Texas Facility/Ancillary/Long-term Care Credentialing Application Instructions

- Applications should be typed or legibly printed in black or dark blue ink. If more space is needed, attach
 additional sheets and reference the question being answered. ALL fields are required to be completed
 unless otherwise directed.
- Modification to the wording or format of the application will invalidate the application.
- If any of your locations has a unique license, unique NPI and/or a unique Tax ID number, a separate credentialing event and application will be required. If you have multiple locations that bill under the same license/NPI/Tax ID, please complete the Secondary Locations Excel Template.
- A Secondary Locations Addendum is required for EACH practice location and for each provider type.
- Mark questions as N/A if they are not applicable.
- Ensure all enclosures listed on pages 7-8 are attached.
- Ensure the Attestation on page 7 is signed and dated.

Provider Groups: Complete pages 1-7 **Ancillaries/Clinics:** Complete pages 1-7

Hospitals: Complete pages 1-7 and Attachment A

LTSS Providers/Nursing Facilities: Complete pages 1-7 and Attachment B

Behavioral Health Providers: Complete pages 1-7 and Attachment C

(Select your Behavioral Health provider type on pg. 4)

Provider identification								
Legal Business Name:								
Doing Business As (if applicable	e):							
Credentialing Contact:	Credentialing	Credentialing Contact Email:						
Credentialing Contact Phone:		Secure Fax:						
Alternative Contact:	Alternative C	Contact Phone:						
Taxpayer Identification Number		National Pro	vider Identifier (NPI):				
Taxonomy:				or:				
Location/Service Addressive license, unique NPI and/or required. If you have multip Secondary Locations Excelletter you received from Ver Practice location name:	a unique Tax ID numbe le locations that bill und Template. This practice	r, a separate cred der the same licer	entialing event ar ise/NPI/Tax ID, p	nd applic lease co	cation will be mplete the			
Medicaid Number/TPI:		Medicare ID:						
Address line 1:								
Address line 2:								
City:		State:	ZIP+4 (Pr	eferred):	County:			
Phone:		Fax:	Primary c	Primary contact:				
Billing information (if dif	ferent than above)							
Billing name:								
Address line 1:								
Address line 2:								
City:		State:	ZIP+4 (Optiona	al): Co	unty:			
Credentialing Address (Please Note: Verisys wi	ill send credential	ing corresponder	nce to th	is address.)			
Credentialing Contact:								
Address line 1:				1				
Address line 2:								
City:		State:	ZIP+4 (Optional):	Соц	unty:			

