



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 4.5.400	Subject: <b>HEALTH CARE CREDENTIALING</b>
Reference: DOC 4.5.4; 53-1-203, MCA	Page 1 of 2
Effective Date: 08/25/14	Revision Dates:
Signature / Title: /s/ Kelly Speer, Acting ACCD Administrator	

### I. DIVISION DIRECTIVE:

Adult Community Corrections Division facilities will ensure that health care services provided to offenders are provided by licensed and credential health care providers.

### II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC), and the contracted facilities of Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

Chief Facility Health Officer – The responsible health authority, health administrator, or nursing supervisor for the facility’s health care services.

Department – The Montana Department of Corrections.

Health Care Providers – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

Prerelease Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Treatment Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contract treatment facilities: START, CCP, Passages, Elkhorn, Nexus, and WATCH.

### III. PROCEDURES:

#### A. Treasure State Correctional Training Center (TSCTC)

TSCTC staff will follow the procedures established in *CTC Operational Procedure 4.5.4, Health Care Credentialing*.

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**B. Other ACCD Facilities**

1. Each facility's health care providers will:
  - a. Submit a copy of current license or appropriate credentials to the facility administrator and chief facility health officer upon hire; and
  - b. Maintain current license or credentials and provide verification of renewal to the facility administrator and chief facility health officer.
  
2. The chief facility health officer will:
  - a. Provide verification of current licenses and credentials through the appropriate licensing board;
  - b. Maintain verifications in individual personnel files; and
  - c. Provide copies of verifications to the appropriate Prerelease Facility or Treatment Facility Contract Manager as requested.

**3. CLOSING:**

Questions concerning this procedure should be directed to the Facilities Program Bureau.