



Before completing the Practitioner Data Form, please review the following criteria required for network practitioners. Note: These check-off sheets are provided for your convenience. Please use it to ensure you meet minimum criteria and to ensure your required materials are included with your completed application packet.

AVAILABILITY

The following criteria applies to all practitioners serving the Commercial network:

Accessible twenty-four (24) hours a day, seven (7) days a week, and agree to make appointments available within the following guidelines:

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| Extreme Emergencies - | The member must be offered the opportunity to be seen immediately or within 30 minutes . |
| Emergency - | In an emergency situation, a member must be offered the opportunity to be seen within 6 hours of the call for an appointment. |
| Serious Risk (Urgent) - | In an urgent situation, a member must be offered the opportunity to be seen within 48 hours of the call for an appointment. |
| Mild/Moderate Risk (Routine) - | In a routine situation, a member must be offered the opportunity to be seen within 10 business days of a call for an appointment. |

Please see Provider Handbook, Participating Provider Responsibilities for details – (www.valueoptions.com)

Psychiatrists

- Must possess a Doctor of Medicine (MD) degree or Doctor of Osteopathy (DO) degree.
- Board certified in psychiatry as defined by the American Board of Psychiatry and Neurology (ABPN) **or** the American Osteopathic Board of Psychiatry and Neurology (AOBPN), **or** completed a three- (3) year psychiatric residency-training program approved by the Accreditation Council for Graduate Medical Education (ACGME).
- Licensed to practice medicine in the state where practice is to occur.
- Certified in Suboxone Therapy in state where practice is to occur (if applicable for Suboxone Therapy).
- Must possess a current Drug Enforcement Administration (DEA) Certificate, with additional Suboxone endorsement (if applicable for Suboxone Therapy).
- State Controlled Substance Registration Certificate (where applicable).
- Foreign medical school graduates must submit an Educational Commission for Foreign Medical Graduates (ECFMG) Certificate or certificate of completion of Fifth Pathway training before July 1, 2009.
- Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state’s catastrophic loss fund or Federal Tort Claims Act, if applicable).

Developmental Behavioral Pediatrician

- Must possess a Doctor of Medicine (MD) degree or Doctor of Osteopathy (DO) degree.
- Completed a two year Developmental Behavioral Fellowship. Prior to availability of accreditation, documentation of an accepted application to sit for the Sub-Board of Developmental Behavioral Pediatrics or an attestation from the fellowship director that the fellowship was completed and provided developmental behavioral training will be sufficient.
- Board certified in pediatrics as defined by the American Board of Pediatrics (ABP).
- Board certified in Developmental Behavioral Pediatrics by the Sub-Board of Developmental Behavioral Pediatrics
- Licensed to practice medicine in the state where practice is to occur
- Graduates of foreign medical schools must submit an Educational Commission for Foreign Medical Graduates (ECFMG) certificate or certificate of completion of Fifth Pathway training before July 1, 2009.
- Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state’s catastrophic loss fund or Federal Tort Claims Act, if applicable).

Addictionologist (non-Psychiatrist)

- Must possess a Doctor of Medicine (MD) degree or Doctor of Osteopathy (DO) degree.
 - Certified by the American Society of Addiction Medicine (ASAM) as an Addictionologist.
 - Licensed to practice medicine in the state where practice is to occur.
 - Certified in Suboxone Therapy in state where practice is to occur (if applicable for Suboxone Therapy). Must possess a current Drug Enforcement Administration (DEA) Certificate, with additional Suboxone endorsement (if applicable for Suboxone Therapy).
 - State Controlled Substance Registration Certificate (where applicable)
 - Graduates of foreign medical schools must submit an Educational Commission for Foreign Medical Graduates (ECFMG) Certificate or certificate of completion of Fifth Pathway training before July 1, 2009.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period coverage amounts and participation in the state's catastrophic loss fund, if applicable).
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Psychologists

