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|  <p style="text-align: center;"><b>County of Sacramento</b><br/> <b>Department of Health and Human Services</b><br/> <b>Division of Behavioral Health Services</b><br/> <b>Policy and Procedure</b></p> | Policy Issuer<br>(Unit/Program)                   | <b>QM</b>         |
|  | Policy Number                                     | <b>QM-03-13</b>   |
|  | Effective Date                                    | <b>01-02-2012</b> |
|  | Revision Date                                     | <b>07-01-2014</b> |
| Title:<br><b>License Differential</b>  | Functional Area:<br><b>Beneficiary Protection</b> |                   |
| Approved By: (Signature on File) <b>Signed version available upon request</b><br><br><b>Kathy Aposhian, RN</b><br>Program Manager, Quality Management<br><br><b>Uma Zykofsky, LCSW</b><br>Deputy Director, Division of Behavioral Health Services  |   |                   |

**DEFINITIONS:**

A “waived” individual is one who is registered with the Behavioral Board of Science or the Board of Psychology for the purpose of gaining licensure status. The “waived” individual remains under supervision for licensure, based on BBS requirements.

**PURPOSE:**

The purpose of this policy of the Division of Behavioral Health Services (DBHS) to assure that license eligible County employees, who are registered with the Board of Behavioral Science (BBS) or Board of Psychology and waived by Quality-Management (QM) and acting in a licensed required Senior Mental Health Counselor position, receive a 5% differential when they become licensed.

**DETAILS:**

**Procedure:**

- A.** Prior to employment, the supervisor determines if the position requires a license. Individuals registered with the BBS and waived by QM may be placed in this position with an expectation of earning a license.
  1. The supervisor will specify the expected timeline for obtaining a license.
  2. Marriage and Family Therapist Intern (IMF), Associate Social Worker (ASW), and Professional Clinical Counselor Intern (PCCI) must become licensed within six (6) years from the date of registering with the Behavioral Board of Sciences (BBS).
  3. Psychologist, who are provided a waiver by the State Department of Mental Health, maximum waiver period is five (5) years or three (3) years for individuals recruited from outside of California who are license-ready.
  4. The supervisor will inform the employee that they must remain registered in active status with the BBS/ Board of Psychology.
- B.** Upon receipt of a valid license the staff will present the original license to their supervisor.
  1. The supervisor will inspect the original license and retain a copy.

2. The supervisor will send a memo to HR requesting the 5% differential, specifying the date the license was verified, and attaches a copy of the license.
3. HR will verify that the position qualifies for the differential and process the request.
4. The effective date of the differential is the date the employee presented the valid license.
5. The supervisor submits a copy of the license to QM Staff Registration and updates other program rosters. (e.g. Utilization Review)
6. It is the employee's responsibility to maintain their licensure and to notify their supervisor if their license expires or any action brought against the employee by their licensing agency.
7. The supervisor will alert Program Manager who coordinates with administration to ensure the position is appropriately designated and costs for differential are included in the budget and program.

**REFERENCE(S)/ATTACHMENTS:**

- Title 42, Code of Federal Regulations, §422.128
- California Probate Code, §4600-4643, §4650-4660, §4665, §4670-4678, §4680-4690, §4695-§4698, §4730-4636, §4740-4743

**RELATED POLICIES:**

- No. 03-01 Problem Resolution

**DISTRIBUTION:**

| Enter X | DL Name                           | Enter X | DL Name              |
|---------|-----------------------------------|---------|----------------------|
| X       | Mental Health Staff               | X       | DHHS Human Resources |
|         | Mental Health Treatment Center    |         |                      |
| X       | Adult Contract Providers          |         |                      |
| X       | Children's Contract Providers     |         |                      |
| X       | Alcohol and Drug Services         |         |                      |
|         | Specific grant/specialty resource |         |                      |
|         |                                   |         |                      |

**CONTACT INFORMATION:**

- Quality Management Information  
[QMInformation@SacCounty.net](mailto:QMInformation@SacCounty.net)