



PENINSULA RSN

NETWORK MANAGEMENT POLICIES AND PROCEDURES

Policy Name: SERVICE PROVIDER STAFF
QUALIFICATIONS

Policy Number: 3.08

Reference: WAC 388-865-0260, 0405 and 1996 Waiver

Effective Date: 9/2005

Revision Date(s): 12/2007

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy Corrective Action Plan

PURPOSE

It is the policy of the Peninsula Regional Support Network (PRSN) to retain, and to require its licensed service providers to retain: respectful, competent staff who are qualified to meet job requirements, including requirements for mental health professional status; to maintain job descriptions for staff including qualification specification; to conduct a Washington State Patrol and Federal Exclusion background checks and reference check on all staff providing direct service; and to require regular supervision and at least annual staff evaluation, as well as to maintain an individual training plan for staff.

PROCEDURE

The PRSN maintains, and expects the network providers and subcontractors to maintain, personnel files which are consistent with good management practices and which include:

- a) Job description and job qualification requirements for each position
- b) Supervision and evaluation documentation
- c) Qualifications (application or resume) of staff filling the position
- d) A plan which specifies training required or received
- e) WSP/Federal Exclusion background check documentation

MONITORING

This policy is a mandated by statute.

1. This Policy will be monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review
 - Quality Management Plan activities, such as review targeted issues for trends and recommendations

2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.