	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.10.C.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.10.1C.01 (04/14/06)	
<b>SUBJECT:</b> <b>CREDENTIALING</b>		Page 1 of 6	

## 1.0 PURPOSE

The purpose of this policy is to ensure that the facility's qualified healthcare professionals are legally eligible to perform their clinical duties.

## 2.0 SCOPE

This policy and procedure shall apply to all correctional facilities, their assigned personnel, and contract staff.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Revised Statutes §353-1.5, Criminal history record checks.
- b. Policies and Procedures Suitability Investigations, Policy Number 301.007. Department of Human Resources Development (8/29/19).
- c. Standards for Health Services in Prisons. National Commission on Correctional Health Care, (2018).
- d. Standards for Health Services in Jails. National Commission on Correctional Health Care, (2018).
- e. Standards for Mental Health Services in Correctional Facilities. National Commission on Correctional Health Care, (2015).
- f. Performance-based Standards and Expected Practices for Adult Correctional Institutions. The American Correctional Association. Standards: 5-ACI-6B-03, (2021).

### .2 Definitions

- a. Prescriber: A nurse practitioner, physician assistant, physician, dentist, or optometrist.
- b. Provider: A nurse practitioner, physician assistant, or physician.
- c. Qualified Health Care Professionals: Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals, and

**NOT CONFIDENTIAL**

<b>COR</b>  <b>P &amp; P M</b>	<b>SUBJECT:</b>  <b>CREDENTIALING</b>	<b>POLICY NO.:</b> <b>COR.10.C.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 2 of 6</b>

others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for patients.

- d. **Qualified Mental Health Professionals:** Psychiatrists, psychologists, psychiatric social workers, psychiatric nurses, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.
- e. **Responsible Health Authority:** The Clinical Services Administrator is the designated individual tasked with ensuring the organization and delivery of all medical and clinical services care in the facility.
- f. **Responsible Mental Health Authority:** The Mental Health Administrator is the designated individual tasked with ensuring the organization and delivery of all mental health care in the facility.
- g. **Restricted Licenses:** Licenses that have attached stipulations. Different state licensing boards refer to these modified licenses by various names including temporary, probation, stipulated order or agreement, practice restriction, institutional, restricted, disciplinary, provisional, limited, and conditional.

**4.0 POLICY**

- .1 All qualified health care professionals and qualified mental health professionals have credentials and provide services consistent with the licensure, certification, and registration requirements of the State of Hawaii.
- .2 The Responsible Health Authority (RHA) ensures that newly hired qualified health care professionals (i.e., medical branch and clinical services branch staff), undergo a credential verification process that confirms current licensure, certification, and/or registration. The Responsible Mental Health Authority (RMHA) ensures that newly hired qualified mental health professionals (i.e., mental health branch staff), undergo a credential verification process that confirms current licensure, certification, and/or registration.
- .3 The credential verification process will include, but not be limited to inquiry regarding sanctions or disciplinary actions of state boards and, for prescribers and participants of the National Health Service Corps, the National Practitioner Data Bank (NPDB).

**NOT CONFIDENTIAL**

<b>COR P &amp; P M</b>	<b>SUBJECT:</b>  <b>CREDENTIALING</b>	<b>POLICY NO.:</b> <b>COR.10.C.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 3 of 6</b>

- .4 Qualified health care professionals and qualified mental health professionals do not perform tasks beyond those permitted by their credentials.
- .5 It is the responsibility of qualified health care professionals and qualified mental health professionals to maintain their license, certification, or registration. Additionally, all providers are responsible for immediately notifying the Responsible Health Authority if their license to practice is revoked, restricted, sanctioned, or is under investigation for any reason.
- .6 The RHA maintains verification of current credentials, at a readily accessible location, for all qualified health care professionals (i.e., medical branch and clinical services branch staff).
- .7 The RMHA maintains verification of current credentials, at a readily accessible location, for all qualified mental health professionals (i.e., mental health branch staff).
- .8 A restricted license shall not be limited to the practice of only correctional health care.
- .9 Specialists providing on-site or telehealth care services have appropriate licenses and certifications on file.

**5.0 PROCEDURES**

- .1 Credential Verification: New Hires.
  - a. The Department of Human Resources Development verifies the credentials of external civil service applicants and conducts employment suitability checks of all selectees of civil service positions. The Human Resources Division of the Department of Corrections and Rehabilitation verifies the credentials of internal civil service applicants, civil service placements, non-civil service temporary appointment outside the list applicants, non-civil service 89-day hire applicants, and exempt applicants. The Human Resources Division of the Department conducts employment suitability checks for non-civil service appointments (refer to DHRD policy number 301.007). Contracted vendors verify the credentials and conduct suitability checks of qualified healthcare professional applicants who will be providing healthcare services through agency and locum tenens services.
  - b. When scheduling the employment start date of prospective employees, the RHA or RMHA shall obtain a copy of all required licenses, certifications,

**NOT CONFIDENTIAL**

COR  P & P M	<b>SUBJECT:</b>  <b>CREDENTIALING</b>	<b>POLICY NO.:</b> <b>COR.10.C.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 4 of 6</b>

and/or registrations (e.g., State of Hawaii Narcotics Enforcement Division and Federal Drug Enforcement Agency certificate of registration for prescribers of controlled substances). The RHA or RMHA shall keep the documents in the personnel file of the prospective qualified health care professional or qualified mental health professional, respectively.