- Doctoral degree (PhD, EdD, PsyD) in psychology.
 - Licensed independently as a clinical psychologist at the highest level in the state where practice is to occur. Psychologists with prescriptive authority must be licensed in a State where prescribing certification is recognized.
 - All provider applicants must have a minimum of three (3) years post-licensure (at the highest level) clinical experience in a mental health / substance abuse setting providing direct patient care. ValueOptions® will consider other post licensure experience at the highest degree level.
 - Must possess a current Drug Enforcement Administration (DEA) Certificate (if applicable for prescriptive authority)
 - Must possess a current State Controlled Dangerous Substances (CDS) registration (if applicable for prescriptive authority)
 - Prescription Number or Certificate issued to Psychologists in order to provide prescriptive authority (if applicable for prescriptive authority)
 - Psychologists **with** prescriptive authority must possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. Psychologists **without** prescriptive authority must possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Psychoanalysts

- Doctoral degree (PhD, EdD, PsyD) in psychology.
 - Licensed independently as a psychoanalyst at the highest level in the state where practice is to occur.
 - All provider applicants must have a minimum of three (3) years' post-licensure (at the highest level) clinical experience in a mental health/substance abuse setting providing direct patient care. ValueOptions® will consider other post licensure experience at the highest degree level.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Masters Level Psychologists

- Must possess a Master's degree.
 - Must be licensed or certified at the highest level of independent practice in the state where practice is to occur. Only acceptable in those states whose clinical experience and exam requirements equal or exceed two (2) years or 2,000 hours of clinical experience or 1,000 hours of clinical contact (face to face) under an approved supervisor as defined by the appropriate state regulatory agency. Must have received at least 150 hours of face to face supervision by an approved supervisor (as defined by the state).
 - All provider applicants must have a minimum of three (3) years' post-licensure (at the highest level) clinical experience in a mental health/substance abuse setting providing direct patient care.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Social Worker

- Master's degree or higher from a graduate school of social work.
 - State licensed or certified to practice at the highest level of independent practice in the state where practice is to occur.
 - All provider applicants must have a minimum of three (3) years' post-licensure (at the highest level) clinical experience in a mental health/substance abuse setting providing direct patient care.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Advanced Practice Nurse, APN (Clinical Nurse Specialist or Nurse Practitioner)

- Master's degree or higher in nursing.
 - Licensed at the highest level of independent practice in the state where practice is to occur.
 - Must possess a current Drug Enforcement Administration (DEA) Certificate (if applicable for prescriptive authority)
 - Must possess a current State Controlled Dangerous Substances (CDS) registration (if applicable for prescriptive authority)
 - Prescription Number or Certificate issued to APN in order to provide prescriptive authority (if applicable for prescriptive authority)
 - Board Certified by the American Nurses Credentialing Center (ANCC) in **one** of the following areas:
 - Clinical Specialist in Adult Psychiatric and Mental Health Nursing, or
 - Clinical Specialist in Child and Adolescent Psychiatric & Mental Health Nursing, or
 - Family Psychiatric and Mental Health Nurse Practitioner, or
 - Adult Psychiatric and Mental Health Nurse Practitioner, or
 - Psychiatric and Mental Health Nurse Certification.
 - All provider applicants must have a minimum of three (3) years' post-licensure (at the highest level) clinical experience in a mental health/substance abuse setting providing direct patient care.
 - Required to maintain compliance with collaboration/supervision licensing requirements issued by the State(s) where practice is to occur. Where required, the APN must be supervised by a psychiatrist (MD or DO) and submit a copy of the agreement.
 - APN **with** prescriptive authority must possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. APN **without** prescriptive authority must possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Physicians Assistants

- Licensed as a Physician Assistant in the state where practice is to occur
 - Certified by the National Commission on Certification of Physician Assistants (NCCPA)
 - Must possess a current Drug Enforcement Administration (DEA) Certificate
 - Must possess a current State Controlled Dangerous Substances (CDS) registration
 - All provider applicants must have a minimum of three (3) years post-licensure (at the highest level) clinical experience in a mental health/substance abuse setting providing direct patient care
 - The Physician Assistant may only provide patient care services under the direction and supervision of a physician and only such services that are within the scope of practice of the supervising physician. The Physician Assistant must be supervised by a psychiatrist (MD or DO) and submit a copy of the agreement.
 - Must practice in the same service location as the supervising psychiatrist.
 - Required to maintain compliance with supervision licensing requirements issued by the State(s) where practice is to occur.
 - Must possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate except, where state requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund of Federal Tort Claims Act, if applicable).
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Professional Counselors/Mental Health Counselors

