

Recovery Assistant Credentialing Guidelines

All RA's must be credentialed to provide MFP/Mental Health Waiver Recovery Assistant Services.
Please follow these guidelines when completing this process.

To register a Recovery Assistant applicant for the RA training via ABH® with a clean criminal history the information is available on the website: http://www.abhct.com/resources_wise.asp

The Training Schedule is available on the above website under the "Recovery Assistant" tab.

Credentialing Process

1. Before you register an applicant please view their recent (**within in the last 6 months**) criminal background checks using one of these accepted agencies on this list:
http://www.abhct.com/downloads/CT_SCREENING.PDF

2. Upon reviewing the Connecticut Criminal background check please to ensure they are able to meet the Mental Health Waiver requirements. (**FOR FELONY APPLICANTS , SEE BELOW GUIDELINES**)

"DSS and DMHAS will require any person serving as a household employee (recovery assistant) to a participant in the Waiver to submit to a State of Connecticut criminal background check. DSS will have the discretion to refuse payments for household employees performing services who have been convicted of a felony, as defined in Section 53a-25 of the Connecticut General Statutes; larceny under Sections 53a-119, 53a-122, 53a-123 and 53a-124 of the Connecticut General Statutes; or a violation under Section 53a-290 to 53a-295, inclusive of the Connecticut General Statutes; involving vendor fraud, section 53-20 of the Connecticut General Statutes involving cruelty to persons; sections 53a-70, 53a-70a, 53a-70b, or 53a-73a of the Connecticut General Statutes involving sexual assault, section 53a-59 of the Connecticut General Statutes involving assault of the elderly, blind, disabled, pregnant or mentally retarded persons and section 53a-320 to 53a-323, inclusive, of the Connecticut General Statutes involving abuse of the elderly, blind, disabled, pregnant or mentally retarded persons."

3. Fax the Connecticut Criminal Background Check the same day you register the applicant for the RA training to: LaReese Cooper @ 860-638-5302

Remember an applicant is not credentialed until:

- a. ABH® receives a recent Connecticut Criminal background check free of felony convictions
- b. The applicant has attended the two day RA training and passed the exam with at least 80%.

Felon Credentialing Process

If there is an RA applicant who has committed a felony but your agency feels like they would still be a viable candidate please fax the following listed documentation along with their Connecticut Criminal Background check to LaReese Cooper @ 860-638-5302:

- Detailed Statement (letter) from the applicant addressing the felony and circumstances regarding their criminal background and what they are currently doing now.
- An updated resume
- Letter from your agency supporting the applicant and your decision to hire if allowed.

All RA Connecticut Criminal Background checks that contain felony convictions will be reviewed by a DMHAS committee. A decision will be rendered and communicated to your agency on behalf of the applicant.