



Substance Use Disorder Treatment Facility Vetting Procedures

These guidelines are meant to be *minimum* requirements for a rehabilitation center. This checklist has been created by the NABTU Opioid Task Force for use by health fund administrators, member assistance professionals, or clinicians and is not meant for consumer use.

If you require assistance as a consumer in need as a rehabilitation center, please contact your Member Assistance Program/Employee Assistance Program for guidance and assistance in this process. If you need further assistance as a consumer, you can call SAMHSA's National Helpline at 1-800-662-HELP(4357), for 24-hour free and confidential treatment referral and information about mental and/or substance use disorders, prevention, and recovery, available in both English and Spanish.

REQUIRED DOCUMENTS FOR NEW PROVIDERS

1. Certificate of state licensure
2. If applicable, results of most recent licensure survey (new operations are exempt if they have yet to have a survey).
3. NPI and Taxonomy Code.
4. IRS Treasury letter (Proof of Tax I.D. number)
5. Copy of W-9
6. Program Description-which includes, intake, evaluation, clinical programming, after care support and follow up
7. Commitment to working with providers who meet the Center of Excellence Standards or who intend to comply
8. Proof of JCAHO/CARF Accreditation if applicable. New Programs will need to state what accreditation they intend to apply for and outline the process of accreditation by accreditation body. For example, most agencies must 'live by' the CARF standards for a minimum of 6 months and entire accreditation process could take up to 1 year.
9. Copy of organizational chart
10. Identified liaison to the EAP, Union Representative etc.
11. Clinical staff and leadership list and credentials
12. Commitment to track and distribute program outcomes data