Primary Offi	Primary Office Hours								
Mon	Tue	Wed	Thur	Fri	Sat	Sun			
Required After-hours coverage: Answering Service Voicemail with Instructions									
Age of patients served: Newborn Adolescents (13-18 years) Preschool (3 to 5 years) Adults Preschool (3 to 5 years) Geriatrics (65+ years) None									
Please indicate any age limitations: Please indicate any gender limitations: Do you offer the following services: Telemedicine Services Yes No Telehealth Services Yes No Telemonitoring Services No									
ADA Require		No	Appropriate Equ	uipment Available	Yes 1	No			
Languages \$	Spoken								
Languages Spoke	n By Provider Staff	Other Than English	h:						
Languages Spoke	n By Provider Staff	Other Than English	h: Vietnam	ese					
_		Other Than English	☐ Vietnam	ese					
Spanish		Other Than English	☐ Vietnam						
Spanish American Sign			☐ Vietnam			.)			
Spanish American Sign Provider Typ	n Language	rider type should	Vietname Other: be reflected for		oe credentialed				
Spanish American Sign Provider Typ	a Language e (Only one prov	rider type should	Vietname Other: be reflected for	the location to b	pe credentialed				
Spanish American Sign Provider Typ Adaptive Aids/N	e (Only one prov	rider type should	Vietname Other: Deprivation Other: Con Con	the location to b	pe credentialed				
Spanish American Sign Provider Typ Adaptive Aids/N Adult Day Care Adult Foster Ca	e (Only one prov	rider type should (LTSS)	Vietname Other: Description Other: Cor Cor Cor Cor Cor Cor Cor C	the location to be mprehensive Outpa	oe credentialed atient Rehab Faci ility	lity (CORF)			
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Spanish American Sign Provider Typ Adaptive Aids/N Adult Day Care Adult Foster Ca Ambulance Ser Ambulatory Sur Assisted Living Audiology/Hear	e (Only one provided ical Equipment vice/Transportation gical Center	rider type should (LTSS)	Vietname Other: Other: Cor Cor Cor Day Dia Dia	the location to be imprehensive Outpaingregate Care Facility and Indigent Healt Habilitation (LTSS) betes Education C	pe credentialed atient Rehab Facility h Care Program (S) enter nent Center	lity (CORF)			
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Spanish American Sign Provider Typ Adaptive Aids/N Adult Day Care Adult Foster Ca Ambulance Ser Ambulatory Sur Assisted Living Audiology/Hear Biological Produ	e (Only one provided ical Equipment vice/Transportation gical Center ing Center ucts Manufacturer	rider type should (LTSS)	Vietname Other:	the location to be imprehensive Outpain in the property of the property of the location of the	pe credentialed atient Rehab Faci dility h Care Program (6) enter hent Center ompany Stores oment (DME)	lity (CORF)			
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Provider type (continued)	
Endoscopy Facility	Nursing Home
Family Counseling and Training	Nursing/Health Care Staffing Service
Family Planning Clinic	Organ Procurement Organization
Federal Qualified Health Center (FQHC)	Orthotics/Prosthetics
Financial Management Service Agency	Outpatient Rehab Facility (ORF)
Free Standing Emergency Room	Pediatric Day Health Care
Hearing Aid Equipment	Personal Assistance Services Agency
Hemophilia Treatment Center	Personal Care Services (PCS)
Home and Community Support Services	Pest Control
Home Health Agency	Pharmacy
Home Infusion	Pharmacy-Home Health IV LTC
Hospice	Prescribed Pediatric Extended Care Centers (PPECC)
Hospital	Public Health Agency
Independent Lab/Privately Owned Lab	Radiation / Cancer Treatment Centers
Infertility Center	Retail Clinic
Infusion Therapy Clinic	Rural Health Clinic
Laboratory	Skilled Nursing Facility (SNF)
Local Health Department (LHD)	Sleep Medicine Center
Magnetic Resonance Imaging (MRI)	Supported Employment/Employment Assistance
Maternity Service Clinic	Transition Assistance Services (LTSS)
Meals, Home Delivered Meals	Tuberculosis (TB) Clinic-Group
Minor Home Modification	Urgent Care Center
Mobile X-Ray/Mobile Diagnostic Provider	Vehicle Modification (LTSS)
Non-Emergent Transportation Services	
Behavioral Health Provider Types	
Behavioral Health Facility	Physiological-Independent Diagnostic Testing (IDTF)
Behavioral Health Unit	Psychiatric Clinic
Certified Community Behavioral Health Clinics (CCBHCs)	Psychiatric Residential Treatment Facility
Clinic/Group Practice	Rehab Behavioral Health Service Assisted Long-Term Care
Hospital, Behavioral Health	Residential-Based Supported Community Living Service
Intensive Family Intervention Adult Living Facility	Residential Treatment Facility/Program
Local Behavioral Health Authority (LBHA)	Targeted Case Management Provider (LMHA/LBHA)
Local Mental Health Authority (LMHA)	Chemical Dependency Treatment Facility (CDTF)
Mental Retardation Diagnostic Services (MRDA)	Community Mental Health Center (CMHC)
Opioid Treatment Program (OTP)	

