



Dear Prospective Mental Health Center Provider:

Thank you for your interest in a Mental Health Center in Montana. This letter is intended to guide you through the licensing process.

The following items must be submitted to the Licensure Bureau to license your facility:

- ❑ A completed License Application and fee. The License Application may be found at <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/lbmentalhealthcenter>
- ❑ A floor plan of the facility documenting the size of all rooms and spaces utilized by the residents. This may be hand-drawn as long as dimensions are included. If the bedroom has any built-in obstructions, such as a closet or bookcase, measurements are made from the front surface, not from the back. Door-swing areas are not included in the available square footage of the room. Additional requirements relating to the physical property are found at ARM 37.106.302 of the Minimum Standards for All Healthcare Facilities. Please review the rules carefully and determine whether your facility meets requirements.
- ❑ Documentation that the mental health center's facilities, buildings, and homes meet all applicable state and local building and fire codes as required in ARM 37.106.1925 (1) (a) and ARM 37.106.302.
- ❑ State Fire Marshal or designee inspection/approvals are required for license endorsement of Mental Health Group Homes, Inpatient Crisis Stabilization Programs, Inpatient Secured Crisis Stabilization Facilities Forensic Mental Health Facility as defined in ARM 37.106.1938, ARM 37.106.1946 and ARM 37.106.2025. Please refer to the State Fire Marshal's website at <https://dojmt.gov/enforcement/investigations-bureau/fire-prevention/>, and contact the Fire Marshal for your area to determine who will conduct your fire inspection.
- ❑ If the facility uses well water, please submit a copy of a Certified Laboratory Report of the well water for potability dated within the past year. Please contact your local County Health Department for assistance.
- ❑ If the facility is not on a city sewer system, please submit a copy of the local County Health Department septic system inspection. As a septic system is approved based on the number of bedrooms in a facility, the septic system inspection report must reflect the number of bedrooms (please note – number of bedrooms, not number of residents) in the facility applied for.

- Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date. The rules describing the regulatory requirements for mental health facilities can be found at the web address above.
- Attestation statement from the prospective administrator stating that he/she has reviewed the rules pertaining to Assisted Living Facilities.

**Do not submit an application earlier than 6-months prior to the desired licensure date.** Applications that are initiated and have no provider movement in the completion and uploading required documentation will be withdrawn within the timeframe designated in bureau policy.

In addition to the submission of all the aforementioned information and documentation, you will need to schedule an on-site Physical Compliance inspection with the Bureau Construction Consultant. Review and approval of all required documentation, and approval by the Construction Consultant are required prior to the issuance of a license. You may not admit patients/residents to your facility until you are licensed.

Upon submission and approval of all the aforementioned information and documentation, and the final approval from the Bureau construction consultant, the Licensure Bureau will issue a six (6) month provisional license. A facility surveyor from the Licensure Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with mental health facility regulations. This visit is also an opportunity for the facility to obtain any clarification of those regulations.

If you have further questions or have questions during the licensure process, you may contact the Licensure Bureau at 406-444-2676.

Sincerely,

*Tara Wooten*

Tara Wooten  
Licensure Bureau Chief  
Licensure Bureau / Office of Inspector General  
PO Box 202953 | Helena, MT 59620-2953  
Phone: 406.439.2504 | Fax: 406.444.1742  
[Tara.Wooten@mt.gov](mailto:Tara.Wooten@mt.gov)