

How to Apply to Become an ATR Ohana Provider

Step 1. Print the Application Form

- Go to the Hawaii Department of Health web site
<http://hawaii.gov/health/substance-abuse/ATR/about.html>
- Select **Health Topics** from the dark blue menu bar at the top of the web page
- Select **Substance Abuse** from the drop down menu
- Select **ACCESS TO RECOVERY** from the drop down menu
- From the left side **MENU**, select **For Providers**
- From the top center box, marked **TO BECOME A PROVIDER** select **Application Form**

Step 2. Compete Application Form (Type or print clearly in black or blue ink)

Step 3. Submit Completed Application Form

Attention: Dr. JoHanna Mechergui, the ATR Service Developer.

- in person to 601 Kamokila Blvd., Room 360, Kapolei, HI 96707
- by fax to (808) 692-7521
- by scanned electronic document attached to e-mail to
JoHanna.Mechergui@doh.hawaii.gov

Step 4. Supply all supporting documentation requested

Supporting documents may vary from agency to agency based on:

- the type of agency
- fiscal processes and capacity to implement the WITS system
- credentials or qualifications related to staff
- the types of service categories you are proposing to deliver

A checklist of some of the documents that you may be asked to submit is available from this web site. The icon for the MOA Document Requirements is located next to the Application Form icon. This list may change as new service categories are identified and as additional Federal, State, or local regulations are identified across the period of the ATR Ohana Project.

Additional information about the minimum Computer and Network Requirements is also available to you and is located on the same web page.

The ATR Ohana website is currently under construction. Links to other resources, additional forms, and ATR Ohana Project information will be added as they become available.