



State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

DATE: June 29, 2021

Behavioral Health Information Notice No: 21-031

TO: California Alliance of Child and Family Services  
California Association for Alcohol/Drug Educators  
California Association of Alcohol & Drug Program Executives, Inc.  
California Association of DUI Treatment Programs  
California Association of Social Rehabilitation Agencies  
California Consortium of Addiction Programs and Professionals  
California Council of Community Behavioral Health Agencies  
California Hospital Association  
California Opioid Maintenance Providers  
California State Association of Counties  
Coalition of Alcohol and Drug Associations  
County Behavioral Health Directors  
County Behavioral Health Directors Association of California  
County Drug & Alcohol Administrators

SUBJECT: Social Rehabilitation Programs Notification of Change in Program Director.

PURPOSE: This notice provides guidance to Social Rehabilitation Programs for changes to a Program Director.

REFERENCE: California Code of Regulations (CCR), Title 9, Section 532.6(d), (f), and (g). Staff Characteristics, Qualifications and Duty Requirements.  
California Code of Regulations, Title 22, Section 81018(i)(2).  
Application for Licensure.

**BACKGROUND:**

The Department of Health Care Services (DHCS) is responsible for determining if Program Directors in Social Rehabilitation Programs (SRP) have met the minimum qualifications set forth in CCR, Title 9, Section 532.6(f) or (g) prior to their appointment. SRPs are required to notify DHCS regarding specific changes identified in CCR, Title 22, Section 81018(i)(2) which includes a change in the Program Director.

**POLICY:**

Notification shall be made to DHCS prior to the proposed candidate starting their official duties as a Program Director at the SRP. Included in the notification to DHCS shall be evidence of the candidate having met the established minimum requirements set forth in CCR, Title 9, Section 532.6(f) or (g).

Per CCR, Title 9, Section 532.6(f), the required qualifications a Program Director of a Short-Term Crisis Residential Treatment Program SRP must have prior to employment are as follows:

1. A Bachelor's Degree in Psychology, Social Work, or any other major which includes at least 24 semester college units in one (1) or more of the following subject areas: Psychology, Social Work, Sociology, Behavioral Sciences, or Psychiatric Nursing; and
2. Two (2) years of full-time work experience in a community program that serves clients who have a mental illness. Such experience must be in the direct provision of services to clients, of which one (1) year must be in the position of supervising direct care staff, or
3. As an alternative to the Bachelor Degree and experience required in 1 and 2, a total of four (4) years of experience in a community program providing direct services to persons with mental disabilities, of which one (1) year must be in a position of supervising direct care staff, and graduation from high school or possession of a GED may be substituted.

Per CCR, Title 9, Section 532.6(g), the required qualifications a Program Director of a Transitional Residential Treatment Program SRP or a Long-Term Residential Treatment Program SRP must have prior to employment are as follows:

1. A Bachelor's Degree in Psychology, Social Work, or any other major which includes at least 24 semester college units in one (1) or more of the following subject areas: Psychology, Social Work, Sociology, Behavioral Sciences, or Psychiatric Nursing; and
2. One (1) year of full-time work experience in a community program that serves clients who have a mental illness. Such experience must be in the direct provision of services to clients, of which four (4) months must be in the position of supervising direct care staff, or
3. As an alternative to the Bachelor Degree and experience required in 1 and 2, a total of three (3) years of experience in a community program providing direct services to persons with mental disabilities, of which six (6) months must be in a

position of supervising direct care staff, and graduation from high school or possession of a GED may be substituted.

Within ten (10) business days, DHCS shall indicate in a written response to the SRP whether or not the proposed candidate has met the established minimum requirements.

If DHCS deems the candidate's experience and/or education is insufficient to the regulatory requirements, the SRP shall not appoint the individual as the Program Director at the SRP.

The SRP shall be given thirty (30) calendar days from the date DHCS provides written notice to the SRP, that the proposed candidate does not meet one or more of the requirements. At that time, the SRP will need to provide to DHCS a new candidate for Program Director in order to remain compliant with CCR, Title 9, Section 532.6(d).

If the SRP is found to have hired a Program Director without notification to DHCS, the SRP shall be required to submit a written Plan of Correction to ensure repeat violations do not occur. Repeat violations of regulatory requirements may result in decertification actions taken by DHCS, in accordance with CCR, Title 9, Section 534(e).

SRPs shall email their notification of changes to Program Director appointments to [CSDTRPU@dhcs.ca.gov](mailto:CSDTRPU@dhcs.ca.gov), and allow ten (10) business days for DHCS to process the request.

Sincerely,

Original signed by

Marlies Perez, Chief  
Community Services Division