

1380 Howard St., 2nd Fl. San Francisco, CA 94103

## Certification and Verification for Avatar Staff ID

**Attestation for Non-Licensed Staff** 

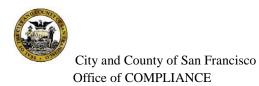
Legibly **PRINT OR TYPE** responses. Your request will **not** be processed without an NPI number, supporting documentation, and both staff and supervisor signatures. Please submit your request two (2) weeks in advance. **NO BILLING IS ALLOWED until verification and credentialing is finalized. NO RETROACTIVE BILLING WILL BE ALLOWED:** 

**NEW REQUEST** fax to: **IT Accounts Coordinator:** at 415-252-3008 **UPDATE** fax directly to: **DPH COMPLIANCE OFFICE** at 415- 252-3032

□ New □ Update Name □ Update Program □ Add Program □ Update Credentialing Category

If updating information, please include your Avatar Staff ID #: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Personal Information:			
Last:First	First:		: (Sr., Jr.)
SSN: DOB:	// 0	Gender: Ethnicity	
NPI #: (required) Taxonomy Code: (required)			
Program Information : Mental Health Substance Use Disorder (Amin staff only)			
Program Name:         RU/Program Code #			
Street Address:	City:	State:	
Zip Code: Agency Phone:	Agency Phone: Agency Fax:		
Languages (other than English)	Provide Services	Certified Interpreter	
Peer Specialist:      Admin Staff:			
□ For Mental Health Graduate Student Trainee (e.g. individual participating in a field intern/trainee placement while enrolled in an accredited Masters in Social Work (MSW), Masters of Art (MA)/Masters of Science (MS) Counseling, PhD/PsyD training program.) <i>I attest that</i> ( <i>student</i> ) is a Graduate Student Trainee from, an accredited higher education institution, who began interning at our agency on (date). Internship will expire on/			
Mental Health Rehabilitation Specialist (MHRS) (see page 2 for full MHRS Criteria)			
I attest that			
situations. Graduate professional education in a mental health related field (who is NOT waivered/registered/licensed)* See Substitution <b>OR</b>			
□Bachelor's Degree & four (4) years' experience in fields of physical restoration, social adjustment, or vocational adjustment <b>OR</b>			
Associate Arts Degree & six (6) years' experience in an appropriate setting (2 years of the 6 years must be post AA Degree)			
(for staff who has an AA/BA/BS, but insufficient experience, substitute up to 2 years of graduate professional education (year for year) experience)			
□ Mental Health Worker (MHW) (see page 2 for full MHW criteria) <i>I attest that</i>			
will be under my supervision and I will be responsible for oversight of their required clinical training and their clinical work at the			
agency)			
Signatures and Contact Information: (by signing below you are attesting that all information provided is true and correct)			
Employee Signature:	Date:		
Employee Phone:	Employee E-mail:		
Supervisor Name:Superv	isor Signature:	Date:	
Supervisor Phone:	Supervisor E-mail:		
Other staff to be notified of employee's Staff ID# : E-mail:			
Revised: April 2017	Effective: 7/1/20	17	Page 1 of 2



## MENTAL HEALTH REHABILITATION SPECIALIST (MHRS) AND MENTAL HEALTH WORKERS (MHW) DEFINITIONS AND GUIDELINES

## MHRS Definition and Clarifications:

CCR Title 9 §630: A mental health rehabilitation specialist shall be an individual who has a baccalaureate degree and four (4) years of experience in a mental health setting as a specialist in the fields of physical restoration, social adjustment, or vocational adjustment. Up to two (2) years of graduate professional education may be substituted for the experience requirement on a year-for-year basis; up to two (2) years of post-associate arts clinical experience may be substituted for the required educational experience in addition to the requirement of four (4) years' experience in a mental health setting.

- 1. <u>Educational Degree:</u> Minimum education attainment is an Associate Degree (any type).
- 2. <u>Experience:</u> Defined as full-time equivalent, verifiable, either paid or unpaid, primarily working with/providing services to clients:
  - a. If a staff member only has an Associate Degree, then six (6) years of experience are required.
    - i. Two (2) years of the experience MUST have been accrued <u>after</u> obtaining the Associate Degree.
  - b. If a staff member has a Bachelor's Degree, then four (4) years of experience are required.
- 3. <u>Substitutions:</u> A portion of the experience requirement can be met by substituting years of graduate professional education (defined as clinical professional education in MSW, MFT, PCC, PhD/PsyD).
  - c. Up to tow (2) years of experience can be substituted for education;
  - d. The substitution of education for experience is done on a year-to-year basis

## MHW Definition and Clarifications

- 1. <u>State Plan Amendment # 12-025:</u> An "Other Qualified Provider" is an individual at least 18 years of age with a high school diploma or equivalent degree determined to be qualified to provide the service by the County Mental Health Plan
- 2. <u>Supervision Requirements:</u> There must be a specific plan of supervision of the MHW's work activities by a License Practitioner of the Healing Arts (LPHA) and/or MHRS
- 3. <u>Minimum Annual Training</u>: There must be a specific plan of in-service training to the MHW totaling at least twenty (20) hours per year.