

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY
POLICIES AND PROCEDURES MANUAL**

Chapter: 08	Fiscal Management		
Section: 06	Contract Management		
Topic: 07	Organizational Credentialing – Special Provisions For Selected Providers		
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to ensure the competency and qualifications of the service delivery network in the provision of selected specialty services and supports by verifying proper credentialing and recredentialing by contracted organizational providers.

Purpose

This purpose of this policy and procedure is to establish processes for:

- The credentialing and re-credentialing of professionals and technicians providing applied behavioral analysis services who are operating as part of an organizational provider.
- Ensuring organizational providers intending to delivery occupational, speech language pathology and/or physical therapy services are operating within the scope of their contractual agreement with BABH.

Education Applies to:

- All BABHA Staff
- Selected BABHA Staff, as follows:
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: Applied Behavioral Analysis Providers, Occupational Therapists, Physical Therapists, Speech Therapists and Assistants
 - Policy Only Policy and Procedure
- Other:

Definitions

Credentialing: The process of obtaining, verifying, and assessing the qualifications of health care professionals to provide client care services.

Procedure

- 1) Contracted service provider organizations have primary responsibility for ensuring individual practitioners and paraprofessionals/technicians are properly credentialed and re-credentialed

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consistent with Medicaid qualification and training requirements as defined by the state of Michigan.

- 2) For selected services where the Medicaid qualifications and/or training requirements are particularly complex, or the service to be provided is considered critical or high risk, in order to mitigate risk BABH may either directly credential or verify the credentialing performed by the provider organization.
- 3) Ancillary Services (Occupational Therapy, Physical Therapy, Speech Therapy and Assistants)
 - a) All ancillary providers will reach out to the BABHA Contracts Manager **prior** to an ancillary professional or assistant providing services to a consumer.
 - b) The BABHA Contracts Manager will verify these professionals and assistants are appropriate to add to the BABHA EHR system based on contracted services.
 - c) The ancillary provider will send a copy of the staff’s active licensure and most recent iChat results to the BABHA Contracts Manager.
 - d) When the BABHA Contracts Manager has received all of the appropriate documentation, the provider staff’s name and information will be entered into the EHR for billing purposes. Effective date of staff will be the date provider submitted the request to BABHA. Each provider staff entered in the EHR will be logged in a document containing the Provider name, staff name, discipline, staff effective date and date entered in the EHR system.
 - e) The ancillary provider is responsible for maintaining all re-credentialing records and information.
 - f) A sample of ancillary staff records will be reviewed during the annual site review completed by BABHA or during other external audits.
- 4) ABA Professionals and Technicians
 - a) Initial Credentialing and Re-Credentialing
 - i) Credentialing information for all BTs, QBHPs, BCaBAs, BCBAAs, QLPs, LPs, and LLPs must be submitted prior to opening an ABA case.

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- ii) A credential file will be created, reviewed, and maintained by the Quality and Compliance Coordinator. The credential file will contain, at a minimum, the following:
 - (1) Complete credentialing packet
 - (2) All primary source verification documentation
 - (3) The results of the credentialing review
- iii) The Quality and Compliance Coordinator will keep tracking spreadsheets for each individual ABA provider. These spreadsheets will contain staff names, specific credentialing requirements, the date each requirement was completed, and the date that each requirement is due.
- iv) Credential Verification Options: The following credentials will be verified for ABA technicians and professions:
 - **Behavior Technicians-** primary source verification of:
 - Date of hire
 - Date of first and most recent criminal background checks
 - Central registry clearance
 - Age 18 or older
 - Ability to protect against the transmission of communicable diseases (Bloodborne Pathogens training)
 - Ability to perform and be certified in Basic First Aid procedures
 - Individual Plan of Service (IPOS) training- beneficiary specific
 - Ability to communicate expressively and receptively in order to follow IPOS requirements, emergency procedures, and report on activities performed
 - Receipt of Behavior Analyst Certification Board (BACB) approved training outlined in the Registered Behavior Task List
 - **Qualified Behavior Health Professional-** primary source verification of:
 - Date of hire
 - Date of first and most recent criminal background checks
 - Central registry clearance

