

<p style="text-align: center;">York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</p>	<p><i>Number: C-17</i></p> <p><i>Policy: Core Training Requirements</i></p>
<p><i>Revision Date: 3/18/2022</i> <span style="float: right;"><i>Page: 1 of 2</i></span></p> <p><i>Effective Date: Per Revised CMCS Manual 7/29/21</i></p>	

***I. Purpose:***

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

***II. Policy:***

Staff providing case management and treatment services and their supervisors must complete all required DDAP core trainings within 365 days of hire.

The SCA and contracted provider must maintain certificates of completed trainings.

The SCA Administrator or designee may permit an exemption for Case Management Overview, Addictions 101, and Screening and Assessment trainings for individuals who have already had comparable education and training. For the SCA Administrator to consider approval of exemption of staff from the above trainings, written documentation must be submitted to justify the exemption. The SCA shall supply written documentation of exemption approval or denial, which must be maintained by the employee in question.

Staff who have already conducted screening and assessment and have completed the DDAP-required core trainings are not required to take Addictions 101, and Screening and Assessment trainings.

Case Management Staff and their supervisors are required to complete the following DDAP approved courses:

1. **Addictions 101** (requires DDAP certificate or exemption)
2. **Confidentiality** (requires DDAP certificate)
3. **Case Management Series** (Required for staff who did not complete the previous Case Management Overview curriculum). The online Case Management Overview training must be completed before the Case Management Skills training. (requires DDAP certificate or exemption)
  - a. Case Management Overview – Online Module <https://www.train.org/pa/welcome>.
  - b. Case Management Skills Training – In-person or Virtual
4. **Screening & Assessment** (required only for case managers who perform screening and assessment and requires DDAP certificate or exemption)
5. **Motivational Interviewing, Advancing the Practice** (Required for staff hired on or after July 1, 2020; however, it is recommended that all case managers complete training in Motivational Interviewing.)
6. **The ASAM Criteria, 2013** (requires Train for Change or The Change Company’s certificate)

- 7. WITS Treatment Data System Training** (In addition to the required trainings noted above, the SCA and its contracted providers are required to complete the online training modules for DDAP's Data System, PA WITS. The trainings are available online at:  
[https://www.ddap.pa.gov/Training/Pages/DataSystem\\_Training.aspx](https://www.ddap.pa.gov/Training/Pages/DataSystem_Training.aspx).

Staff providing treatment and their supervisor are required to complete the following DDAP approved courses:

- 1. Addictions 101** (requires DDAP certificate or exemption)
- 2. Confidentiality** (requires DDAP certificate)
- 3. The ASAM Criteria, 2013** (requires Train for Change or The Change Companies certificate)

Upon successful completion of each core training course, participants must complete a course evaluation. The evaluation form can be accessed through DDAP's Training Management System. Upon completion and submission of the course evaluation, participants will have access to their certificates of completion.

Approved By:

*Audrey Gladfelter*

YADAC Administrator

*3/18/2022*

Date