



Behavioral Health Agencies
P.O. Box 47877
Olympia, WA 98504-7877
360-236-4700

Opioid Treatment Program (OTP) Community Relations Plan

Agency Name _____ Credential Number _____
Agency Administrator _____ Date _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone (enter 10 digit number) _____ Email Address _____
Proposed Site Location Address _____

This template is designed to comply with requirements in WAC 246-341, 42 CFR Part 8.12, and Center for Substance Abuse Treatment (CSAT) Guidelines for the Accreditation of Opioid Treatment Programs.

The plan is separated into three parts:

- **Part One** - Pre-licensure Community Relations Plan

Part one must be **completed** and submitted with the licensing application.

- **Part Two** - Interim Community Relations Plan

Part two must be submitted to the department prior to the license being issued. The interim community relations plan is designed to document community concerns that may arise between submission of the application and issuance of an OTP license and certification by DOH. It is also used to document the mitigation plan related to the concerns identified.

- **Part Three** - On-going Community Relations Plan

The on-going community relations plan outlines the agency's proposed on-going community relations efforts after the facility has opened. This may be reviewed by the department during inspections.

Part One**Pre-licensure Community Relations Plan**Step 1:

Contact the county and/or city legislative authority and/or the Tribal authority, as applicable, in order to secure a location for the new opioid treatment program that meets county, city, or tribal land use ordinances.

Identify the legislative authority by contacting:

- Washington Association of County Officials (360) 943-1812, and/or
- Association of Washington Cities (360) 753-4137, and/or
- The Tribal Administrative Office (If proposed site is on a tribal reservation or tribal trust land, the county is not required to be notified.)

Once the appropriate authorities have been identified, hold a meeting with them to discuss the proposed site of the program and to obtain a list of all pertinent stakeholder groups in the area. Documentation of these meetings will be required.

Regulatory Reference: WAC 246-341-1005

Authority Contact	Telephone Number	Email Address	Responsible Person
City			
County			
Tribal			
Meeting Held With	Date of Meeting	Attendees	Issues and Outcomes
City <input type="radio"/>	<input type="text"/>		
County <input type="radio"/>	<input type="text"/>		
Tribal <input type="radio"/>	<input type="text"/>		

Step 2:

Work with the authorities or their designee to develop a community relations plan that includes documentation of strategies used to obtain stakeholder input regarding the proposed location. Stakeholder groups should include publicly elected representatives, potential referral sources such as substance abuse programs, social and health services providers and medical providers, business organization leaders, community and health planning agency directors, grassroots community organization leaders, such as neighborhood associations and schools, local police and law enforcement, and religious and spiritual leaders.

Regulatory Reference: WAC 246-341-1005

Stakeholder Group	Identified Representatives	Date contact made/ meeting held	Issues and Outcomes

Step 4:

Document the mitigation tasks that the OTP will use to address concerns, which concern(s) each task will address, the target date for the task to be implemented, and the resolution date.

Mitigation Task	Concerns Addressed by Task	Target Date	Resolution Date

Step 2:

Document any new concerns identified by stakeholders that weren't addressed previously and any suggested mitigation alternatives proposed by stakeholders. After the public hearing, DOH will send the proposed OTP a copy of any stakeholder concerns which should be added to this part of the community relations plan.

Regulatory Reference: 2015 CSAT Guidelines, p. 16-17: Community Relations and Education

New Concerns Identified	Suggested Mitigation Alternatives

Step 4:

Document any new concerns identified by stakeholders that weren't addressed previously, and any suggested mitigation alternatives proposed by stakeholders.

Regulatory Reference: 2015 CSAT Guidelines, p. 16-17: Community Relations and Education

New Concerns Identified

Suggested Mitigation Alternatives

Step 5:

Document the mitigation tasks that the OTP will use to address the new concerns, which concern(s) each task will address, who is responsible for leading the task, the target date for the task to be implemented, and the resolution date.

Mitigation Task

Concerns Addressed by Task

Person Responsible

Target Date

Resolution Date
