



(combined MCCMH MCO Policies 10-070 and 10-075)

Chapter: **DIRECTLY OPERATED PROGRAM MANAGEMENT**
Title: **CREDENTIALING AND RE-CREDENTIALING**

Prior Approval Date: 05/29/2014
Current Approval Date: 09/21/2016

Approved by:  Executive Director  Date

I. ABSTRACT

This policy establishes the credentialing and re-credentialing policy of the Macomb County Community Mental Health Board of Directors (MCCMH Board) to ensure that only qualified health practitioners are authorized to provide clinical treatment and related services to its consumers.

II. APPLICATION

This policy shall apply to all administrative and directly operated network provider employees, volunteers, interns and independent contractors of the MCCMH Board.

III. POLICY

It is the policy of the MCCMH Board that all health practitioners must be both qualified and competent. Credentialing and re-credentialing are the processes by which qualifications and competency are formally recognized.

- A. Credentialing and re-credentialing shall occur for all MCCMH employees, volunteers, interns, and independent contractors to ensure that practitioners provide a level of care consistent with professionally recognized standards in accordance with MCCMH policy, and applicable credentialing and certification requirements of state and federal law, the Michigan Department of Health and Human Services, and the Centers for Medicare and Medicaid Services.
- B. Credentialing and Re-Credentialing, as described in this policy, shall occur for directly-operated network provider employees, volunteers, interns, and independent contractors: At the time of hire, and at least every two (2) years thereafter.

IV. DEFINITIONS

- A. **CLINICAL STRATEGIES AND CLINICAL IMPROVEMENT DIVISION**
The Clinical Strategies and Clinical Improvement (“CSI”) Division is the MCCMH administrative division responsible for the credentialing and re-credentialing process.
- B. **CREDENTIALING PACKET**
Credentialing documents provided to the Professional Standards Committee members which may include, by way of example and without limitation: Credentialing Application, Privileging Application, Supervisor Review form, Training Records, OIG exclusion search results, LARA search results, Michigan sanctioned provider list search results, transcripts, proof of liability insurance, criminal background check, certification verification from Michigan Certification Board for Addiction Professionals, review listings in practitioner directories, and other documents as required by the CSI Director/ Designee, Professional Standards Committee, Executive Director, and/or Medical Director.
- C. **HUMAN RESOURCES LIASON**
MCCMH administrative employee who communicates with the Macomb County Human Resource and Labor Relations Department.
- D. **INDIVIDUAL CREDENTIALING FILE**
A file located within the employee’s MCCMH personnel file that includes:
1. Criminal background check;
 2. All Credentialing and Re-Credentialing applications;
 3. Information gained through primary source verification; and
 4. Any other pertinent information used in determining whether or not the practitioner met the credentialing and/or re-credentialing standards.
- E. **INDIVIDUAL CREDENTIALING AND RE-CREDENTIALING**
A process which requires reviewing, evaluating, and verifying a practitioner’s qualifications and background (e.g. education, training, clinical experience, licensure, board and/or other certification, other relevant credentials, malpractice history and/or disciplinary actions, Medicaid/Medicare status, and a review of practitioner directory information) to ensure the practitioner possesses the education, training and skill to fulfill the requirements of the position. Re-credentialing shall occur every two (2) years.
- F. **MCCMH DIRECTLY OPERATED NETWORK PROVIDER:**
MCCMH mental and physical health practitioner employees; and independent contractor mental and physical health practitioner employees.
- G. **NPDB (National Practitioner Database) and HIPDB (Healthcare Integrity and Protection Databank)**
The U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Health Professions, Office of Workforce

Evaluation and Quality Assurance, Practitioner Data Banks Branch is responsible for the management of the National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank.

H. PEER REVIEW

A process by which mental health professionals of a PIHP or community mental health services program evaluate the clinical competence of staff and the quality and appropriateness of care. The records, data, and knowledge collected are confidential and not subject to public record or subpoena. The evaluations are based on criteria established by MCCMH, accepted standards of mental health professionals, and the Michigan Department of Health and Human Services.

I. PIHP

Pre-Paid Inpatient Health Plan is an entity under contract with the Michigan Department of Health and Human Services (MDHHS) to provide managed behavioral health services to Medicaid eligible individuals.

J. PRACTITIONER

A person authorized to provide mental health or substance abuse services or treatment.

K. PRIVILEGING

A part of the Credentialing process which determines the scope of an individual's competencies to perform specific services or procedures within the MCCMH Provider Network as determined by peer review, training, licensure, and registration.

L. PROFESSIONAL STANDARDS COMMITTEE

The Professional Standards Committee ("Committee") reviews credentialing and clinical privileging applications and provides recommendations for action to the MCCMH Executive Director or Medical Director.