- Master's degree or higher.
 - State licensed or certified at the highest level of independent practice in the state where practice is to occur.
 - All provider applicants must have a minimum of three (3) years' post-licensure (at the highest level) clinical experience in a mental health/substance abuse setting providing direct patient care.
 - In states without licensure or certification, provider applicant must be a Certified Clinical Mental Health Counselor (CCMHC) as determined by the Clinical Academy of the National Board of Certified Counselors (NBCC) [proof of NBCC certification required] **OR** meet all requirements to become a CCMHC [documentation of eligibility from NBCC required].
 - Possess professional liability coverage at a minimum level of \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Marriage & Family Therapist

- Master's degree or higher.
 - State licensed or certified at the highest level of independent practice in the state where practice is to occur, **OR** certified as a full clinical member of the American Association for Marriage and Family Therapy (AAMFT), **OR** proof of eligibility for full clinical membership in AAMFT (documentation from AAMFT required).
 - All provider applicants must have a minimum of three (3) years' post-licensure or post certification (at the highest level) clinical experience in a mental health/substance abuse setting providing direct patient care.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Pastoral Counselors

- Master's degree or higher in mental health discipline.
 - Must be licensed in one of the disciplines recognized by ValueOptions® (MD/DO, PSY, SW, RNCS, ARNP, and MFT, or LPC) at the highest level of independent practice in the state where the practice is to occur and meet the c ValueOptions® credentialing criteria. **OR** must be licensed or certified as a pastoral counselor in the state where the practice is to occur.
 - All provider applicants must have a minimum of three (3) years' post-licensure (at the highest level) clinical experience in mental health/substance abuse setting providing direct patient care.
 - Must be a fellow or diplomat member of the American Association of Pastoral Counselors (AAPC) **OR** meet all requirements to become a fellow or diplomat member of the AAPC [documentation of eligibility of AAPC required].
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Alcohol and Drug Counselors

- Must possess a Master's degree or higher **OR** certification as a clinical supervisor by the State Certification Board of Connecticut, Maryland, or Texas (Dallas NorthStar) prior to October 2, 1998, and meet all requirements for certification as a certified alcohol and drug counselor.
 - State licensed as an alcohol and drug counselor at the highest level of independent practice in the state **OR** certified by the NAADAC as a Master Addiction Counselor (MAC).
 - All provider applicants must have a minimum of three (3) years' post licensure/post certification (at the highest level) clinical experience in a substance abuse setting providing direct patient care.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Certified Behavioral Analyst (Applies Only to States/Client Accounts where required by regulation or benefit plan.)

- Master's degree or higher from a graduate school with a specialty of behavior analysis, psychology, special education or related field **and**
 - A minimum of 12 credit hours of graduate level course work in behavioral analysis; courses must have focus on application of behavioral analysis, rather than more generic topics in the discipline for which the graduate degree was awarded. The courses should address the following issues in applied behavior analysis; family dynamics, ethical considerations, definition and characteristics, principles, processes and concepts; behavioral assessment and the selection of intervention strategies and outcomes; experimental evaluation of interventions; measurement of behavior and displaying/interpreting behavioral data; behavioral change procedures and systems support (Adapted from the Behavioral Analyst Certification Board) **and**
 - A minimum of six months full-time supervised employment (or internship/Practicum in behavior analysis under the supervision of a behavior analysis)
 - Certified as a Behavioral Analyst (BCBA) by the Behavioral Analyst Certification Board.
 - State Licensed to practice at the highest level of independent practice in the state where practice is to occur (if applicable).
 - All provider applicants must have a minimum of one (1) year post certification experience providing direct patient care
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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Certified Assistant/Associate Behavior Analyst (Applies Only to States/Client Accounts where required by regulation or benefit plan.)

