

Certified Community Behavioral Health Clinic (CCBHC) Certification Timeline

Steps	Notes	DHS Response Time	Organization Next Steps
Before Applying for certification			
Review certification standards			
Attend CCBHC Certification Orientation	CCBHC Orientation Link	Monthly, 1 st Tuesday of the Month	Submit pre-application
Applying for Certification (3 weeks)			
Submit Pre-Application	Located on CCBHC website>Certification Tab>Resources	Within 1 week, DHS confirms prerequisites of pre-application	After pre-application approval, submit application narrative
Submit Application Narrative	Located on CCBHC website>Certification Tab>Resources	Within 3 weeks, DHS reviews application for compliance with CCBHC service requirements. DHS will request follow up documentation if necessary.	Schedule site visit
Schedule Site visit	Coordinate schedule with your team for a possible site visit time.	Within 3 days of submitting narrative, a site visit will be scheduled. Usually three weeks out.	Prepare for site visit
Site Visit (3 weeks)			
Conduct Site Visit	Utilize the site visit checklist to prepare for your site visit. The site visit checklist is included in the certification narrative application. Located on CCBHC website>Certification Tab>Resources	3 weeks from submitting application, the prospective CCBHC will meet with Certification Specialist to review the site visit checklist.	Provide necessary follow-up from site visit within 10 days
Site-Visit Follow up			
Cost Report (3-4 months)			
Cost Report Orientation		Scheduled at one time (TBD)	Submit 1 st draft of cost report

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Steps	Notes	DHS Response Time	Organization Next Steps
Submission of Cost Report		Within 2 months	
Review of Cost Report		Within 1 month	Await cost report approval
Receive Cost Report Approval		Within 1 month	
Fully Certified			

* All timelines are pending State Plan Amendment approval and the successful implementation of Minnesota IT Services project for CCBHC.