M. PROFESSIONAL STANDARDS REVIEW COMMITTEE

The Professional Standards Review Committee ("PSRC") is a MCCMH administrative committee responsible for the determination of practitioner adverse action appeals.

N. PROVIDER

Any individual or entity that is engaged in the delivery of healthcare services and is legally authorized to do so by the state in which he or she delivers the services.

V. STANDARDS

A. CREDENTIALING INDIVIDUAL PRACTITIONERS MCCMH DIRECTLY-OPERATED PROVIDER NETWORK

1. Practitioners

Credentialing shall be conducted at time of employment. Re-credentialing shall be conducted every two (2) years thereafter. Credentialing and re-credentialing shall be conducted and documented by the Clinical Strategies and Clinical Improvement (“CSI”) Division for at least the following health care professionals employed or individually contracted or employed by MCCMH:

- a. Individuals that require a Bachelor Degree or higher for the position;
- b. Independent licensed practitioners serving MCCMH Consumers;
- c. Practitioners who see consumers outside of the hospital inpatient setting;
- d. Practitioners who see consumers outside of the facility-based settings;
- e. Practitioners who are facility based but who see MCCMH consumers as a result of their independent relationship with MCCMH;
- g. Non-physician practitioners who have an independent relationship with MCCMH, and who are authorized to provide care under MCCMH’s benefit plan;
- h. Telemedicine practitioners who have an independent relationship with MCCMH, and who are authorized to provide care under the MCCMH benefit plan;
- i. These include the following types of practitioners:
 - (1) Physicians (M.D.’s or D.O.’s);
 - (2) Physician’s Assistants;
 - (3) Psychologists (Licensed, Limited Licensed and Temporary License);
 - (4) Licensed Master’s Social Workers, Licensed Bachelor’s Social Workers, Limited License Social Workers and Registered Social Service Technicians;
 - (5) Licensed or Limited License Professional Counselors;
 - (6) Nurse Practitioners, Registered Nurses, or Licensed Practical Nurses;
 - (7) Occupational Therapists and Occupational Therapist Assistants;
 - (8) Physical Therapists and Physical Therapist Assistants;
 - (9) Speech Pathologists;
 - (10) Dietitians;
 - (11) Substance Abuse Treatment Specialists, Substance Abuse Treatment Practitioners;

- (12) Registered or Certified Prevention Specialists, and Registered or Certified Prevention Consultants;
- (13) Case Managers/Supports Coordinators with a Bachelor's Degree in a Human Service, but without a license;
- (14) Certified Peer Support Specialists (Mental Health);
- (15) Behavior Analyst/Assistant Behavior Analyst; and
- (16) Paraprofessional Mental Health Workers;
- (17) Qualified Mental Health Professional (QMHP);
- (18) Qualified Intellectual Disability Professional (QIDP);
- (19) Child Mental Health Professional (CMHP).

2. Non Discrimination

- a. MCCMH shall ensure:
 - (1) The credentialing and re-credentialing processes do not discriminate against:
 - (i) A health care professional solely on the basis of license, registration, or certification;
 - (ii) A health care professional who serves high-risk populations or who specializes in the treatment of conditions that require costly treatment; or
 - (iii) A health care professional based on race, ethnic/national identity, gender, age, or sexual orientation, disability, religion, or any other characteristic protected under applicable federal or state law.
 - (2) Compliance with federal requirements that prohibit employment, or contracts with providers excluded from participation under either Medicare or Medicaid.
 - (3) Each member of the Professional Standards Committee shall sign a non-discrimination statement.
- b. Compliance is ensured by:
 - (1) Preventative Measures which include MCCMH anti-discriminatory policies that include both population served and staff; and
 - (2) Monitoring non-discrimination compliance by annually auditing credentialing files and complaints of discrimination.

3. Credentialing File

The CSI Division shall ensure that credentialing/re-credentialing documents are maintained in each credentialed employee's MCCMH personnel file. Re-credentialing will occur every two (2) years.

- a. Each credentialing file must include:
 - (1) All initial credentialing and all subsequent re-credentialing applications;
 - (2) Information gained through primary source verification;
 - (3) Actual copies of credentialing information;

- (4) A detailed, signed/initialed, dated checklist which includes the name, source and verification date;
- (5) The signature/initial of the MCCMH staff person verifying the information, date, and notes, if applicable, for each source verified and specification of the source type;
- (7) The status of the practitioner and other information found in practitioner directories; and
- (8) Any other pertinent information used to determine if the practitioner met MCCMH's credentialing and re-credentialing standards.

