

DMC Site Visit Documents

√	Document
	Building Lease or proof of occupancy
	Business card, advertising flyers (regarding availability of short-term emergency counseling or referral, emergency telephone service, etc.
	Weekly program schedule
	Fictitious name permit (if applicable)
	Comprehensive liability insurance
	Workers compensation insurance
	Medical Director: Consultant agreement/contract California License Professional liability Insurance
	List of current staff with names, certification/registration, and professional licensure numbers
	Counselor/staff schedule
	Board of directors listing
	EDD Quarterly Contribution return and Report of wages for most recent quarter (i.e. payroll for most recent quarter and/or any relevant 1099s for independent contractors)
	Bank Statements for most recent quarter
	Corporate tax record (i.e. Form 990)
	NPI of all clinic locations
	Program Capacity (i.e. maximum to be served at any one time.