

[Meeting Recording](#)

AGENDA

Purpose: Starting 2/20/2024 we are moving to an attestation-based Credentialing System. This will streamline workflow, and reduce service disruptions.

[RBT Credentialing Application](#)

[BCaBA Credentialing Application](#)

[LBA Credentialing Application](#)

Process:

1. Staff currently credentialed
 - Remain credentialed if their documents are up to date
 - Must upload the attestation form (with all current data and existing dates) as opposed to uploading a replacement for their next expired document
 - Do not need to resubmit the attestation form with any other expired documents following an accepted attestation form
 - Will expire and require attestation form updates on the same schedule as new applicants (details in item 4 form below)
2. Staff pending credentialing or renewal due to insufficient documentation
 - Will be considered as “grandfathered in” to the new audit process
 - Must submit the requested documents in order to be credentialed
3. New Applicants - generic contact forms
 - Agencies will use the same links as previously sent out
 - File uploads other than the attestation form will be removed from the contact form (uploading the attestation form this way is optional).
 - The information required in the text fields of the contact form is the same as before (the contract requirements have not changed)
 - Do not upload documents other than the updated credentialing attestation form
4. Annual attestation form
 - Agreements:
 - “I attest that the agency maintains all original primary source documentation on file and has received this information directly from the primary source or through a primary source verification contractor.”
 - “I also understand that the HIDOE has the authority to request relevant documentation for verification purposes and I agree to provide all requested documents.”
 - “The agency will ensure all required renewals are completed prior to their expiration date and monitor the provider’s continued compliance with contract requirements.”

- “The agency will immediately inform the HIDOE if any required credentialing document expires and will not schedule employees to perform any work under the ABA contract if they do not meet credentialing requirements.”
- “The State’s credentialing team will add classifications for each required file with expiration dates between the annual renewal period. This will allow agencies to track their provider’s documents within CentralReach.”
- The attestation forms will be valid until two weeks prior to the “Students’ First Day” of the following school year ([Official HIDOE school calendar](#))
- This will be independent of when the form was completed (e.g., forms that were successfully completed in August 2024 or May 2025 would both expire two weeks prior to the “Students’ First Day” of the 2025-2026 school year). In other words, all agency providers will need to complete the attestation form once a school year.
- The ABA State team will begin accepting form updates for all staff on July 1, 2024, in the lead-up to the new school year. All attestation forms will be due by July 22, 2024 - 2 weeks prior to August 5
- *Demonstration of three ways of uploading the attestation form*
 - Form in CentralReach
 - PDF in contact form
 - PDF on dashboard

5. State review and credentialing process

- “Our policy is to review and credential all ABA applicants before they can provide any ABA services. The initial application processing time for new applicants is ten (10) business days, and they are processed in the order they are received.”
- “Once credentialed, the applicant shall receive a confirmation email from CentralReach that their application has been approved and when they may begin to provide ABA services. Additionally, the agency administrative staff shall receive a confirmation email with the provider’s CentralReach user ID number. “Applications submitted incorrectly will receive an email notifying the agency they were done in error and have been deleted so they can be resubmitted using the correct application process.”

6. Random document audits

- Standard Audit- Quarterly
- “The State reserves the right to monitor at any time...the PROVIDER’s compliance with this contract” (3.1.1.1). “The PROVIDER shall provide any documentation requested by the STATE within two (2) business days of request” (3.2.1.2).
- In the event of an audit, agencies will be given a list of individuals who are being audited and must upload the requested documents from the Documents Manager widget in the Provider’s Dashboard.
 -  [Agency_ Completing the ABA Contract Auditing Process.pdf](#)
 - Step-by-step guide on how to complete the audit process updates to be made to the Contract Orientation Manual

7. Contact forms being removed

- Moving forward, agency RBT requirements coordinators only, and agency clinical supervisors only will be credentialed as Agency LBAs. If they are doing administrative tasks for the agency, they will also be labeled as Agency Admin.
- If an LBA serving in an advisory, training, or clinical role will not provide services under the DOE contract under any circumstances, they need to be credentialed under the Agency admin

credentialing group only. However, if an LBA may need to provide supervision on a case-by-case basis within the DOE, they will also need to be credentialed as an LBA.

- Additionally, Agency Substitute RBTs will be credentialed as Agency RBTs. On the Agency RBT contact form, there will be a field to identify substitute RBTs (“Substitute RBT?”).

8. Questions?

- When completing the Credentialing process for new staff, will the provider and our admin staff still be receiving email notification that they are approved?
 - Yes, this process will remain the same.
 - “Once credentialed, the applicant shall receive a confirmation email from CentralReach that their application has been approved and when they can begin to provide ABA services... Furthermore, the agency's administrative staff will receive a confirmation email containing only the provider's CentralReach user ID number, indicating that they have been credentialed.”
- Will there be a change in turnaround time for approvals with the new credentialing process?
 - This process will remain the same.
- Is the attestation form required?
 - Yes, the attestation will be required for all providers. There are three methods of submitting the initial credentialing attestation form: (1) Complete the Attestation form in CentralReach (2) PDF upload via the contact form (3) PDF upload to the Applicant's Files
- In the beginning of the video, you say we can continue to track credentialing on CR and that your team will continue classifying, but in response to a question asked about uploading documents, you say only to upload the attestation forms- can you please clarify?
 - We will still put in the active dates of the documents as stated on the Credentialing Attestation Form submitted by the agency. This will still be accessible through the ‘Document management report’ (see image below). These dates are a reference to help keep track of your provider's expiring documents. There is also a new document listed in the report, “[Position]” Credentialing Attestation Form”. This will always expire two weeks prior to the student's first day of school of the following year. This year it will be 07/22/24 which is when the next Attestation Form is Due.
- For someone who, say, has their RBT renewal due, should they just have the attestation form uploaded instead of proof of RBT renewal?
 - Yes.
- Is there a form for RBT applicants?
 - The links for initial applicant forms for RBTs should be the same.
- I was in the process of trying to submit a new RBTs credentialing but when on her generic Central Reach profile, I do not see the “Notes & Forms” section listed yet. Is this something that we will receive access to today?
 - Please refer to the step-by-step guide in the email: **“Option 1: Complete the Attestation form in CentralReach”**

ABA Contract Audit Process

