DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **500.020** |
| **Title:** | **Credentialing of Behavioral Health Staff** |
| **Effective Date:** | **12/3/19** |

**PURPOSE:** To provide credentialing standards for mental health care providers.

**APPLICABILITY:** All mental health staff and contractors

**DEFINITIONS:**

License-eligible – possessing the academic credentials and other pre-conditions required to sit for the licensing examination of the relevant professional licensing board.

Supervised provider – a mental health provider whose clinical work is closely/immediately supervised by a licensed provider.

**PROCEDURES:**

A. Hiring

1. Professionals hired for positions in the psychologist series or psychological services director classifications, must be licensed (or license-eligible) as psychologists.

2. Professionals hired for other behavioral health supervisory or leadership classifications must be licensed (or license-eligible) for independent clinical practice (e.g., as psychologists, independent clinical social workers, marriage and family therapists, and licensed professional counselors).

3. Psychiatrists providing contracted mental health care must be licensed physicians. Psychiatric physician's assistants, advanced practice nurses, or nurse practitioners must hold the appropriate licenses and have the necessary advanced training in psychiatry.

4. Professionals hired for chemical dependency assessment or treatment positions must hold an alcohol and drug counselor (ADC) license or temporary permit, or hold another behavioral health license for independent practice with a scope of practice that includes chemical dependency treatment. If hired on the basis of an ADC temporary permit, the professional must obtain a licensed alcohol and drug counselor (LADC) license before the professional's employment is certified.

5. Employment offer letters for positions that require licensure must state that continued professional licensure is a condition of employment.

6. If a professional is license-eligible when hired for a position which requires licensure, obtaining licensure is a condition of the professional's continued employment. The professional's employment is not certified until licensure is obtained. This condition must be stated in the letter offering employment.

7. Staff hired for supervised provider positions need not be licensed, and must be hired in a classification normally associated with immediate supervision.

8. Professional licenses must be maintained in compliance with Policy 103.040, "Employee Credentials Requirements."

B. Supervision

1. Supervised providers must routinely receive an appropriate level of clinical supervision from a licensed provider.

2. Supervised providers must conform to the rules of conduct of their supervisor's licensing board.

C. Peer Review

1. An external peer review process is in place for all non-supervisory behavioral health staff who are Minnesota Board of Psychology licensed psychologists, as well as for all those whose position title is Psychologist 3.

2. A documented peer review process must occur every two years and must consist of a clinical record review followed by a peer-to-peer feedback session with the goal of enhancing individual competence and overall behavioral health care services.

3. Peer reviews must be conducted by a psychologist who does not have direct supervisory oversight and who is not employed at the same facility program as the psychologist being reviewed.

4. The reviewer must send the completed documentation to the director of behavioral health for retention in a confidential file.

**INTERNAL CONTROLS:**

A. Copies of licenses are retained in the employee's supervisory file according to Policy 103.040, "Employee Credentials Requirements."

B. Documentation of peer reviews is retained in a confidential file by the director of behavioral health.

**ACA STANDARDS**: 4-4384, 4-4368, 4-4411, 1-ABC-4E-09, 1-ABC-4E-11

**REFERENCES:** Minn. Stat. §§ 244.03 and 241.021, subd. 4
Policy 103.040, "Employee Credentials Requirements"

**REPLACES:** Policy 500.020, "Credentialing of Behavioral Health Staff," 1/2/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVED BY:**
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support

Assistant Commissioner, Facility Services