IDAHO DEPARTMENT OF
HEALTH & WELFARE

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MEMORANDUM

TO: Treatment Providers

FROM: Sherry Johnson, Program Specialist – Facility Approval

RE: Relocation of Facility Where Substance Use Disorder Treatment is Provided

BEFORE YOU RELOCATE!!

This serves as a friendly reminder that before you relocate where treatment services are provided or before you provide treatment services at a location other than the address indicated on your Certificate of Approval, an application process must be completed. According to **IDAPA 16.06.03 – Alcohol and Drug Abuse Prevention and Treatment Programs 024. 01. c.** 'Any change in location from the building requires the program to notify the Department and submit required documentation, thirty (30) days prior to the move, so the Department can inspect the new facility. Failure to do so renders the certificate of approval null and void, and the Department shall suspend it, pending submission of a new application and approval of the new facility.'

Unfortunately there has been a pattern of programs failing to comply with this regulation. This has resulted in providers that are not reimbursed for services for failure to provide services at an approved location, and in some cases interruption of services for the clients.