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DCTS Action Memo 2020-14  
DQA Memo 20-010

To: Providers of Mental Health Day Treatment for Youth

From: Rose Kleman, DCTS Administrator  
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## Mental Health Day Treatment for Youth Certification

### Document summary

The revisions to [Wis. Admin. Code ch. DHS 40, Mental Health Day Treatment for Youth](#), were published June 30, 2020, with an effective date of July 1, 2020. This memo provides information about the action required by existing programs regarding conversion of their certification to a community-based program or an intensive hospital-based program, the process for new programs to become certified, and a new online reporting system for certified programs to report incidents of seclusion and restraint.

### Background

Approaches to the care and treatment of children with mental health needs has changed significantly since the initial drafting of Wis. Admin. Code ch. DHS 40 more than 20 years ago. Work to revise the rule began in 2015. The intent of the rewrite process was to require evidence-based practices, positive behavioral supports, and trauma-informed services that increase the likelihood of positive outcomes for consumers, increase the use of community-based resources, and decrease incidents of seclusion and restraint. Stakeholders were consulted and offered an opportunity to provide input on the revisions to this rule. Under the revised rule, the Department of Health Services may grant certification to establish either a community-based program or an intensive hospital-based program.

### Action required for existing programs

Existing programs are asked to declare by January 1, 2021, if they request certification as a **community-based treatment program** or an **intensive hospital-based treatment program**. Providers should submit their declaration to the [DQA Behavioral Health Certification Section](#). If the provider's recertification date is between July 1, 2020, and January 1, 2021, the provider's intent can be submitted during the re-certification process.

Current providers will be issued a non-expiring certificate with the new certification type selected. The expiration date of the current certificate will be the renewal date to submit the biennial report and renewal fees for certification.

At the time of renewal, providers will transition to a biennial renewal for all services on the certificate. This change means fees will be twice the amount, as they will now be paid every two years instead of annually.

### **Certification process for new programs**

The [DHS website](#) has information on the certification process for new programs offering mental health day treatment services for youth. Completed application materials may be submitted by mail to:

DHS Division of Quality of Assurance  
Behavioral Health Certification Section  
PO Box 2969  
Madison, WI 53701-2969

Upon receipt of all required application materials, DHS will conduct an on-site survey to inspect the program's physical setting and to review documentation necessary to determine compliance with administrative code. A certification determination will be made within 60 days of receiving all completed application materials.

Certification is valid until suspended or terminated by DHS. A biennial report and fees will be submitted every 24 months by the date of renewal. This replaces the current process of submitting recertification applications and fees annually.

### **Training and support**

The DHS Division of Care and Treatment Services is providing training and support regarding implementation of the revised rule through a learning collaborative, which held its first meeting in July. Learning collaborative meetings are scheduled for the first Tuesday of each month through the end of 2020. Information on each learning collaborative will be shared by email. To receive these email messages, [sign up for the DHS mental health day treatment for youth provider email list](#). Certified mental health day treatment for youth providers are encouraged to contact DCTS for training and support at any time.

### **New online seclusion and restraint reporting tool**

Programs should report all incidents of seclusion, physical restraint, injury, and involvement of law enforcement to DHS within 24 hours of the incident occurring. [Use this new online form to meet this reporting requirement.](#)

## **CENTRAL OFFICE CONTACTS**

### **Questions regarding the rule**

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**Questions regarding provider conversion under the revised rule and new certification applications**

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