

Process To Establish a Licensed Article 31 Mental Health Outpatient Treatment and Rehabilitative Services Program Satellite in an NYC School

A Mental Health Outpatient Treatment and Rehabilitative Services (MHOTRS) program satellite in an NYC school is considered a satellite of a “main” MHOTRS program that exists outside that school. Applicants who are interested in establishing a satellite in an NYC school must already operate a licensed MHOTRS program.

Step 1: Prepare and consult with NYC and New York State (NYS).

If you are an applicant who is interested in establishing a licensed MHOTRS program satellite in:

- An NYC public school or a charter school co-located with an NYC public school, **complete steps 1A and 1B** (which can be initiated concurrently)
- A nonpublic school in NYC, **complete Step 1A only**

Step 1A: Submit a letter of intent to the NYC Health Department and the NYS Office of Mental Health (OMH). (For instructions, visit nyc.gov/health and search for **mental health licensed programs**.)

If you have experience operating a school-based clinic satellite, the NYS OMH will request that you complete and submit the School-Based Mental Health Clinic Addendum Form and receive feedback electronically. If you **do not** have experience, the NYC Health Department will schedule a consultation.

Step 1B: Complete and submit the School Mental Health Inquiry Form (bit.ly/school-mh-form) to the NYC Health Department, which will help:

- Assess the school’s mental health needs and readiness to receive mental health clinical services
- You plan to address the school’s specific needs and collaborate with school leaders
- Provide guidance on establishing a required memorandum of understanding (MOU)

Once preparation is complete, the NYC Health Department will issue you a letter of support.

Step 2: Complete your application.

Complete and submit the E-Z Prior Approval Review (PAR) application in the Mental Health Provider Data Exchange (mhprovider.omh.ny.gov/websalute). Submit a fully completed application that also includes the following components:

- Signed MOU with the identified school
- Completed E-Z PAR addendum for school-based satellites (as appropriate)
- Crisis plan
- Floor plan and photos of the space
- Budget
- Staffing plan

Step 3: Have your application reviewed and approved.

- The NYC Health Department and the NYS OMH will review your E-Z PAR application and ask you for clarification or more details as needed.
- The NYS OMH will conduct a virtual preoccupancy visit of the school.
- Once your application and the preoccupancy visit are approved, the NYS OMH will work with you to identify a date for clinical services to begin and issue you an operating certificate.

Step 4: Start clinical services.

You can start providing clinical services in the school on the E-Z PAR application approved start date.

For more information, visit omh.ny.gov/omhweb/childservice/sbmhc. If you have any questions, email parreview@health.nyc.gov.