

Mental Health Program Registry

Provider Portal Guidance

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Determine Which Program(s) Must be Registered with the Mental Health Program Registry

For the purposes of this registry, a Mental Health Program is an agency/organization that provides mental health services by a licensed mental health professional in North Dakota, including individually licensed mental health professionals that operate as a sole proprietor(business). A licensed mental health professional for purposes of this registry includes North Dakota Professional Counselors, Marriage and Family Therapists, Clinical Psychologists, Psychiatrists, Advanced Practice Registered Nurse Nurse-Mental Health, and Clinical Social Workers.

Identify the Organizational NPI(s) that will be used to Register your Mental Health Program(s)

To assist with the identification and verification of each Mental Health Program the Mental Health Registry relies on the utilization of National Provider Identifiers (NPI). During the registration process, Mental Health Programs are required to provide an NPI that uniquely identifies their organization(s). For each organization, a business will be able to provide high-level information about the organization as well as more detailed information about each location that operates under that NPI.

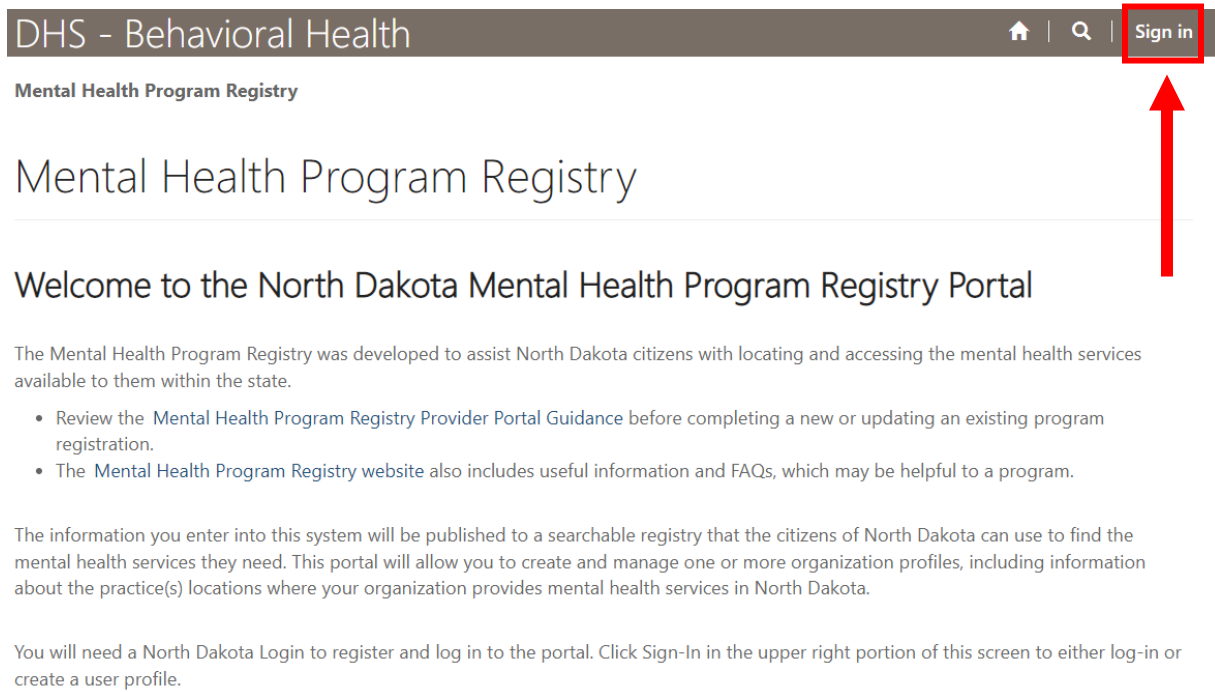
Below are some pointers for how to identify which NPI(s) to use to register your program(s):