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- A masters in a degree from an accredited institution in a mental health related field or a BACB approved degree category OR a physician or licensed practitioner licensed in the State of Michigan
- Specialized training and one year of experience in examination, evaluation, and treatment of children with Autism Spectrum Disorder (ASD)
- Extensive knowledge and training in behavior analyst defined as having documented course work at the graduate level from an accredited university in at least three of the six following behaviors:
 - Ethical considerations
 - Definitions and characteristics and principles, processes and concepts of behavior
 - Behavioral assessment and selecting interventions outcomes and strategies
 - Experimental evaluation of interventions
 - Measurement of behavior and developing and interpreting behavioral data
 - Behavioral change procedures and systems support
- Works under the supervision of BCBA
- **Board Certified Assistant Behavior Analyst-** primary source verification of:
 - Date of hire
 - Date of first and most recent criminal background checks
 - Central registry clearance
 - Current certification as a BCaBA through the BACB
 - Supervision of a BCBA
- **Board Certified Behavior Analyst-** primary source verification of:
 - Date of hire
 - Date of first and most recent criminal background checks
 - Central registry clearance
 - Current certification
- **Qualified Licensed Practitioner-** primary source verification of:
 - Current license in the State of Michigan
 - One of the following Qualified Licensed Practitioners:
 - A physician with a specialty in psychiatry or neurology

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- A physician with a sub-specialty in developmental pediatrics/developmental-behavioral pediatrics or a related discipline
 - A physician with a specialty in pediatrics
 - A psychologist (LP or LLP/TLLP)
 - An advanced practice registered nurse
 - A physician assistance; with training, experience, or expertise in ASD and/or behavioral health
 - A clinical social worker (Must indicate the practitioner is a Clinical MSW not Macro MSW)
 - Training, experience, or expertise in ASD and/or behavioral health
 - **Licensed Psychologist/Limited Licensed Psychologist Providing ABA Services** - primary source verification of:
 - Date of hire
 - Date of first and most recent criminal background checks
 - Central registry clearance
 - A doctorate (LP/LLP) or masters (LLP) and current license in psychology
 - A minimum of one year experience in treating children with ASD based on the principles of behavior analysis
 - Course work at the graduate level at an accredited university in at least three of the six following areas:
 - Ethical considerations
 - Definitions and characteristics and principles, processes, and concepts of behavior
 - Behavioral assessment and selecting interventions outcomes and strategies
 - Experimental evaluation of interventions
 - Measurement of behavior and developing and interpreting behavioral data
 - Behavioral change procedures and system supports
 - Working in consultation with a BCBA
- v) **Credentialing Confirmation:** The Quality and Compliance Coordinator conducts the requested credentialing verification and will work with the provider through

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electronic communication to verify if credentialing has been approved or if there are missing/incomplete items. When the credentialing is verified, the Quality and Compliance Coordinator will communicate with the finance department to enter the staff member into the electronic health record (EHR) of BABHA.

- vi) Re-Credentialing Process: The Quality and Compliance Coordinator conducts reviews on all the ABA technicians and professionals (BTs, QBHPs, BCaBAs, BCBAAs, QLPs, LPs, and LLPs) on a quarterly basis.
 - (1) The Quality and Compliance Coordinator will send out credentialing spreadsheets to each individual provider on a quarterly basis. These spreadsheets identify credentialing items that have expired or will soon become expired.
 - (2) Providers must submit credentialing items prior to expiration.
 - (3) If credentialing information is not received and the ABA employee is not fully re-credentialed, the Quality and Compliance Coordinator will notify the finance department.
- vii) The finance department will update the EHR so that claims cannot be processed for identified ABA employees until credentialing is verified.

Attachments

N/A

Related Forms

BABHA ABA Credentials Tracking Form (HR)

Related Materials

- MDHHS BT Provider Qualifications Review
- MDHHS QBHP Provider Qualifications Review
- MDHHS QLP Provider Qualifications Review
- MDHHS LP/LLP Provider Qualifications Review

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- MDHHS BCaBA Provider Qualifications Review
- MDHHS BCBA Provider Qualifications Review

References/Legal Authority

- MDHHS Medicaid Managed Specialty Supports and Services Program FY20 Attachment P 7.1.1.1 Credentialing and Re-Credentialing Processes
- Medicaid Manual- BHT Service Provider Qualifications: Section 3, 18.12

SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
Sarah Holsinger/Chris Tomczak	Corporate Compliance Committee	9/17/2020	New	Outline credentialing and re-credentialing process for ABA employees; and special provisions for ancillary service providers.