

SWMBH Operating Policy 11.16

Subject: Staff Development Program –SARF		Accountability: Substance Abuse Prevention and Treatment, Utilization Management	Effective Date: 7/28/14	Pages: 2
REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ SA SARF Department of Community Health Mental Health and Substance Abuse Administration Substance Use Disorder Services Program R 325.14112, Personnel Management, Rule 112; and R 325,14114, Staff Development Program, Rule 114 Other _____		Last Reviewed Date: 8/26/16	Past Reviewed Dates: 7/28/14	
LINE OF BUSINESS: <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> I Waiver <input checked="" type="checkbox"/> Healthy Michigan <input checked="" type="checkbox"/> SUD Medicaid <input checked="" type="checkbox"/> SUD CA Block Grant <input type="checkbox"/> OTHER: _____	APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Ops <input checked="" type="checkbox"/> Participant CMHSPs <input checked="" type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> DD providers <input type="checkbox"/> Other: _____	Last Revised Date: 8/26/14	Past Revised Dates:	
Approved : <u><i>Winchie Smith</i></u> Date: <u>9/8/2016</u>		Required Reviewer: Director SAPT Director of Provider Network Medical Director		

I. Purpose

Southwest Michigan Behavioral Health (SWMBH) shall operate a staff development program to ensure that program staff are initially trained and regularly kept abreast of the programs, interventions and services most conducive to recovery orientated system of care.

II. Policy

It shall be the policy of SWMBH to provide/assure that Staff Development Program – Screening, Assessment, Referral, and Follow-up (SARF) meets the contractual and regulatory requirements of the Michigan Department of Health and Human Services (MDHHS) contract and Center for Medicare and Medicaid Services (CMS) Code of Federal Regulations (CFR) and the Public Health Code and advances the recovery of SWMBH customers. This will be accomplished by promoting staff training and development among Community Mental Health Service Providers (CMHSP), behavioral health, substance use disorder and medical health care providers.

III. Standards and Guidelines

- A. SWMBH leadership will be responsible for ensuring that staff utilize the staff development program to the advantage of the program and the individuals receiving services.
- B. The staff development program shall include
 - Orientation for entry level staff

SWMBH Operating Policy 11.16

- On the job training
- In-service education
- Opportunities for continuing job-related education

C. Staff development activities will be approved according to established policies. All education activity is noted in the personnel records.

IV. Definitions

None

V. References

Department of Community Health Mental Health and Substance Abuse Administration Substance Use Disorder Services Program R 325.14112, Personnel Management, Rule 112; and R 325, 14114, Staff Development Program, Rule 114

VI. Attachments

None