

Personnel File Review

IDAPA CITATION	Place NA in all fields that do not apply.	1	2	3	4	5
16.03.09.715.01; 16.03.10.131 <i>core issue</i>	File has a copy of the staff member's current professional license or does not require licensing.					
16.03.10.131.03.a	Individuals hired as of June 30, 2009, who are working as PSR Specialists to deliver Medicaid-reimbursable mental health services may continue to do so until January 1, 2012. In order to continue working as a PSR specialist beyond this date, the worker must have completed a certificate program or earned a certification in psychiatric rehabilitation based upon the primary population with whom he works in accordance with the requirements set by the USpra. (3-29-12)					
16.03.10.131.03.b	Individuals hired between July 1, 2009, and October 31, 2010, who are working as PSR Specialists to deliver Medicaid-reimbursable mental health services may continue to do so for a period not to exceed thirty (30) months from their initial date of hire. In order to continue as a PSR Specialist beyond a total period of thirty (30) months, the worker must have completed a certificate program or earned a certification in psychiatric rehabilitation based upon the primary population with whom he works in accordance with the requirements set by the USpra. (3-29-12)					
16.03.10.131.03.c	Individuals hired as of November 1, 2010, who are working as PSR Specialists to deliver Medicaid-reimbursable mental health services may continue to do so for a period not to exceed thirty (30) months from the initial date of hire. In order to continue as a PSR Specialist beyond a total period of thirty (30) months, the worker must have completed a certificate program or earned a certification in psychiatric rehabilitation based upon the primary population with whom he works in accordance with the requirements set by the USpra. Such workers must have a bachelor's degree or higher in any field. (3-29-12)					
16.03.10.130.06	<i>Any individual without a master's level license requires supervision by a licensed master's level professional as defined in IDAPA 16.03.09.715.03. Certified Psychiatric Rehabilitation Practitioners may provide supervision to PSR Specialist applicants who are working toward their CPRP credential when the certified professional is supervised by a Master's level staff person.</i>					
16.03.09.714.13; 16.03.10.130.09	Documentation showing the staff member is completing twenty 20 hours of continuing education annually from the date of hire.					
16.03.09.714.14.c	Documentation showing that new employees receive ethics training during their first year of employment.					
16.03.09.714.14.c; 16.03.10.130.09	Documentation showing that all staff receives ethics training no less than four (4) hours every four (4) years.					

16.03.09.714.09 a-c; 16.03.10.130.a-c core issue	Documentation that the staff member has completed a Criminal History Check.					
16.03.09.714.15.e.iii core issue	Documentation that staff member has received initial training and annual training regarding fire and safety.					
	<i>Current CAFAS certification.</i>					
16.03.09.707.07; 16.03.10.130.01 core issue	Copy of W-4 or W-9 (must have a minimum of 2)					
	Notes:					
	File 1:					
	File 2:					
	File 3:					
	File 4:					
	File 5:					

Revised 6/5/2012
Medicaid Licensing & Certification