



<b>Broward Behavioral Health Coalition, Inc.</b>	
<b>Policy Title: Credentialing</b>	
<b>Policy Number: BBHC.0037</b>	<b>Contract Section (s):</b>
<b>Effective Date: February 19, 2015</b>	<b>Revision Date: 7/21/2021</b>
<b>Responsible Department:</b> Continuous Quality Improvement (CQI)	
<b>Signature Block</b>	
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**Policy:** It is the policy of Broward Behavioral Health Coalition, Inc. (BBHC) to ensure that its Provider Network, including individual professionals and paraprofessional staff, meet minimum criteria regarding credentials, training, expertise, including competency to treat those served. BBHC will verify that all Providers are in compliance with Community Behavioral Health Services Coverage and Limitations Handbook.

**Purpose:** The purpose of this policy is to ensure that the BBHC provider network is comprised of agencies, professionals, and paraprofessional staff that have the appropriate and relevant credentials, educational background, training, expertise, and capability to deliver required quality-of-care services. This policy provides the process and ensures provider's Assessors, Case Managers, and Peers, are credentialed. This is reviewed during monitorings.

**Procedure:** The Credentialing Program requires the Provider to complete and maintain in an internal file on each of its staff providing services related to the provider's contract with BBHC, available for monitoring by BBHC, with the following documents:

**1. For Assessors:**

- a) A Roster of the provider's Assessors.
- b) Evidence of at least one (1) training or academic course for a minimum length of two (2) hours that includes each of the following components:
  - Clinical Assessment
  - Trauma Informed Care
  - Psychopathology/Serious and Persistent Mental Illness

- Substance Use Disorders
- Co-Occurring Disorders

**Documentation that meets one (1) of the following:**

1. 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 who possesses the required state approval as a Qualified Supervisor.
2. A master's degree in social work, marriage and family therapy, mental health counseling, psychology, or a related behavioral health field from an accredited four (4) year college or university.
3. A master's-level student of an accredited four (4) year college or university with successful completion of all of the following topics: counseling theories and practice in 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.
4. A doctoral-level student of a behavioral health program having completed at least a minimum of one (1) year of doctoral-level coursework at an accredited four (4) year college or university.
5. Staff employed by the provider agency to conduct assessments hired before February 25, 2014, who do not meet any of the above degree requirements but who holds a minimum of a bachelor's degree in psychology, social work, counseling, or a related behavioral health degree from an accredited four (4) year college or university shall be eligible for credentialing with the submission of documentation of successful completion of the training requirements listed above. Staff who are credentialed in accordance with these criteria may only be eligible for credentialing while employed by the BBHC provider.

**2. For Case Managers:**

- a) A copy of the Certified Behavioral Health Case Management from the Florida Certification Board.
- b) Certificates verifying completion of the Introduction to Wellness Recovery Action Plan (WRAP) training.
- c) Certificate verifying completion of SOAR (SSI/SSDI Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) Outreach,

Access & Recovery (SOAR) training.

- d) Evidence of at least one (1) training or academic course with a minimum of two (2) hours, focused on substance abuse which includes: identifying signs of substance abuse, symptoms of substance abuse, diagnoses, and interactions with prescribed medication(s). This requirement is waived if staff has a Certification in Case Management, in good standing with the Florida Certification Board.
- e) Evidence of at least one (1) training or academic course with a minimum of two (2) hours that addresses Serious and Persistent Mental Illness diagnoses, symptoms, and treatment. This requirement is waived if staff has a Certification in Case Management, in good standing with the Florida Certification Board.
- f) Evidence of at least one (1) training or academic course in Trauma Informed Care.

**For Case Managers specializing in Forensic Case Management:**

- Evidence of at least one (1) training or course with a minimum of four (4) hours, that addresses Chapter 916, Florida Statutes, forensic case management and court presentations.

**For Case Managers specializing in Child Welfare/Dependency System Case Management:**

- Evidence of completing the Child Welfare Library of Trainings. Information can be obtained from the following link... [Training - Child Welfare Information Gateway](#) or <https://www.childwelfare.gov/topics/management/training/>

The timeframe for completion of these requirements is 90 days from the employee hire date.

**3. For Peers:**

- a) A Roster of the provider's peers
- b) A copy of the peer's certification from the Florida Certification Board.
- c) Certificate verifying completion of the Introduction to WRAP training.

The Peer Specialist must obtain a Certified Recovery Peer Specialist (CRPS-A) certification with the Florida Certification Board within 18 months of the employee hire date.

**Monitoring of Credentialing Compliance:**

- a) BBHC will monitor a provider's compliance to this policy by reviewing supporting documentation for case managers, assessors and peers, at least annually, unless review becomes required on a more frequent basis due to monitoring and compliance requirements. This monitoring may occur as part of the Contract Accountability Reviews performed by BBHC, desk review or onsite; or upon BBHC's specific request anytime during the fiscal year.
- b) BBHC will identify the staff responsible to monitor the Provider and perform a review of the case management, assessment, or peer recovery support covered services invoiced. Any staff that has been reported by a provider as having completed any educational or training requirements may be reviewed.
- c) BBHC may verify that the documentation maintained by a provider as evidence of compliance with this policy are eligible and valid.
- d) BBHC may provide notification to providers of trainings that are available to the Provider and its employees which supports a Provider's compliance with the requirements of its Credentialing Program.

Providers may be granted an extension of 90 days for those newly hired case management staff who have not completed Wellness Recovery Action Plan (WRAP) training if the training is not offered within the 90-day period. In order to obtain this exemption, the provider must obtain written approval from BBHC's QI Manager. The staff for whom this exemption is granted will be required to complete the next provided WRAP training.

**REFERENCES:** <https://www.childwelfare.gov/topics/management/training/>

**ATTACHMENTS:**

**DEFINITIONS:**

**REVISION LOG**

<b>REVISION</b>	<b>DATE</b>
Professional Qualifications Verification	2/19/2015
Updated Carisk Policy Numbers	1/19/2018
Concordia Behavioral Health name changed to Carisk Behavioral Health	4/17/2019
Policy updated with detailed procedure and changed from Carisk to BBHC	6/30/2020
Added child welfare training link and section numbers	7/21/2021

The CQI Manager and Chief Executive Officer are responsible for all content in this policy.