




United Behavioral Health

<b>Screening and Hiring of Employees</b>			<b>Policy Identifier/Number:</b> AD-06
<b>Annual Review Completed Date:</b> February 2018			
<b>Policy Category:</b> Government – Pierce Regional Support Network	<b>Applicable Lines of Business:</b> Medicaid	<b>Entity/Plan:</b> Optum Pierce Behavioral Health Organization	<b>State:</b> Pierce County, Washington
<b>Approved by:</b> Bea Dixon, Executive Director		<b>Signature:</b> 	

#### **Policy Statement and Purpose**

Optum Pierce Behavioral Health Organization (BHO) screens all employees prior to hiring. For some positions, this screening includes a Washington State background check. As part of the hiring process, a job description which describes the required qualifications and details job responsibilities for the position is in place.

To describe the screening and hiring of employees for Optum Pierce BHO.

#### **Policy Audience and Applicability**

This policy is applicable to the Optum Pierce BHO and benefits administered through the Washington State Department of Social and Health Services (DSHS) current Prepaid Inpatient Health Plan (PIHP).

#### **Policy Definitions**

N/A

#### **Policy Provisions**

1. In accordance with *WAC 388-865, 388-877A, and 388-877B*, Optum Pierce BHO maintains job descriptions for behavioral health organization staff.
2. Job descriptions are in place for every position at Optum Pierce BHO. Job descriptions for each staff member delineate:
  - 2.1. The position title;
  - 2.2. Required education;
  - 2.3. Required experience and/or skills;
  - 2.4. The supervisor's title;

Optum is responsible for adhering to all applicable state and/or federal laws governing activities within the scope of this policy, including the Mental Health Parity and Addiction Equity Act (MHPAEA) and the Health Insurance Portability and Accountability Act (HIPAA) privacy requirements, as well as the applicable requirements, standards and regulations as set forth by the Employee Retirement Income Security Act (ERISA), the Center for Medicare and Medicaid Services (CMS), the Department of Labor (DoL), and any applicable accrediting organizations.

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- 2.5. A list of position titles that report to the position;
  - 2.6. A position summary;
  - 2.7. Duties and responsibilities; and
  - 2.8. Other position-specific information, as appropriate.
3. All prospective Optum Pierce BHO employees go through a careful screening and interview process prior to being hired.
  4. The hiring manager is to check the prospective employee's resume/application against the requirements on the job description.
  5. The hiring manager is required to request permission from the Optum Pierce BHO Executive Director prior to hiring an employee who does not meet the minimum requirements in the applicable job description.
  6. If *Washington Administrative Code (WAC)* requires a minimum set of qualifications for a particular BHO position, the Executive Director is required to request an exception from the Division of Behavioral Health and Recovery to hire an employee with less than the minimum set of qualifications prior to any offer being made to the prospective employee. Such a candidate is to be "otherwise qualified" for the position.
  7. Interview and reference checks are required prior to any offer of employment.
  8. For any position that requires credentialing through the Department of Health (DOH), Optum Pierce BHO verifies that appropriate DOH credentialing is in place and requires a copy of the document that verifies this credentialing.
  9. All potential new hires are checked against government databases to ensure the potential employee has not been excluded or debarred from participation in Medicare, Medicaid, or other state or federal healthcare programs including the Office of Inspector General (OIG).
  10. Staff of Optum Pierce BHO and behavioral health care provider staff who will work directly with children are required to complete the fingerprinting requirement of the Washington State Patrol/Federal Bureau of Investigation (WSP/FBI) background checks.
    - 10.1. A prospective employee is required to sign an acknowledgement form, giving permission for a background check.
    - 10.2. If there is a positive finding, the nature of the crime(s), date(s) of occurrence and legal status are to be considered.
  11. Optum strives to maintain a workplace that accepts the differences in employees' culture, ages, ethnicities, genders, physical and behavioral abilities, and lifestyles. Optum does not discriminate against any applicant or employee based on age, race, gender, color, religion, national origin, ancestry, disability, marital status, covered veteran status, sexual orientation, gender identity and/or expression, status with respect to public assistance or any other characteristic protected by state, federal, or local law.
    - 11.1. Harassment and intimidation are recognized forms of discrimination and, as such, are not tolerated. Any employee who harasses or intimidates another employee, job applicant, vendor or customer will be subject to disciplinary action, up to and including termination.
    - 11.2. Optum is committed to affirmative action with respect to gender, race, covered veteran status, and disability in its employment practices and will implement this policy in the areas of compensation, benefits, transfers, layoffs, returns from layoffs, company-supported training, education or training assistance, and social and/or recreational programs.

12. Optum measures the success of its diversity program by tracking underutilized job groups through the Diversity and Inclusion Council.

**Related Policies, Procedures & Materials**

- Pierce Behavioral Health Organization policy: AD-01 - *Nondiscrimination*
- Pierce Behavioral Health Organization policy: AD-15 - *Criminal Background Checks*

**Attachments**

N/A

**Approval History**

- Policy created and effective: 07/2009
- Policy and Procedure Committee review and approval: 10/26/2009
- Policy and Procedure Committee review and approval: 08/23/2010
- Policy and Procedure Committee review and approval: 09/26/2011
- Policy and Procedure Committee review and approval: 08/27/2012
- Policy and Procedure Committee review and approval: 12/02/2013
- Policy and Procedure Committee review and approval: 09/22/2014
- Policy and Procedure Committee review and approval: 09/28/2015
- Policy and Procedure Committee review and approval: 02/24/2016
- Operational Procedures and Standards Committee Reviewed and Accepted: 01/25/2017
- Optum Pierce BHO reviewed and accepted: February 2018