

2022 CMH Credentialing Personnel File Section

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Member CMHSP:	Date of Review:				
	Staff 1	Staff 2	Staff 3	Staff 4	Staff 5
Name:					
Date of hire:					
Title:					
1. Job Description is in file (best practice: signed by employee)					
2. Initial Sanction Checks- Office of Inspector General (OIG), System for Award Management (SAM), and Michigan Sanctioned Provider List. (service used/frequency)*					
3. Evidence of monthly Sanction Checks completed. If service is used, which service? (service used/frequency)					
4. Performance Appraisal presented annually (dates of last two)					
5. Criminal Background Check initial and every two years. (type/date of initial and full 2 years only if NOT most recent)* *The State of Michigan (LARA) Eligibility to Work letter/Workforce Background Check can be used in Lieu of these requirements.					
Staff Credentialing Findings					
Strengths/Findings/Recommendations:					