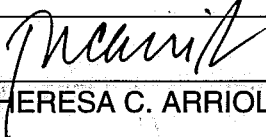


<b>GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER</b>		
<b>TITLE:</b> Verification of Credentials	<b>POLICY NO:</b> AD-HR-01	Page 1 of 3
<b>RESPONSIBILITY:</b> Human Resources		
<b>APPROVED BY:</b>  6/21/19. THERESA C. ARRIOLA, DIRECTOR	<b>DATE OF ORIGINAL APPROVAL:</b> 6/13/17	
	<b>LAST REVIEWED/REVISED:</b> JUN 21 2019	

**PURPOSE:**

To ensure that Guam Behavioral Health and Wellness Center licensed staff comply with all applicable regulatory and governing licensing, certification registration agencies.

**POLICY**

- A. It is the policy of GBHWC to verify the licensed staff and entrust they have the proper licensure, certification, education, and/or registration for those holding positions requiring a license, subject to the minimum qualifications or requirements of their jobs which are defined within their position description questionnaire.
- B. GBHWC Personnel Office shall coordinate with DOA-HR Office to validate the Primary Source Verification.
- C. GBHWC personnel office shall verify applicants if they are included on the List of Excluded Individuals and Entities (LEIE) of the Office of the Inspector General which has the authority to exclude individuals and entities from federally funded healthcare programs.
- D. As part of the corporate compliance program, GBHWC personnel office shall regularly check the list to ensure that new hires and current employees are not on the Office of the Inspector General List of Excluded Individuals and Entities (OIG-LEIE).

**DEFINITIONS:**

Primary Source Verification: a validation process which is defined as the entity whereby the employee's licensure, certification, education, and/or registration is validated by the employer. It shall consist of visual evidence, electronic, and/or verbal (via telephone contact -- date, time, name of verifying party, effective date/expiration date, or other required information).

Office of the Inspector General List of Excluded Individuals and Entities (OIG-LEIE): OIG has the authority to exclude individuals and entities from federally funded health care programs for a variety of reasons, including a conviction for Medicare or Medicaid fraud. Those that are excluded may not be paid from federally health care programs for any items or services they furnish, order, or prescribe. Anyone who hires an individual on the LEIE may be subject to civil monetary penalties (CMP).

**RESPONSIBILITIES:**

A. The Employee's Responsibility

1. To furnish the original license, certification, educational transcripts, and/or registration before the employee's hire date. Employee will provide a photocopy of the document(s) to GBHWC Personnel Office and DOA-HR Office to be placed in their personnel jacket.
2. For each time the licensure requirement changes, updates, or renews, the employee shall provide the original documentation and further provider HR as proof of update and/or renewal. The primary source verification must come directly from the credentialing board or local Guam licensure board.
3. The fees/charges for the initial and/or renewal of their license, certification, educational transcripts, and/or registration is to be paid by the employee.
4. Should the employee's position require licensure and the employee has not furnished their license, the employee shall not be permitted to work in the required licensure position.
5. To inform their respective Supervisor/Manager of their licensure status in a timely manner.

B. GBHWC Personnel Office Responsibility:

1. Shall coordinate with DOA-HR Office to validate primary source verification
2. Shall check the OIG-LEIE quarterly to verify that none of GBHWC staff are included in the list.
3. Shall report to the Director existing staff that is included in the LEIE for action.

**PROCEDURE:**

- A. The applicants/candidates applying for employment in a position requiring education, licensure, certification or registration specifications must provide primary source verification of current proof regarding the specific requirements, addressed directly to DOA-HR Office.
- B. Applicants/candidates eligible for required licensure must provide proof of current eligible status prior to employment or appointment and shall provide proof of any licensure change in status thereafter.
- C. The DOA-HR Office and/or Guam Behavioral Health and Wellness Center Personnel/HR Office will conduct primary source verification of employee's education, professional licensure, certification, or registration, and other job requirements at the time of hire and at renewals.

**REFERENCE(S):**

CARF International. (2019). Section 1.I Workforce Development and Management. In *Behavioral Health Standards Manual* (pp. 80-82). Tucson: Commission on Accreditation of Rehabilitation Facilities.

CARF International. (2019). Section 1.A Leadership. In C. International, *Behavioral Health Standards Manual* (p. 37). Tucson: Commission on Accreditation of Rehabilitation Facilities.

Department of Administration. (1996). *Personnel Rules and Regulation*. Tamuning: Government of Guam.

**RELATED POLICY (IES):**

**SUPERSEDES:** Title; Policy No.; Effective Date/signature date; Approving individual's name

**ATTACHMENT(S):**

*Checklist of Documentation*



**GUAM BEHAVIORAL HEALTH & WELLNESS CENTER**

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913

TEL: (671) 647-5440 FAX: (671) 649-6948

**VERIFICATION OF BACKGROUND AND CREDENTIALS**

Name:

Position applied for:

<b>Application will not be accepted without the following documents:</b>	
<b>EDUCATION</b>	<b>MILITARY</b>
High School Diploma	DD-214
GED	
College Transcript	<b>PREFERENTIAL HIRE</b>
	Eligibility letter from the University of Guam Financial Aid Office
<b>WORK ELIGIBILITY</b>	<b>PREFERENCE POINTS - DISABILITY</b>
U.S. Passport, Naturalization Card; <b>OR</b>	Letter from the U.S. Veteran's Administration
Government of Guam I.D., Driver's License	Letter from the Veteran's Affairs
<b>OR</b> other proof of Work Eligibility; <b>AND</b>	Certification letter from Department of Public Health and Social Services
Green Card	
Original Social Security Card	<b>OTHER REQUIRED DOCUMENTS</b>
<b>CERTIFICATION &amp; LICENSURE</b>	Police Clearance
Psychiatrist: M.D.	Court Clearance
Psychologist	Traffic Court Clearance
Nurse: RN	Copy of a valid Guam Driver's License
Licensed Practical Nurse: LPN	
Counselor: LMHC LPC MT	<b>HR OFFICE USE ONLY:</b>
Social Worker: LMSW LBSW LCSW LSW	Received by:
Psychiatric Technician	Date:
Housekeeper: Basic Training A (BT-A)	
Other:	
<b>COMMENTS:</b>	
<p><b>Notice:</b> Should you be selected for the position you are applying for, you will need to submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Police Clearance, 2. Court Clearance, 3. Drug Test Consent Form, 4. Medical Examination Form upon clearance of Drug Test.</li> </ol>	

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER  
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Policies and Procedure
- Program plan
- Protocol/Form

Submitted by: Cydsel Toledo

**Policy No: AD-HR-01**

**Title: Verification of Credentials**

Reviewed/Endorsed Title	Date	Signature
		5/2/2019
	Maelei Rose Sampson Human Resources: Program Coordinator II	
Reviewed/Endorsed Title	Date	Signature
		6/5/19
	Carissa Pangelinan Deputy Director	