

**NORTHERN MICHIGAN REGIONAL ENTITY
ADMINISTRATIVE MANUAL**

POLICY NAME: CRIMINAL BACKGROUND VERIFICATION POLICY
CHAPTER: FIVE – PROVIDER NETWORK & CONTRACT MANAGEMENT
POLICY #: 05-01-002
EFFECTIVE DATE: April 23, 2014

PURPOSE

To assure compliance with all State and Federal regulations regarding criminal background verification for all providers within the Northern Michigan Regional Entity (NMRE).

APPLICATION

This policy applies to the NMRE Board of Directors, NMRE staff, the five Member Community Mental Health Services Programs (CMHSPs), and the staff of agencies/entities on the NMRE Substance Use Disorder Services provider panel.

POLICY

The NMRE will assure compliance with all federal and state regulations related to completing criminal background verification for all individual prior to contract, hire, or engagement. No person or entity will be employed, retained, or otherwise engaged by the NMRE, a Member CMHSP, or a network provider to provide any service for which payment will be made in whole or in part from Medicaid funds unless, prior to beginning employment, a criminal background verification has been completed. Evidence of criminal background verification will be monitored, at least annually, by the NMRE.

STANDARDS

No person or entity will be employed, retained, or otherwise engaged by the NMRE, a Member CMHSP, or by a network provider to provide any service for which payment is made in whole or in part from Medicaid or general funds if such a person or entity, within the pervious ten (10) years:

- 1) Has been convicted of any felony other than felonious driving or vehicular manslaughter;
- 2) Has been convicted of a misdemeanor involving abuse, neglect, assault, battery, criminal sexual conduct, stalking, or other crime of violence or intimidation; or
- 3) Is excluded or suspended from participation in Medicare or Medicaid or any other Federally funded health care program; or
- 4) Is disbarred from contracting with the Federal government.

REFERENCE

- BBA 438.206(b)(6) and 438.214
- Medicaid Policy Manual

REVISED:

REVIEWED: March 23, 2016

APPROVED: April 23, 2014

Signed copy is on file with NMRE

Dave Schneider
Northern Michigan Regional Entity Chief Executive Officer

Date

Signed copy is on file with NMRE

Joe Stone
Northern Michigan Regional Entity Board Chair

Date