



## **SALISH BHO**

### **NETWORK MANAGEMENT POLICIES AND PROCEDURES**

**Policy Name:** SERVICE PROVIDER LICENSING  
PROCEDURES –Provider Notification to  
SBHO

**Policy Number:** 3.05

**Reference:** WAC 388-877-0300, -0370

**Effective Date:** 8/2004

**Revision Date(s):** 7/2009, 7/2016, 6/2017; 6/2018

**Reviewed Date:** 6/2017; 6/2018

**Approved by:** SBHO Executive Board

#### **CROSS REFERENCES**

- Policy: Correction Action Plan

#### **PURPOSE**

It is the policy of the Salish Behavioral Health Organization (SBHO) to protect persons using licensed community behavioral health services by ensuring that the minimum state standards are uniformly applied and maintained.

#### **PROCEDURE**

The SBHO shall ensure that each of the providers that it contracts with are appropriately licensed and certified by the state of Washington.

1. Each provider shall fax or mail a copy of the current agency license and certification for outpatient services to the SBHO.
2. The Evaluation & Treatment (E&T) agency shall fax or mail a copy of the current facility license to the SBHO.
3. The Residential programs under contract with the SBHO shall fax or mail a copy of the current facility license and certification to the SBHO.

4. The SBHO will maintain a paper record of all network agency licensing correspondence.

## **MONITORING**

This policy is a mandated by statute.

1. This policy will be monitored through use of SBHO:
  - Annual SBHO Provider and Subcontractor Administrative Review
2. If a provider performs below expected standards during the review listed above a Corrective Action will be required for SBHO approval. Reference SBHO Corrective Action Plan Policy.