

<u>Provider Network Management Quality Review Tool</u>	<u>Met</u>	<u>Not Met</u>
<u>Elements</u>		
<u>Assertive Community Treatment (ACT)</u>		
ACT agencies must be licensed pursuant to La. R.S. 40:2151, et. seq. (Behavioral Health Services Provider Licensing Law) for behavioral health service providers for the location reviewed.		
Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), the Council on Accreditation (COA), or The Joint Commission (TJC) for the location reviewed.		
Agencies must attain full accreditation within 18 months of the initial accreditation application date.		
The agency shall pay all associated accreditation fees prior to being contracted and reimbursed by a Medicaid managed care entity.		
ACT teams must meet national fidelity standards as evidenced by the SAMHSA Assertive Community Treatment (ACT) Evidence-Based Practices (EBP) Toolkit.		
Agency must arrange for 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.		
Agency must 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 are performed no more than 30 days prior to the date of employment		
Arrange for and maintain documentation that all persons, prior to employment, are free from tuberculosis (TB) in a communicable state via skin testing (or chest exam if recommended by physician) to reduce the risk of such infections in members and staff.		
TB testing was completed less than 31 days prior to date of employment		
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		
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>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>		
<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.</p>		

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.		
The provider agency must maintain documentation of completion of required training for staff employed or contracted with the agency.		
Each ACT team shall have a staff-to-member ratio that does not exceed 1:10.		
All professional staff must be currently and appropriately licensed by the applicable professional board.		
Each ACT team shall include at least: One (1) ACT team leader, who is a full time LMHP who must have both administrative and clinical skills;		
Each ACT team shall include at least: One (1) prescriber, who can be either a board-certified or board-eligible psychiatrist, a medical psychologist, or an advanced practice registered nurse (APRN) with specialty in adult mental health and meeting the medical director requirements of licensure for Behavioral Health Service (BHS) providers; In the event a medical psychologist or APRN are utilized, the team must be able to consult with psychiatrists.		
Each ACT team shall include at least: Two (2) nurses, at least one (1) of whom shall be a RN with experience in carrying out medical functioning activities such as basic health and medical assessment, education and coordination of health care, psychiatric medical assessment and treatment, and administration of psychotropic medication		
Each ACT team shall include at least: One other LMHP		
Each ACT team shall include at least: One substance use specialist, who has a minimum of one (1) year specialized substance use training or supervised experience;		
Each ACT team shall include at least: One employment specialist, who has at least one (1) year of specialized training or supervised experience;		
Each ACT team shall include at least: One housing specialist, who has at least one (1) year of specialized training or supervised experience		
Each ACT team shall include at least: One peer specialist, who is self-identified as being in recovery from mental illness and/or substance use disorders who has successfully completed OBH required training and credentialing requirements as a peer specialist		
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.		

<p>The crisis mitigation plan shall include the following: -Identify steps to take when a client suffers from a medical, psychiatric, medication or relapse crisis</p>		
<p>The crisis mitigation plan shall include the following: -Specify names and telephone numbers of staff or contracted entities to assist clients in crisis.</p>		
<p>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.</p>		