



**COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU  
FACILITY OPERATIONAL REQUIREMENT**

Requirement:	<b>PFB 6.2.481 HEALTH CARE CREDENTIALING</b>
Effective Date:	12/06/2023 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	
Reference(s):	DOC 4.5.4; 53-1-203, MCA
Signature / Title:	/s/ Scott Eychner, Community Corrections Facilities and Programs Chief

**This procedure is referenced as ACCD 4.5.400 Health Care Credentialing in Section 3.J. Offender Management; Healthcare, in the following contracts: Alpha House, Butte Prerelease, Elkhorn, Gallatin County Reentry Program, Helena Prerelease, Nexus, Passages, and START. This procedure is also referenced in Section 2.2.9. Services; Healthcare, in the following contracts: Connections Corrections Program (CCP) East, Connections Corrections Program (CCP) West, and WATCH West.**

**I. PURPOSE:**

All facilities contracted with the Community Corrections Facilities and Programs Bureau (FPB) will ensure that health care services provided to offenders are provided by licensed and credentialed health care providers.

**II. DEFINITIONS:**

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

**Community Corrections Facilities and Programs Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services. This Bureau is referenced interchangeably as Programs and Facilities Bureau (PFB) or Facilities and Programs Bureau (FPB) in procedures and forms.

**Community Corrections Facility** – Includes assessment/sanction centers, prerelease centers, and residential substance use disorder treatment facilities.

**Department** – The Montana Department of Corrections.

**Facilities and Programs Contract Manager** – The Department’s employee(s) who acts as the liaison between the Department and FPB contract facilities regarding services and offender management. This employee also monitors compliance with the terms of contractual agreements between the Department and FPB contract facilities.

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

**III. PROCEDURES:**

**A. Community Corrections Facilities**

1. Each facility’s health care providers will:

Subject: HEALTH CARE CREDENTIALING

- a. submit a copy of current license or appropriate credentials to the Facility Administrator and Chief Facility Health Officer upon hire;
  - b. immediately report any sanctions or disciplinary actions and changes in licensure status; and
  - c. 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. ensure verification of staff or contracted prescribers through the National Practitioner Data Bank (NPDB);
  - c. ensure health care staff do not perform tasks beyond the scope of their credentials;
  - d. maintain verifications in individual personnel files;
  - e. monitor and report any sanctions or disciplinary actions and changes in licensure status of health care staff; and
  - f. provide copies of verifications to the appropriate Contract Manager as requested.

#### **IV. CLOSING:**

Questions concerning this facility operational requirement should be directed to the HSB Chief or the FPB Chief or designees.