

**Western Highlands Network  
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**Full Endorsement**

Conditionally endorsed providers may now notify Western Highlands Network of their intent and readiness to seek full endorsement. Notifications may be sent to Melissa Faulkner via email at [faul0852@westernhighlands.org](mailto:faul0852@westernhighlands.org). Providers should indicate each service for which they are seeking full endorsement. Once this notification is received, the provider will be sent a certified letter indicating the date and time of the site visit, as well as the documents that should be provided to the reviewers at that time.

Please keep in mind that if corrective action is needed by the provider, this can significantly increase the amount of time necessary to complete the endorsement process. Therefore, we urge providers to notify us that they are prepared for a full endorsement review as soon as possible.

The review tools that will be used during the full endorsement review can be found on the website for the Division of MH/DD/SAS at: <http://www.ncdhhs.gov/mhddsas/index.htm>.