

San Mateo County Behavioral Health and Recovery Services

Procedures for Verification of Licenses and Registrations

(Attachment B, BHRS Policy 98-16; Attachment C, BHRS Policy 99-04)

Every New Professional Staff (Employed or Contracted)

Prior to offering employment or completing personal services contract, supervisor with intent to hire must ask BHRS Administration/Quality Management for complete verification of professional credentials. This includes the following:

- Verification of eligibility with the Office of the Inspector General (OIG) prior to start and yearly in the month of hire.
- Querying Medi-Cal Suspended and Ineligible List.
- Online verification with state professional licensing agencies prior to start and every other year thereafter before license expiration date.

Interns

Date of Initial Registration will be verified on-line

- If initial registration occurred one or two years prior to current date, candidate may be offered position.
- If initial registration occurred 3 years or more prior to current date, discuss with youth or adult manager and personnel committee. Written exemption is required from Director of BHRS or designee, PRIOR to offer to employ/contract.

Candidates for licensure as Clinical Psychologist prior to licensure

- Hiring supervisor completes waiver application and sends to QM
- QM sends to DHCS; when returned, copy will be placed in personnel file.

Hiring Supervisor must discuss BHRS Policy 99-04 or BHRS Policy 98-16 with new staff member, and personally give that staff member the appropriate policy.

- Staff member must sign form, indicating receipt of policy.
- Supervisor signs form.
- Form is sent to BHRS Administration for Personnel File.

(Annual) Intern Registration Renewal

- QM Staff will work with payroll/personnel specialist to maintain list of registration renewal dates.
- All registrations will be directly verified by QM
- Supervisors and Personnel Committee will be notified immediately when lapsed registrations or extended registration periods are noted. **This does not, in any way, remove the responsibility of the Intern to maintain continuous registration status, in compliance with BHRS policy.**

Waivered Staff

- Supervisor discusses time period with staff annually and informs manager and personnel of possible problems.

License Renewal

- QM staff will directly verify all licenses, according to above procedures.
- **This does not, in any way, remove the responsibility of the clinician to maintain continuous licensure, in compliance with BHRS policy.**

Promotion from Clinician Classes I to II (i.e., license earned)

- License is verified by Quality Management
- Clinical Supervisor gives policy to newly licensed staff and has form signed as above.

Any problems noted by Behavioral Health Administration and/or Quality Management staff, at any stage in the above process, will immediately be discussed with the supervisor, his/her manager and the personnel committee.