

## **STAFF CREDENTIALING AND LICENSING**

**PURPOSE:** To establish standards and procedures for staff credentialing and licensing in accordance with state and federal regulatory requirements.

**SCOPE:** This policy applies to all Care Staffing Professionals employees and to all healthcare contingency staff.

**POLICY STATEMENT:** Care Staffing Professionals will ensure that all individuals employed by Care Staffing Professionals providing healthcare services (1) are properly credentialed; (2) are verified for eligibility to practice within the scope of assignment and related activities; and (3) maintain current, valid and verifiable professional status if his/her job classification and/or duties requires a California license, registration, or waiver as indicated by relevant California licensing agencies, as required by state and federal laws and regulations and/or the policies of the Department.

Verification of eligibility, credentialing, and (when appropriate) verification of license, registration, or waiver must occur prior to employment or finalization of a contract for individuals seeking employment with Care Staffing Professionals, and prior to commencement of duties for individuals seeking employment or already employed with a client unless otherwise stated in their contract.

The verification process will be repeated on a monthly basis to ensure that individuals continue to meet the legal and ethical requirements of his/her employment.

### **Employee Responsibilities**

Each individual whose job classification and/or duties requires a license, registration, or waiver is personally responsible for ensuring that his/her license, registration, or waiver is current, valid and verifiable at all times. Care Staffing Professionals recommends that licensed or registered staff submit all requirements to licensing boards at least eight (8) weeks prior to expiration. Any individual who becomes aware of an action by a licensing board that affects his/her license or registration shall notify an immediate supervisor at Care Staffing Professionals immediately.

### **Definitions**

#### **Staff**

An individual who (a) is employed by or performing services on behalf of Care Staffing Professionals or a contracted client, or an individual contracted directly with Care Staffing Profession, including locum tenens physicians, and (b) whose duties involve submission of

claims, input of information, or access to information through the Department electronic medical records system.

### Credentialing

Means the process through which Care Staffing Professionals:

Completes Eligibility Verification;

Determines the level of qualification and scope-of-practice category, including professional suffix;

Determines appropriate facility-program associations; and

Communicates the above information to the Human Resource Management system (HRM), the immediate supervisor, and Medical Records.

### License Verification

The process through which the Department determines whether or not an individual holds a current, valid, and verifiable professional license, registration, or waiver.

### Licensed Staff

Individuals who assert that he/she currently holds, and/or whose duties require that he/she hold, a license shall provide a copy to Care Staffing Professionals that shows the current expiration date from any of the following California agencies:

- Medical Board
- Physician Assistant Board
- Osteopathic Medical Board
- Board of Psychology
- Board of Behavioral Sciences
- Board of Registered Nursing
- Board of Vocational Nursing and Psychiatric Technicians
- Board of Pharmacy

### Certified Staff

Individuals who assert that he/she current holds, and/or whose duties required that he/she holds a certificate to perform a skill shall provide a copy to Care Staffing Professionals that shows the current expiration date (if any) from the following California agencies:

- Medical Board
- Physician Assistant Board
- Osteopathic Medical Board
- Board of Psychology
- Board of Behavioral Sciences
- Board of Registered Nursing
- Board of Vocational Nursing and Psychiatric Technicians
- Board of Pharmacy

### Waivered Staff

Individuals who have been verified by Care Staffing Professionals to hold a valid waiver from the California Department of Health Care Services (DHCS) which is currently valid for the jurisdiction of assignment.

### Unlicensed Staff

All individuals who are not Licensed, Registered or Waivered.

## **Eligibility Verification**

Whenever an individual is considered for employment with the Department, Care Staffing Professionals recruiters and staffers shall complete Eligibility Verification when the application is received, and License Verification when applicable, prior to tendering an offer of employment. For individuals believe to be eligible for waiver, no waiver is valid until written approval is received from the Operations Division. In order for Care Staffing Professionals to complete Eligibility Verification, the following documents must be submitted by the applicant:

- Job application or resume
- Background Investigation and Drug/Alcohol Testing Authorization
- Two (2) Employment References
- Authorization for Use Disclosure of Personal Health Information

## **License Verification**

Verification of licenses and registration is completed using the official on-line verification system of each California licensing agency or the State Breeze Verification System. Staff must submit a copy of his/her license or registration to Care Staffing Professionals prior to it expiring. If Care Staffing Professionals does not receive a copy of the license or registration prior to it expiring, staff will be blocked from hiring until it is received.

