POLICY: TRAINING

I. PURPOSE:

The purpose of this policy is to ensure that training requirements are being met for the provision of substance use services for County Behavioral Health Substance Use staff and contractors, as appropriate.

II. REFERENCES:

CCR Title 22, Drug/Medi-Cal Program
State-County Intergovernmental Agreement, Exhibit A, Attachment 1
Drug/Medi-Cal Organized Delivery System Standard Terms and Conditions
MHSUS-ADP-04 Continuing Education for Employees
Marin County Department of Health and Human Services Compliance Work Plan

III. POLICY:

It is the policy of County BHRS to have an annual Training Plan and ensure that the training requirements are being met in a timely manner for all BHRS-Substance Use staff and Contractors. Non Professional staff shall receive appropriate onsite orientation and training prior to performing assigned duties. Non-professional staff shall be supervised by professional and/or administrative staff. Professional and Non-Professional staff are required to have appropriate experience and any necessary training at the time of hiring.

**County and Contracted Substance Use Service Providers**

Although there may be additional training requirements based on the BHRS Training Plan and specific Contract requirements, below are the minimum training requirements for BHRS and Contracted substance use staff.

1. At least four hours of Cultural Competency training - Annually
2. First Aid and CPR – Every other year for direct service and food preparation staff
3. Title 22 Regulations and Drug Medi-Cal Program Requirements—Annually
4. Privacy and Security Training – At hire and annually
5. Onsite orientation and training for non-professional staff – Prior to performing duties.

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6. ASAM E-trainings for staff performing assessments [ASAM Multidimensional Assessment and From Assessment to Service Planning and Level of Care] – Prior to performing assessments
7. CalOMS Tx or CalOMS Pv training - Prior to inputting data into the systems

**County Substance Use Administration Staff**
1. At least four hours of Cultural Competency training - Annually
2. Title 22 Regulations and Drug Medi-Cal Program Requirements—Annually
3. Privacy and Security Training – At hire and annually
4. CalOMS Tx or CalOMS Pv training at hire, as applicable

**County Compliance Officers**
The Compliance Officer will receive effective training and education to guard against fraud and abuse. Refer to the Marin County Compliance Work Plan for the responsibilities and training of the Compliance Officer.

**AUTHORITY/RESPONSIBILITY:**
Contract Managers
Alcohol and Drug Administrator
BHRS Director

**V. PROCEDURE:**

1. BHRS will offer access to all required trainings at least once per year and will document attendance at trainings.
2. BHRS will provide an orientation to all new Providers within 30 days of hire.

Contractor compliance with this policy shall be achieved through:
1. Distribution of the DMC and SAPT Block Grant Requirements in the Contractor Manual annually at contract renewal.
2. Signature of Contractor on contract agreeing to all conditions set forth in the contract and approval and execution of contract by the County Board of Supervisors or County Administrative Officer.
3. Completion of Training Section in the contract renewal documents and Provider Self Audit, and subsequent review of Training Logs by BHRS Contract Manager.
4. Documented ASAM assessment training for both ASAM Multidimensional Assessment” and “From Assessment to Service Planning and Level of Care” for staff that are performing assessments. Certificates shall be placed in the employee file as well as submitted to the Contract Manager.
5. At annual Site Visit, Contract Manager shall review contractor policy and procedures regarding staff training. Employee files and training logs will be reviewed in order to ensure training requirements are being met within the
appropriate timeframe, and policies and procedures are being followed in accordance with regulations.

6. Additional procedures as outlined in MHSUS-ADP-04 Continuing Education for Employees.

County-operated Substance Use Service Providers compliance with this policy shall be achieved through:

1. Approval of State-County Intergovernmental Agreement by Board of Supervisors or authorized designee agreeing to all conditions set forth in the contract.
2. Attestation to compliance with DMC-ODS Staff Training 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 hire each new employee will be given an orientation and training on the DMC-ODS requirements, CalOMS, and Privacy and Security trainings. All trainings, including participation in cultural competency and Title 22 trainings annually, will be documented and maintained in the employee’s personnel file and/or in Relias Learning.
5. Before providing assessment services staff member who are assessing client will complete the two required ASAM modules: “ASAM Multidimensional Assessment” and “From Assessment to Service Planning and Level of Care.” Participation in trainings will be documented and maintained in the employee’s personnel file.
6. At annual Site Visit, BHRS Quality Management shall review policy regarding staff training, and review staff training records to ensure employees have completed the required training.
7. Additional procedures as outlined in MHSUS-ADP-04 Continuing Education for Employees.