

<p>Lancaster County Drug & Alcohol Commission PREVENTION Procedures</p>	<p><i>P #3</i> Policy: Training Requirements</p>
<p><i>Most Current Revision: 08242022</i> <i>Page: 1 of 4</i> <i>Effective Date: 07012020</i></p>	

I. Purpose

To ensure that all LCDAC and Contracted Prevention Service Providers acquire and maintain their skills and knowledge related to effective, state-of-the-art prevention services.

II. Procedure

a. **MANDATORY MINIMUM TRAINING REQUIREMENTS**

- i. All staff delivering, supervising, and monitoring prevention programming are required to acquire minimum training requirements as outlined in the most current DDAP Prevention Manual
- ii. Training requirements are in place for the LCDAC staff as well as the LCDAC contracted Prevention Service Provider staff who are directly involved with any of the following responsibilities:
 1. Prevention needs assessment and planning
 2. Monitoring prevention programming
 3. Supervising prevention staff
 4. Direct prevention service delivery
 5. Prevention data entry
- iii. The LCDAC staff as well the LCDAC contracted Prevention Service Provider staff will have twelve (12) months from the time of hire or twelve (12) months from the time of their prevention assignment to complete the below mandatory course(s) and obtain certificates of completion.
 1. All Training Certificates obtained by the LCDAC contracted Prevention Service Provider staff must be retained by the Provider and made available at the monitoring site visit and/or upon request.
- iv. The requirements below represent yet are NOT necessarily all inclusive of the MANDATORY MINIMUM TRAINING requirements:
 1. Prevention 101
 - a. Only required for staff who began working in the field of ATOD prevention after July 1, 2014.
 2. Ethics in Prevention
 3. Making the Connection: Prevention Program Services, Fidelity Adaptations and Minimum Data Sets (MDS) Service Codes
 4. Addictions 101*

v. **EXEMPTIONS to the MINIMUM TRAINING** requirements include:

1. *Addictions 101
 - a. Exemptions may be made at the discretion of the LCDAC Executive Director.
 - b. The Prevention Service Provider Supervisor must provide written documentation that comparable training and educational requirements have been met.
 - c. Said written documentation must be attached to an email to the LCDAC Executive Director.
 - d. Upon review of the submitted documentation, the LCDAC Executive Director will respond via email with a final decision as to whether the submitted written documentation justifies the exemption.
 - e. In the event the exemption is awarded, it is the Prevention Provider's responsibility to retain the approval notification from the LCDAC Executive Director
 - f. The Prevention Provider will need to produce the written approval of the Addiction 101 training as requested/required
2. Staff whose only prevention-related job duty is prevention **data entry** are required to take Making the Connection but are exempt from the other three mandatory training courses.
3. Staff that only provide prevention services in the evening or on weekends and have full-time day employment elsewhere.
4. Volunteers who deliver and/or support prevention programs.
5. Individuals such as nurses, police officers and schoolteachers who provide direct prevention services as a component of their jobs.
6. Individuals who complete SAMHSA's Substance Abuse Prevention Skills Training (SAPST) are not required to complete Prevention 101.

b. **REQUIRED YEARLY TRAININGS**

- i. All full-time prevention staff who deliver or supervise prevention services must complete 12-hours of prevention training courses each year.
- ii. Courses may be completed either in a classroom setting or online and must be offered by a professional organization including, yet not limited to:
 1. Department of Drug and Alcohol Programs (DDAP)
 2. Commonwealth Prevention Alliance (CPA)
 3. Substance Abuse and Mental Health Services Administration (SAMHSA)
 4. Center for Substance Abuse Prevention (CSAP)
 5. FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP)
 6. Center for School and Communities
 7. Pennsylvania Training and Technical Assistance Network (PaTTAN)

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- iii. Some trainings that are strongly suggested which would count toward the 12-hour requirement include:
 - 1. Basic Pharmacology
 - 2. Communication Skills
 - 3. Confidentiality
 - 4. Cultural Competency
 - 5. Current Drug Trends
 - 6. Trainings that address evaluation, presentation skills, child development, theories of health behaviors, etc. may also be appropriate to count towards the 12-hour training requirement.
 - 7. Training to be a facilitator or trainer for a program or curriculum (e.g., Too Good for Drugs, Life Skills Training, Girls Circle, etc.) can count for up to (but no more than) 6 hours of the 12-hour training requirement.
 - 8. Trainings related to preventing problem gambling can be used to fulfill the 12 hour a year training requirement.
 - 9. For staff who deliver or supervise ATOD prevention, trainings on problem gambling prevention can count for up to (but no more than) 6 hours of the 12-hour training requirement.
 - 10. For staff who deliver or supervise only problem gambling prevention, all 12 hours can be made up of trainings related to problem gambling prevention.
- iv. **EXEMPTIONS TO THE 12 HOUR TRAINING REQUIREMENT:**
 - 1. Provider staff who work less than 20 hours a week.
 - 2. Provider staff who work more than 20 hours a week but have 50% or less of their time designated for prevention.

c. TRAININGS REQUIRED FOR THOSE ON THE LCDAC NEEDS & RESOURCE ASSESSMENT TEAM

- i. Prevention Provider Service staff may be invited to join the LCDAC Needs & Resource Assessment Team
- ii. For those staff who agree to join the LCDAC Needs & Resource Assessment Team, they will be required to attend the various Needs and Resource Assessment Trainings when offered by DDAP

d. TRAININGS REQUIRED FOR STAFF ENTERING WITS DATA

- i. Recommend training for PA WITS can be found at https://www.ddap.pa.gov/Trainings/Pages/DataSystem_Training.aspx

e. RETENTION OF TRAINING CERTIFICATES

- i. LCDAC contracted Prevention Service Provider staff that are required to complete any of the aforementioned courses must receive certificates of completion.
 - 1. Copies of the LCDAC contracted Prevention Service Provider staff training completion certificates must be maintained by the Prevention Service Provider.
 - 2. Training completion certificates must have the following information:

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- a. The course name;
 - b. Number of hours;
 - c. Date;
 - d. Name of the organization providing the course.
3. Training certificates will be reviewed during the LCDAC's annual monitoring site visits and/or upon request.
- ii. Courses may be completed either in a classroom setting or online and must be offered by a professional organization including, but not limited to:
 1. Department of Drug and Alcohol Programs (DDAP)
 2. Commonwealth Prevention Alliance (CPA)
 3. Substance Abuse and Mental Health Services Administration (SAMHSA)
 4. Center for Substance Abuse Prevention (CSAP)
 5. FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP)
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f. FAILURE TO ADHERE TO THE REQUIRED TRAINING MANDATES

- i. If training requirements are not being met, LCDAC will require the Prevention Service Provider to submit a corrective action plan to identify how the issue(s) will be resolved.

Approved By:



Rick Kastner LCDAC Executive Director

08242022

Date