Organizational Structure	How to register the program(s)
Single Organizational NPI used for one or more practice locations	Submit a single Organization Registry submission for that NPI, including all locations that operate under that NPI
More than 1 Organizational NPI used for a single practice location	Select only 1 NPI to identify your organization and submit a single Organization Registry submission for that NPI, including all locations that operate under it. <i>Do NOT submit registrations for multiple NPIs that are used at a single location.</i>
More than 1 Organizational NPI used for multiple different practice locations	Submit an Organization Registry submission for each NPI, including all locations that operate under that NPI. <i>Do NOT submit registrations for multiple NPIs that are used at a single location.</i>
Individual practitioner that operates as a sole proprietor (business)	Submit a single Organization Registry submission using your individual NPI. <i>Do NOT complete registrations for an individual practitioner, unless that individual operates as a sole proprietor (business) and uses their personal NPI to identify themselves as the program (billing entity).</i>

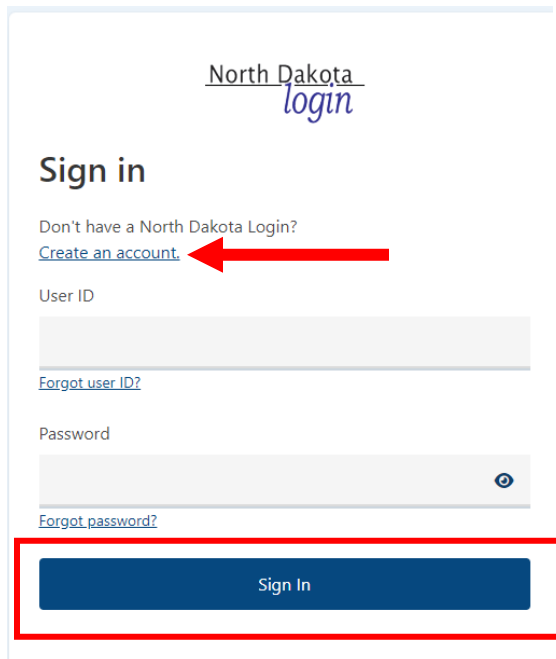
Sign-in

The first thing you must do to access the North Dakota Mental Health Registry is sign-in to the [Mental Health Registry Portal](#).

1. Click Sign-In in the upper right of the screen.



2. You will need a North Dakota Login to access the registry portal. If you do not have a North Dakota login, click "Create an account" and follow the steps.



Create Initial Organization and Locations

On initial sing-in to the portal, your screen will mostly be blank. The first step will be to create your organization and location(s).

Mental Health Program Registry

Organizations I manage

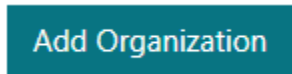
Organization ↑	NPI Number	Main Phone	Email	Website	Status
There are no records to display.					

Add Organization

Closed or Deleted Organizations

Account Name ↑	NPI Number	Main Phone	Email	Website	Status
There are no records to display.					

1. Click "Add Organization"



2. The first part of the add organization form asks for your organization's NPI number. Enter your organization's NPI and click Next.

IMPORTANT: This is not the NPI associated with an individual mental health professional unless that individual operates as a sole proprietor (business).

NPI Information

This is the organization-level NPI, not the NPI associated with an individual practitioner unless the organization is owned and operated under an individual NPI. If your organization does not have an NPI, please contact BHD at [insert MH Registry email link]. *



- Simply continue filling out the form with your organization's information and click Next.

Note: the primary business contact, phone number, and email can be different than the individual filling out this form. This contact information will be used to facilitate communications between your organization and BHD if questions or concerns arise.

Organization Information

Organization Name *

This is the business name associated with this NPI. You will be able to add specific location name(s) in the next step.

Training Organization 1

Website

https://www.behavioralhealth.nd.gov/

Primary Business Contact Email *

Provide the email address associated with the business, not an individual, whenever possible.

programregistry@nd.gov

Primary Business Contact Name *

Please provide the name and contact information for the best person BHD staff can work with to answer questions.

Training Contact First and Last Name

Primary Business Contact Phone *

701-328-8920

Previous **Next**

Add a Location

You will need to add at least one location record to your organization. You can add as many locations that you would like to associate with the organization's NPI as is appropriate for your organization.

