

## **SERENITY BEHAVIORAL HEALTH SYSTEMS**

**SUBJECT:** Designation and Re-certification of Levels, Developmental Disabilities Professionals, Paraprofessionals and Peer Specialist  
**POLICY NUMBER:** HR-23  
**EFFECTIVE DATE:** June 1997  
**SUPERSEDES:** N/A  
**LAST REVISION DATE:** August 2009

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### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) to employ and/or contract with a sufficient number of individuals, who have the professional qualifications to serve at certain Levels as outlined by the Provider Manual, Developmental Disabilities Professional (DDP), Paraprofessional or Peer Specialist, to staff SBHS services in accordance with the requirements in the Provider Manual for Community Mental Health, Developmental Disabilities and Addictive Disease Providers.

### **PROCEDURES:**

- I. SBHS recruits and employs and/or contracts with individuals who are licensed or credentialed in an appropriate behavioral health field to carry out DDP, Paraprofessional, Peer Specialist or duties at their approved Level.
- II. SBHS defines designated Levels, DDP, Paraprofessional, and Peer Specialist in accordance with the terms listed in the Provider Manual for Community Service Boards, Developmental Disabilities and Addictive Disease Providers. (See Attachment I)
- III. SBHS Human Resources Department verifies the qualifications of individuals employed/contracted to perform at designated Levels, DDP, Paraprofessional, Peer Specialist duties by:
  - A. Verifying licensure when applicable, through the appropriate web site, checking for any Public Board Orders and verifying license is current/valid.
  - B. For unlicensed masters or doctoral degree holders, verifying educational credentials by requesting and reviewing a certified copy of their academic transcript. The employee is then reviewed annually by the C & P Committee for appropriate training, clinical supervision and continued competency. Competency can be determined by relevant training, results of performance ratings, case supervision that may be related to age & disability factors, peer recommendations, ability to perform responsibilities as observed by supervisors, and/or written documents.
  - C. Request references from previous employers or from supervised clinical experience in an internship or practicum placement program.

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- V. SBHS C&P Committee reviews Levels, DDP, Paraprofessional and Peer Specialist applicant documentation and assesses competencies to carry out assigned Levels, DDP, Paraprofessional and, Peer Specialist duties with specific age and disability groups. The C&P Committee conducts an annual review thereafter of Levels, DDP's, Paraprofessionals and Peer Specialists to review the competence of these individuals to continue to perform these Level, DDP, Paraprofessional and Peer Specialist functions.
- A. The Clinical Director or Human Resources Manager chairs the C&P Committee.
  - B. The C&P Committee will include licensed or credentialed professionals.
  - C. Staff who have not complied with the standards regarding re-credentialing and the credential is not required for their current position will be allowed to continue their job responsibilities as defined within their Performance Management Form (PMF) and as determined by the C&P Committee.
  - D. Staff who let their credentialing lapse, and it is no longer a job requirement, can reapply providing all previous required documents are submitted.
  - E. Staff who have not met all requirements of re-credentialing and the credential or license is required for their current position, will be given a 2 week grace period to submit any missing documentation. If the requirements are not completed within the 2 week grace period, the employee will be placed on leave without pay status until such time that the documentation is complete and the committee credentials the employee or the employee is dismissed for failure to comply with job requirements.
  - F. All staff that is reviewed by the C&P Committee must have 16 hours of relevant training with the population(s) that they serve. Staff that work with clients that have co-occurring disorders (Addictive Diseases/Mental Health and/or Addictive Diseases/Developmental Disabilities), must have an additional 14 hours of Addictive Diseases training.
  - G. Staff may submit paperwork for credentialing that is not required for their current position to determine if they would qualify to apply for positions that require credentialing. The C&P Committee will not consider the credential for endorsement until the employee has been selected for a position that requires the credential.
- VI. SBHS Levels, DDP's, Paraprofessionals, and Peer Specialists are the only staff designated to provide the services listed below for person groups consistent with their area of expertise in accordance with the DBHDD Provider Manual. Counseling services are to be provided only by appropriately licensed staff.
- A. Formulate the Individualized Service Plans for services to be delivered.
  - B. Provide crisis intervention screening and evaluation services.
  - C. Screen by telephone or face-to-face and when indicated, provide face-to-face evaluation and intervention.
- VII. Unlicensed staff is required to obtain clinical supervision of their work by a Licensed Independent Practitioner (LIP). DDP's are required to obtain clinical supervision from DDP's that have been designated to provide their supervision.

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- VIII. The C&P Committee reviews LIP's every two years.
- IX. The C&P Committee reserves the right to review any credentialed and privileged staff member for continued competency at any time.
- X. Any individual found not to be competent to perform their credentialed duties is removed from performance of these duties until their competency can be certified by the Clinical Director of SBHS, a licensed professional in the appropriate field, and the C&P Committee.

**REFERENCES:**

- I. Provider Manual for Community Mental Health, Developmental Disabilities and Addictive Disease Providers

**ATTACHMENTS:**

- I. Definitions of Professional Designations
- II. [Application for Professional Designation](#) SBHS Form 489
- III. [Notification of Credentials Review](#) SBHS Form 121
- IV. [Recommendation of Administrative Supervisor](#) SBHS Form 120
- V. [Recommendation of Clinical Supervisor](#) SBHS Form 119
- VI. [Credentialing and Privileging Committee Approval Letter](#) SBHS Form 835

**APPROVAL SECTION:**

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Chief Executive Officer

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Date

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Committee Chairperson

\_\_\_\_\_  
Date

**RESCISSION SECTION:**

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Chief Executive Officer

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Date

**REVIEW SECTION:**

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Committee Chairperson

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Date

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Committee Chairperson

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Date

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Committee Chairperson

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