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Thank you for your interest in becoming a Massachusetts Standardized Documentation Project (hereinafter referred to as “MSDP”) Certified Vendor. The Massachusetts Standardized Documentation Project started in 2007 with the objective to develop a community-based clinical documentation process to move beyond historical documentation models that recorded only the minimum level of information, to a documentation process that supports a person-centered/recovery-oriented service delivery model in community settings.

Why Get Certified?

ABH will publish on its web site the names of EHR vendors that are MSDP Certified to help guide Massachusetts providers in their EHR selection process. By becoming certified, you will be able to confidently tell your potential and existing customers that your system meets all documentation requirements for Massachusetts providers as defined by the MSDP.

Background Information:
The primary purposes of the MSDP Project are to:

(1) improve quality of care;
(2) increase administrative efficiencies;
(3) facilitate full legal, regulatory, and accreditation compliance;
(4) standardize terminology and formats among different organizations involved in mental health and addiction treatment; and
(5) promote interoperability of information systems.

Qualification for MSDP Certification requires that the software interface:

- Captures all the necessary data fields; and
- Maintain the order of the data fields in printed versions.

This will enable the user (1) to comply with federal and state standards and the requirements of funders of mental health and addiction treatment services in Massachusetts for clinical documentation, and (2) to maintain proper medical-necessity linkages as designed in the MSDP standard documentation forms.

The MSDP was created by the joint effort of the Association of Behavioral Healthcare (ABH), The Department of Mental Health, The Department of Public Health/Bureau of Substance Abuse Services, Massachusetts Behavioral Health Partnership (MBHP), BMC/HealthNet Plan, Fallon Community Health Plan, Neighborhood Health Plan, Network Health and Beacon Health Strategies. For a complete overview of the project, please see the MSDP Training Manual, Section 1.

The MSDP is currently overseen by the project’s Quality Management Council with support from the MSDP Leadership Committee. The Committees consist of volunteers, representing all stakeholders. The Committees operate with support from ABH.
A. General Guidelines for Integrating the MSDP Forms Into an EHR

1. Compliance, Accreditation Standards, and Medical Necessity

The MSDP forms are designed to meet all compliance standards, including Medicare and Medicaid (Federal and local authority rules), accreditation standards for CARF, COA and the Joint Commission, and Medical Necessity standards for all payers. **In order to maintain these standards, it is vital that no data field is altered or removed.** Particular care was given to every detail of the forms including the field names and order. Vendors are expected to maintain the integrity of the form fields.

2. Medical Necessity Linkage

The golden thread refers to the establishment of medical necessity and the linkage between the three major form types; Assessment, Individualized Action Plans, and Progress Notes. Maintaining the thread in an electronic format is essential to a successful certification. Vendors are highly encouraged to carefully read pages 40-54 of Section 1 of the Manual.

3. Forms and Levels of Care

One of the decisions a vendor needs to make is which levels of care will they incorporate into their EHR. For example, some vendors will include all levels of care, while others may only do outpatient mental health; particularly if all or the majority of their clients provide only outpatient therapy. In making this decision, it is important to know that the individual forms apply to multiple levels of care. For example, the Adult Comprehensive Assessment form is used in Community Based Flexible Support Services, CSP, CSU, etc. So by programming one level of care, you may very well cover most or all of the forms needed for another level of care (See Appendix A. LOC Grid).

4. Input vs. Output and the order of the data fields

**Input:** In order to maintain the integrity of the forms, vendors are expected to keep the general order of the input on each of the forms. It is expected that there will be some variation in the input order due to previous design decisions. It is expected that Vendors will build in as much automation (check boxes, drop downs, decision support) as possible.

**Output:** The forms should be represented on the screen (display) and saved (for printing in their “final” and legal form), in the same data field order as the paper forms. The output does not need to replicate the exact look of the paper forms (lines, grids, font, etc.), but the order of the data fields should be maintained.
5. Reduce duplicate data entry

It is expected that vendors will make decisions as to the order that information is entered into the system and "pull" data from one form to another, and from other entry sources, to reduce/eliminate duplicate data entry by the user. The MSDP does not dictate which forms are "lead" forms; this decision is up to the vendor.

