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| County of Marin Behavioral Health and Recovery Services (BHRS) | POLICY NO. BHRS-74 |
| | Next Review Date: June 2027 |
| POLICY: <u>TRAINING</u> | Date Approved: June 7, 2024 |
| | By:  Todd Schirmer, PhD, CCHP Behavioral Health and Recovery Services Director |

POLICY: TRAINING AND CONTINUING EDUCATION

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:

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 Use Prevention and Treatment Block Grant (SUBG) Performance Contract
 Marin County Department of Health and Human Services Compliance Work Plan
 DHCS Alcohol and Other Drug Certification Standards
 BHRS-39 BHRS Cultural Humility Training Activities

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.

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County and Contracted Substance Use Services Staff

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.

All County and Contracted Provider Staff

1. BHRS County Staff:– Annually
 - a. One (1) Cultural Humility training
 - b. One (1) LGBTQ+ training
 - c. One (1) Working with Interpreters (every other year)
2. Contracted Providers- Annually
 - a. One (1) Cultural Humility training
 - b. One (1) LGBTQ+ training

Substance Use Prevention County and Contracted Provider Staff

1. Ecco - Prior to inputting data into the system

Substance Use Treatment Services County and Contracted Provider Staff

1. First Aid and CPR – Every other year for applicable direct service and food preparation staff
2. DMC-ODS and SUBG Requirements —Annually
3. Information Privacy and Security Training, including 42 CFR Part 2 – At hire and annually
4. At least five hours of continuing education in addiction medicine annually for LPHAs
5. Onsite orientation and training for non-professional staff – Prior to performing duties.
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. Marin Electronic Health Record (SmartCare) and CalOMS Tx (treatment) - Prior to inputting data into the systems
8. Clinical Documentation Training (for treatment providers) – Within 30 days of hire
9. MAT Policy – As outlined in the DHCS-approved MAT Policy (BHIN 23-054)
10. Naloxone Training (BHIN 23-064)
11. For Staff providing, monitoring or supervising the provision of Withdrawal Management (WM) services:
 - a. Certified in cardiopulmonary resuscitation and first aid
 - b. Trained in the use of Naloxone
 - c. Six (6) hours of orientation training.
 - d. Repeated orientation training within 14-days for returning staff following a 180 continuous day break in employment.

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e. Eight (8) hours of training annually that covers the needs of residents who receive WM services.

12. MOU provisions with the Managed Care Plans – Initial training within the timeframe identified in the MOUs and annually thereafter.

Any other applicable training required by the Youth Treatment Guidelines, Perinatal Practice Guidelines or other requirements noted in the BHRS Practice Guidelines

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, SUBG, DMC-ODS/MCP MOU Provisions, Cultural Humility, CalOMS Tx, PPSDS/Ecco, Clinical Documentation and ASAM e-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/contract execution.

Contractor compliance with this policy shall be achieved through:

1. 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.
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 place in the employee file.
5. 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

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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:

1. Approval of State-County Intergovernmental Agreement and SUBG Contract/Application by Board of Supervisors or authorized designee agreeing to all conditions set forth in the contracts.
2. Attestation to compliance with DMC-ODS and SUBG Staff Training Requirements at the annual DHCS Monitoring review.
3. Annual completion of Self Audit, including County Alcohol & Drug Administrator’s (or designees) signed attestation of adherence to all laws and regulations.
4. At hire each new employee will be given an orientation and training on the SUBG, DMC-ODS requirements, CalOMS, Prevention data (Ecco), 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.
5. 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.
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.