POLICY: CONTINUING EDUCATION FOR EMPLOYEES

I. PURPOSE:

The purpose of this policy is to ensure access to continuing education for employees and Contractor employees.

II. REFERENCES:

Title 45 CFR, Part 96.132(b)

III. POLICY:

It is the policy of County Mental Health and Substance Use Services (MHSUS) that continuing education in treatment services and/or prevention activities is made available to County and Contractor’s employees who provide the services or activities, as outlined in Title 45 CFR, Part 96.132(b):

(b) With respect to any facility for treatment services or prevention activities that is receiving amounts from a Block Grant, continuing education in such services or activities (or both, as the case may be) shall be made available to employees of the facility who provide the services or activities. The States will ensure that such programs include a provision for continuing education for employees of the facility in its funding agreement.

IV. AUTHORITY/RESPONSIBILITY:

Contract Managers
Alcohol and Drug Administrator
MHSUS Director

V. PROCEDURE:

The County ensures that MHSUS staff and its contractors receiving funding under the NNA/DMC State-County Contract comply with requirements of funding sources and applicable laws and regulations through the below methods.
CONTINUING EDUCATION FOR EMPLOYEES

As a condition of funding, contractors must have a system in place to make continuing education available to employees.

Contractor compliance with this policy shall be achieved through:
1. Distribution of the NNA-SAPT Block Grant Requirements in the Contractor Manual annually at contract renewal.
2. Approval of contract as to form and legal affect by county counsel.
3. Signature of Contractor on contract agreeing to all conditions set forth in the contract.
4. Approval and execution of contract by the County Board of Supervisors or County Administrator.
5. Annual completion of Self Audit by Contractor, and subsequent review by MHSUS Contract Manager, including Contractor's signed attestation of adherence to all laws and regulations.
6. At annual Site Visit, Contract Manager shall review contractor policy regarding Continuing Education of Employees, and review a sample of personnel files annually to ensure employees are provided opportunities for continuing education.

County procedures for making continuing education available are as follows:
1. Identify—using the HHS Role Assignment Form [Form 05-01]—and provide required training for employees performing SAPT BG or Drug/Medi-Cal funded activities within 30 days of their start date.
2. Providing Title 22 Drug/Medi-Cal training at least annually to employees participating in any Drug/Medi-Cal services.
3. Providing access to employees that perform SAPT BG or Drug/Medi-Cal funded activities to a web-based Relias Training program, which includes continuing education opportunities.
4. Permitting work time to be utilized for prevention and treatment continuing education opportunities, with supervisor approval.
5. Documenting all training activities.

County compliance with this policy shall be achieved through:
1. Approval of State-County NNA/DMC Contract by Board of Supervisors or authorized designee agreeing to all conditions set forth in the contract.
2. Attestation to compliance with Continuing Education Requirements at the annual DHCS Monitoring review.
3. Annual completion of Self Audit, including County Alcohol & Drug Administrator's signed attestation of adherence to all laws and regulations.
4. At annual Site Visit, MHSUS Quality Management shall review policy regarding Continuing Education, and review staff training records to ensure employees are provided opportunities for continuing education.