

## FY23 GENERAL TRAINING GUIDE

### REQUIRED TO MEET HHSC FACILITY LICENSURE RULES

Counselor	Nurse	Recovery Advocate/Direct Care Tech	Hospitality	Administrative (No Contact)
<b>NEO-HHSC</b> New Employee Orientation for Substance Abuse Treatment Providers	<b>NEO-HHSC</b> New Employee Orientation for Substance Abuse Treatment Providers	<b>NEO-HHSC</b> New Employee Orientation for Substance Abuse Treatment Providers	<b>NEO-HHSC</b> New Employee Orientation for Substance Abuse Treatment Providers	<b>NEO-HHSC</b> New Employee Orientation for Substance Abuse Treatment Providers
<b>HIV-101</b> Preventing Infectious Disease (HIV, STD, TB, HEP B&C)-3hrs annually	<b>HIV-101</b> Preventing Infectious Disease (HIV, STD, TB, HEP B&C)-3hrs annually	<b>HIV-102</b> Preventing Infectious Disease (HIV, STD, TB, HEP B&C)-3hrs annually	<b>FAC-106</b> Safety Procedures for Hospitality Staff	HIV-Not Required
<b>FAC-100</b> Addiction Screening, Intake and Diagnosis- 8hrs annually for anyone who conducts any part of the admission process. Must have an agency specific in-service component to review agency specific process and documentation.	<b>FAC-100</b> Addiction Screening, Intake and Diagnosis- 8hrs annually for anyone who conducts any part of the admission process. Must have an agency specific in-service component to review agency specific process and documentation.	<b>FAC-107</b> Intake Procedures for Direct Care and Non Counseling Staff Who Conduct Intakes.	Addiction Screening, Intake and Diagnosis- Not required	Addiction Screening, Intake and Diagnosis- Not required

### REQUIRED TO MEET FACILITY LICENSURE RULES-If Licensed for Level of Care and Service Type

Counselor	Nurse	Recovery Advocate/Direct Care Tech	Hospitality	Administrative (No Contact)
<b>FAC-104</b> Detoxification- Specific to the process and procedures as well as best practices. Should be both general and job specific. Only required at hire.	<b>FAC-104</b> Detoxification- Specific to the process and procedures as well as best practices. Should be both general and job specific.	<b>DCT-104</b> Detoxification- Specific to the process and procedures as well as best practices. Should be both general and job specific.	Not Required	Not Required
<b>HHSC-113</b> Women and Treatment- For programs that are gender specific. Only required at hire.	<b>HHSC-113</b> Women and Treatment- For programs that are gender specific. Only required at hire.	<b>HHSC-113</b> Women and Treatment- For programs that are gender specific. Only required at hire.	Not Required	Not Required
<b>ADOL-101, 102, 104</b> Adolescent Treatment- For youth programs only and includes three parts, development, treatment, and prevention of suicide. Only required at time of hire.	<b>ADOL-101, 102, 104</b> Adolescent Treatment- For youth programs only and includes three parts, development, treatment, and prevention of suicide. Only required at time of hire.	<b>ADOL-101, 102, 104</b> Adolescent Treatment- For youth programs only and includes three parts, development, treatment, and prevention of suicide. Only required at time of hire.	Not Required	Not Required

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### PROVIDED BY IN-HOUSE TRAINING STAFF (Have a Face-to-Face/ In-Service Mandated or Implied)

Counselor	Nurse	Recovery Advocate/Direct Care Tech	Hospitality	Administrative (No Contact)
Preventing Abuse, Neglect and Exploitation. In Person 8hr Residential and 2hr Outpatient- Required Annually.	Preventing Abuse, Neglect and Exploitation. In Person 8hr Residential and 2hr Outpatient- Required Annually.	Preventing Abuse, Neglect and Exploitation. In Person 8hr Residential and 2hr Outpatient- Required Annually.	Preventing Abuse, Neglect and Exploitation. In Person 8hr Residential and 2hr Outpatient- Required Annually.	Preventing Abuse, Neglect and Exploitation. In Person 8hr Residential and 2hr Outpatient- Required Annually.
Non-Violent Crisis Intervention. In Person 4hr New Hire and 2hr Annually.	Non-Violent Crisis Intervention. In Person 4hr New Hire and 2hr Annually.	Non-Violent Crisis Intervention. In Person 4hr New Hire and 2hr Annually.	Patient, Employee and Facility Health and Safety- Emergency Procedures and Infection Control.	Patient, Employee and Facility Health and Safety- Emergency Procedures and Infection Control.
Medication Self Administration Procedure- Required at hire if job duties require staff to supervisor any part of medication self-administration. <b>Must be done by licensed health professional (RN+)</b>		Medication Self Administration Procedure- Required at hire if job duties require staff to supervisor any part of medication self-administration. <b>Must be done by licensed health professional (RN+)</b>		
CPR (All staff who interact with clients)- <b>Residential</b>		CPR (All staff who interact with clients)- <b>Residential</b>		
First Aid (All staff who interact with clients)- <b>Residential</b>		First Aid (All staff who interact with clients)- <b>Residential</b>		
Patient, Employee and Facility Health and Safety- Emergency Procedures and Infection Control.	Patient, Employee and Facility Health and Safety- Emergency Procedures and Infection Control.	Patient, Employee and Facility Health and Safety- Emergency Procedures and Infection Control.		

