



POLICY & PROCEDURE (P&P) APPROVAL REQUEST FORM

I. P&P INFORMATION

Assigned Policy Name: Pre-Requisite Training

Assigned Policy Number: BHSD 13501

Policy Area(s): Mark All That Apply

- | | |
|---|--|
| <input type="checkbox"/> Plan Administration and Organization | <input type="checkbox"/> Provider Network |
| <input type="checkbox"/> Scope of Services | <input type="checkbox"/> Documentation Requirements |
| <input type="checkbox"/> Financial Reporting Requirements | <input type="checkbox"/> Coordination and Continuity of Care |
| <input type="checkbox"/> Management Information Systems | <input type="checkbox"/> Beneficiary Rights |
| <input type="checkbox"/> Quality Improvement System | <input type="checkbox"/> Beneficiary Problem Resolution |
| <input type="checkbox"/> Utilization Management Program | <input checked="" type="checkbox"/> Program Integrity |
| <input type="checkbox"/> Access and Availability of Services | <input type="checkbox"/> Reporting Requirements |

Submitted by: victor Ibabao Date: 5/15/2019

Policy developed by: Tianna Nelson, Steve Lownsbery, Leilani Villanueva

Attach P&P Document For Review In this Section [Include Paperclip Icon Here]



II. APPROVAL

Section A: HHS Compliance and County Counsel

HHS Compliance: DocuSigned by: victoria plan Date: 5/15/2019

County Counsel: 3527B4B4F12742C... DocuSigned by: Lorraine Van Kirk Date: 5/15/2019

Section B: BHSD Executive Director

BHSD Executive Director: DocuSigned by: Toni Tullys Date: 5/16/2019

Note - A copy of the Approved P&P Form will be emailed to: BHSD Compliance Unit



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- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | BHSD County Staff |
| <input checked="" type="checkbox"/> | Contract Providers |
| <input type="checkbox"/> | Specialty Mental Health |
| <input checked="" type="checkbox"/> | Specialty Substance Use Treatment Services |

Title: Pre-Requisite Training

Approved/Issue Date:	Behavioral Health Services Director:	
Last Review/Revision Date:	Next Review Date:	Inactive Date:

REFERENCE:
DHCS Contract, Exhibit A, Attachment I A2

POLICY:
It is BHSD policy that all internal and external substance use care professionals have completed pre-requisite training prior to providing substance use treatment services.

In addition, all staff and contract providers must conduct the mandatory annual training in accordance with DHCS requirements.

DEFINITIONS:
Pre-Requisite Training prior to provision of services is defined as including the following trainings:

- (a) Trainings that meet the regulatory and compliance statutes of the Intergovernmental Agreement (IA), DMC-ODS 1115 Waiver
- (b) HIPAA and 42 C.F.R. trainings on the legal and ethical issues involved in substance use treatment and beneficiary rights
- (c) Trainings that meet the clinical standards of the Managed Care Plan (MCP)



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Title: Pre-Requisite Training

PROCEDURE

All professional and non-professional staff are required to have appropriate experience and training on addiction, substance use disorders, and treatment before being hired.

All professional and non-professional staff must attend mandated BHSD training modules prior to performing duties.

BHSD and contract provider staff must receive appropriate trainings in accordance with County, State, and Federal requirements.

Pre-Requisite Trainings include but are not limited to training on:

- a. The ASAM Training Modules provided by The Change Company on the “ASAM Multidimensional Assessment,” “From Assessment to Services Planning and Level of Care,” and “Introduction to the ASAM Criteria”;
- b. Intergovernmental Agreement (IA) DMC-ODS 1115 Waiver;
- c. SUTS Best Practices and Standards of Care;
- d. Legal and Ethical Issues (with proof of completion within the last 2 years)
- e. Cultural Humility and CLAS trainings (with proof of completion within the last 2 years);
- f. Medical necessity and authorization (ALOC); and
- g. Confidentiality of substance use treatment and records.

All professionals and non-professionals who provide residential services also need to receive trainings that meet the established ASAN criteria for each level of residential care prior to providing services.

In addition, all BHSD staff and contract providers must complete other mandatory trainings. These include but are not limited to HIPPA privacy and security training,



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Title: Pre-Requisite Training

cultural competency training, documentation training, and BHSD system-related trainings.	
Responsible Party	Action Required
BHSD County Staff and Contract Providers	Shall complete all pre-requisite and annual trainings listed above and show proof of completion.
BHSD County Staff and Contract Providers	Shall ensure all staff complete the required trainings prior to providing services.
BHSD	Will offer pre-requisite trainings at various times throughout the fiscal year and notify providers of such trainings. Will audit providers to ensure compliance with the requirements.
Attachments:	