The databases/lists and schedule of checks is indicated below:

<b>DATABASE / LIST</b>	<b>TIMING OF VERIFICATION</b>
SAM – Systems for Award Management ( <a href="http://www.sam.gov/sam/">http://www.sam.gov/sam/</a> )	At or before hire or contract, Monthly thereafter
Department of Health and Human Services, Office of the Inspector General, Exclusions List ( <a href="http://oig.hhs.gov/exclusions/exclusions_list.asp">http://oig.hhs.gov/exclusions/exclusions_list.asp</a> )	At or before hire or contract, Monthly thereafter
California Department of Consumer Affairs BreZEz, Online Services, Licensing and Enforcement System ( <a href="https://www.breeze.ca.gov/datamart/loginCADCA.do">https://www.breeze.ca.gov/datamart/loginCADCA.do</a> )	At or before hire or contract, Monthly thereafter
Medi-Cal Suspended and Ineligible List ( <a href="https://files.medi-cal.ca.gov/pubsdoco/SandILanding.asp">https://files.medi-cal.ca.gov/pubsdoco/SandILanding.asp</a> )	At or before hire or contract, Monthly thereafter
CMS National plan and Provider Enumeration System (NPPES) National Provider Identifier (NPI) ( <a href="http://npps.cms.hhs.gov/NPPES/Welcome.do">http://npps.cms.hhs.gov/NPPES/Welcome.do</a> )	At or before hire or contract
National Practitioner and Healthcare Integrity and Protection Databanks (physicians and physician's assistants only)	At or before hire or contract, Monthly thereafter

Upon verification of a "Clear" or "Valid" license or registration, Care Staffing Professionals enters the title, number, and expiration date into the HRM database.

Verification of waivers is completed by obtaining a copy of a current waiver for Care Staffing Professionals from the California Department of Health Care Services (DHCS). A waiver is only valid for the client or client facility which requested the waiver.

If Care Staffing Professionals finds that a staff member does not have a valid license, registration, or waiver, Care Staffing Professionals will ensure that the staff's eligibility for assignment to a client facility or to practice as an employee of Care Staffing Professionals is suspended until the license or registration is verified by Care Staffing Professionals.

### **Clinical Supervisors Responsibilities**

If the staff is providing clinical supervision to any intern, trainee, or other pre-licensed individual, the staff will notify such individuals that his/her license cannot be verified by Care Staffing Professionals and will immediately stop providing such supervision.

Any pre-licensed individual receiving clinical supervision from such staff must arrange for clinical supervision by another licensed individual until the staff's license has been verified by Care Staffing Professionals.

### **Third Party Vendor Responsibilities**

If the staff is a provider from a third-party vendor, the provider will stop services to all Care Staffing Professionals clients, and the vendor will coordinate with Care Staffing Professionals to ensure that services are provided by another provider.

### **Invoicing**

Care Staffing Professionals will not invoice clients for services provided during any period when their license cannot be verified. Any invoices for such services will be denied.

Network providers will not invoice Care Staffing Professionals for services provided during any period when their license cannot be verified. Any invoices for such services will be denied.

### **Waivered Staff**

Individuals may qualify for a waiver by meeting either one or both of the following criteria (at least one (1) criterion needed to qualify):

1. Have completed a minimum of 48 semester or 72 quarter units of graduate coursework (not including internship, thesis, or dissertation) as part of a doctoral degree program which meets Board of Psychology requirements for licensure in California.
  - a. In order to become waivered, staff must submit an official transcript from the graduate institution showing units earned or degree granted. Waivers in this category are valid for a total of five (5) years and cannot be renewed.
  - b. Upon receipt of the required documentation, Care Staffing Professionals will submit a Waiver Request to the Department of Health Care Services (DHCS). Individuals are not waivered until Care Staffing Professionals receives written approval of a Waiver Request from DHCS.

- c. Waivers from another county are not valid for employment with Care Staffing Professionals.
2. Hold a valid license from another state and a written statement from the California Board of Psychology or Board of Behavioral Sciences verifying that the individual is eligible for admission to the relevant licensing examinations. Waivers in this category are valid for three (3) years and cannot be renewed.

### **Internet Links**

- California Department of Health Care Services (<http://www.dhcs.ca.gov>)
- SAM – Systems for Award Management (<http://www.sam.gov/sam/>)
- Department of Health and Human Services, Office of the Inspector General, Exclusions List ([http://oig.hhs.gov/exclusions/exclusions\\_list.asp](http://oig.hhs.gov/exclusions/exclusions_list.asp))
- California Department of Consumer Affairs BreEZe, Online Services, Licensing and Enforcement System (<https://www.breeze.ca.gov/datamart/loginCADCA.do>)
- Medi-Cal Suspended and Ineligible List (<https://files.medi-cal.ca.gov/pubsdoco/SandILanding.asp>)
- CMS National plan and Provider Enumeration System (NPPES) National Provider Identifier (NPI) (<http://npps.cms.hhs.gov/NPPES/Welcome.do>)
- National Practitioner and Healthcare Integrity and Protection Databanks (physicians and physician’s assistants only)
- Employee Self Service (<https://carestaffingprofessionals.com/forms-database/>)

### **Additional Resources**

Also see:

- EPP 1 – Equal Employment Opportunity Complaint and Grievance Resolution Procedures
- EPP 2 – Immigration Reform and Control Act
- EPP 5 – Pre-Employment Inquiries