4. Authentication

Primary source verification of written information shall bear the signature/initials and date of the Provider Relations staff person who verifies the information. For oral/verbal verification, the Provider Relations staff person shall sign/initial, date, and note the information verified in the credentialing file. All queries shall be dated and noted in the credentialing file.

5. Confidentiality

The CSI Division is responsible for maintaining the confidentiality of all practitioner information. Practitioner information, for verification or storage in a confidential electronic database, is accessed only by authorized personnel. The credentialing documents, and all relevant credentialing and re-credentialing information, are maintained in a personnel file which is securely stored in a locked file cabinet and is accessed only simultaneously by both the Human Resources Liaison and the CSI Designee.

6. Active and Unencumbered Status

It is the responsibility of MCCMH to verify the active and unencumbered license, registration, certification, and status of all practitioners who provide treatment or related services to consumers. Verification shall occur upon initial credentialing, re-credentialing, and at regular intervals throughout the year. It is the responsibility of the practitioner to renew their license or registration before its expiration. MCCMH does not recognize any statutory allowances for the renewal of a license or registration after its expiration date.

7. Initial Credentialing

At a minimum, the following are required:

- a. A written application that is completed, signed, and dated by the practitioner that attests to the following elements:
 - (1) Lack of present illegal drug use;
 - (2) Any history of adverse action, loss or limitation of license and/or felony convictions;

- (3) Any history of adverse action, loss or limitation of privileges or disciplinary action; and
 - (4) Attestation by the applicant of the correctness and completeness of the application.
 - b. Verification of the practitioner's prior work history (from the application, resume, or curriculum vitae) including contact information or all work history if the person has less than five years of experience.
 - c. All information obtained by the Macomb County Human Resources Department during the hiring process and any supplemental information.
 - d. Verification from primary sources of:
 - (1) Licensure or certification, including restrictions or adverse actions;
 - (2) Limitations on scope of practice;
 - (3) Board Certification, or highest level of credentials attained if applicable, or completion of any required internship/residency programs, or other post graduate training.
 - (4) Documentation of graduation from an accredited school;
 - (5) Relevant Work History from past 5 years with a clarification of all gaps in employment that exceed 6 months;
 - (6) Professional Liability Insurance;
 - (7) National Practitioner Databank (NPDB)/ Healthcare Integrity and Protection Databank (HIPDB) query or all of the following must be verified:
 - a) Minimum five-year history of professional liability claims resulting in a judgment or settlement;
 - b) Disciplinary status with regulatory board or agency;
 - c) Complete history of Medicare/Medicaid sanctions;
 - (8) Review of other applicable practitioner directories to ensure consistency with credentialing data, including education, training, board certification, and specialty;
 - (9) DEA or CDS Certificate, if applicable; and
 - (10) If the individual undergoing credentialing is a physician, then physician profile information obtained from the American Medical Association or American Osteopathic Association may be used to satisfy the primary source requirements of (1), (2), and (3) above.
8. Temporary Credentialing of Individuals
Temporary credentialing of individuals is intended to be used in a situation that requires an increase in the available network of providers in underserved areas, whether rural or urban. Temporary credentialing shall not be use in place of the Initial Credentialing process. MCCMH shall allow temporary credentialing of individuals only when it is the best

interest of persons served that providers be available prior to formal completion of the entire credentialing process.

- a. Temporary credentialing status shall be allowed not more than once and shall not exceed 60 calendar days during which time the initial credentialing process must be completed.
- b. MCCMH shall render a decision regarding temporary credentialing within thirty-one (31) calendar days from receipt of a completed application, accompanied by the minimum documents identified below.
- c. The [temporary credentialing packet](#) must be provided to the employee at the time of hire and completed within twenty-four (24) hours.
- d. For consideration of temporary credentialing, at minimum, an applicant shall complete a signed application that attests to the following items:
 - (1) Lack of present illegal drug use;
 - (2) History of adverse action, loss or limitation of license, registration, or certification, and/or felony convictions;
 - (3) History of adverse action, loss or limitation of privileges or disciplinary action;
 - (4) A summary of the individual's work history for the prior years (i.e., a resume or curriculum vitae including contact information) or all work history if the person has less than five years of experience;
 - (5) DEA or CDS Certificate, if applicable; and
 - (6) Attestation by the applicant of the correctness and completeness of the application.
- e. Primary Source Verification
MCCMH shall conduct primary source verification of the following:
 - (1) Licensure or certification;
 - (2) Board certification, if applicable or the highest level of credential attained;
 - (3) History of Medicare/Medicaid sanctions; and
 - (4) Criminal background check.
- f. Following approval of temporary/ provisional privileges, the formal process of Initial Credentialing shall be completed.