Locations

Add Location

Loc ID ↑	Name	Street Address	City	Zip Code	County	Email	Phone Number	Status
----------	------	----------------	------	----------	--------	-------	--------------	--------

There are no records to display.



Previous **Submit**

- Click Add Location

Add Location

2. A new window will open with the create location form. Fill in the details specific to the program location and submit the form.

Note: the information on the program location record will be published to the public-facing Mental Health Registry. Make sure the contact information and other details are as accurate as possible for the citizens of North Dakota.

The screenshot shows a web form titled "Create" with a close button (x) in the top right corner. The form is titled "Location Information" and contains the following fields:

- Location Name ***: A text input field with the value "Training Location - Bismarck". Below the field is a note: "This is the program name that citizens will see on the registry lookup (eg. Mental Health Clinic - Fargo)".
- Location Phone Number ***: A text input field with the value "701-328-8920".
- Street Address ***: A text input field with the value "600 E Boulevard Ave Dept 325".
- City ***: A text input field with the value "Bismarck".
- State ***: A dropdown menu with "North Dakota" selected.
- Zip Code ***: A text input field with the value "58505".
- County ***: A dropdown menu with "Burleigh" selected.
- Telehealth Offered ***: A checkbox field, currently unchecked.

Populations Served

One important part of the program location form is identifying if this location serves adults, children, or both. If you select "Yes" for the population, you will also be asked to check mark any conditions and interventions that apply to your program. While the conditions provided in this registry align to the main DSM-V categories, you can also access the [Mental Health Conditions Cross-Reference](#) list to assist with identifying which condition categories to select for your location.

Population Served

Adult

No Yes

Children

No Yes

Adult Conditions

Please select all that apply to this location

- ADHD**
- Addiction Disorders - Substance Use**
- Addiction Disorders - Other Behavioral**
- Anxiety Disorders**
- Autism**

Adult Interventions Utilized

Please select all that apply to this location

- Cognitive Behavioral Therapy (CBT)**
- Eye Movement Desensitization and Reprocessing (EMDR)**
- First Episode Psychosis**
- Medication Management**
- Multi-systemic Therapy (MST)**

Children Conditions

Please select all that apply to this location

- ADHD**
- Addiction Disorders - Substance Use**
- Addiction Disorders - Other Behavioral**
- Anxiety Disorders**
- Autism**
- Bipolar Disorders**

Children Interventions Utilized

Please select all that apply to this location

- Brief Strategic Family Therapy
- Cognitive Behavioral Therapy (CBT)
- Eye Movement Desensitization & Reprocessing (EMDR)
- First Episode Psychosis
- Functional Family Therapy
- Homebuilders

Submit

1. After creating your first location record, you can either add additional locations or submit the form. When you have added all locations under your organization, click Submit.

Locations

Add Location

Loc ID ↑	Name	Street Address	City	Zip Code	County	Email	Phone Number	Status	
LOC-01041	Training Location - Bismarck	600 E Boulevard Ave Dept 325	Bismarck	58505	Burleigh	programregistry@nd.gov	701-328-8920	Pending New	▼

Previous

Submit

2. After clicking submit, you will see the message below, which will provide you a link back to the home screen.

Note: Your organization and location records will be in a pending status while BHD staff review the records for approval. Once approved, the program location records will be published to the citizen-facing directory in an overnight process.

Mental Health Program Registry

Thank you for registering your organization with the North Dakota Mental Health Registry. Your organization and locations are currently in a pending status. Our staff will review each location for approval before the information becomes active on the public-facing website. You can view, edit, or add additional locations by going back to the home screen. [Click Here to Go to Home Screen.](#)

Edit Organization or Locations

1. While your organization and locations are in a pending status, you can continue to edit or add information. The easiest way to edit an organization or location record is to click on the organization name and then click edit in the upper right of the screen.

