

## Memo

**Date:** February 10, 2025

**To:** Alameda County Behavioral Health Department (ACBHD) Specialty Mental Health Services (SMHS) and Substance Use Disorder (SUD) Service Organizations

**From:** Torfeh Rejali, LMFT, Division Director, ACBHD Quality Assurance (QA) *Torfeh Rejali*

**Subject:** ACBHD Provider Training Policy and Reference Guide

The purpose of this memo is to notify ACBHD providers of the publication of a new Provider Training Requirements policy and Provider Training Reference Guide.

### Background

The ACBHD contract with the Department of Health Care Services (DHCS) requires that all providers have a system for training and education for the Compliance Officer, the organization's senior management, and the organization's employees for the Federal and State standards and requirements under their contract.

It is the providers' responsibility to ensure that team members have adequate and sufficient training, experience, and scope of practice, consistent with applicable regulatory boards and/or other requirements, prior to offering or rendering services.

### New Policy and Reference Document

A new policy titled [ACBHD Provider Training Requirements](#) was recently approved and is now posted on the [Policy and Procedure](#) page of the ACBHD Provider website in section 1600.

This policy describes providers' options for developing customized training or using the self-paced training modules developed by California Mental Health Services Association (CalMHSA), as well as requirements for record keeping and development of a training plan.

Additionally, the QA Division has developed a [Provider Training Reference Guide](#) detailing required and optional training content and links to relevant training resources.

Both documents are posted in Section 1 of the [QA Manual](#) page of the provider website.

### Action Required

Please review these documents closely and share the information with your teams, as appropriate.

### Support

For questions, please contact [QATA@acgov.org](mailto:QATA@acgov.org).