

MSHN SUD Provider Application Checklist

- Completed W-9
- Copy of LARA SA License(s) for all sites which would serve MSHN beneficiaries
- Copy of Accreditation Certificate and Survey Report if applicable
- Copy of Professional Liability Policy
- Contact information for professional references (3)
- PDF copy of agency policies/procedures manual – this must be uploaded as one file. You will need to provide the page number for each of the following:
 - Access to services (Including timeliness of response to referral, availability of services, access to services, emergency services, etc.)
 - Credentialing and re-credentialing policy/practice
 - Primary verification of credentials
 - Criminal background checks
 - Staff competency on an ongoing basis through performance evaluation
 - Training and continuing education
 - Treatment planning include consumer involvement in the development of the plan of service
 - Limited English Proficiency
 - Continuous quality improvement (CQI) policy/practice
 - Customer satisfaction
 - Clinical standards of care including treatment philosophies and orientations
 - Consumer records, record review, security, and case record access
 - Corporate compliance
 - Cultural competency
 - Safety management