FY23 GENERAL TRAINING GUIDE

REQUIRED TO MEET HHSC FACILITY LICENSURE RULES

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

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)
FAC-104	FAC-104	DCT-104	Not Required	Not Required
Detoxification- Specific to the	Detoxification- Specific to the process	Detoxification- Specific to the process		
process and procedures as well as	and procedures as well as best practices.	and procedures as well as best		
best practices. Should be both	Should be both general and job specific.	practices. Should be both general		
general and job specific. Only		and job specific.		
required at hire.				
HHSC-113	HHSC-113	HHSC-113	Not Required	Not Required
Women and Treatment- For	Women and Treatment- For programs	Women and Treatment- For		
programs that are gender	that are gender specific. Only required at	programs that are gender specific.		
specific. Only required at hire.	hire.	Only required at hire.		
ADOL-101, 102, 104	ADOL-101, 102, 104	ADOL-101, 102, 104	Not Required	Not Required
Adolescent Treatment- For youth	Adolescent Treatment- For youth	Adolescent Treatment- For youth		
programs only and includes three	programs only and includes three parts,	programs only and includes three		
parts, development, treatment,	development, treatment, and prevention	parts, development, treatment, and		
and prevention of suicide. Only	of suicide. Only required at time of hire.	prevention of suicide. Only required		
required at time of hire.		at time of hire.		

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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	Preventing Abuse, Neglect and			
Exploitation. In Person 8hr Residential	Exploitation. In Person 8hr			
and 2hr Outpatient- Required	Residential and 2hr Outpatient-			
Annually.	Annually.	Annually.	Annually.	Required Annually.
Non-Violent Crisis Intervention. In	Non-Violent Crisis Intervention. In	Non-Violent Crisis Intervention. In	Patient, Employee and Facility Health	Patient, Employee and Facility Health
Person 4hr New Hire and 2hr	Person 4hr New Hire and 2hr	Person 4hr New Hire and 2hr	and Safety- Emergency Procedures	and Safety- Emergency Procedures
Annually.	Annually.	Annually.	and Infection Control.	and Infection Control.
Medication Self Administration		Medication Self Administration		
Procedure- Required at hire if job		Procedure- Required at hire if job		
duties require staff to supervisor any		duties require staff to supervisor any		
part of medication self-		part of medication self-		
administration. Must be done by		administration. Must be done by		
licensed health professional (RN+)		licensed health professional (RN+)		
CPR (All staff who interact with		CPR (All staff who interact with		
clients)- Residential		clients)- Residential		
First Aid (All staff who interact with		First Aid (All staff who interact with		
clients)- Residential		clients)- Residential		
Patient, Employee and Facility Health	Patient, Employee and Facility Health	Patient, Employee and Facility Health		
and Safety- Emergency Procedures	and Safety- Emergency Procedures	and Safety- Emergency Procedures		
and Infection Control.	and Infection Control.	and Infection Control.		

RECOMMENDED ONLINE SUPPLEMENTS TO IN-HOUSE TRAINING

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

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ADDITIONAL REQUIRED TO MEET ACCREDITATION STANDARDS (CARF/JCA)

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