STAR Kids Providers	Must Answer the Followi	ing:							
All questions must be answered with a checked "Yes" or "No". Do not mark N/A for any questions.									
Do you participate in the Medically Dependent Children Program (MDCP)?									
Do you participate in the Community First Choice (CFC) Program?									
Are you a Home and Community Support Service Agency (HCSSA) Provider?									
Are you a Community Living Assistance and Support Services (CLASS) Provider? Yes No									
	, Blind, & Multiple Disabilities (DE		No						
	nt Services (YES) Provider?	<u> </u>							
	A Patient-Centered Medical Hom	_ _							
•									
Please give a list of where tel	emedicine services are provided	if in addition to services locat	ions						
Do vou participate in an Electr	ronic Visit Verification (EVV) Progr	ram? No V	'endor:						
Are you a Historically Under-U] No							
The you a mistoriously officer of	Till 200 Business:	140							
Licensure & Cartifica	tes (attach a copy of cur	rent licensure and Clir	nical Laboratory						
	dment [CLIA] certification		ilical Laboratory						
Type of License:	License issuance date:	License number:	Expiration date:						
State:									
Type of License:	License issuance date:	License number:	Expiration date:						
State:									
Type of License:	License issuance date:	License number:	Expiration date:						
State:									
Radiology Certificate #:	•	Radiology Expiration Dat	re:						
CLIA Certificate #:	-	CLIA Expiration Date:							

Accreditation/certification (att	ach a copy of curre	nt accreditatio	on, certificate or survey)		
Α.			_		
Accreditation Association of Ambulatory Health Care (AAAHC)	Note: Continuing Care Ad Commission (CCAC) and	CARF	Intersocietal Accreditation Commission (IAC)		
Accreditation Commission for Health Care (ACHC)	have merged, so CCAC not included separately		Joint Commission for the Accreditation of HealthCare Organization		
Association for Accreditation of Ambulatory Surgery Facilities (AAAASF)	Commission on Office Accreditation (COLA)	·	(TJC or JCAHO) National Association of Boards of Pharmacy (NABP)		
American Board for Certification in Orthotics & Prosthetics	Community Health Action Partnership (CHAP)		National Board of Accreditation for Orthotic Suppliers		
American College of Radiology (ACR)	Council on Accreditat		RadSite		
Board of Certification Center for Improvement in Healthcare Quality Clinical Laboratory Improvement	Det Norske Veritas Healthcare, Inc (DNV) Healthcare Facility Accreditation Program (HFAP)		The Compliance Team		
Amendments (CLIA) Commission on Accreditation of Rehabilitation Facilities (CARF)	Healthcare Quality As Accreditation	sociation on			
Accrediting Body:		Expiration Date (n	nm/dd/yyyy):		
Accrediting Body:		Expiration Date (mm/dd/yyyy):			
Accrediting Body:		Expiration Date (mm/dd/yyyy):			
☐ Not accredited — Expected date of acc	reditation (mm/dd/yyyy):				
B. Site Survey — Visit May Be Requi					
 Nonaccredited providers must provide Most recent government agency s 		or than 36 month	e)		
 Corrective action plan (if deficienc facility is in substantial compliance) 	ies were cited), and att	ach the proof fro			
Facilities that don't meet the requirements documentation or complete the onsite sur	s above require an onsite v	isit before network			
Has the provider had an on-site survey by	CMS or state agency?	Yes No			
(YES) Date of most recent full survey	<i>'</i>				
(NO) Successful completion of a hea	alth plan onsite visit will be	e required to compl	lete credentialing.		

General and professional liability insurance – Pi	lease submit a copy of your certificate of					
General liability coverage						
Current carrier name:						
Policy number:	Coverage type: Occurrence -based Claims-based					
Effective date:	Expiration date:					
Per incident: \$	Aggregate: \$					
Professional/Malpractice liability coverage – Ple insurance.	ease submit a copy of your certificate of					
Current carrier name:						
Policy number:	Coverage type: Occurrence -based Claims-based					
Effective date:	Expiration date:					
Per incident: \$	Aggregate: \$					
	stion(s) answered Yes. tate agency that disciplines allied health professionals or health					
 Has the organization ever been reprimanded, fined by any stronganizations? Yes No Has the organization's license to practice or operate in any justification suspended, sanctioned or subject to probation or any conditions. Have any disciplinary proceedings ever been instituted again 	urisdiction (state or county) ever been denied, revoked, tions or limitations?					
institute? Yes No	ist the organization by any medical organization of medical					
 4. Has the organization ever been convicted of a felony? 5. Have any malpractice suits, arbitration or other proceeding e outcome)?						
7. Has the organization's liability insurance policy ever been canceled? Yes No 8. Has the organization ever been denied renewal of the liability insurance policy or had any limitations placed on the scope of coverage? Yes No Note: This impacts the section called "Enclosures."						
Explanation of "Yes" answers to attestation questions Credentic	aling Questionnaire					

