

SWMBH Operating Policy 11.8

Subject: Professional Development Plan		Accountability: SAPT	Effective Date: 1/1/14	Pages: 2
REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ SA SARF _____ Other _____		Last Reviewed Date: 8/26/16		Past Reviewed Dates: 12/23/14 5/15/15
LINE OF BUSINESS: <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> I Waiver <input type="checkbox"/> SUD Healthy Michigan <input checked="" type="checkbox"/> SUD Medicaid <input checked="" type="checkbox"/> SUD Community Grant <input type="checkbox"/> MI Health Link <input type="checkbox"/> OTHER: _____	APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Operations <input checked="" type="checkbox"/> Participant CMHSPs <input checked="" type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> DD providers <input type="checkbox"/> Other: _____	Last Revised Date: 8/26/16	Past Revised Dates: 5/15/16	
Approved : By: <i>Therese Smith</i> Date: <i>11/11/14</i>		Required Reviewer: Substance Abuse Prevention and Treatment Director Director of Provider Network		

I. Purpose

Southwest Michigan Behavioral Health (SWMBH), which is the Prepaid Inpatient Health Plan (PIHP) and Coordinating Agency for Barry, Branch, Berrien, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren counties will provide reasonable latitude to providers hiring staff requiring a Professional Development Plan as defined by Michigan Certified Board for Addiction Professionals (MCBAP). Professional Development plans provide a means for providers to meet Michigan Department of Health and Human Services (MDHHS) credentialing expectations.

II. Policy

Professional Development Plans for Substance Abuse services are an acceptable mechanism for provider agencies to procure staff. Although provider agencies should consider hiring practices that ensure experience, full competency and acceptable credentialing, SWMBH recognizes that at times, hiring staff without previous experience or MCBAP credentials is necessary. SWMBH will recognize and accept Professional Development Plans that meet the expectations of MCBAP and Michigan Department of Health and Human Services (MDHHS).

This policy applies to all services billed to SWMBH.

III. Standards and Guidelines

- A. Providers will ensure staff performing billable services to SWMBH will comply with the attached Credentialing and Staff Qualification Requirements for the SWMBH.
- B. Providers will ensure that a MCBAP-approved Professional Development Plan is in place prior to the delivery of a billable service to SWMBH.

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- C. The Provider Director or designee is responsible for reviewing staff development plans, ensuring the plan is complete and can be reasonably accomplished within the timeframe identified.
- D. Interns may provide services in accordance with the level of degree they are actively pursuing with an approved Professional Development Plan and with appropriate supervision as per the Medicaid Bulletin.
- F. SWMBH will monitor the MCBAP website for approval dates of the development plans. Once SWMBH receives verification that a plan has been approved providers received approved credentialing, provider can begin providing services.
- G. SWMBH Provider Network will monitor provider agency compliance and notify the SWMBH SUD Director and the finance unit within five (5) days when discovering noncompliance.
- H. Risk Management, during the process of compliance audits, may discover noncompliance. Should non-compliance be discovered, the standard process for reporting findings to the various parties involved will be followed. SWMBH will provide consultation to providers to assure success.
- I. SWMBH will monitor compliance with the Professional Development Plan process. We should have another mechanism by which we do this now that they are not required to send them to us.

IV. Definitions

None

V. References

None

VI. Attachments

A. Credentialing and Staff Qualification Requirements

1. http://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_38765---,00.html