9. Initial Credentialing Packet

The Initial Credentialing packet will be provided to the employee at the time of hire and completed within twenty-four (24) hours.

- a. Initial credentialing shall occur before the first day of employment. Employment is contingent upon the individual receiving recognition of credentials and authorization of privileges as required by the position.

10. Practitioner Rights

MCCMH shall notify practitioners about their rights to:

- a. Review information submitted to support their credentialing application;
 - b. Correct erroneous information (See Standard E.);
 - c. Receive the status of their credentialing or re-credentialing application, upon request.

11. Credentialing Information Discrepancies
Notification of the practitioner shall occur by a CSI staff member within ten (10) business days when the credentialing information obtained by MCCMH from other sources varies substantially from that provided by the practitioner. The practitioner shall have ten (10) business days to address the discrepancy.
 - a. The CSI staff shall resolve all credentialing information discrepancies or concerns regarding credentialing information with as much primary source documentation as possible including, but not limited to, FOIA information regarding the applicant's license, certifications, legal actions, disciplinary actions, and all pertinent information. Any discrepancies which are the result of an applicant's untruthfulness may result in the immediate denial of credentials.

12. File Review
 - a. Practitioners have the right to access certain information contained in the credentialing file in order to verify accuracy. This information includes:
 - (1) Documents authored by the practitioner;
 - (2) Documents addressed to the practitioner;
 - (3) Any sanctions reports; and
 - (4) A summary, prepared by MCCMH, of the remaining contents of the credentialing file.
 - b. Practitioners are notified on the Credentialing Application of their right to review information submitted to support their credentialing or re-credentialing application and be informed of their credentialing or re-credentialing status, upon request.

13. False/Misleading Information
A practitioner who provides any false and/or misleading information regarding credentialing and re-credentialing information or documents may have their credentials immediately denied. The immediate denial is final and not subject to the adverse action appeal process.

14. Initial Sanction Information
Complete practitioner sanction information shall be received before a credentialing decision is made. Sanction information shall include, but is not limited to, state sanctions, restrictions on licensure and/or limitations on scope of practice, and Medicaid and Medicare sanctions.

15. Documentation Expiration
All documentation and information required may not be more than sixty (60) days old at the time of the Professional Standards Committee review.
16. Privileging
Privileges to provide certain services or procedures are granted based on the scope of practice of an individual's recognized credentials and competency. A practitioner's competency is determined by skills verification that is based on credentials, experience, resume, professional competence, demonstrated ability, and job performance.
17. Review Standard
Each practitioner's credentialing documents are reviewed by the CSI Division for accuracy based on the credentialing criteria prior to presentation to the Professional Standards Committee. Any practitioner whose credentials might not be approved shall be reviewed by the CSI Director for a determination as to whether the application should proceed.
18. Credentialed for Current Position
All practitioners must be credentialed in accordance with their current position description, and may apply to be credentialed in accordance with other position descriptions if they meet those position requirements.

**B. CREDENTIALING INDIVIDUAL PRACTITIONERS
CREDENTIALING COMMITTEE**

1. Professional Standards Committee
There shall be a Professional Standards Committee ("Committee") established for the purposes of reviewing credentialing and clinical privileging applications and providing recommendations for action to the MCCMH Executive Director or Medical Director.
2. Committee Composition
There shall be a maximum of five (5) Committee members. The Committee shall be composed of MCCMH staff representing the scope of practice of the individuals being credentialed and include following professional classifications: social work, nursing, psychology/psychiatry, and professional counseling. Upon request, the Director or Designee of the Division in which the applicant will be employed shall be allowed as a Guest Member. The Chair of the Committee shall compile and forward a list of eligible candidates to the applicable MCCMH Division Director. The MCCMH Division Director shall recommend Committee membership from the eligible candidates and forward the recommendation to the CSI Director or Designee. Committee members shall be appointed by the CSI

Director or Designee with approval of the Executive Director. Terms shall be for two (2) years with the possibility for re-appointment.