Attestation Consent and Release

Type or Print Name

All information provided in this, or in connection with this application, is complete and accurate to the best of my knowledge, and I shall immediately notify the Plan(s) of any changes thereto. I understand that this application does not entitle me to participation in the Plan(s) network. By applying for appointment as a TAHP participating provider, I authorize the Plan(s) plan, its medical director, and appropriate representatives to consult with administrators and members of other institutions where I have been associated, including past and present malpractice carriers who may have information bearing on my professional competence, character, and ethical qualifications. I hereby further consent to the inspection by the Plan(s), and their representatives, its medical director and appropriate representatives, of all records and documents, excluding medical records of nonmembers of TAHP Participating Plans, that may be material to an evaluation of any professional qualifications and competence to carry out the requested duties, as well as my moral and ethical qualifications for participating provider status with the Plan(s) participating with TAHP. I consent and agree that TAHP Participating Plans will complete a criminal history background check to determine if I, or any subcontracted providers, have any history of felony convictions, including adjudication withheld on a felony, plea or nolo contendere to a felony or entry into a pretrial for a felony. I agree to obtain any consents or approvals required for my subcontracted providers to undergo such background checks. I hereby release the Plan(s) and its representatives, including TAHP and Verisys, from any liability for their acts performed in good faith and without malice in connection with evaluating my application, credentials, and qualifications. I hereby release any individuals and organizations from any liability that provide information to the Plan(s) and its representatives or its staff in good faith and without malice concerning my professional competence, ethics, character, and other qualifications, and I hereby consent to the release of such information. By executing this application, I confirm that I am bound by the terms of the ancillary agreement between me or my group and the Plan(s), as such terms may be applicable to me. I understand that as an applicant for participation in the Plan(s), I have the right to review information obtained from primary verification sources during the credentialing process. I further understand that upon notification from the Plan(s), I have the right to explain any information obtained that may vary substantially from that provided by me and correct any erroneous information submitted by another party. This shall be accomplished by my submission of a written explanation or by appearance before the credentialing committee, if they so request. I further understand that I may appeal the committee's decision either in writing or by appearance before the credentialing committee, if they so request.

By signing below, I attest that I have reviewed and understand all terms and conditions contained in this Attestation/Consent & Release. I agree that my electronic signature is equivalent to my hand-written signature.

I certify that the on-online exclusion lists for the <u>Health and Human Services Office of Inspector General</u> and <u>System for Award Management</u> are checked for all new employees or care providers prior to the first provision of service and for existing employees or contracted service providers on a monthly basis to ensure that no state or federally excluded individuals perform any function related to any state or federal health care program. I certify that I will remove any employee or contracted service provider found on one of the above referenced federal exclusion lists from any functions related to a state or federal health care program.

itle		
signature	Date	
Enclosures		
Please submit all applicable documents from the list below with this information will prohibit completion of your credentialing and location.		
Copy of all federal, state and/or local licenses required to op	perate as a health care facility (by location)	
Copy of accreditation certificate or letter		
Copy of most recent CMS or state survey, including your co from CMS/state agency stating facility is in substantial comp		
Copy of CLIA certificate for each location, as applicable		
Copy of current DEA certificate (if applicable);		
Current TDH Radiology certificate for each location (if applic	able);	
Evidence of Texas Mental Health and Mental Retardation ce	rtification (REQUIRED for community mental health centers)	
Evidence of Medicare certification (REQUIRED for institution	al centers)	
Professional/Malpractice liability of Insurance (AS REQUIRE	D ABOVE);	