6. Adding fields

It is expected that additional data fields may be added to the input forms for specific clinical, research, or other reasons. It is expected that if these additional fields are to be included in the data output, that they be clearly marked as additional data.

7. Removing fields

No data fields from the MSDP forms should be removed. Removing a field will make a form non-compliant.

8. Level of Certification

The MSDP has two levels of certification:

- **Full Certification**: Full Certification signifies that the Vendor has programmed in all of the forms, for all levels of care within the MSDP.

- **Level of Care Specific Certification**: Level of Care Specific Certification signifies that the Vendor has achieved certification only for specified levels of care as opposed to all levels of care supported by the MSDP. For provider ease when inquiring about vendors, the level of care will be noted (i.e., “Outpatient Mental Health Only”) on the MSDP certified vendors list.
B. The Certification Process

1. General Information

   There are three types of certification:

   1. Initial Certification
   2. Re-Certification as Needed due to changes in standards or levels of care
   3. Adding a level of care

Each process is outlined below.

Certification for Electronic MSDP forms may be obtained by Software Vendors/Developers for all or specific service types. If a Software Vendor/Developer requests and is issued MSDP certification for specific service type(s), an additional certification is required for service types not included in the original certification and an additional fee will be charged. Certification will include all forms (Core, Addendum and Optional) for that service type. Certification must be renewed after each Compliance Update Release. Software Vendors/Developers that change products, and/or do not meet, or continue to meet standards, may have their certification revoked.

Once a product is certified the Software Vendor will receive a Notice of Certification and permission to use the MSDP Certified logo on all approved forms and marketing documents. The Vendor and the certification type (Full or LOC specific) will be listed on the ABH web site (http://www.abhmass.org/site/).

2. System Review

The review of your system is an interactive process with the MSDP Review Team. When the vendor is ready, the Review Team will have a pre-review meeting, usually lasting an hour, to outline the review and answer any questions the Vendor may have. The review itself is usually a two hour conference call where the forms are reviewed and the on-line, live system tour takes place along with a review of the screen shots.

The Review Team will be addressing the following questions:

- Are all of the data elements on a form present in the EHR?
- Does the EHR maintain the linkage of medical necessity?
- Does the EHR maintain the order of the fields on output?

In order to accomplish this, the Vendor must supply the Review Team with screen shots of their system, along with a copy of the data map, annotated with the location of each data field.
All of the data fields in the Assessment and IAP forms on the data map already have a clinical flow number associated with them. The preferred method is to label each field on the screen shot with the corresponding Clinical Flow number it represents.

In addition to a review of the screen shots, the Review Team will also need to tour your EHR system via the internet to test the various linkage requirements.

Please note, all of the required data elements and linkage should be complete before you notify ABH that you are ready for your review.

### 3. The process for Initial Certification

Below is an outline of the process steps for initial certification.

