

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration
Section 5000 – Contract/Audit: Contractor Certification and Licensure

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Contracts Manager

Approved by: Executive Director
Motion #

Date: 6-14-2005

POLICY #5004.00

SUBJECT: CONTRACTOR CERTIFICATION AND LICENSURE

POLICY

NSMHA shall require all contractors and their subcontractors to hold all necessary licenses, certifications and permits as required by the law for the performance of services required under the contract.

NSMHA shall ensure that denial, revocation, or failure to renew such licenses, certification and permits is grounds for contract termination.

PURPOSE

When contracting with a new agency or provider, NSMHA shall make contracts contingent on the successful receipt of any required licenses and certifications by MHD.

NSMHA shall participate in the MHD licensure process by:

1. Requesting that MHD send renewal notices directly to the RSN and forwarding the notices promptly to the provider agency for processing.
2. Ensuring that the RSN administrator is aware of the results of all auditing and monitoring activities that may impact the administrator's ability to sign the RSN certification statement.
3. Maintaining a tickler file subdivided with each providers name, all pertinent communication for the process of licenses/certifications renewals and a copy of current license/certification on each provider. There is a report in the front of the tickler file with the names of each provider and the license/certification expiration dates for quick reference.
4. Requesting that MHD send all approved licenses and certifications to the RSN and promptly forwarding them to the provider.
5. Assuring through its on-site monitoring processes that required licenses and certifications are properly posted in an area available to the public.

ATTACHMENTS

None