

# Great Rivers Behavioral Health Administrative Services Organization

<b>Policy Title:</b>	<b>Contractor Licensure, Certification, or Registration</b>	Policy No. 4101.02
<b>Category:</b>	Contract Compliance/Credentialing	Date Adopted: 12/11/2020 Revision Date: Reviewed Date: 06/24/2021 10/19/2023
<b>Reference:</b>	Washington Administrative Code (WAC) 246-341 HCA contract with Great Rivers Behavioral Health Administrative Services Organization MCO contracts with Great Rivers Behavioral Health Administrative Services Organization NCQA Accreditation guidelines State and Federal credentialing requirements	

**Policy:**

- 1.1. Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) shall contract for clinical services with individuals, behavioral health agencies (BHAs), or businesses that are licensed and/or certified by the State of Washington Department of Health (DOH).

**Procedure:**

- 2.1. Great Rivers BH-ASO will keep an inventory of all current contracts. The tracking will include:
  - 2.1.1. Business, BHA, or Person Name
  - 2.1.2. Contract Number
  - 2.1.3. Contract Start Date
  - 2.1.4. Contract End Date
  - 2.1.5. Professional license required: Yes or No
  - 2.1.6. If yes, current license / certification and expiration date
- 2.2. Great Rivers BH-ASO staff will ensure that all licenses and certifications are current at the time of contract execution. Documentation of license and certification upon contract execution will be placed in the appropriate contractor's file.
- 2.3. Great Rivers BH-ASO's Chief Executive Director (CED) will not pay any contractor who does not have a current license or certification on file with Great Rivers BH-ASO, when such license or certification is required.
- 2.4. Great River BH-ASO will monitor license/certification status at least annually during yearly contract compliance audits and during credentialing and/or recredentialing reviews.

POLICY SIGNATURE

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*Trinidad I. Medina*

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Trinidad Medina,  
Chief Executive Director

10/20/2023

Date