



PENINSULA RSN

PROVIDER MONITORING POLICIES AND PROCEDURES

Policy Name: CREDENTIALING AND RECREDENTIALING
OF PROVIDERS

Policy Number: 3.09

Reference: 42 CFR 438.214; DSHS Contract

Effective Date: 7/2009

Revision Date(s): 12/2009

Approved by: PRSN Executive Board

CROSS REFERENCES

- Plan: Utilization Management Plan
- Policy: Corrective Action Plans
- Policy: Provider and Subcontractor Administrative Review

PURPOSE

The Peninsula Regional Support Network (PRSN) shall monitor contracted provider agency and staff for compliance with credentialing and recredentialing contract requirements and federal regulations.

PROCEDURE

The PRSN only contracts for direct services with licensed mental health agencies.

The PRSN monitors network agency contractor compliance with credentialing and recredentialing through the following processes:

1. Contractor licensing and certification is monitored during the annual PRSN Administrative Reviews.
2. Personnel background and federal exclusions are monitored through a random 10% sample of employee files conducted during the annual PRSN Administrative Reviews.
 - The PRSN review checklist includes primary source verification of staff credentials, school diplomas/ degrees and trainings, licenses, job description, current training plan, and background clearance(s).

- Agency staff, clinical and medical, that have additional employment outside of the network agency must have their federal exclusion verified *every two years* after date of hire (beginning CY 2010). This includes staff involved with a private practice.
The verification must be present in the personnel file.
3. PRSN staff and contracted network agency federal exclusions are monitored annually by the PRSN Compliance Officer.
 4. Subdelegated ASO, CommCare, is required by contract to maintain URAC accreditation.

MONITORING

1. This policy is a mandate by contract and statute. This policy is monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative/ Subdelegated Review
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.