



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 4, POLICY 019

LICENSURE, REGISTRATION, & WAIVER REQUIREMENTS

- A. PURPOSE:** To provide guidelines to staff and others employed by or under contract with Yolo Health and Human Services Agency (HHS) providing clinical services the responsibilities for maintaining current licensure, registration, or waiver. These guidelines are necessary for compliance with the credentialing process. See HHS PP 5-4-2018 *Credentialing & AVATAR Practitioner ID Enrollment*.
- B. FORMS REQUIRED/ATTACHMENTS:**
1. Department of Health Care Services (DHCS) Mental Health Professional Licensing Waiver Request DHCS Form #1739.
- C. DEFINITIONS:**
1. **Credentialing:** The State Department of Health Care Services (DHCS) contract defines credentialing as the recognition of professional or technical competence. The credentialing process may include registration, certification, licensure, and/or professional association membership. Credentialing ensures that providers are licensed and certified as required by state and federal law.
- D. POLICY:** Professional staff must be licensed, registered, or recognized under the California State scope of practice statutes. Professional staff shall provide services within their scope of practice and receive supervision required under their scope of practice laws.
- E. PROCEDURE:**
1. Staff is responsible to complete all necessary steps to keep their license or registration current and to submit copies of such documentation, upon hire and as renewed, to Quality Management (QM). Professional License Categories that require documentation include:
 - a. Associate Clinical Social Worker
 - b. Licensed Clinical Social Worker
 - c. Associate Marriage and Family Therapist
 - d. Licensed Marriage and Family Therapist
 - e. Associate Professional Clinical Counselor
 - f. Licensed Professional Clinical Counselor

- g. Licensed Vocational Nurse
 - h. Nurse Practitioner
 - i. Occupational Therapist
 - j. Physician's Assistant
 - k. Psychiatric Technician
 - l. Psychiatrist Psychologist
 - m. Registered Nurse
 - n. Registered and Certified Alcohol and Drug Counselor
2. Non-professional staff shall receive appropriate on-site orientation and training prior to performing assigned duties. Non-professional staff will be supervised by professional and/or administrative staff.
 3. Professional and non-professional staff are required to have appropriate experience and any necessary training at the time of hiring.
 4. Staff is required to submit license documentation even when functioning in a position that does not require license or license candidate status.
 5. Quality Management will verify licensure or registration status using available information from licensing boards per HHS A PP 5-4-018 *Credentialing & Practitioner Identification Enrollment*.
 6. Associate Clinical Social Workers (ASW), Associate Marriage and Family Therapists, and Associate Professional Clinical Counselors (APCC) candidates are to remain registered with the Board of Behavioral Sciences (BBS). Candidates must remain licensed even when no longer accumulating qualifying hours, most commonly during the licensure testing phase.
 7. HHS A expects that each licensure candidate will be responsible for, and take the steps necessary to, complete the licensure process.
 8. Department of Health Care Services (DHCS) Waiver submissions will be reviewed by QM Clinician Staff for appropriate internal processing, signature, and recommendation to DHCS, as applicable, and will include the Mental Health Professional Licensing Waiver Request DHCS Form #1739.
 9. QM Clinician staff will submit a waiver to the DHCS, as required by State regulation, for each psychologist candidate. The psychologist candidate's waiver may not exceed five years.
 10. Staff recruited for employment from outside California as psychologists, clinical social workers, marriage and family therapists, or professional clinical counselors are granted licensure waiver by the DHCS for not more than a period of three years from the date of employment. Eligibility for out of state licensure waiver requires that the Ph.D., LCSW, LMFT, LPCC candidate have sufficient experience that registration with the applicable licensing board is not required.

11. Registered and certified alcohol and drug counselors must adhere to all requirements in the California Code of Regulations, Title 9, Chapter 8.
12. Employees may not be allowed to work, depending on roles required of their position, with an expired license, registration, or waiver.
13. Staff failing to submit licensure, licensure candidate, registration, or waiver documentation, after requests from QM and/or their Supervisor, may be reassigned to another position. Failure to maintain licensure or licensure candidate status may result in permanent reassignment or termination at the discretion of the Director.


F. REFERENCES

1. MHP Contract.
2. DHCS Program Oversight and Compliance Annual Review Protocol for Specialty Mental Health Services, and other Funded Services, Section H, Program Integrity.
3. The Drug Medi-Cal Organized Delivery System (DMC-ODS) Contract.
4. California Code of Regulations (CCR), Title 9, Division 4, Chapter 8; and Mental Health & Substance Use Disorder Services Information Notice 16-058.
5. DHCS Program Oversight and Compliance Annual Review Protocol for Specialty Mental Health Services, and other Funded Services, Section H, Program Integrity.
6. 42 CFR §§438.214.
7. DMH Letter No. 10-03 (June 16, 2010).
8. DMH Letter No. 96-02 (December 20, 2002).
9. Cal. Welf. & Inst. Code §§5751.2.
10. The California Department of Consumer Affairs BreZE.
11. The California Consortium of Addiction Programs and Professionals (CCAPP).
12. The California Association of DUI Treatment Programs (CADTP).

Approved by:



Karen Larsen, Director
Yolo County Health and Human Services Agency



Date