

<u>Provider Network Management Quality Review Tool</u>	<u>Met</u>	<u>Not Met</u>
<u>Elements</u>		
<u>HomeBuilders (HB)</u>		
Licensed – pursuant to La. R.S. 40:2151, et seq.; for location reviewed.		
The provider contracts with Institute for Family Development (IFD) for training, supervision and monitoring of services.		
The agency has a clinical director		
The agency has an administrator.		
The agency has a clinical supervisor		
The agency has nursing staff.		
Providers are required to have crisis mitigation plans that provides 24-hour on-call telephone assistance to prevent relapse or harm to self or others, to provide referral to other services, and/or to provide support during related crises.		
The crisis mitigation plan shall include the following: -Identify steps to take when a client suffers from a medical, psychiatric, medication or relapse crisis		
The crisis mitigation plan shall include the following: -Specify names and telephone numbers of staff or contracted entities to assist clients in crisis.		
If the provider contracts with another entity to provide crisis mitigation services, the provider shall have a written contract with the entity providing the crisis mitigation services.		
Agency must arrange for and/or maintain documentation that prior to employment (or contracting, volunteering, or as required by law) individuals pass criminal background checks, including sexual offender registry checks, in accordance with any applicable federal or state laws.		
Criminal background checks were performed within ninety (90) days prior to the date of employment.		
Agency must review the Department of Health and Human Services' Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) prior to hiring or contracting any employee or contractor that performs services that are compensated with Medicaid/Medicare funds, including but not limited to licensed and unlicensed staff, interns and/or contractors.		

<p>Agency must review the LDH State Adverse Actions website prior to hiring or contracting any employee or contractor that performs services that are compensated with edicaid/Medicare funds, including but not limited to licensed and unlicensed staff, interns and/or contractors</p>		
<p>Agency must, for current employees, check the Department of Health and Human Services' Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) list once a month thereafter to determine if they have been excluded from participation in the Medicaid or Medicare Program by Louisiana Medicaid or the Department of Health and Human Services' Office of Inspector General.</p>		
<p>Agency must, for current employees, check the LDH State Adverse Actions list once a month thereafter to determine if there is a finding that an employee or contractor has abused, neglected or extorted any individual or if they have been excluded from participation in the Medicaid or Medicare Program by Louisiana Medicaid or the Department of Health and Human Services' Office of Inspector General.</p>		
<p>TB testing was completed less than 31 days prior to date of employment</p>		
<p>Establish and maintain written policies and procedures inclusive of drug testing staff to ensure an alcohol and/or drug-free workplace and/or a workforce free of substance use</p>		
<p>Maintain documentation that all direct care staff, who are required to complete first aid training, complete the training within 90 days of hire; Psychiatrists, advanced practical registered nurses (APRNs)/physician assistants (PAs), registered nurses (RNs) and licensed practical nurses (LPNs) are exempt from this training.</p>		
<p>Maintain documentation that all direct care staff, who are required to renew first aid training, complete the training within the time period recommended by the American Heart Association; Psychiatrists, advanced practical registered nurses (APRNs)/physician assistants (PAs), registered nurses (RNs) and licensed practical nurses (LPNs) are exempt from this training.</p>		
<p>Maintain documentation that all direct care staff, who are required to complete cardiopulmonary resuscitation (CPR) training, complete the training within 90 days of hire; Psychiatrists, advanced practical registered nurses (APRNs)/physician assistants (PAs), registered nurses (RNs) and licensed practical nurses (LPNs) are exempt from this training.</p>		

Maintain documentation that all direct care staff, who are required to renew CPR training, complete the training within the time period recommended by the American Heart Association; Psychiatrists, advanced practical registered nurses (APRNs)/physician assistants (PAs), registered nurses (RNs) and licensed practical nurses (LPNs) are exempt from this training.		
Unlicensed staff rendering services have submitted attestation documentation to the MCO attesting they have completed the training module: MH 101 – Introduction to Serious Mental Illness (SMI) and Emotional Behavioral Disorders.		
Unlicensed staff rendering services have submitted attestation documentation to the MCO attesting they have completed the training module: Crisis intervention.		
Unlicensed staff rendering services have submitted attestation documentation to the MCO attesting they have completed the training module: Suicide and homicide precautions.		
Unlicensed staff rendering services have submitted attestation documentation to the MCO attesting they have completed the training module: System of care overview.		
Unlicensed staff rendering services have submitted attestation documentation to the MCO attesting they have completed the training module: Co-occurring disorders.		
Unlicensed staff rendering services have submitted attestation documentation to the MCO attesting they have completed the training module: Cultural and linguistic competency (basic).		
Unlicensed staff rendering services have submitted attestation documentation to the MCO attesting they have completed the training module: Treatment planning.		
Ensure and/or maintain documentation that all unlicensed persons employed by the organization complete annual training in a recognized crisis intervention curriculum prior to handling or managing crisis calls.		
Agency has policies and procedures to ensure screening of clients for medication management needs		
Agency has policies and procedures to ensure referral to appropriate community providers for medication management including assistance to the client/family to secure services		
Agency has policies and procedures to ensure collaboration with the client's medication management provider as needed for coordination of the client's care		
HB therapist must have a master's degree in psychology, social work, counseling, or a related field, or Bachelor's degree in same fields plus two years of experience working with families.		

HB supervisor must have a Master's degree in psychology, social work, counseling or a related field, or Bachelor's degree in same fields plus two years of experience providing the program, plus one year supervisory/management experience.

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