

PATHWAYS CMH

POLICY TITLE: Qualifications & Supervision of Non-Credentialed Staff	CATEGORY: Human Resources/Personnel	
EFFECTIVE DATE: June 4, 2014	BOARD APPROVAL DATE: August 3, 2016	
REVIEWED DATE: June 9, 2017	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Human Resources Director	CEO APPROVAL: Mary Swift, CEO	

APPLIES TO:

Pathways Employees
Pathways Contract Providers

POLICY:

Pathways requires that all non-credentialed personnel meet criteria as set in the Michigan Medicaid Provider Manual, which states all providers must be:

- At least 18 years of age.
- Able to prevent transmission of any communicable disease from self to others in the environment in which they are providing supports.
- Able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and report on activities performed.
- In good standing with the law according to the MDHHS/PIHP contract.
- Successful in completing required recipient rights training.

In addition, Life Skills Technicians must:

- Must be able to perform basic first aid procedures.

PURPOSE:

To ensure non-credentialed personnel meet minimum requirements as a qualified provider at Pathways.

DEFINITIONS:

1. ***Non-credentialed staff*** means non-professional/paraprofessional personnel who do not require a degree or license to provide specific services and supports.

REFERENCES:

- Michigan Medicaid Provider Manual
- MDHHS/PIHP Specialty Services and Supports Contract
- MDHHS Site Review Interpretive Guidelines E.1
- URAC Accreditation Standards
- NorthCare Network Background Check Policy

- NorthCare Network Training Policy
- NorthCare Network Qualifications & Supervision of Non-Credentials Staff Policy
- Pathways Policies

HISTORY:

Dates Reviewed: June 16, 2014; June 26, 2015; June 10, 2016; June 9, 2017

Dates Revised: June 10, 2016; June 9, 2017 (procedures)

Dates Approved: June 4, 2014 (Board); August 3, 2016 (Board)

PROCEDURES:

- A. All Pathways Providers are required to ensure non-credentialed staff meet minimum requirements including, but not limited to, those outlined in:
- The Medicaid Provider Manual.
 - MDHHS/NorthCare Network Specialty Services and Supports Contract.
 - MDHHS/NorthCare Network training requirements.
 - Specific training regarding Individual Plans of Service, as required.
- B. Providers are responsible to ensure that all non-credentialed staff providing direct services to plan members are appropriately supervised and have available evidence of this supervision upon request by Pathways, NorthCare Network and/or the Michigan Department of Health and Human Services. Training requirements can be found in Pathways Training Policy