Enclosures (continued)	
Copy of TMHP Medicaid Letter (when applicable) Evidence of an Agreement with HHSC [REQUIRED for CORF providers] Medical Staff / Allied Health Professional Roster	Explanation of "Yes" answers to attestation questions Company brochure (if available) Current Signed W-9
Attachment A - Hospital Facilities	
Hospital - part of multi-hospital system? Yes No Are you considered an Essential Community Provider as defin Hospital Services/Treatment Levels:	ned by CMS? Yes No
☐ Adult acute care ☐ Level 4 trauma ☐ Level 1 trauma ☐ Children's Hospital — [CMS Designated Childrens Unit/Wing] ☐ Level 2 trauma ☐ Designated Childrens Unit/Wing ☐ Level 3 trauma ☐ Specializes in Pediatric Services	
Are you a member of the American Hospital Association? Number of Certified Beds NICU Level	Yes No Certification Date
Medicare - Certified Acute Inpatient Facility Informatio Medicare Certified Bed Count: ICU Bed Count (exclusive Skilled Nursing or Swing Bed Count: Inpatient Psych	uding Neonatology):
Acute Inpatient Rehab Services	Skilled Nursing Unit
Cardiac Catheterization Services	Durable Medical Equipment (DME)
Outpatient Occupational Therapy	Surgical Services (Outpatient or ASC)
Cardiac Surgery Program	Inpatient Psychiatric Facility Services
Outpatient Physical Therapy	Mammography
Critical Care Services- Intensive Care Unit (ICU)	Orthotics and Prosthetics
Outpatient Speech Therapy	U Outpatient Dialysis
Diagnostic Radiology	Outpatient Infusion/Chemotherapy
Medicare-Approved Transplant Programs	
Heart/Lung	Liver
Heart	Lung
Intestinal	Pancreas
Kidney	Other

Attachment B - Texas Long-Term Services and Supports Provider type Services Details Day activity/health services: Residential care/assisted Personal assistance Transition/relocation service direct: living facility: services Rate enhancement Consumer-directed Rate enhancement program block grant model program Participant contract number: Participant contract number: Consumer-directed services (CDS) model List level: List level: _____ Consumer-delegated agency model Financial management/ Rate enhancement program Participant contract number: List level: Counties Served: Please select the ones in which services can be provided or check here STATEWIDE [servicing all] Anderson Andrews ☐ Angelina ☐ Aransas Archer Bailey Bandera ☐ Armstrong ☐ Atascosa ☐ Austin Baylor Bastrop Bee Bell □ Bexar Borden Blanco Bosque Bowie Brazoria Brazos ☐ Brewster Briscoe Brooks Brown Burleson ☐ Burnet ☐ Caldewll Calhoun Callahan Cass ☐ Camp Carson ☐ Castro Cameron Childress ☐ Chambers ☐ Cherokee ☐ Clay ☐ Cochran Collin ☐ Coke ☐ Coleman ☐ Collingsworth ☐ Colorado ☐ Comanche ☐ Cooke ☐ Comal Concho ☐ Corvell ☐ Crosby ☐ Cottle Crane ☐ Crockett Culberson ☐ Dallam ☐ Dallas ☐ Dawson ☐ Deaf Smith Delta ☐ Denton ☐ DeWitt Dickens ☐ Dimmit ☐ Donley ☐ Duval ☐ Eastland Ector ☐ Edwards ☐ El Paso ☐ Ellis Falls Fannin ☐ Erath ☐ Favette Fisher Flovd Foard Fort Bend Franklin Freestone Frio Gaines Galveston Garza Glasscock Goliad Gonzales Gray Gillespie Grayson Grimes ☐ Guadalupe ☐ Hale Gregg Hardin ☐ Hall ☐ Hamilton Hansford Hardeman ☐ Harris ☐ Harrison Haskell Hays ☐ Hartley ☐ Hill Hemphill Henderson Hidalgo Hockley Hood Hopkins Houston Howard Hudspeth

