



HUMBOLDT COUNTY DEPARTMENT OF
HEALTH & HUMAN SERVICES - BEHAVIORAL HEALTH
Policy & Procedure

Policy Number	0704.980
Policy Title	Staff Worksheets
Program	Performance Management Unit – Quality Improvement
Affects	ALL BEHAVIORAL HEALTH STAFF, CONTRACT PROVIDERS
Effective date	9/30/2013
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PURPOSE

DEFINITION(S)

Healthcare Provider Taxonomy Codes - a HIPAA (**Health Insurance Portability and Accountability Act**) standard code set which is required in order to properly pay for or process a claim/encounter information transaction. The Healthcare Provider Taxonomy code divides health care providers into groupings by type, classification, and specialization, and assigns a code to each grouping. Health care providers select the taxonomy code(s) that most closely represents their education, license, or certification.

POLICY

Humboldt County Department of Health and Human Services - Behavioral Health (DHHS-BH) requires that all staff who provide billable services and/or charts through client contact have a completed [QI-56 Staff Worksheet](#). This form will also be used to enroll non-direct staff for access to Electronic Health Record (EHR).

PROCEDURE

1. DHHS Behavioral Health

- 1.1. A supervisor or designee will ensure correct completion of the [QI-56 Staff Worksheet](#) for all newly hired staff, staff who are transferring into another program or changing responsibilities, licensure change, and/or for staff separating from Humboldt County Behavioral Health.
 - 1.1.1. NEW HIRES and SEPARATIONS—supervisor or designee initiates Staff Worksheet
 - 1.1.2. TRANSFERS—the receiving supervisor or designee initiates Staff Worksheet. (e.g., the CSU Supervisor is the receiving supervisor for a transfer of an employee from SV to CSU.)
 - 1.1.3. UPDATES—The supervisor or designee initiates [QI-56 Staff Worksheet](#) (e.g., name change, promotion/licensure change, adding a new work site or employee no longer works at a certain work site). Only the fields that are being updated should be filled out (e.g. Supervisor, program, work site, etc.) The staff’s practitioner ID must be listed along with their name.
 - 1.1.3.1. In cases where a whole team changes supervisor, a single QI-56 will be completed and submitted by the new supervisor or designee. The new supervisor’s name will be entered at the top of the QI-56, with the supervisees listed in Additional Information text field.
 - 1.1.4. TEMPORARY DEACTIVATION – for travelling contractors who are leaving but are expected to return, the supervisor who oversees the program which uses the traveller initiates a QI-56 Staff Worksheet. When the traveller returns, the supervisor initiates a QI-56 Staff Worksheet using “UPDATE”. If the traveller does not return, the supervisor initiates a QI-56 Staff Worksheet using “Separation”.
- 1.2. A [QI-56 Staff Worksheet](#) will be completed at least ten (10) working days prior to the staff person’s start/update/termination date to allow time for the worksheet to be reviewed by QI, Case Data Management (CDM) and Information Systems for enrollment in the electronic health record.
- 1.3. Complete the [QI-56 Staff Worksheet](#) by filling out the form following instructions on the worksheet. Hovering mouse over a text field will display instructions.

- 1.3.1. The QI-56 is broken into two sections, with non-direct staff only using the top portion.
- 1.3.2. The ePrescribing section is generally for MDs and Nurses.
- 1.3.3. In addition, for MDs, a separate Signature Collection Form and the DEA# is required.

1.4. Service programs:

- 1.4.1. Check the appropriate service programs that the staff person will need in their job.

1.5. Supervisor approval:

- 1.5.1. If the [QI-56 Staff Worksheet](#) is not electronically signed by the supervisor, it will be returned to the person who completed the form.
- 1.5.2. Once completed, the QI-56 Staff Worksheet will be submitted by email using the MHB-QI button at the bottom right on the first page.

1.6. QI signature:

- 1.6.1. Once the [QI-56 Staff Worksheet](#) has been reviewed and approved, QI staff signs it electronically in the signature field.
 - 1.6.1.1. QI review includes
 - 1.6.1.1.1. NPPEs NPI registry is updated with correct taxonomy code, California license (if applicable), and Humboldt County Address. (CMS regulations). Use this tool to verify: [BHB Taxonomy Codes and Matching Job Titles](#)
 - 1.6.1.1.2. If license is required, that the license is documented on the California Breeze web site.
 - 1.6.1.1.3. That proper Discipline Type and Practitioner are chosen.
- 1.6.2. The approved [QI-56 Staff Worksheet](#) will be sent to Claims Data Management (CDM) and Information Services (IS) to complete the practitioner enrollment process.

1.7. Copies of [QI-56 Staff Worksheet](#) will be kept on the shared drive at: \\dhhs-files\QIStaffWorksheet

2. Contract Providers

- 2.1. Contract Providers will submit a generic job description for all positions they hire staff into, one time.
- 2.2. Contract Providers will submit the [QI-74 Contract Provider Staff Worksheet](#) to QI upon hire and upon change in job status or role.
- 2.3. Contract Provider verifies scope of practice according to work experience and education, using [QI-99 Contract Provider Staff Qualifications Checklist](#).
- 2.4. A resume and professional license (if applicable), along with the [QI-99 Contract Provider Staff Qualifications Checklist](#) will be submitted with each [QI-74 Contract Provider Staff Worksheet](#), to fax number (707) 476-4096.
- 2.5. Copies of the [QI-74 Contract Provider Staff Worksheet](#) and supporting documents will be kept on the shared drive at: [..\..\Org Provider Staff Worksheets](#)
- 2.6. QI will process and store securely. These documents will be destroyed according to QI Retention and Destruction policy.
- 2.7. QI sends copy of the reviewed and approved [QI-74 Contract Provider Staff Worksheet](#) to Claims Data Management (CDM).
- 2.8. CDM will issue a Practitioner ID and communicate the Practitioner ID to the Provider.
- 2.9. Should DHHS Behavioral Health determine that a Contract Provider's employee does not meet the minimum qualification requirements, a course of action will be determined by DHHS Behavioral Health

and the Contract Provider's proper authority. This may include options from assigning the employee a different job classification to termination of employment.

FORM(s)/ATTACHMENTS

[QI-56 BH Staff Worksheet](#)

[QI-74 Contract Provider Staff Worksheet](#)

[QI-99 Contract Provider Staff Qualifications Checklist](#)

[QI-128 Scope of Practice](#)

[QI-129 BHB Taxonomy Codes and Matching Job Titles Scope of Practice](#)

[QI-138 ePrescriber Signature Collection Form](#)

REFERENCE

[Outpatient Documentation Manual](#)

[Practitioner Enrollment Flowchart](#)

[NPI Information and Application Guide Behavioral Health](#)

[Organizational Provider Manual rev July 2015, Section 4 Provider Responsibilities, Staff Qualifications and Supervision](#)

[QI Staff Worksheet Instructions and Workflow](#)

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