



August 28, 2009

RE: Staff Attestation Reports

Dear Providers,

This request for Staff Attestation Information is being sent on behalf of the Idaho Dept. of Health & Welfare.

In accordance with the Business Psychology Substance Abuse Provider Agreement, providers are contractually obligated to follow the IDAPA 16.06.03 standards, and other Idaho Department of Health and Welfare policies regarding staff qualifications and clinical supervision.

Attached are a clinical supervision attestation and two staff attestation forms, one for those individuals who meet the requirements of a Qualified Professional (QP) under IDAPA 16.06.03.010.63 and the second for trainee status staff working towards becoming a Qualified Professional (QP). It is anticipated that this will be the final time BPA will be requesting attestations from you as the system moves to H&W taking over this process

Please carefully review and complete the attached forms identifying every individual in your organization that you believe meets either the qualified professional status, or the trainee status in providing direct services to the state funded clients, as well as your clinical supervisor.

Please note that if an individual does not meet the identified requirements of a Trainee *and* is not under the direct supervision of a qualified staff with an Intensive Supervision Plan in place they cannot provide services under your contract with BPA.

All providers are required to submit completed Attestation Forms to Sherry Johnson at DHW by October 1, 2009. Please submit your completed forms to:

Idaho Dept. of Health & Welfare
Attn: Sherry Johnson
450 W State St., 3rd Floor
Boise, ID 83720

Phone: 208-334-5934
email: johnsos2@dhw.idaho.gov

As the Attestation Forms are received at the Department, a determination will be made as to whether the Department has all of the information to establish if a person is a Qualified Professional or a Qualified Trainee. They will also review the information they have on file to determine any additional information that will be needed to make the determination. The Department will be sending out verification to those that meet Qualified Professional status. The Department will post on their website, by November 1, 2009, a list of Qualified Professionals and a list for those with outstanding information. Correspondence will be sent out that will instruct providers on how and what documentation will need to be submitted to the Department to complete the identification of

Qualified Professionals and Qualified Professional Trainees. In the end, they hope to have a comprehensive list of Qualified Professionals and Qualified Professional Trainees that will be a useful resource to the providers when making hiring decisions.

There are a few important points we would like to take the opportunity to make now.

- If you are a Licensed Social Worker (LSW), please contact your Board to ensure you are working within the scope of your licensure. This point is being brought up as it has come to our attention that under the scope of an Idaho Licensed Social Worker with a bachelor's degree, psychotherapy is specifically prohibited.
- In anticipation of the new rules going into effect, if a person is determined to meet QP Trainee status they must meet the requirements of the one thousand forty (1,040) hours of supervised experience providing substance abuse treatment by January 01, 2010.
- In anticipation of the new rules going into effect, if a person is determined an ISAS or CADC-1, they will have three (3) years to complete the intern/trainee status. Those requirements must be met by January 01, 2013.

If you have any questions please contact Sherry Johnson at johnsos2@dhw.idaho.gov or 208-334-5934.

Sincerely,

Business Psychology Associates
Provider Network Management