

## **Concordia Behavioral Health – Broward Behavioral Health Coalition**

### **Credentialing Program – Policy and Procedure for Credentialing of Assessors**

**Effective Date:** March 3, 2014

**Policy:** CR004, *Credentialing Program – Assessors*

**Revision Number:** Not Applicable (Original)

As a behavioral health organization supporting Broward Behavioral Health Coalition (“BBHC”), Concordia Behavioral Health (“Concordia”) must verify all providers who provide assessment services are compliant with BBHC’s credentialing and training requirements. BBHC’s Credentialing Program includes minimum requirements for providers who deliver assessment services to establish standardized minimum qualifications to enhance the delivery of quality family-centered and resiliency-based assessments to address co-occurring mental health and substance abuse problems, and support recovery.

**Purpose:** To establish the process and required documentation necessary to apply for Credentialing of a Provider. This policy provides for BBHC/Concordia notification to its Provider Network of credentialing requirements and submission timeframes. This policy applies to assessments, including bio-psychosocial and in-depth assessments, conducted for the purpose of formulating diagnosis and the development of a treatment plan (plan of care) that includes discharge criteria.

**Scope:** Obtaining and reviewing Provider credentials and documentation to provide reasonable assurances of a provider’s competency to conduct assessments.

#### **I. Policy**

**A.** The Credentialing Program requires the Provider submit the following documents (Note: all documents shall be uploaded to the Provider Portal – Credentialing file folder.):

1. Submission of the Assessor Quarterly Roster (**Form CR004-01**) by each BBHC provider with credentialed assessor staff.
2. The Provider must submit the following for *each* Assessor it requests consideration for credentialing:
  - a) Evidence of a minimum of two (2) hours of training or successful completion of academic coursework in clinical assessment;
  - b) Evidence of a minimum of two (2) hours of formal training or successful completion of academic coursework in identifying the signs, symptoms, and diagnoses of Substance Disorders;
  - c) Evidence of a minimum of two (2) hours of training or successful completion of academic coursework in Co-Occurring Mental Health and Substance Abuse Disorders;
  - d) Evidence of a minimum of two (2) hours training or successful completion of academic coursework that addresses Serious and Persistent Mental Illness (“SPMI”) diagnoses, symptoms, treatment, and psychopathology;
  - e) Evidence of a minimum of two (2) hours of training or successful completion of academic coursework in Trauma Informed and/or Trauma Focused Care;
  - f) Documentation that meets one of the following:
    - i. A current license as a professional of the healing arts or a registered intern for clinical social work, marriage and family therapy, mental health counseling, or higher level behavioral health related degree. Registered interns must be supervised by a licensed professional with the required State approval as a Qualified Supervisor.
    - ii. A Master’s degree in social work, marriage and family therapy, mental health counseling, psychology or related behavioral health field from an accredited four-year college or university.
    - iii. A Master’s-level student of an accredited four-year college or university with successful completion of the following topics – counseling theories and practice;

mental health counseling techniques; ethics, legal, and professional guidelines for counselors and mental health professionals; diagnosis and treatment of adult psychopathology; diagnosis and treatment of child psychopathology; case conceptualization and treatment strategies;

- iv. A doctoral-level student of a behavioral health program with a minimum of one (1) year of doctoral – level coursework at an accredited four-year college or university; or
  - v. Staff employed by the Provider agency to conduct assessments hired before February 25, 2014 who do not meet any of the above degree requirements and who hold a minimum of a Bachelor’s Degree in psychology, social work, counseling or related behavioral health degree from an accredited four-year college or university shall be eligible for credentialing with the submission of documentation of successful completion of the training requirements outlined in section I.A.2.b.-e.. Staff who are credentialed via this criteria are only eligible while employed by the BBHC Provider at the time of credentialing.
- B.** The Credentialing Committee shall review the elements of its application. The Committee shall be comprised of peer representation identified by BBHC and Concordia.

**II. Procedure:**

- A. Concordia**
  - 1. Shall identify responsible staff to monitor the accuracy of the Quarterly Assessor Roster (**Form CR004-01**) and supporting documentation, certifications, and other required training. Monitoring may occur via onsite and/or desk review of Provider documentation.
  - 2. Shall verify documents submitted as part of the Credentialing Application meet requirements and are legible and valid.
  - 3. Will provide notification to interested parties of available trainings that support compliance with the requirements of its Credentialing Program.
  - 4. Shall provide notification to each applicant Provider of the decision of the Credentialing Committee.
  
- B. Provider Agency**
  - 1. The Provider shall submit the Assessor Quarterly Roster (**Form CR004-01**) by the 7<sup>th</sup> business day of the following quarter (October 7; January 7; April 7; and July 7). To ensure timely payment of invoices, the Provider shall provide notification of changes to its Roster prior to the invoice submission for the prior month. Providers may submit updated rosters more frequently as needed based on new hires, employee termination and changes regarding the list of provider assessment staff credentialed.
  - 2. The Provider shall submit current documentation of successful completion of training for all staff conducting assessments (“Assessors”).