

Authorization Process for becoming a NC DWI Services Provider.

Step 1:

It is highly recommended that your agency review the information provided on the NC DWI Services website <http://www.ncdhhs.gov/mhddsas/providers/DWI/index.htm> prior to submitting the DWI Services Authorization Fee form and associated fee.

New providers should specifically review the following documentation.

A.) NC General Statutes: 122C-142.1

http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_122C/GS_122C-142.1.html

B.) DWI Rules - 10a NCAC 27g .3800-.3817

<http://www.ncdhhs.gov/mhddsas/providers/DWI/StatutesandRules/index.htm>

C.) Rules for MH/DD/SAS Facilities and Services:

<http://www.ncdhhs.gov/mhddsas/statspublications/Manuals/MANUALrulesformhddsafacilitiesandservices.pdf>

DWI Related Services Agencies May Offer:

A. Assessments Only.

B. Assessment and ADETS.

Agency must have a Certified ADETS Instructor or someone who has completed the Prime For Life New Instructor Training and is eligible to become an ADETS Instructor, currently and be able to provide ADETS on a regular basis.

C. Assessment and ADETS, and Short and Longer Term Treatment.

Agency must have a Certified ADETS Instructor or someone who has completed the Prime For Life New Instructor Training and is eligible to become an ADETS Instructor, currently and be able to provide ADETS on a regular basis.

NOTE:

[Agencies seeking to provide Substance Abuse Services for individuals with DWI offenses may attend the Prime For Life Training at their own expense.](#)

Step 2:

Submit a DWI Services Authorization Fee form along with the \$250.00 fee. Please note that once submitted this fee is non-refundable.

To receive a copy of the DWI Services Authorization Fee form please email Jason Reynolds [Jason.reynolds@dhhs.nc.gov] -or- Wayne Bailey [wbailey@nctasc.com].

Mail the completed DWI Services Authorization Fee form and fee to the following address:

ATTN: JASON REYNOLDS
NC DMH/DD/SAS - NC DWI Services
3008 Mail Service Center
Raleigh, NC 27699-3008

Step 3:

Upon receipt of the DWI Services Authorization Fee form and fee by the NC Budget and Finance Team the applicant will be notified by email and given access to the online New Provider Orientation.

The applicant must complete the online New Provider Orientation and complete the Key Points Quiz at the end of the orientation. When DWI Services receives notification that the applicant has successfully passed the Key Points Quiz, the applicant will receive a confirmation email of successful completion of the online training.

Step 4:

After receiving confirmation of completion of the New Provider Orientation the applicant must register for the next available Provider Training in Raleigh. This training is held regularly and is provided on a first come first serve basis due to limited training space.

It is suggested that the agency owner, clinical director and DWI assessor all attend this training.

Step 5:

Following participation in the Provider Training in Raleigh, the completed application and supporting documentation should be submitted by FAX (**919-508-0963**) or **email only**.

NOTE: Please contact the DWI Services Office if you are planning to provide DWI Services in an area where there is a lack of available Substance Abuse Services (rural counties) or if you will be providing Non-English (Spanish) services. Application priority will be given to these types of facilities.

If you have any questions, please contact Wayne Bailey at 910-202-5500.