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
<th>Materials/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vendor expresses interest in becoming MSDP certified.</td>
<td>Vendor</td>
<td></td>
</tr>
<tr>
<td>2. ABH Notified of Vendor’s interest</td>
<td>Vendor</td>
<td>Forward email or other communication to President/CEO of ABH</td>
</tr>
<tr>
<td>3. Vendor added to ABH Tracking Form</td>
<td>ABH</td>
<td>Tracking Form</td>
</tr>
<tr>
<td>4. Vendor Guide and Application sent to Vendor</td>
<td>ABH, with notification to QMC and MSDP Leadership.</td>
<td>Vendor Guide and Vendor Application</td>
</tr>
<tr>
<td>5. Application returned to ABH with Application fee ($3000.00 USD).</td>
<td>Vendor</td>
<td>Vendor application and fee</td>
</tr>
<tr>
<td>6. ABH Acknowledgment to Vendor</td>
<td>ABH</td>
<td>Email. Note on Tracking Form</td>
</tr>
<tr>
<td>7. Application to QMC, MSDP Leadership Committee and Certification Review Team</td>
<td>ABH</td>
<td>Email</td>
</tr>
<tr>
<td>8. Data Map sent to Vendor with unlock code.</td>
<td>Certification Review Team and ABH.</td>
<td>Data Map, unlocked with notice of permissible uses.</td>
</tr>
<tr>
<td>9. Time line for submission established</td>
<td>ABH and Vendor</td>
<td>ABH and the Vendor will together establish a written time line for materials to be submitted for review.</td>
</tr>
<tr>
<td>10. Programming of one level of care</td>
<td>Vendor</td>
<td>See Note below</td>
</tr>
<tr>
<td>11. Submission of one level of</td>
<td>Vendor to review team</td>
<td>Screen shots/electronic tour of</td>
</tr>
<tr>
<td>Action</td>
<td>Responsible Party</td>
<td>Materials/Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>care for review.</td>
<td></td>
<td>system.</td>
</tr>
<tr>
<td>12. Level of care review</td>
<td>Review team</td>
<td></td>
</tr>
<tr>
<td>13. Level of care feedback to Vendor</td>
<td>Review team</td>
<td>Conference call</td>
</tr>
<tr>
<td>14. Correction to system (if needed) in response to Review team feedback</td>
<td>Vendor</td>
<td></td>
</tr>
<tr>
<td>15. Programming the remainder of the levels of care</td>
<td>Vendor</td>
<td></td>
</tr>
<tr>
<td>17. Feedback to vendor</td>
<td>Review team</td>
<td></td>
</tr>
<tr>
<td>18. Correction to system (if needed) in response to Review Team feedback</td>
<td>Vendor</td>
<td></td>
</tr>
<tr>
<td>19. Final Review</td>
<td>Review team</td>
<td></td>
</tr>
<tr>
<td>20. Notification of approval to ABH</td>
<td>Review Team</td>
<td>Letter/Email</td>
</tr>
<tr>
<td>21. Creation of official notification and certificate</td>
<td>ABH</td>
<td></td>
</tr>
<tr>
<td>22. Notification to QMC and MSDP Leadership</td>
<td>ABH</td>
<td></td>
</tr>
<tr>
<td>23. Certification sent to Vendor</td>
<td>ABH</td>
<td>By mail</td>
</tr>
<tr>
<td>24. Vendor added to ABH/MSDP website</td>
<td>ABH</td>
<td>Add to website</td>
</tr>
</tbody>
</table>

**Notes:**

**Vendor Application:** The Vendor application can be found at ABH's web site and a copy is included in this guide.

**Data Map Uses:** Vendors agree to only use the Data Map for their own product development and not to share the Data Map with other organizations or vendors. The Data Map is a proprietary tool protected by U.S. Copyright law.

**Initial Vendor Application Fee:** The Vendor application fee for FY2014 is $3000.00 (USD).

**First Level of Care programming:** Based on past experience, it has been shown to be most
efficient to have the Vendor complete one entire level of care, including all of the Core, Addendum and Optional forms, and then have that level of care reviewed by the Review Team, prior to the Vendor programming all of the forms and levels of care into their system. This method allows for feedback to the Vendor and makes programming of the subsequent levels of care more efficient.

Communication: The Vendor is encouraged to ask questions of the MSDP Leadership and Review Team during the programming process. Our goal is to assist you as much as possible in process.

4. Re-Certification as Needed, Based on Changes to Standards and Regulations

The MSDP Leadership team conducts an annual review of the forms. This review includes a thorough examination of all compliance standard changes and reported issues. Based on this review, the Leadership team may make changes to the forms, data map, and/or manuals. New levels of care may also be added, and others removed. The MSDP will inform certified Software Vendors of changes in standards and regulations in the form of a Compliance Release. At that time ABH will inform certified vendors of the expiration date of their certification.