3. Committee Meetings
The Committee shall be chaired by the MCCMH CSI Designee. Meetings shall take place on a monthly basis, or at the discretion of the CSI Division Director or Designee. Dismissal of a Committee member by the CSI Division Director may occur when three (3) consecutive meetings are missed due to unexcused absences or for other reasons as determined by the CSI Director.
4. Committee Member Replacement Process
In the event that a Committee member is removed, resigns, or MCCMH employment is terminated, the process to replace that member shall follow the process used in V.B.2. above.
5. Application Action
There shall be at least three (3) Committee members in attendance for action to occur on an application. The Committee shall forward, to the Executive Director or Medical Director, as appropriate, as well as the applicable Division Director, its written recommendation to approve, defer, or deny credentialing or re-credentialing within ten (10) business days of meeting.
6. Committee Responsibility
The Professional Standards Committee is responsible for reviewing the credentialing activities of new practitioners, the re-credentialing activities of existing practitioners and reviewing all practitioners with an identified or potential deficiency in their credentials.
7. Documentation of Proceedings
The proceedings of the Professional Standards Committee meetings shall be documented in minutes and summary reports which shall be reported to the MCCMH Executive Director or Medical Director. Minutes are maintained by the CSI Division.
8. Committee Determination
The Professional Standards Committee approves, defers, or denies status based on its review of credentialing information and all relevant documentation. It makes a determination only when all information required to make a credentialing decision is present. It acts as a peer review committee to review the credentials of practitioners and to make recommendations to the MCCMH Executive Director or Medical Director.
9. Basis of Recommendation
The basis of Committee recommendations include, but are not limited to:

- a. Provision of services which the practitioner is privileged to perform;
 - b. Incident report findings;
 - c. Compliance investigation findings;
 - d. Recipient rights complaint findings;
 - e. Physical, mental, or emotional conditions, including substance abuse, affecting performance;
 - f. Criminal conviction;
 - g. License, Registration, Certification;
 - h. Michigan PIHP/CMHSP Provider Qualifications Per Medicaid Services and HCPCS/CPT Codes;
 - i. Michigan Medicaid Provider Manual;
 - j. Other significant performance related factors.
10. Form of Recommendation
Favorable recommendations regarding credentials and privileges are reflected in the minutes. Unfavorable recommendations are communicated to the practitioners in writing and reflected in the minutes. The CSI Director or Designee shall give practitioners written notice, documented in the credentialing file, of adverse recommendations within five (5) working days. Practitioners are given notice of their right to appeal the Professional Standards Review Committee decision through the Adverse Action Appeal process.
11. Practitioner Privacy
The Committee shall respect individual privacy in its work. The credentialing applications and substantiating documentation acquired by the Committee contain, and are considered to be, personal and private information. Committee members must use reasonable efforts to maintain privacy of the information and submitted documents. Committee documents shall be distributed for internal use only within MCCMH.
12. Official Written Approval for Physicians
Official written approval, documented in the credentialing file, of credentialing and re-credentialing for physicians shall be made within five (5) working days by the MCCMH Medical Director, with consideration given to the recommendations of the Professional Standards Committee.
13. Official Written Approval for Credentialed Staff, Other Than Physicians
Official written approval, documented in the credentialing file, of credentialing and re-credentialing for all credentialed staff, other than physicians, shall be made within five (5) working days by the MCCMH Executive Director, with consideration given to the recommendations of the Professional Standards Committee.

14. Re-credentialing Individuals
Re-credentialing of physicians and other licensed, registered, or certified individuals shall occur:
 - a. At least every two years; or
 - b. when there is a change to any initial credentialing information.

15. Change of Credentialing Authorization
The Executive Director/Designee and the Medical Director/Designee shall reserve the right to approve, reasonably deny, suspend, or terminate authorization for recognition of credentials for any employee or contractor which requires their official approval with justification for such action. Justification may include, but is not limited to, the findings of the MCCMH QAPIP, MCCMH Office of Recipient Rights, MCCMH Corporate Compliance Office, MCCMH Professional Standards Committee, the MCCMH Deputy Director's personnel review, Bureau of Health Services (Licensure), or other monitoring and licensing body. Practitioners shall be given written notice of adverse actions within five (5) working days. Practitioners are given notice of their right to appeal the decision through the Adverse Action Appeal process.

16. Summary Suspension
Summary suspension of a practitioner is appropriate **when immediate action is necessary** to protect the life or well being of a consumer or any person, or to reduce substantial imminent likelihood of significant impairment of the life, health, or safety of any consumer or prospective consumer. The MCCMH Executive Director, Deputy Director, CSI Director, Medical Director, Internal Services Director, or Program Supervisor may summarily suspend approval of any or all of a practitioner's credentials and/or privileges with immediate effect based on review of professional competence or conduct, or when a summary suspension has been imposed at another mental health entity, or by another peer review entity. An investigation shall commence immediately and the finding shall provide for either reinstatement or notice of adverse action.

17. Automatic Suspension or Limitation
Automatic suspension or limitation is the immediate termination or suspension of credentials and/or privileges **based on the limitation of a practitioner's license, registration, certification or Medicare or Medicaid program exclusion/sanctions**. A practitioner will be suspended without pay in the event the practitioner fails to renew their license, registration or privileges before they expire. MCCMH does not recognize any statutory allowances for the renewal of a license or registration after its expiration date. The practitioner's suspension will continue until he/she provides proof of a renewed license, registration, or privileges. Automatic suspension or limitation is immediate, final, and not subject to the adverse action appeal process.