Organization ↑	NPI Number	Main Phone	Email	Website	Status
Training Organization 1	7854569856	701-328-8920	programregistry@nd.gov	https://www.behavioralhealth.nd.gov/	Approved

Organization

Information

Organization Name *

This is the business name associated with this NPI.
Training Organization 1

NPI Number *

7854569856

Primary Business Contact Email *

programregistry@nd.gov

Primary Business Contact Name *

Training Contact First and Last Name

Primary Business Contact Phone *

701-328-8920

Website

<https://www.behavioralhealth.nd.gov/>

Edit

2. Once you click Edit, the organization fields will become editable. You can also click the arrow to edit your location(s).

Organization

Information

Organization Name *

This is the business name associated with this NPI.

NPI Number *

7854569856

Primary Business Contact Email *

Provide the email address associated with the business, not an individual, whenever possible.

Primary Business Contact Name *

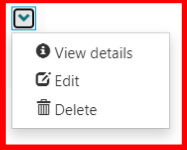
Please provide the name and contact information for the best person BHD staff can work with to answer questions.

Primary Business Contact Phone ***Website**

Locations

Approved or Pending Locations

Add New Location

Loc ID ↑	Name	Street Address	City	Zip Code	County	Email	Phone Number	Status	
LOC-01041	Training Location - Bismarck	600 E Boulevard Ave Dept 325	Bismarck	58505	Burleigh	programregistry@nd.gov	701-328-8920	Pending New	

3. Clicking Update will submit any changes you have made to the system.

Update

Add a Location to an Existing Organization

After initial organization and location creation, there are instances where you may need to add additional locations under your organization. For example, if your business expands to a new part of the state.

1. In the portal, click on your organization's name.

Mental Health Program Registry

Organizations I manage

Add Organization

Organization ↑	NPI Number	Main Phone	Email	Website	Status
Training Organization 1	7854569856	701-328-8920	programregistry@nd.gov	https://www.behavioralhealth.nd.gov/	Approved <input type="checkbox"/>

2. Once you are under the organization record, click the Edit button.

Organization

Information

Organization Name *

This is the business name associated with this NPI.

Training Organization 1

NPI Number *

7854569856

Primary Business Contact Email *

programregistry@nd.gov

Primary Business Contact Name *

test 1

Primary Business Contact Phone *

701-328-8920

Website

https://www.behavioralhealth.nd.gov/

Edit

3. Click the Add New Location button.


Locations

Approved or Pending Locations

Add New Location

Loc ID ↑	Name	Street Address	City	Zip Code	County	Phone Number	Status
LOC-01203	Training Location - Bismarck	600 E Boulevard Ave Dept 325	Bismarck	58504	Burleigh	701-328-8920	Approved <input type="checkbox"/>

4. Fill out the new location form with all required information and click submit at the bottom.

 Create ×

Licensed Professionals in North Dakota

Does this location have professionals licensed in ND? *

No Yes

Location Information

Location Name *

This is the program name that citizens will see on the registry lookup (eg. Mental Health Clinic - Fargo)

Location Phone Number *

Street Address *

City *

State *

Zip Code *


[Submit](#)

- The new location will be in a Pending New status and will be reviewed for approval by BHD staff. You can navigate back to the main portal screen by clicking the update button at the bottom of the screen.

Locations

 Approved or Pending Locations ▾

[Add New Location](#)

Loc ID ↑	Name	Street Address	City	Zip Code	County	Phone Number	Status
LOC-01203	Training Location - Bismarck	600 E Boulevard Ave Dept 325	Bismarck	58504	Burleigh	701-328-8920	Approved 
LOC-01204	Training Location - Fargo	200 E Main Ave	Fargo	56563	Cass	701-222-2222	Pending New 

[Update](#)

Yearly Recertification

On at least a yearly basis, your organization will need to sign-in to the North Dakota Mental Health Registry and recertify all your program location records. This is done to make sure the citizens of North Dakota have the most valid information possible when seeking mental health services.