A Re-Certification review must be completed within six months of this release date. The letter of intent and fee must be received within three months of the release date. A Re-Certification fee of $1000 will be charged. Re-certification will focus on the changes identified in the compliance release. Re-certification based on changes to the standards and regulations will occur no more than yearly.

Re-certification based on changes to the standards and regulations process:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
<th>Materials/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Forms with detailed list of changes are complete</td>
<td>MSDP Leadership Committee</td>
<td></td>
</tr>
<tr>
<td>2. Vendor notified that re-certification is necessary</td>
<td>ABH</td>
<td>Re-certification is needed when: compliance standards or other reasons necessitate a change in the forms.</td>
</tr>
<tr>
<td>3. Vendor submits intent to re-certify with fee ($1000.00 USD)</td>
<td>Vendor</td>
<td>Re-certification/Adding Level of Care Application Form</td>
</tr>
<tr>
<td>4. Re-certification criteria are sent to Vendor with updated Data Map.</td>
<td>ABH</td>
<td>Criteria and Data Map</td>
</tr>
<tr>
<td>5. Vendor Programming</td>
<td>Vendor</td>
<td></td>
</tr>
<tr>
<td>6. Review</td>
<td>Review team</td>
<td>Review has two components:</td>
</tr>
</tbody>
</table>

MSDP Vendor Certification Guidelines
Page 9
5. Adding An Additional Level of Care:

There are two different reasons for adding a level of care:

1. The Vendor wishes to add an already established level of care to their product.
2. The MSDP adds a new level of care.

Although the fees differ for these scenarios (see Section D. Fees), the process is the same.

Process Flow #3 - Adding an additional Level of Care

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
<th>Materials/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Vendor notifies ABH that additional levels of care are needed</td>
<td>Vendor</td>
<td>Re-certification/Adding Level of Care Application Form</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b. ABH notifies Vendor of an additional level of care that</td>
<td>ABH</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. De-Certification of Software Vendor/Developer

Vendors may be de-certified for any of the following reasons:

- Vendors who do not get re-certified within six months of an official version release of the MSDP, will lose their certification status and permission to use logo.
- Any product that at any time no longer meets certification standards for any reason will lose certification status and permission to use the MSDP Certification Logo.
- Vendor misuse or misrepresentation of their certification.
- Failure to follow the provisions as outlined in this guide, the Application, Letter of Intent or certification.
- A de-certified vendor may become re-certified by applying for initial certification and paying the appropriate initial certification fee at the sole discretion of the MSDP QMC.

De-certified vendors agree to immediately discontinue use of the MSDP Certification logo. De-certified vendors further agree to make no claims of being MSDP certified in any format or manner, including but not limited to printed materials, marketing materials, blogs, web pages, or verbally.

7. Vendor Re-classification

In the event that a vendor is fully certified, a new level of care is added, and the vendor decides not to add this new level of care to their system, the certification level of the vendor will change from Full Certification, to LOC Specific Certification. There will be no fee associated with this change.

8. Preferred Functionality

The MSDP purposefully does not mandate any particular functionality of an EHR. However, there are certain functions that the MSDP Leadership Committee would prefer are included in the forms. These include:

- A hard copy (print out) of the forms (data elements) should mirror the clinical flow and order of data elements contained in the MSDP forms.
- Ability for remote audit by external reviewers.
- Ability to use already existing data elements from a current database (e.g., demographics)
C. Certification Standards

The following are the Certification Standards for the MSDP:

