

DATE: August 8, 2002

TO: Executive Staff
Area Managers
Direct Service Unit Supervisors
Contract Agency Directors
Authorized Administrative Staff

FROM: Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 1 / 2002**
Extension of Temporary Credentials and Privileges

To eliminate any lapse period between the expiration of the temporary period and the authorization of MCCMH Credentials and Privileges, effective immediately:

1. In cases where the Credentialing and Privileging process is not completed 30 (thirty) days prior to the expiration of the Temporary Authorization Credentials/Privileges Form, the Program Supervisor is responsible for extending the Temporary status of his/her new staff person. The Program Supervisor, based on his/her determination, will complete a new Temporary Authorization Credentials/Privileges Form, which will be effective on the day following the original Temporary Credentials or Privileges expiration date. The extension of Temporary Credentials or Privileges will be effective for a period not to exceed 45 (forty-five) days. No further extensions are possible.
2. For all new staff members whose Temporary Credentials or Privileges will expire within 15 (fifteen) days who have not had a renewal completed, the Quality Improvement section of the Policy Management Division will forward a notification of the need for extension to the Director of Behavioral Health Services for follow up and supervisory action.

DIH:rsw

Please retain Executive Directive 1/2002 in your Administrative Manual following Divider "A".