



Children's Case Management and Behavioral Health Homes Staff Training and Development Policy

Date of Origin: March 4, 2015

Modification Date(s): 3/6/15, 12/14/18

Date of Last Review: 9/14/21

I. Purpose

To guide the training and development of staff in the Children's Case Management (CCM) and Behavioral Health Home (BHH) programs.

II. Policy

Each employee of CCM/BHH will receive a minimum of 20 hours of training in fields related to their work annually. Training can be received at supervisions, conferences, or webinars. Each CCM/BHH staff member will have proof of training completion in their personnel files.

BHH Team members will participate in monthly training and case presentations with Psychiatric and Medical consultants. In these monthly meetings trainings will consist of topics that are relevant to the BHH population, and will include de-identified case presentations.

Supervisors may determine that some training will be implemented for all CCM/BHH staff, as a requirement to improve outcomes, client care, communication skills, team dynamics, and organizational efficiency.

III. Training Topics

Training will include, but is not limited to the following subjects:

1. Wraparound Planning Process and Family Strengths-Based Approach/Delivery of Service
2. Covered Targeted Case Management services and processes and documentation related to the services
3. Training on developmental issues appropriate to the different ages of children being served. (Birth to 20)
4. Training on Infant mental health practices
5. Training on the special needs of children with mental illness and their families
6. Training on the special needs of children with intellectual disabilities and Autism Spectrum Disorder and their families
7. Training on the special needs of children with developmental disabilities and their families
8. Training on family driven, youth guided, culturally competent, strengths based, and trauma informed system of care principles
9. Training on co-occurring capable services
10. Training on the accurate and timely completion and submission of all documentation required by the Department including the CANS assessment

11. Training on particular treatment/service approaches to children with mental health, intellectual disabilities and Autism Spectrum Disorders
12. Training on the services available within the larger service community, including those services provided by Child Development Services (CDS) and Vocational Rehabilitation Services
13. Training on the educational system in general and special education in particular



Scott Tash, CEO

10-15-21
Date