

Lancaster Drug & Alcohol Commission Case Management & Clinical Services Policy & Procedure Manual	CMCS # 33 Policy: Core Training Requirements
Most Current Revision: 07102023 Effective Date: 07012020	Page: 1 of 4

I. Purpose:

To outline core trainings required for the staff providing case management services and their supervisor

II. Procedure:

Staff providing the LCDAC case management services as well as their IMMEDIATE supervisors must complete all required DDAP core trainings within 365 days of hire.

1. LCDAC and its contracted service provider must maintain certificates of completed trainings on file.
2. The LCDAC Executive Director or designee may permit an exemption for Addictions 101 and/or Screening and Assessment trainings for individuals who have already had comparable education and training. For the LCDAC Executive Director to consider approval of exemption of staff from the above trainings, written documentation must be submitted to justify the exemption. The LCDAC Executive Director shall supply written **documentation of exemption approval or denial, which must be maintained by the contracted service provider of the staff in question and MUST be produced as requested.**
3. Staff who have already conducted screening and assessment and have completed the DDAP-required core trainings may not be required to take Addictions 101 and Screening and Assessment trainings. If this is the case, follow the protocol in 2 above.
4. The Staff as well as their IMMEDIATE supervisor (that is: the individual overseeing/supervising the staff directly in the core functions of Emergent Screening; LoCA; and/or Care Coordination) are required to complete the following **DDAP approved courses**:
 - **Addictions 101**
 - i. Requires a DDAP certificate or exemption from the LCDAC Executive Director
 - ii. This course includes basic information about the disease concept, characteristics of common drugs of misuse, pharmacology, assessment, withdrawal management, treatment, and recovery.
 - **Confidentiality**
 - i. Requires a DDAP certificate.

- ii. This course provides participants with information needed to comply with applicable laws and regulations for the confidentiality of drug and alcohol treatment services in the Commonwealth of Pennsylvania.
- iii. The Pennsylvania Department of Drug & Alcohol Programs (DDAP) provides an online training module for Drug and Alcohol Confidentiality through TrainPA.
 - i. This training is a review of the federal and state confidentiality laws and regulations protecting the privacy of those seeking and receiving services for Substance Use Disorders and is designed to help participants gain the basic knowledge needed to effectively perform their job duties within the parameters of confidentiality protections.
 - ii. The online training module may be completed in lieu of the classroom Confidentiality training.
 - iii. A 3 hours of PCB continuing education credit for completing this online training will be provided.
- iv. There is a Spanish version of the Substance Use Disorder Confidentiality training module.
 - a. This can be accessed on TrainPA by searching DDAP and then selecting PA-DDAP: Substance Use Disorder Confidentiality (SPANISH VERSION).
- **Case Management Series**
 - i. Requires a DDAP certificate(s)
 - ii. Both courses are required for staff who did not complete the previous Case Management Overview curriculum.
 - iii. Case Management Overview
 - a. The **online** Case Management Overview training **must** be completed **before** the Case Management Skills training.
 - b. All Case Managers and Case Management Supervisors must complete the Online Module by December 29, 2023, regardless of their date of hire and even if they completed the previous versions of Case Management Overview through TRAIN PA.
 - c. The online Case Management Overview training will provide a foundation from which case managers will build skills and gain a comprehensive understanding of case management, and guide participants through what case management is, how it came about, the core roles of case managers, and provide resources to assist in the delivery of case management.
 - iv. Case Management Skills Training
 - a. available in-person or virtual.
 - b. will build on the information provided in the online training and provide participants with the opportunity to practice case management skills. Participants will also be provided with tools to assist in identifying resources within their network and community to assist the individuals they serve.
- **Screening & Assessment**

- i. This training is **ONLY** required for those Case Managers who perform emergent screenings and/or level of care assessments.
 - ii. Requires DDAP certificate or exemption from the LCDAC Executive Director
 - iii. This course will provide an understanding on how to conduct an effective assessment and determine emergent care needs.
 - iv. The required components of screening and assessment tools, emergent care issues, screening options, interview techniques and a review of the DSM5 Criteria for Substance Use Disorders and Addictive Disorders will be covered.
- **Motivational Interviewing, Advancing the Practice**
 - i. Advancing the Practice (requires DDAP certificate) Motivational Interviewing (MI) is an evidence-based treatment that addresses ambivalence to change.
 - ii. MI is a conversational approach designed to help people identify their readiness, willingness, ability to change and make use of their own change-talk.
 - iii. Participants will learn the theory/concepts of MI and will practice MI in an experiential setting.
 - iv. Required for staff hired on or after July 1, 2020
 - v. **HOWEVER**, it is strongly recommended that **ALL** Case Managers complete the training in Motivational Interviewing
 - **The ASAM Criteria, 2013.**
 - i. requires Train for Change or The Change Companies certificate
 - ii. Approved courses include the two-day classroom skills course by Train for Change and/or ASAM Modules I and II by The Change Companies. These courses are designed to provide participants with the skills and understanding necessary for effective use and application of The ASAM Criteria, 2013.
 - iii. Independent use and application of The ASAM Criteria, 2013 is prohibited by SCAs and contracted providers unless DDAP approved core training requirements are successfully completed.
 - **Co-Occurring Education/Training**
 - i. Under ASAM Criteria, 3rd Edition, 2013, staff should have training to understand signs and symptoms of mental health disorders
 - ii. Clinical supervisor must acquire co-occurring education/training by December 29, 2023.
 - iii. Counselors, Counselor Assistant's, Case Managers, and Case Manager Supervisors must acquire co-occurring education/training by 7/1/2024.
 - iv. Education/training can be either formal instructor led or self-paced e-Learning.
 - v. Training topics include:
 - a signs and symptoms of mental disorders,
 - b information regarding psychotropic medications and their interactions with substance related disorders.
 - vi. Training may be provided by external sources, including:
 - a DDAP,
 - b SAMHSA and its affiliated Addiction Technology Transfer Centers (ATTC), National Institute of Health (NIH),

