

## Endorsement Application Process

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### Applying for an endorsement

To apply for an endorsement, an eligible organization must submit an application form and all required documentation to the authority as required in [WAC 182-140-0030](#) and outlined below.

### Application due dates

- a. **January 1 submission:** For contracts effective July 1 of the same year, the application must be submitted by January 1.
- b. **July 1 submission:** For contracts effective January 1 of the following year, submit the application by July 1.
- c. **Late submissions:** If you miss these deadlines, your application will be deferred to the next contract cycle.

### Application process

- (1) **Complete the Application Form.** To apply for an endorsement, an eligible organization must submit the application for endorsement form (HCA 82-0588) to the Health Care Authority and all required documentation. You can either:
  - a. Apply online through the authority's website [here](#).
- (2) **Required documentation.** You must submit the following documents with your application form:
  - a. **Current Contract:** A current contract or a letter of intent to contract with the Behavioral Health Administrative Services Organization (BH-ASO) serving your region.
  - b. **Policies and Procedures:** Documentation on how your organization complies with the training requirements (outlined in [WAC 182-140-0090](#)).
  - c. **Transportation Plan:** A plan that complies with the transportation standards (outlined in [WAC 182-140-100](#)).
  - d. **Staffing Plan:** A plan that complies with the staffing standards (outlined in [WAC 182-140-0080](#)).
- (2) **Additional Requirements for Community-Based Crisis Teams.** If your team intends to contract with a Behavioral Health Agency (BHA) for staff, also include:
  - a. A copy of the BHA's active contract with the BH-ASO, or
  - b. A letter of intent to establish a contractual relationship once the team receives endorsement.
- (3) **Additional Requirements for Exempt Community-Based Crisis Teams.** If your team is exempt from the personnel standards, also include:
  - a. Policies and procedures outlining compliance with the training standards.
  - b. A memorandum of understanding (MOU) with a BHA.
  - c. A copy of the BHA's active contract with the BH-ASO.
- (4) **On-site Review.** Following the submission and approval of the application:
  - a. The Health Care Authority schedules an on-site review with the applicant.
  - b. The authority will review the following during the on-site review:

- i. Employee files
  - ii. Training materials and trainer qualifications
  - iii. Any vehicle operated by the applicant; and
  - iv. Records of training certificates, if required, and driver's licenses for all personnel who operate the vehicle.
- (5) **Completion of the on-site review**
- a. The authority will notify the applicant of any items that do not meet the endorsement standards.
  - b. Applicants have 30 days from the date of the notice to resolve the items that do not meet the endorsement standards.
- (6) **Issuance of endorsement**
- a. After successfully completing all the application requirements and passing an on-site review, the authority will issue an endorsement to the applicant.
- (7) **Endorsement Renewal**
- a. Endorsed teams seeking renewal will need to follow the same application process.
  - b. Endorsed teams must complete their renewal every three years.
  - c. Renewals must be completed in the contract cycle prior to the expiration of the endorsement, to remain active.
  - d. Failure to renew an endorsement on time may result in suspension or revocation of endorsement and the denial of any enhanced rates or supplemental payments.

## Application Checklist

- Complete endorsement application form (HCA 82-0588)
- Required documentation:**
  - A current contract with the behavioral health administrative services organization (BH-ASO) **or** a letter of intent to contract.
  - Policies and procedures for training requirements in WAC 182-140-0090.
  - A copy of the transportation plan outlined in WAC 182-140-0100.
  - A copy of the eligible organization's staffing plan described in WAC 182-140-0080.
- Community-based crisis teams (CBCT)** who intends to contract with a licensed and certified behavioral health agency (BHA) to provide staff ***must also submit:***
  - The contracting BHA's active contract with the BH-ASO **or** a letter of intent from the BH-ASO to establish a contractual relationship with the contracting BHA upon the CBCT receiving an endorsement.
- Submit application and all supporting documentation to [HCA MobileCrisisOutreachEndorsement@hca.wa.gov](mailto:HCA MobileCrisisOutreachEndorsement@hca.wa.gov).
- Schedule a date for an on-site review.