1. Vendor must include all data elements.
2. The names of all data fields must remain the same as on the MSDP forms.
3. For a Level of Care to be considered Certified, all Core, Addendum and Optional Forms must be programmed.
4. The Vendor must maintain the data elements as presented for the final review. Any changes or deletions to the data fields after the final review and certification, may invalidate the certification.
5. The order of the data elements, as represented by the “final” and/or “legal” version of the form must be the same as the MSDP forms.
6. The Vendor must pay all required fees.
7. The Vendor may not remove any data fields or medical necessity linkages.
8. ABH reserves the right to request that a vendor resubmit screen shots and/or allows the Review Team access to the EHR system via the internet for the purpose of verifying continued adherence to the MSDP Vendor Certification requirements. Failure to comply with such a request will lead to de-certification.
9. If a vendor is found to be out of compliance during a re-certification review for levels of care not affected by an update, the vendor will be required to correct any deficiencies prior to re-certification.
10. Vendors must make changes needed based on MSDP review of compliance standards within 6 months of a new release. A letter of intent and fee must be received by ABH within three months of a release. Failure to comply with either of these provisions will lead to de-certification.
D. Fees

The following fees apply:

- Initial Certification: $3000.00 (USD)
- Re-certification due to additional level of care(s) being added: $1000.00
- Re-certification due to MSDP criteria changes (As Needed Update): $1000.00 (Must be completed within 6 months)
- Additional Level of Care added by the MSDP: If the MSDP adds an additional level of care within 6 months of the vendor's initial certification, the vendor may add this new level of care, and apply for certification, at no additional fee. If the request is beyond 6 months from the issuance of the new level of care, the re-certification fee will apply.

Fees are subject to change without notice.
E. Length of Certification

1. Initial certification
A vendor's initial certification will last for one year. If no re-certification due to MSDP criteria changes is issued by the MSDP, the initial certification will remain in effect until 6 months after the issuance of updated criteria. If the vendor does not re-certify within the 6 month period, the vendor will be de-certified. The vendor must begin the re-certification process within three (3) months of notification that the forms have been updated.

2. Re-certification
A vendor's re-certification will last until such time as the MSDP criteria change and a formal notice is issued by the MSDP. Once the formal notice has been issued, the re-certification will remain in effect 6 months. If the vendor does not re-certify within the 6 month period, the vendor will be de-certified. The vendor must begin the re-certification process within three (3) months of notification that the forms have been updated.

3. Additional Level of Care Certification
When a vendor has initial certification and then adds additional levels of care, the entire certification will last until notification of an update due to changes to the MSDP forms.

4. Additional Level of Care - MSDP driven
If the MSDP adds an additional level of care within 6 months of the certification, the vendor may add this new level of care and apply for certification, at no additional fee. If the request is beyond 6 months from the issuance of the new level of care, the re-certification fee will apply.
F. Resources

Association for Behavioral Healthcare (ABH). Vendors can contact ABH at: 508-647-8385 or email: karchibald@ABHmass.org.

The manuals – The MSDP manuals offer excellent explanations and examples. They can be found on the ABH web site.
G. FAQ:

Q: Can I change a field name?
A: No, data field names can not be altered. Great care has gone into every detail of the forms. Data Field names were developed with input from all stakeholders, including consumers.

Q: Can I change the order on the input?
A: Yes, data input order is up to the vendor. We would recommend following the general order of the forms as these were developed with input from direct staff and work flow analysis.

Q: Can I change the order on the output?
A: No, the output order of the data must remain the same.

Q: Do I have to make the input screens look like the paper forms?
A: No, the look of the input screens is up to the vendor.

Q: Do new levels of care get added?
A: Yes, CFBS and CBHI are relatively new levels of care.

Q: Are the forms mandated in Massachusetts?
A: There are two levels of care that require the use of the MSDP forms, or an approved alternative; CBFS and ESP services. Payers and/or state agencies have yet not required the use of the MSDP forms for other levels of care, however use of the forms is recommended.
Appendix A. Vendor Application

APPLICATION FOR MSDP CERTIFICATION
Contact Information

Vendor Name

Contact Person

Contact Information:
Address:
Phone #:
Email Address:

Name of Product and Version Number

Estimated date of completion of MSDP form integration:

References
Please provide a list of Massachusetts providers that currently use your application (or attach list).

