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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888**  |
| SUBJECT: Autism Provider Monitoring  | Section: 7152F  |
| Effective Date: April 22, 2019  |  Revised Date: NEW  |

The purpose of this procedure is to ensure that all contracted Autism providers possess the credentials required to perform in their assigned role prior to beginning services with Montcalm Care Network (MCN) consumers.

Contract providers may include: Qualified Behavioral Health Professional (QBHP), Behavior Technicians (BCBA, BCaBA, or LP/LLP)

MCN will not, through the credentialing, re-credentialing, and privileging processes outlined, discriminate against staff or contracted clinical providers: solely on the basis of license, registration or certification; or those who serve high-risk populations or specialize in the treatment of conditions that require costly treatment.

# A. Initial Credentialing Review

1. All providers at the level of QBHP, BCBA, BCaBA, or LP/LLP before working with MCN consumers must have a MDHHS completed credentialing packet. It is the responsibility of the Autism provider to submit this package as soon as the provider has been assigned to an MCN consumer.

1. Behavioral Techs (BT) must have the completed MDHHS credentialing package within 30 days of starting services with an MCN consumer. It is the responsibility of the Autism provider to submit this package as soon as the provider has been assigned to an MCN consumer, no later than 30 days of first service date.

1. MCN Autism Coordinator will provide documentation to MCN Provider Network department when an MCN consumer has been referred to an Autism provider and when they know the name and qualifications of the staff providing the services so that monitoring can begin.

# B. Monitoring of Autism Providers

1. When documentation is received from MCN Autism Coordinator the names of the providers and the agency they work for and name of consumer will be added to an Autism provider tracking list.

1. A Provider Network staff member will send the MDHHS credentialing package to the Autism provider to complete and send back all required documentation.

1. When the credentialing package is received, Provider Network staff will review the documentation to make sure that all training documents, including but not limited to individual IPOS training, for each consumer that is being served by that provider is included.

1. The credentialing package will be saved in the contract folder on MCN public drive under the agency providing services.

1. Provider Network staff will verify NPI numbers of the provider and enter the provider name and credentials into MCN EHR. No claims can be paid until the NPI is loaded to the system. No NPI will be loaded without verifying all credentials.

1. The Autism provider tracking list will be sent to each Autism providers credentialing department on a bi-monthly basis to ensure that MCN has the most current list. The response from the Autism provider will then be reviewed against MCN credentialing data to make sure that MCN has all the correct credentialing documentation.

1. MCN Provider Network will perform annual site reviews. A 25% sample will be used to verify that the Autism agency is maintaining all training records, background checks, and that all the MDHHS required credentials are current. If there is higher than a 3% error rate, additional records will be pulled.