

BEHAVIORAL HEALTH SERVICES DIVISION  
Substance Use Treatment Services  
**SYSTEM ALERT**

Date: October 1, 2018

TO: **SUTS Clinicians**  
TOPIC: **New SUTS Clinician Credentialing Form**

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According to the DHCS Information Notice 18-019, all managed care plans (MCPs) such as SUTS are required to monitor credentials, licensing and other information for all counselors who provided direct services in the SUTS Network of Care. Please complete the attached PDF form and enter information related to your license/credential. Instructions for completing the form are attached. You must download the form to your computer to complete and email to mailbox.

All current counseling staff must complete the attached form by the deadline and return it to the SUTS credentialing mailbox. An update form must be completed each time there is change in any of the information on the form. For an update, complete only the update the information that has changed.

**This form does not replace the UniCare Access request form.** The Clinician Credentialing Form replaces the Staffing Form. All new clinicians must complete both the UniCare Access and the Clinician Credentialing forms.

The deadline for submitting the Credentialing form: **October 15<sup>th</sup> 2018, 5 pm.**

Email the completed form to: [sutscredential@hhs.sccgov.org](mailto:sutscredential@hhs.sccgov.org)