

TO: All Treatment Providers (OP, RECOVERY, IOP, PHP, RES, DETOX, MAT)

TOPIC: Notification of staff hires, departures, absences, credential renewals to SUTS & DHCS; Change in Clinician Credentialing form

The MCP (SUTS) and DHCS both have procedures for reporting new hires and staff who have left an agency. Providers are required to comply with both procedures.

DHCS requirement: DHCS forms 6209 and 6010 must be completed when (counseling?) staff leave an agency and when new staff are hired. These forms notify DHCS of changes in staffing at an agency after the original application for DMC certification was filed. Program managers must track all staff changes and attach all Forms 6209 and 6010 to the original application.

The forms and instructions may be found here:

https://files.medi-cal.ca.gov/pubsdoco/publications/masters-other/provappsenroll/10enrollment_dhcs6209.pdf

DHCS Form 6010 must also be completed to enroll the following new staff:

- New Substance Use Disorder Medical Director
- New Substance Use Disorder Non-Physician Medical Practitioner
- New Licensed Substance Use Disorder Treatment Professional

This form and instructions may be found here:

http://files.medi-cal.ca.gov/pubsdoco/Publications/masters-other/provappsenroll/27enrollment_DHCS6010.pdf

Both DHCS forms must be completed and submitted within 30 days of any of the above changes.

SUTS MCP requirement: All counseling staff must be registered with SUTS MCP administration in order to *provide services* in the SUTS system of care and *enter data* into the SUTS MCP electronic record. Counseling staff register with SUTS MCP administration by completing a Clinician Credentialing form.

A Clinician Credentialing form must be completed when:

- A clinician is hired at a SUTS contract agency. A new Clinician Credentialing form must be completed even if the clinician has previously completed the form at another agency.
- A clinician leaves the agency.
- A clinician renews her/his credentials
- A clinician is reinstated following a lapse in the credential

- A clinician changes her/his location(s) of service
- A clinician changes her/his hours of DMC service
- A clinician goes on a leave of absence of more than 2 weeks (10 business days).

Lapsed credentials: A clinician with a lapsed credential will not be permitted to provide services in the SUTS System of Care or enter services in the SUTS MCP electronic record. SUTS MCP expects program managers to keep track of clinician credentials and ensure that clinicians with lapsed credentials are not providing client services.

Courtesy notices: Electronic notification will be sent out when:

- A clinician's credential has lapsed to notify her/him that they will no longer be permitted to provide services or enter data.
- 90 days before a credential lapses. It is the clinician's responsibility to maintain their credential in accordance with the terms of the certifying body.
- A clinician has not registered with the SUTS MCP.

Provider directory: The Provider Directory on the BHSD website is updated based on the data provided by clinicians to SUTS MCP. The Provider Directory will be updated regularly and accurately report the clinicians who are currently accepting clients and those who not accepting clients.

All absences and departures must be reported promptly to the SUTS MCP administration, so the Provider Directory can be updated.

Reinstatement of CAADE (California Association of Alcohol/Drug Educators): Please note that DHCS has re-instated CAADE as a valid counselor certification organization. DHCS recognizes the following certifying bodies:

1. CAADE
2. CADTP
3. CCAPP

More information can be found here:

<https://www.dhcs.ca.gov/provgovpart/pages/counselorcertificationorganizations.aspx>

The May 2019 version of the Clinician Credentialing form has been updated to reflect the reinstatement of CAADE credentials.