

## Alternative Compliance Request Instructions

Providers requesting Alternative Compliance must complete and submit an Alternative Compliance Request Form per DBH policy.

1. The form will prompt you to enable JavaScript, you must do this to continue.
2. Enter the following information:
  - a. Date
  - b. Choose RBHA email address to send ACR form
  - c. Contact's name (first and last)
  - d. Contact's email - approval/denial will be sent to this email
  - e. Provider name (enter RBHA information if they are the provider)
  - f. Provider address and phone number
3. Citation of the specific regulation for which alternative compliance is being requested; include the chapter number, section, sub-section, and language from the regulation citing:
  - a. Select 206 NAC CHAPTER per 3-002.01 (002.01(A)) with dropdown
  - b. Select Corresponding Chapter's Subchapter with dropdown
4. Reasons for the request for alternative compliance per 3-002.01 (002.01(B)) and documentation of evidence for how the AC would enhance all the following criteria. All four must be completed:
  - a. Document how AC will enhance QUALITY per 3-002.01 (002.01(G))
  - b. Document how AC will enhance ACCESSIBILITY per 3-002.01 (002.01(G))
  - c. Document how AC will enhance PUBLIC SAFETY per 3-002.01 (002.01(G))
  - d. Document how AC will enhance COST EFFECTIVENESS per 3-002.01 (002.01(G))
5. If appropriate, activities or performance criteria to replace the requirement of the regulation and the date the provider is expected to attain compliance
  - a. Steps to support future compliance & attainment date per 3-002.01 (002.01(C))
6. The signature of the organization/program director or individual provider
  - a. Provider Signature per 3-002.01 (002.01(D))
7. Authorization from the provider's governing body to request AC
  - a. Checkbox - Provider's Governing Board Letter attached per 3-002.01 (002.01(E))
8. Approval by the Regional Governing Board when the provider is under contract with the RBHA
  - a. Checkbox - RBHA's Governing Board Letter attached per 3-002.01 (002.01(F))