18. Completed Application
It is the responsibility of each employee and independent contractor, including MCCMH contract psychiatrists, to submit the completed application to the MCCMH Clinical Strategy & Clinical Improvement (CSI) Division Director or Designee.
19. Notification of Status
Employees and independent contractors shall provide immediate notification to the MCCMH CSI Director or Designee regarding any changes in status of license, certification, registration and any information or documentation obtained in the credentialing process.

C. DEEMED STATUS

1. Recognition
MCCMH may recognize and accept credentialing activities conducted by another PIHP of individual or organizational providers that deliver healthcare services to more than one PIHP in lieu of completing the credentialing process. This option is considered on a case-by-case basis.
2. Documentation
In those instances where MCCMH chooses to accept the credentialing decision of another PIHP, it shall maintain copies of the credentialing PIHP's decisions in its administrative credentialing records, including applicable individual or provider credentialing files.

D. NOTIFICATION

Practitioners shall be notified in writing within twenty-one (21) days regarding all determinations made by the Professional Standards Committee, including adverse credentialing decisions. Written notification shall include the reason for the adverse determination.

E. APPEAL OF ADVERSE ACTIONS

Only adverse actions which constitute grounds for appeal are afforded the right to appeal. The Professional Standards Committee or the CSI Division notifies the practitioner in writing, in the form of a "Proposed Adverse Action," of its proposed action within five (5) working days of its decision. Notification includes the proposed action, reason for the decision, the right of the practitioner to review the file, attend an informal meeting with the Professional Standards Committee, and/or petition MCCMH to correct erroneous information submitted by the practitioner or a third party. The practitioner's request to review the file or for an

informal meeting to appeal the action must be received within ten (10) days of the notification.

1. Adverse Actions

Adverse actions include, by way of example and without limitation, the following:

- a. Denial, suspension, restriction, limitation or termination of credentials or privileges recognition based upon professional competence or conduct;
- b. Failure to obtain necessary clinical training;
- c. Significant consultation or monitoring requirements.

2. Informal Meeting

A meeting may be conducted by the Professional Standards Committee in the form of an informal discussion among colleagues. The meeting is not conducted according to any formal rules or procedures. Neither party is represented by counsel at the informal meeting. The meeting shall be documented in minutes.

3. Formal Meeting

Professional Standards Committee recommendations for adverse action are forwarded to the Professional Standards Review Committee for a final decision. The practitioner has thirty (30) days from the date of the Notice of Proposed Adverse Action to request a formal meeting. The Request is in written form to the CSI Division Director.

- a. The Formal Meeting will be scheduled and commence within thirty (30) days of receipt of the Formal Meeting Request.
- b. At the Formal Meeting, both the provider and MCCMH may be represented by counsel, provide any relevant evidence, submit a memorandum of law and/or medical points and authorities, and question witnesses.

4. Notice of Formal Meeting

The date, time, and place of the meeting, the names of the Professional Standards Review Committee members, the reasons for the adverse action including acts or omissions of the practitioner, relevant documents including records of patient care, and a list of persons expected to speak at the Formal Meeting.

5. Professional Standards Review Committee (PSRC)

The Professional Standards Review Committee is composed of the Deputy Director, CSI Director, and Internal Services Director. The CSI Designee shall act as presiding officer to ensure all participants are afforded a reasonable opportunity to be heard, that all evidence is presented, and that protocol is maintained.

6. List of Evidence
Before the Formal Meeting, the parties may exchange lists of documents to be provided at the meeting and of all persons expected to speak at the meeting.
7. Decision
After conclusion of the Formal Meeting, the Deputy Director, CSI Director, and Internal Services Director shall issue, within fifteen (15) days, a written decision.

F. TERMINATION

If a practitioner terminates employment with MCCMH and later is reinstated, MCCMH will initially credential the practitioner if the time period exceeds thirty (30) days or when there is a change in scope of practice.

G. REPORTING CREDENTIALING AND RE-CREDENTIALING DECISIONS

1. MCCMH, consistent with state and federal reporting requirements and in accordance with its corporate compliance program, shall report to the appropriate authorities (e.g. MDCH, the provider's regulatory or licensure board or agency, the Office of the Inspector General, the Attorney General, the accrediting body, etc.) any known problems that result in an individual's or organizational provider's suspension or termination from the MCCMH's employment or network.
2. In the event that MCCMH detects issues related to corporate compliance, MCCMH will refer these issues to the MCCMH Corporate Compliance Officer.
3. MCCMH shall maintain documentation through its corporate compliance program of all disciplinary measures and actions implemented regarding a practitioner.

