

MEMORANDUM

To: ACBH Providers, Contractors and Affected Vendors
From: Ravi Mehta, Chief Compliance and Privacy Officer
Date: November 12, 2019
RE: Annual Compliance Training (Completion Deadline: **January 31, 2020**)

Our commitment to excellence begins with our commitment to the highest ethical standards.

As the Chief Compliance and Privacy Officer for Health Care Services Agency (HCSA), including Alameda County Behavioral Health (ACBH), it is integral to our system to ensure that our processes are aligned with these standards. To that end, ACBH is committed to working with its valued community partners, providers, contractors, and affiliated vendors (collectively “providers”) in a way that demonstrates our commitment to contractual obligation and reflects our shared concern for quality and efficient health care service delivery to our beneficiaries in a manner that is safe, medically necessary, client-centered, and equitable.

ACBH is committed to conducting business with honesty and integrity and expects the same from its providers who do business with or on behalf of ACBH. ACBH’s Compliance and Integrated Ethics Plan (CIEP) provides general guidance and direction regarding ethical and legal business practices and behavior. It is the foundation of ACBH Compliance Program. *Every provider is expected to be familiar with, understand, and follow the principles set forth in the CIEP.*

As part of our commitment to comply with all applicable laws, rules and regulations, all ACBH providers are required to complete core compliance training annually. Education is an integral part of the Compliance Program. A key training objective is to ensure that providers who do business with ACBH receive training on how to perform their jobs in compliance with the ACBH business and clinical standards and applicable laws and regulations.

The purpose of the compliance training centers on explaining:

- General principles of Compliance Program;
- Covers key policies (e.g., Code of Conduct, Fraud, Waste and Abuse), responsibilities and concepts;
- Articulate and contextualize the responsibilities of staff, managers and others; and
- How to recognize and report a compliance concern or potential violation.





This self-guided training will take approximately 30 minutes to complete. After completing the training, staff will receive an acknowledgement to sign that they have successfully met the requirement. **Program supervisors/managers are responsible for ensuring that each employee within their respected organization has successfully completed the course by January 31, 2020.**

IMPORTANT: **Supervisor/Manager(s)** - Please save a signed copy of the staff Compliance Attestation form in his/her personnel file. You are required to produce this evidence, upon request from HCSA, ACBH or external auditors.

