

# Appendix A1 CMHC Provider Site Update Form

Most of the time, a Provider designates a specific address where services are performed. However, there may be several 'Providers' at the same address when multiple programs are housed at that address and the Regions want to use the Provider Site ID as a method to separate the services. Also, some services may be performed at homes, schools, courts, or other non-regional sites. A Provider Site ID may be established to help identify a specific service and the address used may be the 'home' address of the service or the staff member providing the service.

## Instructions:

This form must be completed upon every addition, change, or deletion of a Provider /service site.

After completing all the items on the form please email [Seth.Rice@uky.edu](mailto:Seth.Rice@uky.edu).

Please allow up to five business days for the change to take effect.

Your Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Region Number: \_\_\_\_\_

Please check one of the following:

- New Site
- Change to Existing Site
- Removal of Site

Enter the existing Provider Site ID number below or specify a new one if you checked 'New Site' above.

Rules for Provider Site ID Numbers:

1. Numbers should have six (6) digits.
2. The first two (2) digits should be the region number.
3. The last four (4) digits are assigned by the CMHC. No duplications are allowed within the region.

Provider Site ID: \_\_\_\_\_

Enter the date when the site was first licensed, sanctioned, or otherwise recognized to provide services.  
Enter Inactivation Date if you checked 'Removal of Site' above.

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**Activation Date:** \_\_\_\_\_

**Name of Site:** \_\_\_\_\_

**Physical Location of Site**

**County:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mailing Address** (if different from physical location)

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**What types of services are provided at this site?** (check all that apply)

- Mental Health
- Intellectual Disabilities
- Substance Abuse

If you checked Substance Abuse above, enter the Federal Inventory of Substance Abuse Treatment Services (I-SATS) ID Number. This number was formerly known as NIDA or NFR. Note: All SA sites should have and I-SATS number.

**I-SATS Number** (if known): \_\_\_\_\_

**Check this box if you do not know your I-SATS Number or need a number.**

**If this site is a CSU site, please check one of the following and provide the number of beds at the site:**

- Adult
- Child

Number of beds: \_\_\_\_\_

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**Site Director Information** (if available)

**Name (First Last):** \_\_\_\_\_

**Title:** \_\_\_\_\_

A current listing of providers for your region can be found in the “Providers Table Listing” report available on each Region’s web page in the Reports drop-down box or through your RDMC/IBI liaison.