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>ADDRESS</th>
<th>PHONE #</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Programs to be certified

- Child Day Services
- Community Based Acute Treatment (CBAT)
- Community Based Flexible Supports (CBFS)
- Community Service Agency (CSA – for CBHI)
- Community Support Program (CSP)
- Crisis Stabilization Unit (CSU)
- Day Rehabilitation
- Detox – Enhanced Acute Treatment Services
- Detox – III.7 (Inpatient)
- Detox – Level III (Inpatient: pregnant Women – EATS)
- Detox - Level III.5 (Inpatient: Residential/Dual Diagnosis)
- Intensive Residential Treatment Program
- Intensive Community Based Acute Treatment (ICBAT)
- Opiate Treatment program
- Outpatient mental health
- Outpatient Substance use Disorder
- Partial Hospitalization Program (PHP)
- Program of Assertive Community Treatment (PACT)
- Psychiatric Day Treatment
- Residential Services – Adult DPH
- Residential Services – Child/Adolescent DPH
- Respite
<table>
<thead>
<tr>
<th>Detox – Level III.5 (Short Term intensive Inpatient Treatment)</th>
<th>Structured Outpatient Addiction Program (SOAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detox – Level IV (Inpatient: All Inclusive Detox Adult/Adolescents)</td>
<td>Transitional Support Services (TSS)</td>
</tr>
<tr>
<td>Detox – Outpatient</td>
<td>Youth Mobile Crisis Intervention</td>
</tr>
<tr>
<td>Detox Adolescent</td>
<td></td>
</tr>
<tr>
<td>Dual Diagnosis Acute Residential Treatment (DDART)</td>
<td></td>
</tr>
<tr>
<td>Emergency Services Program (ESP) – effective July 2011</td>
<td></td>
</tr>
<tr>
<td>Flex Support Program</td>
<td></td>
</tr>
<tr>
<td>In-Home Therapy</td>
<td></td>
</tr>
</tbody>
</table>

Technology specifications (e.g., ASP vs. Purchase, Platform, etc.):

**Vendor Agreement**

Effective Date: _____________

This Agreement is entered into by and between the Association for Behavioral Healthcare, with principal offices at 251 West Central Street, Suite 21, Natick, MA 01760 USA, hereinafter referred to as “ABH” and _________________________, hereinafter referred to as “Vendor”, with a principal office at ________________________________.

**Authorization for Agreement.** Vendor represents and warrants that the execution and performance of this Agreement by Vendor has been duly authorized by all necessary laws, resolutions and corporate action, and this Agreement constitutes the valid and enforceable obligations of the Vendor in accordance with its terms.

**Non-transferable:** Vendor understands and agrees that certification is non-transferable and applies only to the system named in this application.

**Use of Certification:** Vendor agrees to:

- Only market the type of certification it is issued and if not fully certified, to only claim to be certified for the level(s) of care for which certification has been issued.
- Only use the certification for the time period specified on the certification.
- Only use the MSDP Certification Mark after
  - (a) the certification process is completed, including making all required changes based on MSDP feedback, and
  - (b) the MSDP has authorized Applicant in writing to use the MSDP Certification Mark and the parties have executed an agreement regarding the terms and conditions of such use.

**Adhere to Vendor Guidelines:** Vendor agrees to comply with all provisions, policies and statements included in the MSDP Vendor Guidelines. Including but not limited to:

4. Applicant agrees to produce a tangible version of our software product to be reviewed by the MSDP for confirmation that the software’s interface can properly capture all of
the necessary data fields in the proper order and in the proper format, while maintaining proper medical necessity linkage as per the design of the MSDP form set.

5. Applicant acknowledges and agrees that the MSDP will not certify any company’s software without proof of this function satisfactory to the MSDP through either an online or printed-out version of the software interface that has been created to meet the documentation standards of the MSDP form set.

