



beacon
health options

MHPP Certification

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Outpatient IOC Checklist



Outpatient IOC Checklist – Facility Review

	Element	Y	N	NA	Regulation	Comments
#6	<p>Is there documentation in individual personnel records of copies of current licenses, credentials, etc.?</p> <p>Standard not met (N) if any of the following:</p> <p>1) There is no current license (absent or expired) of one or more personnel as required for their position;</p> <p>2) There is no MHPP Certificate of required training for one or more MHPP personnel; or</p> <p>3) There is no evidence of 8 hours of annual in-service training to maintain certification for one or more MHPP personnel.</p>				Medicaid RSPMI II 213.000 213.100 228.313	

213.000 Staff Requirements

- Each RSPMI provider shall ensure that mental health professionals are available to provide appropriate and adequate supervision of all clinical activities. RSPMI staff members must provide services only within the scope of their individual licensure. It is the responsibility of the facility to credential each clinical staff member, specifying the areas in which he or she can practice based on training, experience and demonstrated competence.
- Each RSPMI provider shall comply with minimum staffing requirements set forth in section VIII (E) of the Arkansas Department of Human Services Division of Behavioral Health Services Certification Manual.
- In addition to minimum staff requirements, the RSPMI provider may employ additional mental health professionals who shall meet all professional requirements as defined in the state licensing and certification laws relating to their respective professions.

213.000 Staff Requirements continued

A mental health paraprofessional is defined as a person with a Bachelor's Degree or a license from the Arkansas State Board of Nursing who does not meet the definition of mental health professional, but who is licensed and certified by the State of Arkansas in a related profession and is practicing within the bounds as permitted by his or her licensing authority, or a person employed by a certified RSPMI provider with a high school diploma or general equivalency diploma (GED) and documented training in the area of mental health. A mental health paraprofessional may provide certain Rehabilitative Services for Persons with Mental Illness under direct supervision of a mental health professional as set forth in section VIII (E) (4) of the Arkansas Department of Human Services Division of Behavioral Health Services Certification Manual. The services paraprofessionals may provide are: crisis stabilization intervention, on-site intervention, off-site intervention, rehabilitative day service, therapeutic day/acute day treatment and collateral service. If the paraprofessional is a licensed nurse, the following services may also be provided: medication administration by a licensed nurse, routine venipuncture for collection of specimen and catheterization for collection of specimen.

213.100 Mental Health Paraprofessional Training

The RSPMI provider is responsible for ensuring all mental health paraprofessionals successfully complete training in mental health service provision from a licensed medical person experienced in the area of mental health, a certified RSPMI Medicaid provider, or a facility licensed by the State Board of Education before providing care to Medicaid beneficiaries.

- A. Orientation
- B. 40 hours within first two months of employment
- C. Specific to the population being served

213.100 Mental Health Paraprofessional Training

1. Communication skills.
2. Knowledge of mental illnesses.
3. How to be an appropriate role model.
4. Behavior management.
5. Handling emergencies.
6. Record keeping: observing beneficiary, reporting or recording observations, time, or employment records.
7. Knowledge of clinical limitations.
8. Knowledge of appropriate relationships with beneficiary.
9. Group interaction.
10. Identification of real issues.

213.100 Mental Health Paraprofessional Training

11. Listening techniques.
12. Confidentiality.
13. Knowledge of medications and side effects.
14. Daily living skills.
15. Hospitalization procedures single-point-of-entry.
16. Knowledge of the Supplemental Security Income (SSI) application process.
17. Knowledge of day treatment models proper placement levels.
18. Awareness of options.
19. Cultural competency.
20. Ethical issues in practice.
21. Childhood development, if serving the child and adolescent population.

213.100 Mental Health Paraprofessional Training

- D. Written examination
- E. Evaluation of Daily Living Skills
- F. Certificate
- G. In-service training

228.313 Information Available Upon Arrival of the IOC team

The provider shall make the following available upon the IOC Team's arrival at the site:

- A. Medical records of Arkansas Medicaid beneficiaries who are identified by the reviewer;
- B. One or more knowledgeable administrative staff member(s) to assist the team;
- C. The opportunity to assess direct patient care in a manner least disruptive to the actual provision of care;
- D. Staff personnel records, complete with hire dates, dates of credentialing and copies of current licenses, credentials, criminal background checks and similar or related records;
- E. Written policies, procedures and quality assurance committee minutes;
- F. Clinical Administration, Clinical Services, Quality Assurance, Quality improvement, Utilization Review and Credentialing;
- G. Program descriptions, manuals, schedules, staffing plans and evaluation studies;
- H. YOQ documentation and
- I. If identified as necessary and as requested, additional documents required by a provider's individual licensing board, child maltreatment checks and adult maltreatment checks.

Thank you

