



Monterey County Behavioral Health Policies and Procedures

Policy Number	132
Policy Title	Credentialing and Recredentialing
References	Code of Federal Regulations (CCR) Title 42 section 438.214(d), 438.610(a)(b), and 438.808(b) Social Security Act, Section 1128 or Section 1128(a) CCR Title 22 section 51051 Americans with Disabilities Act, 42 U.S.C. sections 12101 <i>et seq.</i> State Plan, Section 3, Supplements to Attachment 3.1 -A
Form	Attestation
Effective	April 6, 2006 REVISED: March 6, 2019 REVISED: May 17, 2022

Policy

Monterey County Behavioral Health (MCBH) shall ensure that each of its County staff and its contracted providers who deliver covered services is qualified in accordance with current legal, professional, and technical standards, and is appropriately licensed, registered, waived, and/or certified. County staff and its contracted provider staff must be in good standing with the Medicaid/Medi-Cal programs. Any County staff or contracted provider staff excluded from participation in Federal health care programs, including Medicare or Medicaid/Medi-Cal, may not participate in any MCBH's network of providers.

Procedures

Credentialing and Verification Procedure

For all licensed, waived, registered and/or certified mental health providers:

- Licensed Clinical Social Workers;
- Licensed Marriage and Family Therapists;
- Licensed Professional Clinical Counselors,
- Waivered/registered,

For all licensed, waived, registered and/or certified substance use treatment providers:

- Registered/certified Alcohol and Other Drug counselors (AOD)
- License Practitioners of the Healing Arts (LHPA)
- Physician
- Nurse Practitioners

- Physician Assistants
- Registered Nurses
- Registered Pharmacists
- Licensed Clinical Psychologists
- Licensed Clinical Social Worker
- Licensed Professional Clinical Counselor
- Licensed Marriage and Family Therapists
- License Eligible Practitioners working under the supervision of licensed clinicians

MCBH and its contracted providers shall verify and document the following items through a “primary source,” as applicable, prior to employment. Primary source refers to an entity, such as a state licensing agency, with legal responsibility for originating a document and ensuring the accuracy of the document’s information. Monterey County Behavioral Health Human Resources department and its Contracted Providers staff shall verify the following, as applicable:

- Evidence of graduation or completion of any required education, as required for the particular provider type
- Proof of completion of any relevant medical residency and/or specialty training, as required for the particular provider type
- The appropriate license and/or board certification or registration, as required for the particular provider type
- Satisfaction of any applicable continuing education requirements, as required for the particular provider type

MCBH and its contracted providers shall verify and document the following items (verification does not need to be through a primary source). Monterey County Behavioral Health Human Resources department and its Contracted Providers staff shall verify the following, as applicable:

- Work history
- Current Drug Enforcement Administration (DEA) identification number
- History of sanctions or limitations on the provider’s license issued by any state’s agencies or licensing boards.
- National Provider Identifier (NPI) number
- Current malpractice insurance in an adequate amount, as required for the particular provider type
- History of sanctions from participating in Medicare and/or Medicaid/Medi-Cal: providers terminated from either Medicare or Medi-Cal, or on the Suspended and Ineligible Provider List may not participate in the Plan’s provider network. This list is available at: <http://files.medi-cal.ca.gov/pubsdoco/SandILanding.asp>
- Provider information, if any, entered in the National Practitioner Data Bank, when applicable. See <https://www.npdb.hrsa.gov/>

Additional requirements for hospitals (verification does not need to be through a primary source)

- Hospital and clinic privileges in good standing
- History of any suspension or curtailment of hospital and clinic privileges

- History of liability claims against the provider

Monterey County Behavioral Health, Quality Improvement, shall continue to check the following lists on a monthly basis. MCBH shall continue to follow MCBH Policy 142 Excluded Providers to verify MCBH staff and its contracted provider staff are not on the following lists:

- United States (US) Social Security Administration (SSA) Death Master File (Death Master File)
- US Department of Health & Human Services (DHHS) Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE)
- US System for Award Management (SAM; replacement for the US Excluded Parties List System or EPLS)
- The State of California (CA) MediCal List of Suspended or Ineligible Providers (S&I List)

MCBH will also verify the provider's registration with the National Plan and Provider Enumeration System (NPPES) and provide them with support in obtaining their NPPES registration, if necessary.

Additionally, MCBH Quality Improvement shall continue to follow MCBH Policy 107 Licensure Requirements and Verification of Licensure and MCBH Policy 443 Scope of Practice.

Attestation

Upon successful completion of credentialing process, and every three (3) years thereafter, staff shall review, sign, and date a statement attesting to the following:

- Any limiting ability impacting their performance as it pertains to the essential function required of their role with or without accommodation
- History for loss of license, or felony conviction
- A history of loss or limitations of privileges, or disciplinary action
- A lack of present illegal drug use
- By signing, the practitioner is attesting to the accuracy and completeness of the information

Re-Credentialing and Verification Procedure

Monterey County Behavioral Health shall continue to, on a monthly basis, run all MCBH staff and contracted provider staff, who previously met the credentialing requirement through the excluded provider lists as noted above and in MCBH Policy 142 Excluded Providers. MCBH shall continue to follow MCBH Policy 107 Licensure Requirements and Verification of Licensure. Hospitals shall continue to follow their re-credentialing procedures. The following is necessary for re-credentialing:

- The county is required to re-credential providers, to verify and document at a minimum every three years that each network provider that delivers covered services continues to possess valid credentials, including verification of the credentialing requirements
- The provider is required to submit any update to information necessary to complete re-credentialing policy

- Re-credentialing should include documentation that the county has considered information from other sources pertinent to the credentialing process, such as quality improvement activities, beneficiary grievances, and medical record reviews