

2025 SUD Training and Credentialing Review Tool

#	Standard	Source	Evidence of Compliance May Include	REVIEWER GUIDELINES	Provider to complete: List evidence provided and where to locate such as page number or highlighted text in document
Trainings – All Staff					
1.1	Communicable Disease: Basic knowledge of HIV/AIDS, TB, Hepatitis, and STD/I and the relationship to substance abuse (Level 1). Approved training can be located on the Improving MI Practices website at http://improvingmipractices.org/ . If training through other mechanisms, must include the following information: HIV/AIDS, TB, Hepatitis, and STD/Is, modes of transmission, linkage between SUD and CDs, Overview of treatment possibilities, and local resources available for further information/screening.	MSHN Contract, MI Medicaid Manual Special Provisions Prevention Policy #2	Initial: within 30 days of hire Renewal: annually		
1.2	Cultural Competence: ongoing training to assure that staff are aware of, and able to effectively implement.	MSHN Contract, Balanced Budget Act, MI Administrative Code, Code of Federal Regulations	Initial: within 1 year of hire Renewal: Annually		
1.3	Recipient Rights Training. A signed copy indicating acknowledgement of recipient rights policies and procedures and/or training shall be maintained in the staff personnel file and a signed copy shall be retained by the staff member. Training may be the Improving MI Practices or PIHP required training per PIHP requirements.	MSHN Contract, MI Mental Health Code	Initial: within 30 days of hire Renewal: Annually		

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1.4	Limited English Proficiency. Training may be the Improving MI Practices or PIHP required training per PIHP requirements	MSHN Contract	Initial: within 90 days of hire Renewal: Annually		
1.5	Advance Directives (Not required for Prevention or Recovery)	MSHN Contract, Code of Federal Regulations, Balanced Budget Act	Initial: within 90 days of hire		
1.6	Appeals, Grievances, Fair Hearings (Not required for Prevention or Recovery)	MSHN Contract, Balanced Budget Act, MI Public Act 105	Initial: within 90 days of hire Renewal: Annually		
1.7	Corporate & Regulatory Compliance	Balanced Budget Act, Deficit Reduction Act, MSHN Contract	Initial: within 90 days of hire Renewal: Annually		
1.8	Training on Provider Compliance Plan (provider compliance plan may be the PIHP compliance plan)	CFR 438.608 R 325.1343			
1.9	HIPPA Privacy and Security	MSHN Contract, Code of Federal Regulations	Initial: within 30 days of hire and annually		
Women's Specialty Services					
2.1	Gender Responsive Providers: minimum of 12 semester hours (or equivalent) of gender specific SUD training or 2080 hours of supervised gender specific SUD training/work experience within a designated women's program or a program working towards meeting the requirement	Treatment Policy #12 – Women's Treatment Services Refer to policy for appropriate training topics MSHN SUD Provider Manual MSHN Training Grid	Staff Files Listed Training Hire Date	Initial and checked annually to ensure provider has staff meeting criteria.	

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2.2	Gender Competent Providers: minimum of 8 semester hours (or equivalent) of gender specific SUD training or 1040 hours of supervised gender specific SUD training/work experience within a gender competent women's program or a program working towards meeting the requirement	Treatment Policy #12 – Women's Treatment Services MSHN Training Grid	Staff Files Listed Training Hire Date	Initial and checked annually to ensure provider has staff meeting criteria.	
Enhanced Women's Specialty:					
3.1	Enhanced Women's Services: Individuals working and providing direct services for Enhanced Women's Services must complete training on the following topics: <ul style="list-style-type: none"> • Fundamentals of Addiction and Recovery* • Ethics (6 hours) • Motivational Interviewing (6 hours) • Individualized Treatment and Recovery Planning (6 hours) • Personal Safety, including home visitor training (4 hours) • Client Safety, including domestic violence (2 hours) • Advocacy, including working effectively with the legal system (2 hours) • Maintaining Appropriate Relationships (2 hours) • Confidentiality (2 hours) • Recipient Rights (2 hours, available online) *Could be accomplished by successful completion of the MAFE if no other opportunity is available.	Treatment Advisory #8 - Enhanced Women's Services	Staff Training Documents – must include proof of each bulleted item; must include start date; training documents should include facilitator / name of trainer organization; date; hours; etc.	Could be accomplished by successful completion of MAFE if no other opportunity is available. Initial: Within 90 days	