H. STAFF QUALIFICATIONS

1. The Michigan Department of Health and Human Services (MDHHS) publishes qualifications and definitions for staff performing specialty services and supports in the Community Mental Health system in the Michigan PIHP/CMHSP Provider Qualifications Per Medicaid Services and HCPCS/CPT Codes. Additionally, the MDCH Bureau of Community Based Services, Office of Recovery Oriented Systems of Care publishes staff qualifications and definitions for staff performing services in Substance Use Disorder programs.

2. These qualifications are modified from time to time. Therefore, **all individuals seeking privileges anywhere in the MCCMH Network shall be responsible to review and comply with the credentialing requirements in the latest version of the Michigan Medicaid Provider Manual (Mental Health and Substance Abuse section) and any supplement Medicaid Bulletins.**
3. **All licensed or certified staff shall comply with the appropriate requirements regarding scope of service as promulgated in their respective licensure law.**

I. MONITORING

1. Continuous Practitioner Monitoring
The CSI Division provides continuous practitioner monitoring (and intervention if appropriate) through the collection and review of sanctions, complaints, and quality issues pertaining to the practitioner which include, at minimum, review of:
 - a. Medicare/Medicaid exclusions and State sanctions on a monthly basis;
 - b. State limitations on licensure, registration, or certification on a yearly basis;
 - c. Grievances (complaints) and appeals information;
 - d. Findings of the MCCMH Quality Assessment Performance Improvement Program (QAPIP);
 - e. Training requirements for licensure/registration/certification; and
 - f. Allegations of wrongdoing (e.g., recipient rights complaints, corporate compliance issues, etc.) or adverse events
2. Improper Conduct
Improper conduct which results in an adverse action by MCCMH will be reported, as required, to the appropriate authorities (i.e., MDCH, the Attorney General, etc.) and the National Practitioner Data Bank, and in compliance with MCCMH MCO Policy 1-001, "Overview: Compliance Program/ Code of Ethics."
3. Corrective Action Plan
The CSI Division shall identify instances of poor quality related to the areas of continuous monitoring and notify the appropriate Division Director. The Division Director shall determine applicable disciplinary action which includes by way of example, and without limitation, Work Improvement Plan, written or verbal reprimand, suspension, and/or termination.

J. PRACTITIONER OFFICE SITE QUALITY

1. Audit Criteria
MCCMH shall audit the quality of each practitioner's office site for the following criteria: physical accessibility, physical appearance, adequacy of waiting and examination room space, and adequacy of the consumer administrative and clinical record keeping process.
2. Site Visit
A site visit shall be conducted within sixty (60) days of determining that the complaint threshold has been met. MCCMH considers a reasonable complaint threshold to be three per six month period.
3. Corrective Action Plan
A quality improvement corrective plan of action shall be implemented for instances of poor quality related to the practitioner office site.
4. Corrective Action Plan Evaluation and Documentation
The effectiveness of corrective action plans shall be evaluated at least every six (6) months, until the deficit is remedied and follow up visits to offices with deficiencies shall be documented.

VI. PROCEDURES

A. INITIAL CREDENTIALING PROCESS

1. General
 - a. Upon notification of hire, a practitioner shall obtain and complete Applications for the recognition of Credentials and Privileges within twenty-four (24) hours of notification. Reassigned practitioners shall apply for additional privileges required by the job description within twenty-four (24) hours of reassignment notification.
 - b. The practitioner shall complete all sections of the Applications for Recognition of Credentials and Clinical Privileges, and forward the form with any substantiating documentation to his/her supervisor for signature within twenty-four (24) hours of notifications of hire. Psychiatrists shall submit their applications to the Medical Director and nurses shall submit their application to the Manager of Nursing Services.
 - c. Practitioners who hold full privileges shall complete an application for renewal of credentials and privileges forty-five (45) days prior to the expiration date contained on the Authorization Report. Practitioners must renew their credentials and privileges **before** the expiration date. A practitioner will be suspended without pay

in the event the practitioner fails to renew their credentials and privileges before they expire. The practitioner's suspension will continue until he/she provides proof of renewed credentials and privileges.

