

Provider Bulletin #17-05
Philadelphia Behavioral Health System
Community Behavioral Health

Attestation to Provider Personnel Requirements
April 11, 2017

Providers are solely responsible for hiring/contracting with staff persons whose qualifications, for their respective positions, meet CBH, State, and Federal Guidelines.

Effective May 11, 2017:

All CBH providers must attest in writing that all provider agency staff that serve CBH members have:

- The required education for the respective position (including applicable waiver requirements)
- The required experience for the respective position (including applicable waiver requirements)
- All CBH mandatory trainings completed (within 90 days of hire, and ongoing as required)
- All level of care specific trainings completed (within respective time frames at hire and ongoing)
- CPR certification appropriate to the level of care, including CPR certification for all physicians
- A valid PA Criminal History Report
- A valid PA Child Abuse Clearance (for staff likely to have contact with children per Commonwealth definition)
- A valid FBI Clearance (for staff likely to have contact with children per Commonwealth definition, and for staff who live or have lived outside of Pennsylvania within the past two years)

The items requested above are required by CBH and/or the Commonwealth of Pennsylvania under the Health Choices Program and/or pursuant to state and federal laws. For further information about the aforementioned requirements, please reference the CBH Manual for Review of Provider Personnel Files, the Network Inclusion Criteria, the PA DHS Health Choices Program Standards & Requirements, and related state and federal law. Providers must maintain evidence of compliance with all stated elements of the attestation. This evidence must be made available to CBH upon request.

Failure to meet the requirements of the attestation will result in an Event of Default under the CBH Provider Agreement and applicable sanctions may be implemented. These sanctions may include:

- Inability to participate in Pay for Performance for the calendar year in which the attestation was requested/made.
- Inability to participate in Requests for Proposals until an attestation is appropriately completed and returned.

The CEO or Executive Director of the provider agency will receive written instructions and be asked to return the signed attestation by a date to be specified. Questions regarding this Bulletin can be directed to CBH.Compliancecontact@phila.gov .