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3.2	Enhanced Women's Services: In addition, the following training must also be completed: <ul style="list-style-type: none"> • Relational Treatment Model (6 hours) • Cultural Competence (2 hours) • Women and Addiction (3 hours) • FASD (including adult FASD) (6 hours) • Trauma and Trauma Informed Services (6 hours) • Gender Specific Services (3 hours) • Child Development (3 hours) • Parenting (3 hours) • Communicable Disease (2 hours, available online) 	Treatment Advisory #8 - Enhanced Women's Services	Staff Records Proof of training for each selected team member. Training must include trainer name/organization, date, hours, etc.	Must be completed within 1 year of hire.	
3.3	Until trainings are completed, peer advocate is supervised by another individual who meets the training requirements and is working within the program.	Treatment Advisory #8 - Enhanced Women's Services	Staff File Supervision logs		
Peer Recovery/Recovery Support: includes FT, PT and Volunteers					
4.1	Peer Recovery Coach: <ul style="list-style-type: none"> * After 1/1/2018- Evidence of attending and successfully completing the MDHHS Peer Recovery Coach training and certification - H0038WR or HM Services * Anyone possessing the CCAR Peer Recovery Coach training certification prior to 1.1.18 will be accepted but must submit application and meet criteria established by MDHHS - H0038WR or HM Services * CCAR Peer Recovery Coach training - H0038 Services 	Technical Advisory #07 – Peer Recovery and Recovery Support MSA Bulletin 17-45	Staff File	Must be completed initially OR part of new hire process.	
Recovery Housing Specific Staff/Volunteers					

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5.1	Professional Code of Ethics Signed	Technical Advisory #11	Signed code of ethics Staff files	Signed Code of Ethics for all selected for review team members.	
Adolescent Services					
6.1	Trained on the EBP models utilized in adolescent or youth services	Treatment Policy #14			
6.2	Minimum of 12 semester hours (or the equivalent) or 64 workshop-based hours of age and content-specific SUD training or 2080 hours of supervised adolescent or youth-specific SUD training/work experience within an identified program.	Treatment Policy #14			
6.3	Staff working with adolescents and young adults are well versed in legal issues the youth may be a part of. This includes age of consent, human trafficking, state identification, emancipation, status offenses, foster care youth aging out of the system, crossover youth, dually involved youth, Act 150 public ward, expungement for adjudicated offenses, and legal guardianship verses or as opposed to biological parent(s).	Treatment Policy #14			
Credentialing File Review					
7.1	Proof of Liability Coverage (if applicable)	MDHHS/PIHP Contract	Liability Coverage documented in staff file	Insurance coverage - may be provided through the agency	
7.2	Staff providing supervision must have one of the following MCBAP credentials or an established development plan leading to certification in one of the credentials: CPC-M,	Treatment Policy - Substance Use Disorder (SUD)	Supervision notes and source verification of the	Please review supervision notes and staff credential of the person providing supervision.	

