



<b>Broward Behavioral Health Coalition, Inc.</b>	
<b>Policy Title: Unique Staff Identification</b>	
<b>Policy Number: BBHC.0092</b>	<b>Contract Section (s): JH343</b>
<b>Effective Date: March 18, 2021</b>	<b>Revision Date: 8/6/2023</b>
<b>Responsible Department:</b> Continuous Quality Improvement (CQI)	
<p>Approved by: Caren Longsworth, Director of Quality Improvement</p> <p>Signature: <small>DocuSigned by:</small> <u>Caren Longsworth</u> <small>7A4B59B701B0479...</small> Date: <u>8/6/2023</u></p> <p>Approved by: Silvia Quintana, Chief Executive Officer</p> <p>Signature: <small>DocuSigned by:</small> <u>Silvia Quintana</u> <small>D099409950A143C...</small> Date: <u>8/6/2023</u></p>	

### Policy

It is the policy of Broward Behavioral Health Coalition, Inc. (BBHC), to ensure that services are provided within the BBHC Provider Network in a manner that fully complies with all federal, state, and local regulations and applicable laws throughout all facets of the network's operations.

### Purpose

The purpose of this policy is to effectively identify the employee or staff responsible for delivering services reported by network service providers for compliance and training purposes. As well as to ensure appropriate data sets are utilized for collecting and reporting data associated with the services provided to persons served. The data is used for reporting various metrics, including performance outcome and output measures. In addition to quality assurance and quality improvement measures required for program planning and budgeting, contract monitoring, and various other priority of effort (POE) initiatives.

All invoices submitted to BBHC by a provider for compensation pursuant to their contract shall include the unique staff identifiers for all employees or staff persons who performed each service for every person served.

**Procedure**

A different, unique staff identification will be issued to all new or changed staff providing billable services. No unique staff identifier shall be re-used for any other individual employee or staff. To effectively identify each person providing all services rendered to the persons served for which BBHC compensates the provider, each employee or staff member delivering services reported by network service providers shall be provided unique staff identification (ID).

Staff education data fields shall follow the format below and protocol:

- 1) **Staff Identifier** data field must contain less than 100 characters and must be the employee or staff payroll identifier or Social Security Number. Only alphanumeric (letters and/or numbers) characters may be used.
- 2) **Staff Education Level Code** data field will denote the unique education level applicable to each employee or staff member in accordance with the table in Appendix 1, entitled Data Code Values of the Department of Children and Families Pamphlet 155-2 (DCF PAM 155-2), as may be amended from time to time, for acceptable codes.

<b>REFERENCES:</b> FASAMS DCF Pamphlet 155-2
<b>ATTACHMENTS:</b>
<b>DEFINITIONS:</b>

**REVISION LOG**

<b>REVISION</b>	<b>DATE</b>
Reviewed, minor grammatical changes made	7/27/2021
Reviewed, no substantial changes made	7/28/2022
Reviewed, title change made	8/6/2023

The Director of Quality Improvement and Chief Executive Officer are responsible for all content in this policy.