

M E M O R A N D U M

Date: February 26, 2019
To: DMC-ODS Alcohol and Drug Providers
From: Santa Barbara County Behavioral Wellness
Subject: Staff Credentialing and Licensing
CC: ADP, QCM



In response to Department of Health Care Services (DHCS) *Information Notice #18-019*, the Department of Behavioral Wellness has integrated the credentialing process for all contracted community-based organizations (CBOs) as indicated in the Department's Policy # 4.015- *Staff Credentialing and Licensing*.

Prior to providing any DMC-ODS service or accessing the Department's medical records, all staff must be credentialed using the newly updated *Service Provider Identification (SPID)* request form (<http://countyofsb.org/behavioral-wellness/asset.c/5036>). Please note the revised instructions and increased supporting documents required which include the following:

- National Provider Identifier (NPI);
- Signed attestation;
- SPID application;
- Copy of resume or employment application (which must include all required information);
- Professional licenses, registrations, certifications as applicable;
- Job description;
- Government issued ID;
- Prescribing applicant documentation as applicable;
- Graduate student applicant documentation as applicable; and
- Electronic signature agreement.

All SPID forms shall be directed to BWELLQCMADP@SBCBWELL.org for processing. Please allow up to 5 business days for the request to be processed. Thank you for your collaboration.