



Checklist for Comprehensive Community Support Services (CCSS) Application

September 2023

When to Submit the Application:

- ✓ Agencies/Organization who want to provide Comprehensive Community Support Services CCSS and have never applied before
- ✓ Agencies/Organizations who are opening a new location (requires separate application)
- ✓ After completion of the [required training](#) related to providing clinical supervision of non-clinical staff

Supporting Documentation to Gather:

- CCSS Clinical Supervisor:
- Copy of License
- Evidence of 1 year of Supervisory Experience
- Board-approved Clinical Supervisor Designation Letter/Verification
- Attestation of Training Related to Providing Clinical Supervision of Non-Clinical Staff
- Copy of CCSS Training Certificate
- Resumé (detailing one or more years of supervisory experience)

CCSS Program Supervisor (if this is a different person than the Clinical Supervisor, these will be required):

- Copy of Bachelor's Degree in a human services field from an accredited university
- Resumé (detailing four years relevant experience in the delivery of case management or CCSS with the target population, and one year demonstrated supervisory experience)
- Copy of CCSS Training Certificate

If you have hired CSWs/CPSWs, you will be required to state their names and upload the following documents (*IMPORTANT NOTE: These documents must be combined into a single PDF before uploading):

- For CSWs, you will be required to upload proof of education (degree or diploma earned), an initial CCSS training certificate of completion, and a resume de-tailing months and years of experience.
- For CPSWs, you will be required to upload proof of CPSW credentials and the initial CCSS training certificate of completion.



****IMPORTANT NOTE** Once you begin uploading the supporting documents during the signing process, if you leave before signing and submitting your application, your uploads will be erased and you will have to start over the next time you access it.**

Application:

An application confers that the agency is following the CCSS policies and procedures. Application further certifies that the responses in this form, including referenced information in the supporting documents, are accurate, complete, and current as of this date. Application confers that the agency providers have read, understand, and agree to conform with the CCSS policy, NMAC 8.321.2, BH Policy and Billing Manual, and statutes relative to rendering and seeking reimbursement for services through the Human Services Department and Behavioral Health Services Division of the State of New Mexico. Application certifies all staff and supervisors have been trained to provide appropriate services and clinical supervision on the above listed items and read and understand our agency policies and procedures. Application certifies that all providers practicing in the agency are following the applicable state board licensing regulations according to their licensure.

Contacts:

Application Questions:
ccss@nmrecovery.org

Technical Support:
hello@lokacreative.com