

5150/5585 LPS Outpatient Designation Re-Designation Process

Applicant:

1. Applicant will register with BHTS using Microsoft Forms for the in-person training after the training date announcement.
2. Applicant will review the 5150/5585 LPS Outpatient Designation Training Supplemental Material PowerPoint slide deck on [LPS Outpatient Designation](#).
3. Applicant will complete and sign the Authorization form and Attestation and give to Service Chief/Program Director.
4. Applicant will take a color passport style photo (JPEG) using a cellphone.
Photo Guidelines:
 - Background must be white or off-white in color.
 - No head tilt; cut out of picture from another photo and no social media filters.
 - No hats or head covering unless normally worn daily for religious purposes.

Provider's Service Chief/Program Director:

Provider's Service Chief/Program Director – you must submit (**scan each document separately**) the **REQUIRED** below documents and send in one email to AQISDesignation@ochca.com for approval. *Documents will not be accepted or reviewed if submitted by applicant.*

EXAMPLE EMAIL SUBJECT LINE SHOULD READ: LPS Outpatient Designation Training & Exam Request – Jonathon Doe]

1. Completed 5150/5585 LPS Outpatient Authorization Application Form
 - Authorization form (Page 1) - All sections filled out and signed by both applicant and Service Chief/Program Director. (**Only wet signature or Adobe time-stamped electronic signature will be accepted.**)
2. Completed and signed Attestation for LPS Authorized Applicants (2 pages):
 - Certificate of Applicant (Page 2) (**Only wet signature or Adobe time-stamped electronic signature will be accepted.**)
 - Certificate of Service Chief/Program Director Attestation (Page 3).
3. Color passport style photo (JPEG) not scanned. (*See photo guidelines above*)
4. Copy of Applicant's employee ID badge or a copy of applicant's CDL if program has no badge.
5. Printout (no screenshot) of Applicant's current license/registration status (if applicable) on [DCA BreEZe](#) website. (*See below instructions for Printing your BreEZe Licensure Information.*)
6. One copy of a 5150/5585 Hold written within the last 2 years. If no hold written, contact QMS IDSS at AQISDesignation@ochca.com and a mock vignette will be sent. Applicant will need to complete a mock hold based on the vignette and submit with required documents.
7. **Contract providers only** - Applicants Job Description (JD) from your Human Resources department. JDs with space for signatures must be signed.

Approval and Exam Process:

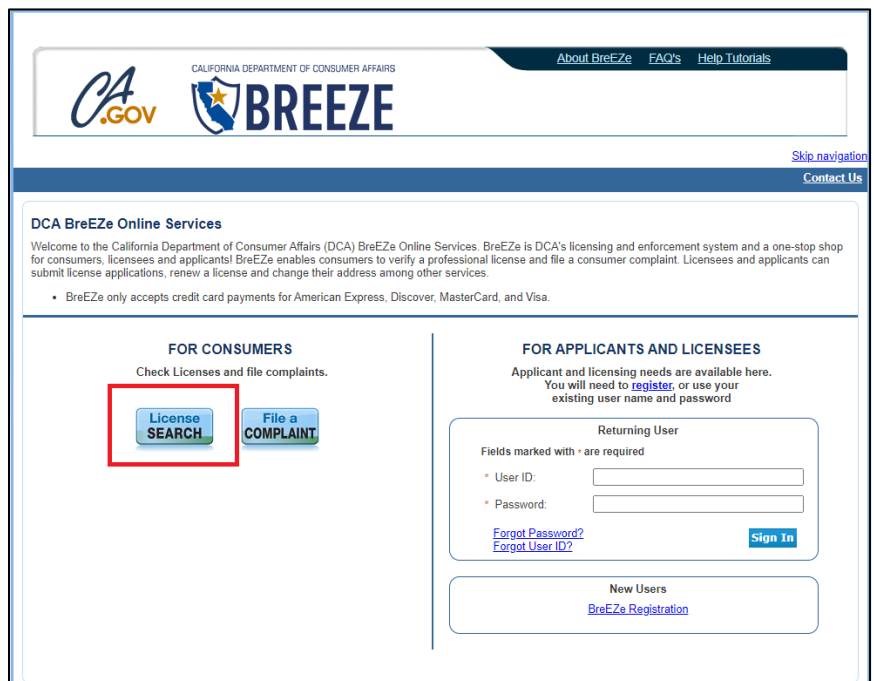
- ❖ QMS IDSS will review all documents submitted. Once verified and approved applicant and their Service Chief/Program Director will get an approval email from QMS IDSS informing them that their registration is approved to attend the in-person training. **Applicants who have not been approved will not be allowed into the training.**
- ❖ **Applicant must bring and return to QMS IDSS staff the expired or active LPS Card the day of the training.**
- ❖ Applicant will attend the entire training and will take the LPS Outpatient Exam on computer/tablet/cellphone after the training. **Applicant must bring own device.**
- ❖ If the minimum passing score of 80% is met, a 5150/5585 LPS Outpatient Designation Card will be issued for 2 years. LPS Card will be given to the appropriate HCA Program Manager for distribution.
- ❖ If the applicant does not pass the exam, Service Chief/Program Director can request a re-examination after 7 days from the in-person training date. Re-exam will be done online and not in-person.

