

Endorsement Application Process

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. [Download the endorsement application form.](#) For additional forms, [visit the HCA website.](#)
- (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](#)). Please use this [Staffing plan form](#).
- (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.
 - ☐ Additional staffing plan requirements applicable to CBCTs who contract with a BHA for staff, as outlined in [WAC 182-140-0080 \(2\)](#).
- ☐ Submit application and all supporting documentation to HCA MobileCrisisOutreachEndorsement@hca.wa.gov.
- ☐ Schedule a date for an on-site review.