

*****IMPORTANT NOTICE REGARDING CLS UPDATES IN DECEMBER*****

Certification and Licensing System Users:

Many of you have experienced issues with inaccurate Certificates of Compliance being generated from the Certification and Licensing System (CLS). After much research and many costly data fixes to correct these issues, BHSL along with the system developer have decided it is necessary to make a system change that will reduce the number of costly data fixes and errors in provider profiles.

Beginning December 19, 2015, the system will only allow the provider to have one active application in the system at a time per service type, per region. What this means to you as a provider is that, once you submit an application for a particular service type in CLS, you will not be able to submit another application for that service type until the first application has been processed and the Certificate is issued.

By limiting the number of applications in the system at a time, we feel that it will eliminate 90 % of errors that are created. BHSL would like to encourage you as a provider to review your Provider Profile in CLS and to ensure its accuracy. If you have multiple applications that are pending in the system, you may want to withdraw an application if it was submitted in error. If you have not submitted the supporting documents for an addendum application, you may want to submit that now in order to process that new location or withdraw the application if you are not ready to open the location.

In order to expedite the application process now and in the future, when you desire to add a new location to an existing license, you first need to get non-contiguous location approval from the Regional ODP Waiver Capacity manager, then you should register the location in HCSIS. After registering the location in HCSIS, you should submit the self-inspection and supporting documentation to BHSL headquarters and then place the addendum application in CLS. If you follow these steps, we feel that we can process the applications within a week and create an accurate certificate. Keep in mind it can take up to 14 days after registering a site in HCSIS before it is verified, so the earlier you complete the registration step the better. You may also add multiple locations to an addendum application. When closing a location in the profile, you should contact the regional licensing office to have a location closed.

We will be sending another reminder closer to the release date but encourage you to plan ahead for this upgrade. Thanks for your understanding as we continue to improve the efficiency of the system.

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