

PATHWAYS CMH

POLICY TITLE: Qualifications & Supervision of Non-Credentialed Staff	CATEGORY: Personnel – Employee Guidelines	
EFFECTIVE DATE: 06/04/2014	BOARD APPROVAL DATE: 06/04/2014	
REVIEWED DATE: 06/16/15	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input type="checkbox"/> No	OTHER REVISION(S): <input 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 MDCH/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
- MDCH/PIHP Specialty Services and Supports Contract
- MDCH Site Review Interpretive Guidelines E.1
- NorthCare Policy and Procedures
- Pathways Background Check Policy

- Pathways Training Policy

HISTORY:

Dates Reviewed: 06/16/15

Dates Revised: 06/04/14

Dates Approved: 06/04/14

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.
 - MDCH/NorthCare Network Specialty Services and Supports Contract.
 - MDCH/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 consumers are appropriately supervised and have available evidence of this supervision upon request by Pathways, NorthCare Network and/or the Michigan Department of Community Health.
1. Non-credentialed staff providing direct services to consumers shall receive training in specific IPOS goals and objectives they are responsibility to address prior to the provision of any services.
 2. Non-credentialed staff providing direct services shall be supervised by a professional who is licensed, certified, or registered to provide mental health services within that scope of practice.
 3. Supervision of the non-credentialed staff shall be documented in the consumer's clinical record.
 4. In the case of a consumer with a behavior treatment plan, who resides in a specialized residential setting, the home staff shall be trained on the implementation of the plan and evidence of that training shall be maintained in the residential home record.