Jasper	Hutchinson	☐ Irion	□Jack	□Jackson
	☐ Jeff Davis	☐ Jefferson	☐ Jim Hogg	☐ Jim Wells
Johnson	Jones	☐ Karnes	☐ Kaufman	☐ Kendall
Kenedy	☐ Kent	☐ Kerr	☐ Kimble	King
Kinney	☐ Kleberg	☐ Knox	☐ La Salle	Lamar
Lamb	Lampasas	Lavaca	Lee	Leon
Liberty	Limestone	Lipscomb	☐ Live Oak	Llano
Loving	Lubbock	Lynn	Madison	Marion
Martin	Mason	☐ Matagorda	☐ Maverick	☐ McCulloch
McLennan	☐ McMullen	Medina	☐ Menard	Midland
Milam	Mills	Mitchell	☐ Montague	☐ Montgomery
Moore	☐ Morris	☐ Motley	Nacogdoches	□ Navarro
Newton	Nolan	Nueces	Ochiltree	Oldham
Orange	☐ Palo	☐ Panola	Parker	Parmer
Pecos	Pinto	Polk	Potter	☐ Presidio
Rains	Randall	Reagan	Real	☐ Red River
Reeves	Refugio	Roberts	Robertson	Rockwall
Runnells	Rusk	Sabine	☐ San Augustine	☐ San Jacinto
San Patricio	☐ San Saba	Schleicher	Scurry	Shackelford
Shelby	Sherman	Smith	Somervell	Starr
Stephens	Sterling	Stonewall	Sutton	Swisher
Tarrant	☐ Taylor	☐ Terrell	Terry	Throckmorton
Titus	☐ Tom Green	☐ Travis	☐ Trinity	☐ Tyler
Upshur	Upton	□ Uvalde	☐ Val Verde	☐ Van Zandt
Victoria	□ Walker	□Waller	□Ward	☐ Washington
Webb	Wharton	□Wheeler	□Wichita	□Wilbarger
Willacy	Williamson	□Wilson	□Winkler	□Wise
Wood	☐ Yoakum	Young	Zapata	Zavala

Attachment C - Behavioral Health Facilities/Providers - Locations & Level of Care													
Facility Practice	Location	ns and	l Leve	ls of	Care	per lo	catio	1					
	Age Category	Inpatient	Partial	IOP	Residential	Observation		I/P Detox	I/P Rehab	Partial	IOP	Residential	Ambulatory Detox
Location #1													
Address:	Child												
	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:		ECT		/P		O/P			☐ Met	hadone			Suboxone
Location #2													
Address:	Child										П		
	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:		ECT		/P		O/P			☐ Met	hadone			Suboxone
Location #3													
Address:	Child												
	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:		ECT		/P		O/P			☐ Met	hadone			Suboxone
Location #4							•			·			
Address:	Child												
/ ladioss.	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:		ECT		/P		O/P			☐ Met	hadone			Suboxone
Location #5													
Address:	Child												
Addiess.	Adol.					\vdash							
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:	1	ECT		/P		O/P			☐ Met	hadone			Suboxone

Attachment C - Behavioral Health Facilities/Providers Specialty Services

Instructions: Indicate which specialty services are offered at the location provided on page 12 (Location #1-5)

Identify specialty services offered	Available	Not Available	Location # Indicated on Page 11	Comments/Descriptions
Eating Disorder Treatment – Inpatient				
Eating Disorder Treatment – Outpatient				
Electro-convulsive Therapy (ECT) - Inpatient				
Electro-convulsive Therapy (ECT) – Outpatient				
Dual Diagnosis Services				
Continuing Day Treatment				
LGBT services				
Domiciliary Services in an IOP or PHP setting (program must be formally approved by UBH)				
Chronically Mentally III Services (CMI)/ Severely Mentally III Services (SMI)				
Respite Care Services				
Emergency Room Services (assessment only)				
Twenty-three (23) Hour Crisis Observation				
Mobile Crisis Stabilization				
MHSA Outpatient Clinics in a hospital				
Ambulatory Detox - Drug				
Ambulatory Detox - Alcohol				
Medication Assisted Treatment (MAT) - in an Detox, IOP or PHP setting Methadone Suboxone Buprenorphine Naltrexone (i.e. vivitrol)				
Sober Living/Supervised Living				
Halfway House				
Group Home				
Therapeutic Foster Care				
ASAM Residential Services				□ 3.1 □ 3.3 □ 3.5 □ 3.7
Bridge on Discharge (aftercare planning immediately post IP discharge)				Geriatric Adult Adol. Child