



OASAS Adolescent Designation Application Cover Sheet

Provider Name: _____

PRU(s): _____

This coversheet contains instructions for compiling an application for the Adolescent Designation and must be included as the first page of said application. Failure to include this as your application coversheet will result in a delay of application review. Providers applying for the Adolescent Designation in more than one PRU may submit one attestation but must complete and submit a separate self-assessment for each PRU. The attestation and self-assessment ask for copies of relevant and required policies & procedures, which should be included in your application. Below are instructions and tables listing these additional materials.

Primary Documentation

The two documents listed below are the primary components of an Adolescent Designation application. Please see the instructions on each document for further instructions.

- Attestation
- Provider representative signature (p.3)
- Regional Office representative signature (p.3)
- LGU signature (p.3)
Self-Assessment
- Program Director signature (p. 2)
- Executive Director/CEO/Other Executive Leader signature (p. 2)

Additional Materials

The tables below detail the policies, procedures, and training information that must be included with the primary documentation for an application to be reviewed. The absence of one or more documents will result in a denial or delay in designation.

Policies and Procedures

A separate document for each policy and procedure is NOT necessary. Several of the policies required by the Adolescent Designation are closely related and may be contained in a single policy and/or procedure document.

For that reason, applicants must complete the table below to indicate the title of the document (and page number, if applicable) each policy appears in. It is preferred for programs to submit their additional materials in the same order as listed in the table below.

Table with 3 columns: Required Policy/Procedure/Written Material, Corresponding Standard(s), Document Title (and page number, if applicable). Rows include Outreach, engagement & retention strategies and Mental health treatment.

→ Reporting for injuries and emergencies	7a 7c	
→ Filing of client complaints	7b 7c	
→ Emotional and physical safety of youth, including bullying	7a 7b 7c 9a 10c	
→ Availability and use of medication for addiction treatment (MAT) for adolescents	8a 11b 12a 12b	
→ HIPAA messaging compliance	3e	

Training Materials

Use the table below to provide information about required trainings referenced in the Adolescent Designation standards. Completion of this table and submission of applicable training materials are required for designation.

- For each topic covered by an internal training, enter the title of the training in the table below and attach a copy of training materials to the application.
- For each topic covered by external entities, enter the name of the trainer or agency that most recently provided training on the topic to agency staff.

Each topic should have the above-described information entered in either the internal column OR the external column.

As a reminder, topics in the same category may be covered in a single training or in multiple, separate segments, depending on program preference and ability. It is acceptable and recommended for agencies to cover more than one topic in a given category to provide the most efficient training for staff.

Topics	INTERNAL: Enter training title (and attach copy of training materials)	EXTERNAL: Enter name of most recent trainer/training organization	Date of Last Delivery
Adolescent Development			
Cultural Proficiency			
Trauma-Responsive Care			
Case Management			
SUD Treatment Approaches for Adolescents			
Youth-Specific Screening & Evaluation Instruments			