellite site(s) must have access to the full menu of PROS Services at the main program site.

Satellites must have an on-site and in-person presence during the hours of operation indicated on the site's Operating Certificate (OC). Providers should ensure there are appropriate coverage plans to include times when staff are out.

Satellite sites must have the ability to provide the following services in-person:

- Pre-Admission Screening
- Alcohol, Tobacco, and Other Drug Assessment



- Psychiatric Rehabilitation Assessment
- Individualized Recovery Planning
- Psychosocial Rehabilitation¹
- Crisis Intervention
- Ongoing Rehabilitation & Support²
- Any other services identified through the application and approval process

For the purposes of this guidance, “ability to provide,” means that the site has qualified staff and supervision to provide the services indicated on each participant’s Individualized Recovery Plan (IRP) and as needed to meet new and emergent needs.

If a provider anticipates a change in the availability of specific services or components at the satellite site, this must be communicated to the local Field Office. Prior approval from the Office may be required.

Availability of Group-Based Services

At this time, PROS satellites are not required to offer group-based services. If group- or class-based services are provided from the satellite, the curricula, program schedule, and group size ratios must meet all requirements and standards established in regulations and guidance.

Site Requirements

Satellite sites are intended to increase or improve access to PROS services for participants. Whenever possible, the site should be located with proximity to public transportation. Satellite sites must meet all requirements for the premises as indicated in Part 512. This includes the following:

- Use of the licensed space must be exclusive to PROS during the hours of operation indicated on the OC.
- The physical plant, or space, must be adequate for the anticipated capacity and caseload of the satellite site.
- If the satellite site will offer group- or class-based services, the space must include a separate space for participants who are not attending the group or class.

Location and Rates of Payment

PROS satellites may not be located within operating space a residential program.

¹ Prior to the implementation of PROS Redesign, this is intended to refer to CRS Basic Living Skills Training, Benefits & Financial Management, Engagement, Community Living Exploration, Information and Education Regarding Self-Help, Structured Skill Development & Support, and Wellness Self-Management.

² Note: ORS may only be provided off-site or through telehealth. The satellite site must serve as a base for staff delivering ORS to eligible participants, ensuring that all PROS participants have access to ORS when appropriate.



Services provided at a satellite site are considered onsite under Part 512 regulations.

As a reminder, PROS rate codes are paid at different reimbursement rates based on location. Sites located in Bronx, Kings, New York, Queens, Richmond, Nassau, Putnam, Rockland, Suffolk and Westchester counties are paid at the downstate rate. Sites located in any other county of paid at the upstate rate. Each approved PROS satellite will have its own locator established in eMedNY and rates for services provided at that site will be paid at the appropriate reimbursement level.

Application and Approval Process

Satellites are optional and subject to approval by OMH. Satellite sites are issued a discrete Operating Certificate. A Prior Consultation with the Local Government Unit (LGU) is required.

Providers may apply for a satellite site through the Prior Approval Review (PAR) process. A “PROS Satellite Addendum” must be included with the PAR submission. Providers must also include a letter of support from the LGU where the satellite will be located.

As part of the PAR submission, providers must submit an updated PROS Fiscal Tool, which includes projected revenue and expenses associated with the main site and satellite(s). The PROS Fiscal Tool will be provided by the Field Office.

As part of the application process, the provider must describe:

- A justification for the satellite site, including how the satellite(s) will meet the needs of PROS participants and the local community
- The relationship between the main site and proposed satellite(s)
- The location and hours of operation (days and times) for each satellite site
- The anticipated caseload and capacity for the proposed satellite(s)
- The specific components and services that will be available to participants at this site
- The supervision structure and staffing pattern for the site, including identification of any shared staff between the main site and satellite
- How the IPS Initiative will be operationalized at satellite sites (e.g., job development activities in the local community, job placement, job coaching, ongoing support)
- A plan for appropriately responding to individuals enrolled in the program who need assistance when the program is not in operation

Questions and Technical Assistance

If you have questions related to the operation of a PROS satellite site, please contact your local field office or PROS@omh.ny.gov. If you have questions related to the application and approval process, please contact your local field office representative.