For each location record that requires recertification, use either the Recertify with Changes or Recertify with no Changes option using the steps below:

1. Click on the organization name so that you can see all the locations under that organization record.

Organizations I manage

Organization ↑	NPI Number	Main Phone	Email	Website	Status
Training Organization 1	7854569856	701-328-8920	programregistry@nd.gov	https://www.behavioralhealth.nd.gov/	Pending

2. Click Edit in the upper right corner of the screen.

Organization Dashboard

Organization

Information

Organization Name *

This is the business name associated with this NPI.
Training Organization 1

NPI Number *

7854569856

Primary Business Contact Email *

programregistry@nd.gov

Primary Business Contact Name *

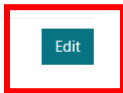
Training Contact First and Last Name

Primary Business Contact Phone *

701-328-8920

Website

https://www.behavioralhealth.nd.gov/



3. Once you are in Edit mode, you will have several options by clicking on the arrow next to each location record.

Status

Approved



- View details
- Recertify with Changes
- Recertify with no Changes
- Delete
- Close

View Details

Use this option to review the current details of each program location record. This is view only mode and no changes can be made when clicking into this option.

Recertify with Changes

If you have changes to the location record, use this option. The location form will become editable, and you will be allowed to edit and submit changes to the organization.

Recertify with no Changes

If you have reviewed the location record, and have determined that no changes are necessary, use this option. Clicking Recertify with no Changes will mark the record as reviewed by your organization and will be approved for a year from this review date.

Organization Ownership Change Request


The North Dakota Mental Health registry portal currently only allows one user at a time to control an organization record associated with an NPI number. This is done to reduce duplication of records in the system. If the person responsible for maintaining the organization record and associated locations changes, follow the steps below.

1. Sing-in to the Mental Health Registry portal.

IMPORTANT: The individual requesting control of the organization record needs to be the one to complete the request. You cannot request access on behalf of someone else.

2. Click on the Add Organization button and type in the NPI for the organization. You will get a warning message that the organization already exists and see a link to the Organization Change Request form. Click the link to the form.

Add Organization

 The form could not be submitted for the following reasons:

An organization record already exists under this NPI. If you wish to request ownership of the existing organization record, please fill out the [Organization Change Request Form](#). You may also contact BHD at programregistry@nd.gov for assistance.

NPI Information

This is the organization-level NPI, not the NPI associated with an individual practitioner unless the organization is owned and operated under an individual NPI. If your organization does not have an NPI, please contact BHD at programregistry@nd.gov. *

7854569856

3. Fill out the form with the NPI number of the organization record you are requesting ownership of and all other required fields.

Change Request Information

Are you requesting ownership of the organization record for yourself or for someone else? *

For Myself

NPI Number *

7854569856

Requestor Title

Director of Human Resources

Requestor First Name *

John

Requestor Last Name *

Doe

Requestor Email *

programregistry@nd.gov

Ownership Change Reason *

Previous Owner Left Organization

Submit

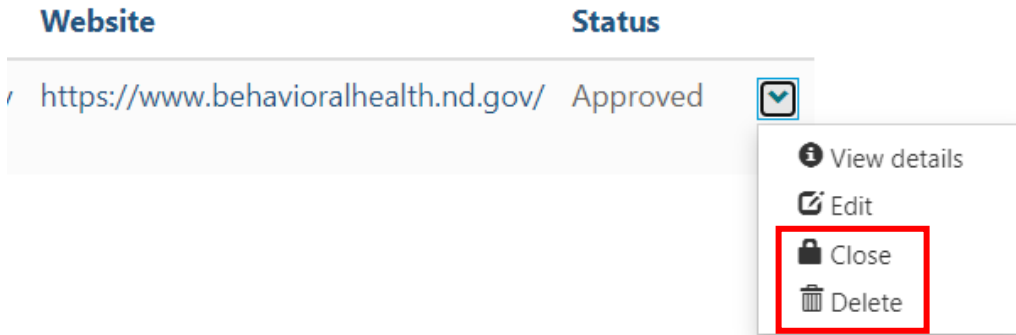
4. Click Submit

IMPORTANT: Transfer of control over the organization record and associated locations will not happen automatically. The request will be sent to BHD staff for review and approval. You will receive email communication once a decision has been made on the transfer of ownership request.

