

Section 8.06 Staffing Qualifications

Required Qualifications of Staff Providing Case Management Services are as follows:

Staff delivering case management services must meet the minimum education and training (MET) requirements established by the State Civil Service Commission for one of the following classifications:

- 1) D&A Case Management Specialist,
- 2) D&A Case Management Specialist Trainee,
- 3) D&A Treatment Specialist, or
- 4) D&A Treatment Specialist Trainee

Those persons responsible for supervision of staff delivering case management services must meet the MET requirements established by the State Civil Service Commission for the Case Management Supervisor or Treatment Specialist Supervisor. If case management services are being performed by a contracted licensed drug and alcohol treatment provider, individuals delivering the services must meet either the MET requirements for the classifications referenced in this paragraph or the DDAP licensing staffing regulations for either a Counselor or Counselor Assistant. Supervisors of these staff must meet either the MET requirements for the supervisory classifications referenced in this paragraph or the DDAP licensing staffing requirements for Clinical Supervisor or Lead Counselor.

Section 8.07 Core Training

The SCA is required to ensure that those persons providing case management functions and their supervisors complete all required and applicable DDAP-approved case management core trainings within 365 days of hire. All SCA/provider staff certificates from required trainings must be maintained by the SCA/provider.

Exemptions may be made at the discretion of the SCA Administrator for both SCA staff and provider staff for the Case Management Overview, Addictions 101, and Screening and Assessment courses, provided that comparable training and educational requirements have been met. If the SCA Administrator chooses to exempt any staff from the above trainings, the SCA/provider must be able to provide written documentation to justify the exemption. If the SCA Administrator serves in the capacity of case management supervisor and wishes to be exempted from the above training requirements, a written request for the exemption and supporting documentation must be submitted to the SCA's Project Officer in DDAP's CPO Section. Exemptions will then be made at the discretion of DDAP. SCA Administrators are not permitted to exempt themselves from training requirements.

Staff that previously conducted screening and assessment and had the DDAP-required core trainings prior to November 2003 are not required to take Case Management Overview, Addictions 101, and Screening and Assessment trainings. In addition, staff that completed the Confidentiality training course prior to November 2003 are not required to take the related practical application courses.

All case management staff at the SCA or their subcontracted providers must meet the training requirements of the current edition of ASAM.

Course selection and completion requirements depend upon which functions the case manager has been assigned to perform. The course requirements for each function are outlined below:

Assessment

- 1) Addictions 101
- 2) Confidentiality
- 3) Practical Application of Confidentiality Laws and Regulations
- 4) Case Management Overview
- 5) Screening & Assessment
- 6) ASAM Training, current edition

Coordination of Services

- 1) Addictions 101
- 2) Confidentiality
- 3) Practical Application of Confidentiality Laws and Regulations
- 4) Case Management Overview
- 5) ASAM Training, current edition*

*If conducting continued stay reviews