

**Network Service Provider (NSP) Staffing Requirements**

***Policy***

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to ensure that all Network Service Providers (NSPs) comply with staffing requirements established the Department of Children and Families (DCF) and/or other program funders.

***Purpose***

The purpose of this policy is to establish guidelines to ensure NSPs are aware of, and maintain, staffing levels in compliance with applicable rules, statutes, and licensing requirements.

***Procedure***

1. NSPs must comply with all applicable rules, statutes, DCF Guidance Document requirements, and standards related to professional staff qualifications and background screening.
2. In the delivery of services and programs for which DCF and/or other funders have established staffing requirements, providers must adhere to those guidelines. This includes, but is not limited to, specifications related to education level, professional certification or licensure, and field experience.
3. As a best practice, the verification of staff education, professional certification, and licensure must be obtained through third-party sourcing.
4. NSPs are expected to engage in recruitment efforts to maintain, to the extent possible, a staff with the ethnic and racial composition of the individuals receiving program services.
5. On an ongoing basis, NSPs must communicate staffing concerns to the CFBHN Program Manager, and make them aware of steps taken to address the issue.
6. CFBHN Program Managers communicate updates or changes to staffing requirements to the NSPs that deliver a specific service.
7. For DCF-funded programs that have established staffing requirements, CFBHN monitors NSP compliance as a component of the annual review conducted by the Continuous Quality Improvement (CQI) team.

<p><b>Network Service Provider (NSP) Staffing Requirements</b></p> <p>Approval:  Alan Davidson, President/Chief Executive Officer</p>	<p>Date Issued: <u>11/01/2002</u></p> <p>Last Revision: <u>03/30/2023</u></p> <p>Review Date: <u>08/28/2024</u></p>
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