- d. Following appropriate supervisory signature, the completed credentialing/ re-credentialing application shall be forwarded by the Supervisor to the CSI Director or Designee for review.
- e. The individual shall provide evidence to support each requested privilege. Recommendations by the appropriate Supervisor shall be made regarding full or provisional status for each privilege requested on the practitioner's application. The appropriate Supervisor shall complete the Supervisory Review form. The Supervisory Review Form shall be forwarded to the CSI Director or Designee with a copy to the practitioner.
- f. Prior to referring an application to the Professional Standards Committee, the CSI Designee shall conduct a professional status review consisting of primary source verification of license, credentials, registration, certification, and practitioner exclusion/sanction information, as applicable, according to the Standards provisions of this policy.

2. Application and Documentation Review

- a. The CSI Designee performs a professional status review then places the credentialing packet on the agenda for review by the Professional Standards Committee. The Professional Standards Committee meeting schedules are public record and a schedule of these meetings can be obtained from the CSI Director or Designee.
- b. The Committee will review and evaluate the applications and any accompanying documents to determine whether to recommend approval or denial of credentials and privileges recognition and provide the rationale for its recommendations.
- c. The Committee will complete the recommendations section of the application forms with accompanying rationale and submit it to the Executive Director for approval or denial of official authorization of credentials and privileges.
- d. The completed applications will be returned to the CSI Director or Designee for forwarding to the practitioner following action of the Executive Director. The Human Resources Liaison shall file a copy in the practitioner's MCCMH personnel file and forward a copy to the appropriate supervisory personnel and to the county for inclusion in their county personnel file.

3. Application Recommendations

- a. The bases for Committee and Executive Director review and recommendation for approval or denial of credentialing recognition is contained in the provisions of this policy.

- b. The basis of credentialing recommendations of the Committee, Supervisors, Medical Director, and Executive Director include, but are not limited to:
 - (1) Provision of services is within the practitioner's scope of practice;
 - (2) Incident report findings;
 - (3) Compliance investigation findings;
 - (4) Recipient rights complaint findings;
 - (5) Physical, mental, or emotional conditions, including substance abuse affecting performance;
 - (6) Criminal conviction;
 - (7) License, Registration, Certification;
 - (8) Other significant performance related factors.
 - 4. Application Approval
 - a. Favorable recommendations are reflected in the Committee minutes.
 - b. Official written credentialing approval shall be made within ten (10) days by the applicable MCCMH Executive Director.
 - 5. Application Denial
 - a. Unfavorable Committee recommendations are communicated to the practitioner in writing and reflected in the minutes.
 - b. The CSI Director or Designee shall give practitioners written notice of adverse recommendations within five (5) working days.
 - c. Practitioners are given notice of their right to appeal the Committee decision through the Adverse Action Appeal process.
 - 6. Adverse Action Appeal Process
 - a. Only adverse actions which constitute grounds for appeal are afforded the right to appeal. See Section V.F.
 - b. Actions which are not appealable include:
 - (1) The provision of false and/or misleading credentialing information or documents; or
 - (2) Automatic suspension or limitation.
 - c. Informal Meeting. See section V.F.
 - d. Formal Meeting. See section V.F.
 - e. Decision. See Section V.F.
- B. HUMAN RESOURCES LAISON**
- 1. Obtain current background check and credentialing information before offer of employment.
 - 2. Maintain custody of personnel files.
- C. CSI DESIGNEE**
- 1. Perform preliminary status check to ensure practitioner or organizational provider meets credentialing requirement.

2. Notify appropriate staff of licensure and credentialing concerns.
3. Submit credentialing documents to Professional Standards Committee.
4. Notify appropriate staff of credentialing status after Committee review. Document relevant credentialing information.
5. Perform monthly practitioner exclusion/sanction search and quarterly licensure updates.
6. Report adverse credentialing and re-credentialing decision information to appropriate authorities.

VII. DEVELOPMENT AND EVALUATION

1. The CSI Director/Designee is responsible for the annual review and evaluation of this policy.

VIII. REFERENCES / LEGAL AUTHORITY

- A. Commission on Accreditation of Rehabilitation Facilities (CARF) Standards Manual
- B. National Committee for Quality Assurance (NCQA), 2014 MBHO Standards and Guidelines
- C. Medicaid Managed Specialty Supports and Services Concurrent 1915(b)/(c) Waiver Program FY 16, Contract Attachment: MDHHS Mental Health and Substance Abuse Administration, "Credentialing and Re-credentialing Processes"
- D. Michigan Mental Health Code
- E. Michigan Department of Health and Human Services Medicaid Provider Manual
- F. MCCMH MCO Policy 3-001, "Audit Content and Timetable."

IX. EXHIBITS

- A. [MCCMH Application for Temporary Credentialing, Initial Credentialing/Re-Credentialing; MCCMH Application for Privileges](#)
- B. [MCCMH Supervisor Review Form](#)
- C. MCCMH Criminal Background Check form