Re-Certification Based on Changes to Standards and Regulations
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In Witness Whereof, ABH and Vendor have caused this instrument to be duly executed by their authorized representatives as of the Effective Date

By: Vendor Representative, Title Date:

ABH:

By: Vic DiGravio, President and CEO Date:

☐ $3000.00 Application Fee Submitted (please make check out to: ABH, Inc).
Please return application, letter of intent and check to:
ABH, Inc.
ATTN: MSDP
251 West Central Street, Suite 21
Natick, MA 01760

MSDP Vendor Certification Guidelines
Page 19
Appendix B. Vendor Re-Certification/ Adding a Level of Care Application

APPLICATION FOR MSDP RE-CERTIFICATION
Contact Information

Today's Date: ________________

Check One: □ Re-Certification  □ Adding Level(s) of Care

Vendor Name

Contact Person

Contact Information:
Address:
Phone #:
Email Address:

Name of Product and Version Number

Estimated date of completion of MSDP form integration: ________________________________

Programs - Check all that apply

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<th>Add</th>
<th>Re-certify</th>
<th>Level of Care</th>
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<td>Child Day Services</td>
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<td>Community Based Flexible Supports (CBFS)</td>
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<td>Community Service Agency (CSA – for CBHI)</td>
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<td>Community Support Program (CSP)</td>
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<td>Crisis Stabilization Unit (CSU)</td>
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<td>Detox – III.7 (Inpatient)</td>
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<td>Detox – Level III (Inpatient: pregnant Women – EATS)</td>
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<td>Detox - Level III.5 (Inpatient: Residential/Dual Diagnosis)</td>
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<td>Detox – Level III.5 (Short Term intensive Inpatient Treatment)</td>
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<td>Detox – Level IV (Inpatient: All Inclusive Detox Adult/Adolescents)</td>
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<td>Emergency Services Program (ESP)</td>
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<td>Partial Hospitalization Program (PHP)</td>
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<td>Transitional Support Services (TSS)</td>
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<td>Youth Mobile Crisis Intervention</td>
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Technology specifications (e.g., ASP vs. Purchase, Platform, etc.):
Vendor Agreement  
Effective Date: _______________

This Agreement is entered into by and between the Association for Behavioral Healthcare, with principal offices at 251 West Central Street, Suite 21, Natick, MA 01760 USA, hereinafter referred to as “ABH” and _________________________, hereinafter referred to as “Vendor”, with a principal office at ______________________________.

Authorization for Agreement. Vendor represents and warrants that the execution and performance of this Agreement by Vendor has been duly authorized by all necessary laws, resolutions and corporate action, and this Agreement constitutes the valid and enforceable obligations of the Vendor in accordance with its terms.

Non-transferable: Vendor understands and agrees that certification is non-transferable and applies only to the system named in this application.

Use of Certification: Vendor agrees to:

- Only market the type of certification it is issued and if not fully certified, to only claim to be certified for the level(s) of care for which certification has been issued.
- Only use the certification for the time period specified on the certification.
- Only use the MSDP Certification Mark after
  - (a) the certification process is completed, including making all required changes based on MSDP feedback, and
  - (b) the MSDP has authorized Applicant in writing to use the MSDP Certification Mark and the parties have executed an agreement regarding the terms and conditions of such use.

Adhere to Vendor Guidelines: Vendor agrees to comply with all provisions, policies and statements included in the MSDP Vendor Guidelines. Including but not limited to:

6. Applicant agrees to produce a tangible version of our software product to be reviewed by the MSDP for confirmation that the software’s interface can properly capture all of the necessary data fields in the proper order and in the proper format, while maintaining proper medical necessity linkage as per the design of the MSDP form set.

7. Applicant acknowledges and agrees that the MSDP will not certify any company’s software without proof of this function satisfactory to the MSDP through either an online or printed-out version of the software interface that has been created to meet the documentation standards of the MSDP form set.

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