Printing your BreEZe Licensure Information

Here is a brief guide on how to print and save your professional license information on the California Department of Consumer Affairs BreEZe website.

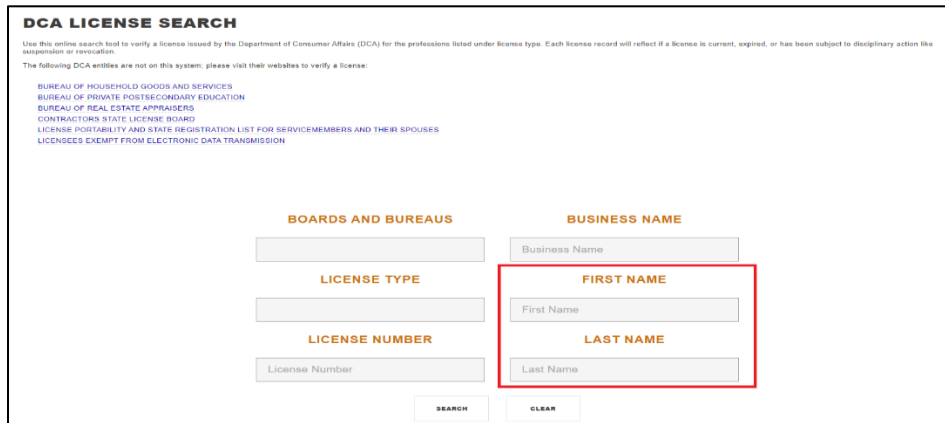
1. Navigate to [DCA BreEZe](#)

2. Click on the **License Search** button as shown.



The screenshot shows the DCA BreEZe website interface. At the top, there is a navigation bar with links for 'About BreEZe', 'FAQ's', and 'Help Tutorials'. Below this is the DCA logo and the 'BREEZE' logo. The main content area is titled 'DCA BreEZe Online Services' and includes a welcome message and a list of services. Two buttons are visible: 'License SEARCH' and 'File a COMPLAINT'. The 'License SEARCH' button is highlighted with a red rectangular box. To the right, there is a section for 'FOR APPLICANTS AND LICENSEES' with a login form for returning users and a registration link for new users.

3. Enter your First Name and Last Name



4. From here, you can narrow down the results using Search Filters on the left, or just scroll until you find your name. Click on the **License Number** to proceed.

5. Finally, using your keyboard, select **Ctrl + Shift + P**. This will ask your computer to Print. Choose the **Microsoft Print to PDF** option, or **Adobe PDF**. You will be asked to choose a place to save the PDF.
- a. If you do not see these options, proceed to print the document, then scan the printed document in so it can be e-mailed.

6. E-mail the saved PDF!

