

CERTIFIED OUTPATIENT CLINIC – REQUEST FOR A BRANCH OFFICE

- See Division of Quality Assurance (DQA) Branch Office Policy on page 2 of this form.
- If you have questions regarding this form, contact Behavioral Health Certification staff at **608-261-0656**.
- Return completed form and fee to: DHS DQA - Behavioral Health Certification Section / PO Box 2969 / Madison, WI 53701-2969

Name – Main Clinic			Certification No.	
Street Address		City	State	Zip Code
Telephone No.	Fax No.	Email Address – Contact Person		

Branch Office Description

Name – Service Location			Certification No.	
Street Address		City	State	Zip Code
Telephone No.	Fax No.	Email Address – Contact Person		
Type of Clinic <input type="checkbox"/> Mental Health <input type="checkbox"/> AODA <input type="checkbox"/> Both		Intensity <input type="checkbox"/> TIER 1 (\$200) <input type="checkbox"/> TIER 2 (\$500)		Distance from Main Office miles

1. Indicate the days and hours when this branch office is open for psychotherapy or substance abuse counseling.

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
HOURS						

2. List all staff who will provide mental health or substance abuse services at this branch office. *(Attach additional pages, if needed.)*

Name	Degree(s)	License No.	Weekly Hours of Availability

3. Are consumer records kept in the branch office?

- Yes No If “yes,” describe how records are stored. *(Attach additional pages, if needed.)*

4. Briefly describe the policies of oversight for the clinic administrator and the policies for collaboration and/or supervision in the branch office. *(Attach additional pages, if needed.)*

**I attest that all statements made on this request form are true and correct to the best of my knowledge.
I understand that all fees are non-refundable**

SIGNATURE (Full) – Clinic Administrator	Name – Clinic Administrator <i>(Print or type.)</i>	Date Signed
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DQA Outpatient Mental Health and Substance Abuse Program Branch Office Policy

Background

The Department of Health Services (DHS) provides the opportunity for certified outpatient clinics to provide services at one or more offices. Wis. Admin. Code Chapter DHS 35, for mental health outpatient clinics, requires the designation of one office as the main office. The rule also requires the clinic administrator to provide oversight to all offices.

“Branch offices” have been recognized for a number of years under §§ DHS 75.13 and DHS 61.91. These offices are only associated with outpatient clinics and they are not individually certified. Branch offices are used for the convenience of the consumer and are not intended to enhance convenience for staff members. Certification is subsumed under the main clinic/service site certificate.

In an effort to standardize the approach to branch offices, DHS 35-certified programs and DHS 75.13 services will be required to adhere to guidelines identified in this memo.

Wisconsin Administrative Code Chapter DHS 35

DHS 35.07 Location of service delivery. (1) A clinic may provide outpatient mental health services at one or more offices. If a clinic provides outpatient mental health services at more than one office, all of the following apply:

- (a) The clinic shall designate one office as its main office.
 - (b) All notices under this chapter will be sent to the main office.
 - (c) The clinic administrator shall be primarily located at the main office.
 - (d) Both the clinic as a whole and the main office shall comply with the staff requirements of § DHS 35.123(2).
 - (e) The clinic shall adopt policies and procedures that are adequate to ensure that the clinic administrator is able to carry out the oversight and other responsibilities specified under §§. DHS 35.123(1), DHS 35.14(1), and DHS 35.15(1) and (2), with respect to all other offices, given the location of the clinic’s offices and their distance from the main office.
- (2) A clinic may provide outpatient mental health services only at its offices, except in instances where therapeutic reasons are documented in the consumer file to show that it is appropriate to use an alternative location such as a nursing home, school, medical clinic, the consumer’s home, or other location appropriate to support the consumer’s recovery.

Branch Office Definition

A branch office is defined as the following:

1. A branch office is a location regularly used for the convenience of the consumer. A branch office is established at a location away from the main office and is used for more than one consumer for more than four consecutive weeks.
2. Under DHS 35 clinics there will be two-tiers of branch office based upon the number of consumer treatment hours provided per week. Any branch providing fewer than 20 consumer treatment hours will be known as a Tier 1 Branch. Branches providing 20 or more hours per week will be a Tier 2 Branch. “Consumer treatment hours” are calculated by multiplying the number of consumers who receive services times the number of hours of services provided. Note: The calculation of the number of consumer treatment hours per week is to be based on scheduled visits during the eight week period preceding submission of the application for renewal certification or a notification of clinic changes to the Division of Quality Assurance, as required by § DHS 35.09.
3. The fee established for branch offices meeting the above conditions above will be **\$200 per year for Tier 1** and **\$500 per year for Tier 2**. Branch offices will be identified on the main office (clinic) certificate.
4. Billing activities shall not be conducted at the branch office.
5. Client rights information shall be prominently posted at each branch office.

DHS Guidance on Use of Branch Offices

1. Consumer files may be kept in the branch office. Consumer files must be kept safe and confidential, irrespective of where the records are maintained. And, the consumer files must be accessible to all staff of the clinic who provide direct or indirect services to the consumer (e.g., staff persons who may provide psychotherapy services to the consumer when the consumer’s assigned therapist is on vacation, staff persons involved in clinical supervision or clinical collaboration processes, staff persons who provide billing services, etc.).
2. As stated in § DHS 35.07(1)(e), the clinic must adopt policies and procedures that are adequate to ensure that the clinic administrator is able to carry out the oversight and other responsibilities specified under §§ DHS 35.123(1), DHS 35.14(1), and DHS 35.15(1) and (2) with respect to all other offices, given the location of the clinic’s offices and their distance from the main office.
3. Staff in branch offices must participate in clinical supervision or clinical collaboration either as a team of professionals within the branch office or as part of the team with staff in the main office. Irrespective of the composition of the team for clinical supervision or clinical collaboration, the clinic and the clinic administrator are responsible for the quality of services rendered within all of the clinic’s locations and for compliance with all the requirements in DHS 35 and other applicable statutes and regulations (e.g., documentation requirements, consumer rights, etc.). The amount of time the clinic administrator needs to spend in providing oversight as required by § DHS 35.07(1)(e) to staff in the branch office likely will be related to the amount of time that staff in the branch office spend in the main office in providing services or in clinical supervision/collaboration.
4. Department staff may conduct reviews of staffing records, policies and procedures, and clinical records at branch offices or they may request a branch office sample for review at main clinic reviews or investigations.
5. Department staff may conduct unannounced site visits at branch offices for purposes of evaluating compliance or investigating complaints.