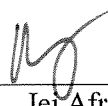


County of Marin Behavioral Health and Recovery Services (BHRS)	POLICY NO. BHRS-74
	Next Review Date: April 2024
POLICY:	Date Reviewed/Approved: April 21, 2021
<u>TRAINING AND CONTINUING EDUCATION SUBSTANCE USE SERVICES</u>	By:  Jeri Africa, PsyD Behavioral Health and Recovery Services Director
ORIGINAL TRAINING POLICY INTEGRATED CONTINUING EDUCATION FOR EMPLOYEES POLICY (MHSUS-ADP-04)	

POLICY: TRAINING AND CONTINUING EDUCATION SUBSTANCE USE SERVICES

I. PURPOSE:

The purpose of this policy is to ensure that training and continuing education for employee 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
- Title 45 CFR, Part 96.132(b)
- State-County Intergovernmental Agreement, Exhibit A, Attachment 1
- Drug/Medi-Cal Organized Delivery System Standard Terms and Conditions
- Substance Abuse Prevention and Treatment Block Grant (SABG) Contract
- Marin County Department of Health and Human Services Compliance Work Plan

III. POLICY:

It is the policy of Marin BHRS 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.

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

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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 Humility training - Annually
2. First Aid and CPR – Every other year for applicable direct service and food preparation staff
3. DMC-ODS Training Requirements —Annually
4. Information Privacy and Security Training – At hire and annually
5. At least five hours of continuing education in addiction medicine annually for LPHAs
6. Onsite orientation and training for non-professional staff – Prior to performing duties.
7. ASAM E-trainings for staff performing assessments [ASAM Multidimensional Assessment and From Assessment to Service Planning and Level of Care] – Prior to performing assessments
8. CalOMS Tx (treatment) or PPSDS (prevention) training - Prior to inputting data into the systems
9. Any other applicable training required by the Youth Treatment Guidelines, Perinatal Practice Guidelines or other requirements noted in the BHRS Practice Guidelines

County Substance Use Administration Staff

1. At least four hours of Cultural Humility training - Annually
2. DMC-ODS Training Requirements—Annually
3. Information Privacy and Security Training – At hire and annually
4. CalOMS Tx or PPSDS 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
BHRS Workforce, Education and Training Staff

V. PROCEDURE:

1. BHRS will offer access to DMC-ODS, Cultural Humility, CalOMS Tx, PPSDS and ASAM e-trainings at least once per year and will document attendance at trainings.

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- BHRS will provide an orientation to all new Providers within 30 days of hire/contract execution.

Contractor compliance with this policy shall be achieved through:

- Distribution of the Practice Guidelines and Contractor Manual annually at contract renewal. The Practice Guidelines and Contractor Manual will also be posted on the Marin BHRS website so they are available on demand.
- 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.
- Completion of Training Section in the contract renewal documents and Provider Self Audit, and subsequent review of Training Logs by BHRS Contract Manager.
- 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 place in the employee file.
- At annual Site Visit, Contract Manager shall review contractor policy and procedures regarding staff training and continuing education. 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.

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

- Approval of State-County Intergovernmental Agreement and SABG Contract/Application by Board of Supervisors or authorized designee agreeing to all conditions set forth in the contracts.
- Attestation to compliance with DMC-ODS Staff Training Requirements at the annual DHCS Monitoring review.
- Annual completion of Self Audit, including County Alcohol & Drug Administrator’s (or designees) signed attestation of adherence to all laws and regulations.
- At hire each new employee will be given an orientation and training on the SABG, DMC-ODS requirements, CalOMS, PPSDS, and Privacy and Security trainings. All trainings, including participation in cultural humility trainings, will be documented and maintained in the employee’s personnel file and/or in TalentQuest, or other platform used by the County to document trainings.
- Employees will be provided access to web-based trainings in TalentQuest, which includes continuing education opportunities, and will be permitted to use work time for prevention and treatment continuing education opportunities, with supervisor approval.

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6. 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.
7. 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.