

## **REGIONAL ORIENTATION and TRAINING POLICY - 36.12**

### Purpose

To provide an overview description of the components of orientation and training for the Regional Comprehensive Community Services.

### Policy

In accord with the requirements of DHS 36.12, CWHP CCS programs have developed and implemented an orientation and training program for all new employees and an in-service training program for all ongoing employees. This program is designed to assure that staff has the requisite knowledge and skills to provide CCS services effectively, respectfully, and in accordance with all relevant laws, regulations, and internal policies. It is also a priority of our regional CCS to offer training to contract employees, coordinating committee members, and community stakeholders. Expanding the reach of PSR trainings is an important means to advance mental health literacy, reduce stigma, and lower barriers to care. Please refer to each county's training plan. The following procedures outline the specifics of this orientation and training program that are unique to the region.

### Procedure

1. The Training subcommittee of the RCC will develop a regional training and orientation plan.
2. The Training subcommittee will present options and report on progress at regular RCC meetings.
3. When possible, training will be made available in a central location within the CWHP region.
4. In addition to individual staff training records kept by each county, the CWHP website will serve as a central location for information related to required and recommended trainings, as well as orientation and training opportunities.
5. Trainings will include best practices and promote uniformity in practice for the region (DHS 36.14).