

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorder-Administration

Policy Number: HHS-SUD-ADM 8104

Policy Title: Employee Credentials Verification

Attachments:

Revision History: 2/2018

Revised by/Date: Mark Watters/Holly Hunter 1/21/2020

Approved by: *Mark Watters*

Date: 2/6/20

Mark Watters, Substance Use Disorder Director

Approved by:

Date:

Nicole Anderson, Commissioner of HHS *NA*

2-11-2020

POLICY STATEMENT: The Mille Lacs Band of Ojibwe Substance Disorder Department will conduct primary source verification of license, registration, certification credentials of current and new employees as required by state and federal law, licensing and applicable accreditation standards.

PURPOSE: The purpose of this policy applies to all Substance Disorders Department employees, including new hires, if the minimum qualifications of their position identify specific licensure, certification, registration, or similar qualifications. The requirement includes employees who work in direct or indirect care services. To establish a common approach to verify the license, registration, certification credentials of MLBO staff as part of the hiring and continued employment process in compliance with accreditation requirements and applicable laws and regulations governing certain employee positions.

DEFINITIONS:

Credentials: Job required licensure, registration, certification needed to perform their assigned duties.

Primary Source Verification: Process used to verify employee licensure, registration, certification needed to perform their assigned duties from the issuing organization.

RESPONSIBILITIES:

Department Director:

The Department Director is responsible for ensuring supervisors and required employees receive training on this policy and maintain valid and current licensure, registration, certification credentials with accreditation requirements, State policy and procedures and applicable laws and regulations.

Clinical Supervisor:

The Clinical Supervisor is responsible for ensuring required employees have valid and current licensure, registration, certification needed to perform their assigned duties upon hire and prior to renewal. Ensure employees receive training on this policy. The Supervisor may delegate to a designee limited responsibilities of conducting the

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primary source verification and data management which does not negate the Supervisors overall responsibility to ensure employees have valid and current licensure, registration, certification.

Employee:

The Employee is responsible to maintain applicable licensure, registration, certification needed to perform their assigned duties. The employee is responsible for securing the required CEUs, as mandated by the licensure or certification body.

PROCEDURE:

A. The Employee will:

1. Continuously maintain licensure, registration, certification needed to perform their assigned duties.
2. Renew licensure, registration, certification needed to perform their assigned duties prior to the expiration date.
3. Immediately notify their supervisor if required licensure, registration, certification expires or limitations or conditions change.
4. Submit completed training verification to the Clinical Supervisor.

B. The Clinical Supervisor will:

1. Ensure employees have valid and current licensure, registration, certification needed to perform their assigned duties upon hire and prior to renewal.
2. Ensure primary source verification of the employee's valid and current licensure, registration, certification, credentials have been placed in the supervisory file and copy is scanned to Human Resources (HR) into the personnel file.
3. Manage and maintain employee's licensure, registration, and certification credential data listing license number and expiration date of all employees requiring primary source verification.
4. Ensure employees are aware of required licensure, registration, certification needed to perform the essential duties of the position.
5. Ensure employees are aware and receive training as necessary regarding this policy.
6. Notify Administrator / Manager and HR immediately when an employee's licensure, registration, certification credentials have expired or limitations or conditions have changed restricting the ability to perform the essential duties of the position. Work with HR to take necessary action.

C. The Department Director will:

1. Ensure required employee licensure, registration, certification credentials are primary source verified, tracked, and documented and necessary procedures are in compliance with licensing, accreditation and regulatory provisions.
2. Ensure supervisors and employees are aware of this policy and that all employees have and maintain the required licensure, registration, and certification credentials needed to perform assign duties.
3. Ensure immediate action is taken in coordination with HR when and employee's licensure, registration, certification credentials have expired or limitations or conditions have changed restricting the ability to perform the essential duties of the position.

Internal and/or External References	
Compliance - Posting Date	2/11/2020 (4#)
Replaces - Policy Number	
Next Review - Due Date	2/11/2023