Closing or Deleting an Organization

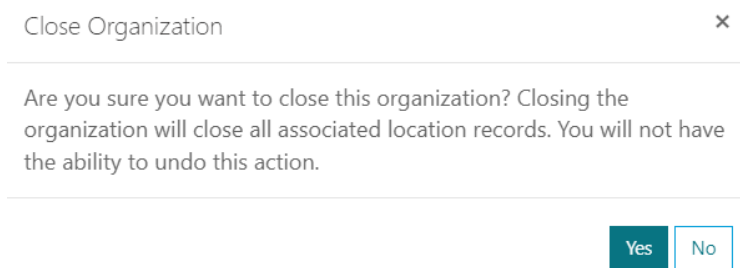
You have the option to close or delete entire organization records. These two operations should be used sparingly (e.g. when an entire organization closes or was entered in error) and it is important to understand the differences between the two.

Click on the arrow next to the organization record to display the close and delete options. Both the Close and Delete options will give you a warning explaining that the operation is not reversible. Click Yes to proceed or No to cancel.



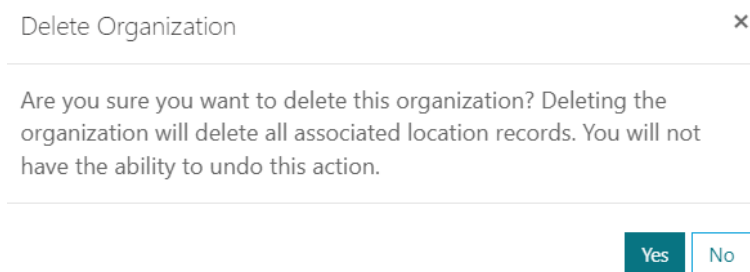
Closing an Organization

Use this option if the organization as a whole has stopped operations and is no longer providing services to citizens at any of the associated locations. All location records under the organization will also be closed.



Deleting an Organization

Use this option if the organization and all associated location were added in error and cannot be fixed through editing. All location records under the organization will also be deleted.



Viewing Closed, Deleted, Denied Organizations

All closed or deleted organization records will continue to be visible in the registry portal under the closed or deleted organizations view.

Closed or Deleted Organizations

Account Name ↑	NPI Number	Main Phone	Email	Website	Status
Training Organization 1	7854569856	701-328-8920	programregistry@nd.gov	https://www.behavioralhealth.nd.gov/	Closed

Closing or Deleting a Location

You also have the ability to close or delete individual program location records. It is important to understand the difference between these two operations.

1. Click on the organization record and click Edit so that you can access the edit options for the locations.

Organization ↑	NPI Number	Main Phone	Email	Website	Status
Training Organization 1	7854569856	701-328-8920	programregistry@nd.gov	https://www.behavioralhealth.nd.gov/	Approved <input type="checkbox"/>

Organization

Information

Organization Name *

Training Organization 1

NPI Number *

7854569856

Primary Business Contact Name *

Training Contact First and Last Name

Primary Business Email *

programregistry@nd.gov

Primary Business Phone *

701-328-8920

Website

<https://www.behavioralhealth.nd.gov/>

Edit



2. Clicking on the arrow next to the location record will display both the close and delete options. Both options will give you a warning explaining that the operation is not reversible. Click Yes to proceed or No to cancel.

Phone

Number Status

701-328-8920 Approved

- View details
- Recertify with Changes
- Recertify with no Changes
- Delete
- Close

Closing a Location

Use this option if the location has stopped operations and is no longer providing services to citizens.

Close Location ×

Are you sure you want to close this location? You will not have the ability to undo this action.

Yes No

Deleting a Location

Use this option if the location was added in error and cannot be fixed through editing.

Delete Location

×

Are you sure you want to delete this location? You will not have the ability to undo this action.

Yes

No

Viewing Closed, Deleted, Denied Locations

All closed or deleted location records will continue to be visible under the closed Deleted or Denied Locations view.

Locations

☰ Closed, Deleted or Denied Locations ▾

Approved or Pending Locations

Closed, Deleted or Denied Locations

LOC ID | NAME | Street Add