

<p>York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</p>	<p><i>Number: P-3</i></p> <p><i>Policy: Prevention Required Trainings and Education</i></p>
<p><i>Most Current Revision : 6/1/20</i> <i>Effective Date: 7/1/20</i></p>	<p><i>Page: 1 of 4</i></p>

I. Purpose:

To provide policy to outline required prevention trainings and education

II. Policy:

The training and education requirements as listed in this policy represent the minimum training and education requirements for staff directly involved in the following responsibilities:

- Prevention Needs Assessment and Planning
- Supervision of prevention staff
- Monitoring prevention programming
- Direct prevention service activity
- Prevention data entry

1. MINIMUM EDUCATION AND TRAINING REQUIREMENTS

Staff delivering prevention services must meet the minimum education and training (MET) requirements established by the State Civil Service Commission for one of the following classifications: Drug and Alcohol Prevention Program Specialist Trainee, Drug and Alcohol Prevention Program Specialist or Drug and Alcohol Prevention Specialist. Those persons responsible for supervision of prevention staff must meet the MET requirements established by the State Civil Service Commission for the Drug and Alcohol Prevention Program Supervisor. MET requirements are outlined below:

Classification	Minimum Education and Training Requirements
Drug and Alcohol Prevention Specialist Trainee	A bachelor's degree; OR any equivalent combination of experience and training.
Drug and Alcohol Prevention Specialist	One year as a Drug and Alcohol Prevention Specialist Trainee; OR one year of experience in drug and alcohol prevention work and a bachelor's degree in health education, education, the social or behavioral sciences or related fields; OR an equivalent combination of experience and training.
Drug and Alcohol Prevention Program Specialist	One year of experience as a Drug and Alcohol Prevention Specialist; OR a bachelor's degree in health education, education or the social or behavioral sciences and two years of progressively responsible experience in drug and alcohol prevention activities; OR an equivalent combination of experience and training.

Drug and Alcohol Prevention Program Supervisor	One year as a Drug and Alcohol Prevention Specialist; OR a bachelor's degree in Health Education, Education, the Social or Behavioral Sciences or related fields and two years of progressively responsible experience in prevention activities; OR any equivalent combination of experience and training.
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Staff have 12 months from the time of hire or 12 months from the time of acquiring the responsibilities outlined above to complete the required courses and to obtain certificates of completion. All training certificates must be retained by the staff and made available upon request.

2. MANDATORY TRAINING COURSES

The requirements below represent the minimum training requirements. All staff delivering, supervising and monitoring prevention programming are encouraged to maintain their skills and knowledge by taking advantage of available training opportunities. For the SCA to consider approval of exemption of staff from mandatory trainings, documentation must be submitted to justify the exemption. To request an exemption, send an email to the YADAC Prevention Specialist or their designee. The email should include the name of the staff person, the training requirement the exemption is for and the justification for exempting the staff person from the training requirement. The SCA shall supply written documentation of exemption approval or denial, which must be maintained by the employee in question.

- A. **Prevention 101** - *Only required for staff who began working in the field of ATOD prevention for an SCA or an SCA contracted provider after July 1, 2014.*
- B. **Ethics in Prevention**
- C. **Making the Connection: Prevention Program Services, Fidelity Adaptations and Minimum Data Set (MDS) Service Codes**
- D. **Addictions 101** - *Exemptions may be made at the discretion of the SCA Administrator for both SCA staff and provider staff for Addictions 101, provided that comparable training and educational requirements have been met. If the SCA Administrator chooses to exempt any staff from the Addictions 101 training requirement, the SCA/provider must be able to provide written documentation to justify the exemption. If the SCA Administrator wishes to be exempted from the Addictions 101 training requirement, a written request for the exemption and supporting documentation must be emailed to your DDAP Project Officer (and copy your assigned DDAP Prevention Analyst). Exemptions will then be made at the discretion of DDAP. SCA Administrators are not permitted to exempt themselves from training requirements.*

3. EXEMPTIONS TO THE MANDATORY TRAINING REQUIREMENTS:

- A. SCA and provider 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.
- B. SCA and provider staff that only provide prevention services in the evening or on weekends,

and have full-time day employment elsewhere.

- C. Volunteers who deliver and/or support prevention programs.
 - D. Individuals such as nurses, police officers and school teachers who provide direct prevention services as a component of their jobs.
 - E. Individuals who complete SAMHSA's Substance Abuse Prevention Skills Training (SAPST) are not required to complete Prevention 101.
4. ADDITIONAL TRAINING REQUIREMENTS:

A. PA WITS PREVENTION DATA SYSTEM TRAINING

Recommended training for PA WITS can be found here:

https://www.ddap.pa.gov/Training/Pages/DataSystem_Training.aspx

B. NEEDS AND RESOURCE ASSESSMENT TRAININGS

Needs and Resource Assessment Team members as specified in the DDAP Needs and Resource Assessment Manual are required to attend the Needs and Resource Assessment trainings when offered by DDAP.

C. ACTION PLAN TRAININGS

Action Plan Team members as specified in the DDAP Prevention Action Plan Manual are required to attend the Action Plan trainings when offered by DDAP.

D. FETAL ALCOHOL SPECTRUM DISORDER (FASD) TRAINING

The SCA FASD Coordinator is to be considered the subject matter expert. The FASD Coordinator must complete at least six hours of FASD training within one year of assuming the role as the FASD Coordinator. FASD trainings are offered by DDAP. For information on available courses visit the DDAP Training Management System.

These six (6) hours of training can be considered as part of the 12 hours of training required per year as outlined below.

E. TWELVE (12) HOURS PER YEAR TRAINING REQUIREMENT

All full-time prevention staff (SCA or contracted provider) who deliver or supervise prevention services must complete 12-hours of prevention training courses each year. Courses may be completed either in a classroom setting or online and must be offered by a professional organization including, but not limited to:

- Department of Drug and Alcohol Programs (DDAP)
- Commonwealth Prevention Alliance (CPA)
- Substance Abuse and Mental Health Services Administration (SAMHSA)
- Center for Substance Abuse Prevention (CSAP)
- FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP)
- Center for School and Communities

- Pennsylvania Training and Technical Assistance Network (PaTTAN)

Some trainings that are strongly suggested which count toward the 12 hour requirement would include:

- Basic Pharmacology
- Communication Skills
- Confidentiality
- Cultural Competency
- Current Drug Trends

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.

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.

Trainings related to preventing problem gambling can be used to fulfill this requirement. 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. For staff who deliver or supervise only problem gambling prevention, all 12 hours can be made up of trainings related to problem gambling prevention.

Certificates of completion for the twelve (12) hours of training need to contain:

- the course name
- number of hours
- date
- name of the organization providing the course

5. EXEMPTIONS TO THE 12 HOUR TRAINING REQUIREMENT:

- SCA staff who have 20% or less of their time designated for prevention.
- Provider staff who work less than 20 hours a week.
- Provider staff who work more than 20 hours a week, but have 50% or less of their time designated for prevention.

Approved By:



YADAC Administrator

6/1/20

Date