	Approved By: <u>Manuel J. Jimenez, Jr.</u> <small>(signature)</small> Manuel J. Jimenez, Jr., MA, MFT, Behavioral Health Care Services Director Date: <u>6/30/14</u>
POLICY: Continuing Education for Employees and Contractors of Alcohol/Drug Programs AUTHOR: Paul Takayanagi, Director of Training and Development Reviewed by Executive Committee and recommended for approval by BHCS Director. Date <u>6/20/14</u> initials <u>[initials]</u>	Date Revised: _____ Policy No.: _____

**POLICY: Continuing Education for Employees and Contractors of Alcohol/Drug Programs**


It is the policy of Alameda County Behavioral Health Care Services (ACBHCS) to assure that continuing education and training related to substance use disorder (SUD) treatment and recovery services and alcohol and other drug (AOD) problem prevention activities are made available and accessible to ACBHCS employees, as well as to employees of the community-based organizations (CBOs) who provide those services under contract with ACBHCS.

ACBHCS will provide continuing education for employees with respect to any facility for treatment services or prevention activities that is receiving amounts from a Block Grant, as stipulated by Title 45 of the Code of Federal Regulations, section 96.132(b), additional agreements. (45 CFR 96.132b). Continuing education in such services or activities (or both, as the case may be) shall be made available to employees of any facility who provide the services or activities.

**PROCEDURE:**

1. The ACBHCS Training Officer will convene an annual meeting of a sub-committee of the ACBHCS Training Committee with invited personnel from among (SUD) treatment and recovery service CBOs and AOD prevention services CBOs to focus on continuing education activities related to SUD treatment/recovery services and AOD problem prevention activities. The sub-committee will discuss and decide upon continuing education subject priorities for the next year that will help to meet the continuing education and training needs of those CBOs who provide SUD treatment/recovery services and/or AOD problem prevention activities.
2. Using those priorities established by the sub-committee in item #1, the ACBHCS Training Officer will then develop an annual SUD/AOD Continuing Education Training Plan to be implemented and made available to all employees of CBOs who provide SUD treatment/recovery services or AOD problem prevention activities within Alameda County receiving funding from a Block Grant.
3. The ACBHCS Training Officer will work with the SUD/AOD sub-committee members and other content experts to identify and engage qualified instructors and trainers for specific training subjects and activities that support the plan described above in item #2.
4. Continuing education activities will be primarily free of charge and provide continuing education credit from designated Boards and certification authorities (*The ACBHCS Training Unit is itself a certified provider of continuing education units (CEUs) by the California Board of Behavioral Sciences, number PCE 307 and the California Association of Alcoholism and Drug Abuse Counselors (CAADAC), Provider Number 4C-04-0614*).
5. The ACBHCS Training Officer will collect and analyze evaluation forms and other evaluative material for effectiveness of specific continuing education activities and to assess the overall quality of the continuing education training program.

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- The ACBHCS Training Unit will maintain all pertinent records and files for ongoing historical record keeping of the continuing education training program related to substance use disorder treatment services.