- Bachelor's degree or higher with coursework in behavior analysis, including ethical considerations, definition and characteristics, principles, processes and concepts; behavioral assessment and the selection of intervention strategies and outcomes; experimental evaluation of interventions; measurement of behavior and displaying/interpreting behavioral data; behavioral change procedures and systems support. (Adapted from the Behavioral Analyst Certification Board)
 - A minimum of 1000 hours of Supervised Independent Fieldwork in behavior analysis conducting assessment activities related to the need for behavioral analysis programs for clients, and Overseeing the implementation of behavior analysis programs by others. (Adapted from the Behavioral Analyst Certification Board)
 - Certified as an Assistant Behavior Analyst (BCaBA) by the Behavior Analyst Certification Board.
 - May only provide patient care services under the direction and supervision of a Master's level Certified Behavior Analyst (BCBA). Must report the name of their BCBA supervisor(s) and provide documentation of that supervision as requested.
 - All provider applicants must have a minimum of one (1) year post certification experience providing direct patient care
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of current face sheet must be included (must indicate applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
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EAP Counselors

- Must be licensed in one of the disciplines recognized by ValueOptions® (MD/DO, PSY, SW, RNCS, APN, MFT, or LPC) at the highest level of independent practice in the state where the practice is to occur and meet ValueOptions® credentialing criteria.
- All eligible provider applicants (with the exception of an MD or DO) must have a minimum of three (3) years' post licensure(at the highest level) clinical experience in a mental health / substance abuse / EAP setting providing direct patient care.
- Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate except where state or client requirements are more stringent. The NCC, in states where the maximum amount of coverage obtainable is less than the limits above, may make exceptions. Copy of the current face sheet must be included (must indicate the applicant as the insured, policy period and coverage amounts and participation in the state's catastrophic loss fund or Federal Tort Claims Act, if applicable).
- Possess knowledge and work experience of EAP Core Technology as indicated by:
 - Active status as a Certified Employee Assistance Professional (CEAP); **or**
 - Two (2) years of verifiable experience as an internal EAP counselor, and/or as an external EAP consultant to other organizations. Examples of verifiable experience include but are not necessarily limited to:
 - Management and/or union representative consultation on the impact of personal problems on performance issues, the appropriate use of constructive confrontation and the role of the EAP.
 - Direct care functions of an EAP practice including assessment and referral, short-term counseling and linkages to treatment and/or community resources.
 - Crisis Intervention including critical incident stress management (CISM) services.
 - Training and experience in organizational dynamics/development, human resource management or industrial social work / psychology.

- Assessment and identification of drug and alcohol abuse / dependency problems and appropriate treatment interventions.

- Possess knowledge and work experience in the assessment and treatment of substance abuse as indicated by:
 - Active status as a Certified Employee Assistance Professional (CEAP) with experience in the assessment and/or treatment of chemical dependency, **or**
 - Possess one year of experience in a substance abuse treatment facility: **or**
 - Completed a state-level certification acceptable to support eligibility for the National Certified Addiction Counselor (NCAC) credential: **or**
 - Possess International Certified Alcohol and Drug Counselor Certification (ICADC): **or**
 - Possess a minimum of six (6) units of continuing education (CEU's, PDH's, etc.) in chemical dependency assessment/treatment: **or**
 - Completed Three (3) graduate level hours of course work in chemical dependency.
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Disability Assessment Specialist

- Must meet ValueOptions commercial credentialing criteria in force for either **psychiatrist** or **psychologist** at the time of application.
 - Must accept a referral from a care manager within 4 hours and schedule a face-to-face evaluation of the patient within 72 hours of contact.
 - Must have two years of experience performing disability evaluations.
 - Must understand how work place issues impact clinical presentations involving psychiatric disability claims.
 - Must be willing to collect information from collateral sources in order to assess pre-impairment functioning.
 - Must be able to assign impairment and/or disability ratings.
 - Psychologist must be able to administer, score, and interpret a battery of psychological tests that evaluates current status, enables prognostic statements, and has the potential to detect malingering.
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Disability Treatment Specialist

- Must meet the ValueOptions commercial criteria in force for psychiatrist, psychologist, social worker, psychiatric nurse, marriage and family therapist, or licensed professional counselor at the time of application.
 - Must have 2 years of experience providing psychotherapeutic services to people with psychiatric disabilities.
 - Must have demonstrated experience in the treatment and management of cases involving psychiatric disabilities.
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Fitness for Duty Assessor

- Must meet the ValueOptions commercial criteria in force for psychiatrist, psychologist or addictionologist at the time of application.
 - Must schedule an appointment within 24 hours of referral acceptance from a care manager.
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