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	CPC-R, CPS-M, CPS, CHES, NCHCEC, CCS-M, CCS, DP-S (Supervisory level development plan), ASAM, APA	Credentialing and Staff Qualifications	supervisor MCBAP credential.		
7.3	Supervision is provided by a CCS-M, CCS-M Development Plan, CCS, CCS Development Plan, or an approved alternative certification for staff who have a CADC-M, CADC, CAADC, DP-C, CCJP, CCDP, or CCDP-D.	Treatment Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	Supervision notes and source verification of the supervisor MCBAP credential.	Please review supervision notes and staff credential of the person providing supervision.	
7.4	Staff working as a Substance Abuse Treatment Specialist (SATS) have: Licensure as a MD/DO, PA, NP, RN, LPN, LP, LLP, TLLP, LPC, LLPC, LMFT, LLMFT, LMSW, LLMSW, LBSW, or LLBSW and working within their licensure-specific scope of practice AND a *Development Plan - Counselor, or * Has a time limited exception plan approved by the PIHP, or * Has a CADC-M, CADC, CAADC, CCJP, or * Has an approved alternative certification: ASAM, APA, UMICAD	Treatment Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	Staff file License verification MCBAP Verification	Source verification upon hire and upon expiration date of the license and/or MCBAP credential as applicable. Source verification should include the date it was verified and who verified it.	
7.5	Staff working as Specifically Focused Treatment Staff have: Licensure as a MD/DO, PA, NP, RN, LPN and working within their licensure-specific scope of practice AND not providing treatment services	Treatment Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	Staff file License verification	Source verification upon hire and upon expiration date of the license as applicable. Source verification should include the date it was verified and who verified it.	
7.6	Staff providing work as a Substance Abuse Treatment Practitioner (SATP) have: MCBAP Development Plan	Treatment Policy - Substance Use Disorder (SUD)	Staff file MCBAP verification	Source verification upon hire and upon expiration date of the MCBAP credential as applicable.	

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	AND Supervised by a CCS-M, CCS, or DP-S	Credentialing and Staff Qualifications		Source verification should include the date it was verified and who verified it.	
7.7	Criminal Background Check, national sex offender registry check, state sex offender registry check, and central registry check (for those working with children) conducted as a condition of employment for all new employees, subcontractor, subcontractor employee, and volunteers (including students and interns)	Treatment Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	Staff file Source verification for each required check that includes the date it was completed.	*Criminal Background check initially and at a minimum every 2 years. **Central Registry, National Sex Offender Registry and Michigan Sex Offender Registry completed prior to hire. ***Central Registry is applicable only for individuals working directly with children.	
7.8	No prior convictions identified. If so, convictions have been identified and do not prohibit PIHP funding and services.	Treatment Policy - Substance Use Disorder (SUD) Credentialing and Staff Qualifications	Staff File		
7.9	No Medicaid/Medicare Sanctions	MDHHS/PIHP Contract	OIG Sanctions Check	*Initially and ongoing monthly	
Medication Assisted Treatment (MAT)					
8.1	If administering methadone, holds an appropriately licensed MD/DO, PA, NP, clinical nurse specialist, RN, LPN, or pharmacist	Medicaid Manual	Professional Licensure Staff File	Evidence of source verification	
Acupuncture					
9.1	If providing acupuncture services, staff must be a Medical Doctor (MD), a Doctor of Osteopathy (DO), a Registered Acupuncturist, or an Acupuncture Detoxification Specialist (ADS) issued by NADA. An ADS must hold a	Treatment Policy #2	Professional Licensure ADS issued by NADA		

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	Certificate of Training in Detoxification Acupuncture and be under the supervision of a person licensed to practice medicine in the state.		Certificate of training and supervision documentation		
Credentialing Policy/Procedures					
10.1	Provider has policy/procedures in place to ensure staff have credentials required to provide services and that they maintain those credentials upon expiration	Treatment Policy - SUD Credentialing and Staff Qualifications	Policy/Procedure		
10.2	Policy states that Criminal Background Checks are conducted as a condition of employment. Criminal record should not necessarily bar employment - justification for decisions should be documented in the personnel file and consistent with state and federal rules and regulations. Use of OTIS is not an appropriate resource.	Treatment Policy - SUD Credentialing and Staff Qualifications	Policy/Procedure		