### RECOMMENDED ONLINE SUPPLEMENTS TO IN-HOUSE TRAINING

Counselor	Nurse	Recovery Advocate/Direct Care Tech	Hospitality	Administrative (No Contact)
<b>ANE-IS</b> Preventing Abuse, Neglect and Exploitation- Inservice Supplement	<b>ANE-IS</b> Preventing Abuse, Neglect and Exploitation- Inservice Supplement	<b>ANE-IS</b> Preventing Abuse, Neglect and Exploitation- Inservice Supplement	<b>ANE-IS</b> Preventing Abuse, Neglect and Exploitation- Inservice Supplement	<b>ANE-IS</b> Preventing Abuse, Neglect and Exploitation- Inservice Supplement
<b>NVCI-IS</b> Nonviolent Crisis Intervention- Inservice Supplement	<b>NVCI-IS</b> Nonviolent Crisis Intervention- Inservice Supplement	<b>NVCI-IS</b> Nonviolent Crisis Intervention- Inservice Supplement	<b>NVCI-IS</b> Nonviolent Crisis Intervention- Inservice Supplement	
<b>FAC-103</b> Medication Self Administration and Basic Pharmacology	<b>FAC-103</b> Medication Self Administration and Basic Pharmacology	<b>FAC-103</b> Medication Self Administration and Basic Pharmacology		

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### ADDITIONAL REQUIRED TO MEET ACCREDITATION STANDARDS (CARF/JCA)

Counselor	Nurse	Recovery Advocate/Direct Care Tech	Hospitality	Administrative (No Contact)
<b>ETH-101</b> Ethics For Licensed Chemical Dependency Counselors	<b>ETH-103</b> Ethics For Other Healthcare Professionals	<b>ETH-102</b> Ethics For Direct Care	<b>ETH-106</b> Ethics For Administrative Employees	<b>ETH-106</b> Ethics For Administrative Employees
<b>HHSC-101</b> Cultural Competency and Diversity	<b>HHSC-101</b> Cultural Competency and Diversity	<b>HHSC-101</b> Cultural Competency and Diversity	<b>HHSC-101</b> Cultural Competency and Diversity	<b>HHSC-101</b> Cultural Competency and Diversity
<b>HHSC-102</b> Confidentiality of Behavioral Health Records- 42 CFR Part 2	<b>HHSC-102</b> Confidentiality of Behavioral Health Records- 42 CFR Part 2	<b>HHSC-102</b> Confidentiality of Behavioral Health Records- 42 CFR Part 2	<b>HHSC-102</b> Confidentiality of Behavioral Health Records- 42 CFR Part 2	<b>HHSC-102</b> Confidentiality of Behavioral Health Records- 42 CFR Part 2
<b>HHSC-104</b> Healthcare Insurance Portability and Accountability Act	<b>HHSC-104</b> Healthcare Insurance Portability and Accountability Act	<b>HHSC-104</b> Healthcare Insurance Portability and Accountability Act	<b>HHSC-104</b> Healthcare Insurance Portability and Accountability Act	<b>HHSC-104</b> Healthcare Insurance Portability and Accountability Act
<b>HR-101</b> Preventing Workplace Harassment	<b>HR-101</b> Preventing Workplace Harassment	<b>HR-101</b> Preventing Workplace Harassment	<b>HR-101</b> Preventing Workplace Harassment	<b>HR-101</b> Preventing Workplace Harassment
<b>HHSC-108</b> Assessing and Preventing Suicide and Self Harm in Adults	<b>HHSC-108</b> Assessing and Preventing Suicide and Self Harm in Adults	<b>DCT-103</b> Keeping Clients Safe: Monitoring for Self-Harm and Aggression.		
<b>HHSC-105; HHSC-106; HHSC- 101; ELEC-109; ELEC-103</b> Counseling Related- There are many options to choose. Start with Motivational Interviewing (HHSC-105) as a foundation.	<b>HHSC-105; HHSC-106; HHSC- 101; ELEC-109; ELEC-103</b> Counseling Related- There are many options to choose. Start with Motivational Interviewing (HHSC-105) as a foundation.	<b>DCT-101; DCT-102</b> Addiction Direct Care Technician Training- New Hire/Annual		
<b>HHSC- 111; ELEC-116;</b> Person Center Practice Related	<b>HHSC- 111; ELEC-116;</b> Person Center Practice Related			
<b>ELEC-119</b> Documentation Related	<b>ELEC-119</b> Documentation Related			