

**MCCMH Office of Substance Abuse
Director's Verification of Staff Credential's Instructions**

Credentials

The Director's Verification of Staff Credentials form is utilized to provide summary information that indicates the applicant meets the requirements of the MCOSA Staff Credentialing Policy (see MCOSA–Provider Contract). The Program is required to obtain direct source verification for all credentialing verification and make documentation available to MCOSA as requested.

The Director's Verification Form is a tool used by MCOSA for consideration of adding the staff person to the MCOSA panel for funding reimbursement as the documentation submitted is an indication that the applicant's licensure and credentials are in good standing and the individual is working within their scope of practice, as applicable.

The Director's Verification of Staff Credentials Form must be forwarded and authorized by MCOSA prior to the provision of direct service, unless other provisions are approved by MCOSA.

Staff Credentials Forms

1. Staff name: Enter the full legal name of the employee
2. Title/Position: Enter title or position the staff will be holding
3. Agency Name: Enter the name of the agency where the individual works
4. Site: If the program has multiple locations enter the commonly referred to location, i.e., Warren, St. Clair Shores, etc.
5. Requested Effective Date: Enter the date that the person will begin delivery of services utilizing MCOSA funds.
6. Select the type of credentialing being requested for the staff person. Definitions are listed below on pages 2-3.
7. Indicate whether or not FOCUS access is also being requested. If FOCUS access is requested, attach FOCUS Access Request Form.
8. Indicate whether or not ASAM Continuum access is being requested. If so, please attach training certificate indicating that staff completed ASAM Continuum training.
9. Indicate whether or not GAIN access is being requested. If so, attach the training certificate indicating that the staff completed GAIN training.
10. Have the employee/staff member sign and date this form.
11. Have the Program Director (or designee) print their name, sign and date this form.
12. Submit the completed form and all attachments to MCOSA, allowing enough time for it to be received, checked for completeness and approved before the employee begins delivery of MCOSA funded services.

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Staff Qualifications for Providing Substance Use Disorder Services

1. Treatment Staff

Individuals providing treatment services to MCOSA funded clients must qualify as a Substance Use Disorder Treatment Specialist (SATS) **or** a Substance Use Disorder Treatment Practitioner (SATP), along with licensure requirements where indicated below, based on the job function they are providing. Clinical supervisors are also required to meet specific qualifications. The qualifications for the SATS, SATP, and Clinical Supervisor are as follows:

Substance Use Disorder Treatment Specialist (SATS): An individual who has “active” status (no open formal complaints or disciplinary actions) licensure in one of the following areas, and is working within their licensure-specified scope of practice:

- Physician (MD/DO)
- Physician Assistant (PA)
- Nurse Practitioner (NP)
- Registered Nurse (RN)
- Licensed Practical Nurse (LPN)
- Licensed Psychologist (LP)
- Limited Licensed Psychologist (LLP)
- Temporary Limited Licensed Psychologist (TLLP)
- Licensed Professional Counselor (LPC)
- Limited Licensed Professional Counselor (LLPC)
- Licensed Masters Social Worker (LMSW)
- Limited Licensed Masters Social Worker (LLMSW)
- Licensed Bachelor's Social Worker (LBSW)
- Limited Licensed Bachelor's Social Worker (LLBSW)

AND, who has a registered development plan with MCBAP and is timely in its implementation, or has one of the following Michigan specific or International Certification & Reciprocity Consortium (IC&RC) credentials:

- Certified Alcohol and Drug Counselor (CADC)
- Certified Alcohol and Drug Counselor – Michigan (CADC-M)
- Certified Advanced Alcohol and Drug Counselor (CAADC)
- Certified Co-Occurring Disorders Professional (CCDP)
- Certified Co-Occurring Disorders Professional – Diplomat (CCDP-D)
- Certified Clinical Supervisor (CCS)
- Certified Criminal Justice Professional – IC&RC (CCJP-R)
- State approved alternative credential (ASAM, CHES, APA Specialty in Addition, UMICAD)

Substance Use Disorder Treatment Practitioner (SATP): An individual who is MCBAP certified or has a registered Development Plan, is timely in its implementation, and working under the supervision of a SATS.

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Clinical Supervisor: An individual that directly supervises clinical staff and has one of the following credentials:

Michigan Certified Clinical Supervisor (CCS-M)
Certified Clinical Supervisor (CCS) credential,
Registered clinical supervisor development plan with MCBAP and is timely in its implementation

2. Prevention Staff

Individuals providing prevention services to Macomb County residents under a MCOSA contract must qualify as a Substance Use Prevention Specialist, a Substance Use Consultant, or be providing one specific service under a certified supervisor with approval from MCOSA.

Substance Use Prevention Specialist/Consultant: An individual who has a registered development plan with MCBAP and is timely in its implementation, or has one of the following Michigan specific or International Certification & Reciprocity Consortium (IC&RC) credentials

Certified Prevention Specialist
Certified Prevention Consultant

3. Recovery Staff

Individuals providing peer recovery coaching to Macomb County residents under a MCOSA contract must qualify and must be appropriately trained and certified through CCAR or MDHHS. They must also be credentialed by MCBAP or be on a development plan with timely implementation.

4. Medical Staff

Individuals providing medical related services but not counseling service, need to provide verification of licensure in good standing.