

## Monthly Credentialing List- Q&A

**1. Why do we have to fill out this list?**

*Under CFR, title 42, section 455.436, we are required to check the exclusions lists no less frequently than monthly. BHRS has contracted with StreamlineVerify to conduct the monthly checks for all our employees, on-site contractors and contracted agencies. These monthly checks must be conducted for all and as a courtesy we have included all contracted agencies into our contract with StreamlineVerify.*

**2. What does BHRS need from our agency in order to conduct these monthly checks?**

*On the 1<sup>st</sup> of every month, you will need to fill out an excel spreadsheet (attached) indicating all of your agency's employees. The information needed needs to be filled out thoroughly.*

**3. What is a unique ID number and/or how do I create one?**

*The unique ID number will be your agency's employee ID number for each person/employee on the spreadsheet. Please double check that each unique ID number is unique to that individual. This number will be used to identify each person in the StreamlineVerify database.*

**4. Where and how do I send it securely?**

*The spreadsheet should be sent to [HS\\_BHRS\\_QM@smcgov.org](mailto:HS_BHRS_QM@smcgov.org). To send it securely you will need to encrypt the email. If you are unsure how to encrypt the email using your webmail, you can first email us to the same inbox [HS\\_BHRS\\_QM@smcgov.org](mailto:HS_BHRS_QM@smcgov.org) (you may also cc Amber Ortiz [alortiz@smcgov.org](mailto:alortiz@smcgov.org) indicating that you would like us to email you a secure message. Using our secure email system we will send you an encrypted email, allowing you to email us back with your agency's spreadsheet attached. If you have any questions about the process feel free to call or email us with any of your questions: Amber Ortiz (650) 573-2276.*

**5. Where do I find the policy and attachment?**

*The spreadsheet has been attached to this email, it is also available on our website at <http://www.smchealth.org/bhrs-policies/compliance-policy-funded-services-provided-contracted-organizational-providers-04-01>*

**6. What if we do not want to send this list?**

*If you do not want to send us your list, we will need a monthly verification and a memo signed by an executive member of your agency stating that **all** the following are met monthly as stated in policy 04-01 (see above for policy link).*

- a. Office of Inspector General (OIG/LEIE)
- b. Medi-Cal Suspended and Ineligible list
- c. Social Security Administration's Death Master File

- d. System Award Management (SAM) Database
- e. BReEZe (online licensing and enforcement system)

*Following the submission of the memo, each and every month no later than the 7<sup>th</sup>, your full report/findings of your monthly checks will be sent to [HS BHRS QM@smcgov.org](mailto:HS_BHRS_QM@smcgov.org)  
Neglecting to send a full report of your monthly findings will signify as noncompliant to Policy 04-01*

**7. What if I do not want to include SSNs?**

*The SSNs are needed in order to be in compliance of checking the Social Security Death Master List. If you can verify that you have checked the SSDML, then you will not need to include SSNs. We will only need them once for each employee, once they've been sent we will remove the SSN from the list. For example, if you have 20 employees and you include all of their social security numbers, you will not need to supply those SSNs in the future.*

**8. What if there are no changes in the list from the prior month?**

*If your list for that month did not have any changes from the previous month, **please still send a complete spreadsheet with all employees in an email to [HS BHRS QM@smcgov.org](mailto:HS_BHRS_QM@smcgov.org)** as we do not save the previous spreadsheets due to their confidential nature. If you have hired (a) new employee(s) or no longer employ an employee from the month prior, please send us these updates with all of their information filled out on the spreadsheet.*