- c. Upon receipt of a Notification of Selection from the Human Resources Division of the Department and prior to the start of employment, the RHA or RMHA shall obtain verification of the prospective employee's State of Hawaii licensure, certification, or registration status for qualified health care professionals (i.e., medical branch and clinical services branch staff), or qualified mental health professionals (i.e., mental health branch staff), respectively, from the Professional Vocational Licensing (PVL) website of the Department of Commerce and Consumer Affairs (DCCA): <https://mypvl.dcca.hawaii.gov/public-license-search/>. The RHA or RMHA shall print the prospective employee's DCCA PVL status report and keep the document in the employee's personnel file at the facility.
- d. Prior to the start of the provision of services at the facility, the RHA shall obtain verification of the prospective contracted qualified health care professional's State of Hawaii licensure, certification, or registration status from the Professional Vocational Licensing (PVL) website of the Department of Commerce and Consumer Affairs (DCCA): <https://mypvl.dcca.hawaii.gov/public-license-search/>. (This requirement applies to both on-site and telehealth providers). The RHA shall print the prospective contracted employee's DCCA PVL status report and keep the document in the contracted employee's personnel file at the facility.
- e. Upon receipt of a Notification of Selection from the Human Resources Division of the Department and prior to the start of employment, the Secretary IV of the Health Care Division shall conduct a National Practitioner Data Bank (NPDB) query for prescribers and shall send the prescriber NPDB query report to the Medical Director and RHA. The RHA shall keep the NPDB query report in the prescriber's personnel file at the facility.

**.2 Credential Verification: Annual.**

- a. Prior to the expiration date of a license, certification, or registration, Qualified Health Care Professionals and Qualified Mental Health Professionals shall submit a copy of their renewal license, certification, or registration to the RHA or RMHA, respectively.

**NOT CONFIDENTIAL**

<b>COR</b>  <b>P &amp; P M</b>	<b>SUBJECT:</b>  <b>CREDENTIALING</b>	<b>POLICY NO.:</b> <b>COR.10.C.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 5 of 6</b>


- b. The RHA shall maintain verification of current credentials for all qualified health care professionals (i.e., medical branch and clinical services branch staff), in the qualified health care professional's personnel file at the facility; the RMHA shall maintain verification of current credentials for all qualified mental health professionals (i.e., mental health branch staff), in the qualified mental health professional's personnel file at the facility.
- c. Annually, in July, the RHA and RMHA shall obtain State of Hawaii licensure, certification, or registration status for all qualified health care professionals (i.e., medical branch and clinical services branch staff), or all qualified mental health professionals (i.e., mental health branch staff), respectively, from the Professional Vocational Licensing (PVL) website of the Department of Commerce and Consumer Affairs (DCCA): <https://mypvl.dcca.hawaii.gov/public-license-search/>. The RHA and RMHA shall print the DCCA PVL status report for all qualified health care professionals (i.e., medical branch and clinical services branch staff), or all qualified mental health professionals (i.e., mental health branch staff), respectively, and keep the documents in the personnel files of qualified health care professionals or qualified mental health professionals.
- d. Annually, in July, the Secretary IV of the Health Care Division shall conduct a National Practitioner Data Bank (NPDB) query for all prescribers and National Health Service Corps (NHSC) participants. The Secretary IV shall send the prescriber NPDB query reports to the Medical Director and RHA. The RHA shall keep the NPDB query report in the prescriber's personnel file at the facility. The Secretary IV shall send the NPDB query reports of NHSC participants to the Corrections Health Care Administrator and RHA or RMHA. The RHA and RMHA shall keep the NPDB query report in the NHSC participant's personnel file at the facility.
- e. When a license, certification, and/or registration, (i.e., a required minimum credential for the position), of a qualified health care professional or qualified mental health professional is suspended, revoked, or expired, the qualified health care professional or the qualified mental health professional shall immediately notify the RHA or RMHA, respectively. The RHA shall notify the Medical Director of the suspended, revoked, or lapsed credential involving medical branch personnel. The RHA shall notify the Chief Nursing Officer of the suspended, revoked, or lapsed credential involving clinical services branch personnel. The RMHA shall notify the Mental Health Branch Administrator of the suspended, revoked, or lapsed credential involving mental health branch personnel. The Medical Director,

**NOT CONFIDENTIAL**


COR  P & P M	<b>SUBJECT:</b>  <b>CREDENTIALING</b>	<b>POLICY NO.:</b> <b>COR.10.C.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 6 of 6</b>

Chief Nursing Officer, or Mental Health Branch Administrator shall notify the Corrections Health Care Administrator and the Departmental Human Resources Officer (DHRO) of the suspended, revoked, or lapsed credential to determine the appropriate action.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections                      **JAN 0 1 2024**  
Date

APPROVED:

  
\_\_\_\_\_  
DIRECTOR    **JAN 0 1 2024**  
Date

**NOT CONFIDENTIAL**