



Dear Prospective Residential Treatment Facility Provider:

This letter is in response to a request for information regarding the procedure to license a Residential Treatment Facility. Residential Treatment Facilities are not required to be reviewed by the Health Planning Program and therefore do not need a Certificate of Need. This letter is intended to guide you through the licensing process.

The following items must be completed and submitted to initiate the licensing process:

- ☐ A completed license application with the appropriate fee. The online licensure application portal can be located at:
<https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/ResidentialTreatmentFacilities>
- ☐ A floor plan of the facility documenting the size of all rooms and spaces utilized by the residents. This may be hand-drawn if 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.
- ☐ Local Building Code approval. If your facility is new construction, please submit the Certificate of Occupancy, issued by the local or State building code authority.
- ☐ State Fire Marshal or designee certification. 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.

- Indicate the type of security system/locks used to secure the facility and submit approval of this system by the local fire authorities.
- Attestation statement from the prospective administrator stating that he/she has reviewed the rules pertaining to Psychiatric Residential Treatment 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 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 psychiatric residential treatment 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

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