

Documentation of Staff Qualifications Policy Guidance

This document provides guidance for developing a Documentation of Staff Qualifications policy when applying for a provisional Early Intensive Developmental and Behavioral Intervention (EIDBI) license. Its purpose is to help agencies ensure that all providers meet and maintain the qualifications required to deliver EIDBI services. While this document offers recommendations, all providers must comply with staff qualification requirements established by Minnesota Statutes, sections 256B.0949 and 245A.142.

Recommended policy components

The Documentation of Staff Qualifications policy should be tailored to your organization and its staff. This policy may include the following components:

- Purpose
- Scope
- Required qualifications for providers (for example, CMDE, QSP, Level I, Level II, or Level III) you employ
- The documentation you require to verify qualifications are met, such as:
 - Resumes
 - Diplomas
 - Licensure and certifications
 - Background studies
- Storage of qualification documentation
- Ongoing monitoring
- Policy review schedule

For questions about the policies required for the EIDBI provisional license application, refer to the resources below, or contact the EIDBI Licensing Team at eidbi.licensing.dhs@state.mn.us or 651-431-6500.

Related resources

- [DHS Early Intensive Developmental and Behavioral Intervention \(EIDBI\) Benefit Manual](#)
- [EIDBI Licensing Homepage](#)
- Minnesota Statutes, sections [256B.0949](#) and [245A.142](#)