

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

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 8	Credentialing and Re-Credentialing of Applied Behavioral Analysis and Ancillary Staff		
Page: 1 of 7	Supersedes Date:	Approval Date:	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
	Pol:	Pol: 12-21-2023	
	Proc:	Proc: 12-21-2023	
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 12/28/2023. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

DO NOT WRITE IN SHADED AREA ABOVE

Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to ensure that the credentialing of all Applied Behavioral Analysis (ABA) technicians and professionals (including Behavior Technicians (BT), Qualified Behavioral Health Professionals (QBHP), Board Certified Assistant Behavioral Analyst (BCaBA), Board Certified Behavioral Analyst (BCBA), Qualified Licensed Practitioner (QLP), and Licensed Psychologist/Limited Licensed Psychologist (LP/LLP) and Ancillary Professionals (Occupational Therapist, Speech and Language Pathologist, and Physical Therapist) and assistants (Occupational Therapy Assistant and Physical Therapy Assistant) are verified and approved according to the Michigan Department of Health and Human Services (MDHHS) guidelines.

Purpose

This policy and procedure is to establish processes for the verification of credentials for ABA technicians and professionals and ancillary professionals and assistants consistent with the MDHHS guidelines.

Education Applies to:

- All BABHA Staff
- Selected BABHA Staff, as follows:
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: ABA Providers, Ancillary professionals and assistants
 - Policy Only Policy and Procedure
- Other:

Definitions

- 1) Credentialing: The process of obtaining, verifying, and assessing the qualifications of identified staff to provide client care services.

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

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 8	Credentialing and Re-Credentialing of Applied Behavioral Analysis and Ancillary Staff		
Page: 2 of 7	Supersedes Date:	Approval Date:	_____
	Pol:	Pol: 12-21-2023	
	Proc:	Proc: 12-21-2023	_____
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 12/28/2023. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

DO NOT WRITE IN SHADED AREA ABOVE

Procedure

Initial Credentialing and Re-Credentialing of ABA Professionals and Technicians

- 1) Credentialing information for all BTs, QBHPs, BCaBAs, BCBAs, QLPs, LPs, and LLPs must be submitted **prior** to opening an ABA case, per the following general procedures:
 - a. The ABA provider will notify and provide the Quality and Compliance Coordinator with a credentialing packet for the staff in need of credentialing.
 - b. A credential file will be created, reviewed, and maintained by the QCC. The credential file will contain, at a minimum, the following:
 - Complete credentialing packet
 - All primary source verification documentation
 - The results of the credentialing review
 - c. The QCC 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.

- 2) Credential Verification Options: The following credentials will be verified for ABA technicians and professions:
 - **Behavior Technicians (BT)**- primary source verification of:
 - Date of hire
 - Date of initial and most recent criminal background checks
 - 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

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

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 8	Credentialing and Re-Credentialing of Applied Behavioral Analysis and Ancillary Staff		
Page: 3 of 7	Supersedes Date:	Approval Date:	
	Pol:	Pol: 12-21-2023	<i>Board Chairperson Signature</i>
	Proc:	Proc: 12-21-2023	<i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 12/28/2023. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

DO NOT WRITE IN SHADED AREA ABOVE

- 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 (QBHP)**- primary source verification of:
 - Date of hire
 - Date of initial and most recent criminal background checks
 - 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 initial and most recent criminal background checks
 - Current certification as a BCaBA through the BACB
 - Supervision of a BCBA

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

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 8	Credentialing and Re-Credentialing of Applied Behavioral Analysis and Ancillary Staff		
Page: 4 of 7	Supersedes Date:	Approval Date:	<i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
	Pol:	Pol: 12-21-2023	
	Proc:	Proc: 12-21-2023	
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 12/28/2023. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

DO NOT WRITE IN SHADED AREA ABOVE

- LARA License
- **Board Certified Behavior Analyst (BCBA)**- primary source verification of:
 - Date of hire
 - Date of initial and most recent criminal background checks
 - Current certification as a BCBA through the BACB
 - LARA License
- **Qualified Licensed Practitioner (QLP)**- primary source verification of:
 - Current license in the State of Michigan
 - Date of initial and most recent criminal background checks
 - One of the following Qualified Licensed Practitioners:
 - A physician with a specialty in psychiatry or neurology
 - 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**- primary source verification of:
 - Date of hire
 - Date of initial and most recent criminal background checks
 - 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

BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 8	Credentialing and Re-Credentialing of Applied Behavioral Analysis and Ancillary Staff		
Page: 5 of 7	Supersedes Date: Pol: Proc:	Approval Date: Pol: 12-21-2023 Proc: 12-21-2023	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 12/28/2023. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

DO NOT WRITE IN SHADED AREA ABOVE

- 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

- 3) Credentialing Confirmation: The QCC conducts the requested credentialing verification and will work with the provider through electronic communication to verify if credentialing has been approved or if there are missing/incomplete items. When the credentialing is verified, the QCC will communicate with the finance department to enter the staff member into the electronic health record (EHR) of BABHA.

- 4) Re-Credentialing Process: The QCC conducts reviews on all the ABA technicians and professionals (BTs, QBHPs, BCaBAs, BCBAs, QLPs, LPs, and LLPs) on a quarterly basis. The procedure is as follows:
 - a. The QCC 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.
 - b. Providers must submit credentialing items **prior** to expiration.
 - c. If credentialing information is not received and the ABA employee is not fully re-credentialled, the QCC will notify the finance department.
 - d. The finance department will update the EHR so that claims cannot be processed for identified ABA employees until credentialing is verified

Adding Ancillary Professionals and Assistants to the Electronic Health Record)

- 1) All ancillary providers will reach out to the BABHA Contracts Manager **prior** to an ancillary professional or assistant providing services to a consumer. The BABHA Contracts Manager will verify these professionals and assistants are appropriate to add to the BABHA EHR system based on contracted services.

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

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 8	Credentialing and Re-Credentialing of Applied Behavioral Analysis and Ancillary Staff		
Page: 6 of 7	Supersedes Date: Pol: Proc:	Approval Date: Pol: 12-21-2023 Proc: 12-21-2023	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 12/28/2023. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

DO NOT WRITE IN SHADED AREA ABOVE

- 2) The ancillary provider will send a copy of the staff’s active licensure and most recent iChat results to the BABHA Contracts Manager.
- 3) 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.
- 4) The ancillary provider is responsible for maintaining all re-credentialing records and information. A sample of ancillary staff records will be reviewed during the annual site review completed by BABHA or during other external audits.

Attachments

N/A

Related Forms

ABA Credentials Tracking Form

Related Materials

MDHHS Provider Qualification Documents

References/Legal Authority

MDHHS Guidelines

Medicaid Manual- BHT Service Provider Qualifications: Section 3, 18.12

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

Chapter: 8	Fiscal Management		
Section: 6	Contract Management		
Topic: 8	Credentialing and Re-Credentialing of Applied Behavioral Analysis and Ancillary Staff		
Page: 7 of 7	Supersedes Date:	Approval Date:	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
	Pol:	Pol: 12-21-2023	
	Proc:	Proc: 12-21-2023	
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 12/28/2023. For controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site.			

DO NOT WRITE IN SHADED AREA ABOVE

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	Joelin Hahn	8/15/2023	New	Outline credentialing and re-credentialing process for ABA employees.