POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RC-900-E

TITLE: Services, Supervision and Continuing Education and Training

EFFECTIVE DATE: 7/20/21 **AUTHORIZED BY: Board of Trustees**

Services and supervision.

(1) All personnel for who have a state or federal credential will maintain the current credential issued by the appropriate body in the state of Ohio and/or federal agency, and will practice only within the scope of their credential.

(2) Services requiring supervision in accordance with Chapter 5122-29 of the Administrative Code will be under the supervision of an individual who is eligible to supervise services as set forth in rule 5122-29-30 of the Administrative Code, and who has demonstrated experience, competency, and education in the area supervised, i.e. substance abuse, mental health or dual diagnosis.

(3) Each non-supervisor staff providing direct services will receive regularly scheduled and documented supervision appropriate to their skill level, experience and job duties, and in accordance with the requirements of their license, certificate or registration, if applicable.

Supervision will be provided in individual and group sessions, including supervisor participation in treatment plan meetings.

Continuing education and training.

REACH for Tomorrow will assure direct service and supervisory staff participate in continuing education and training.

(a) The minimum training hours will be in accordance with each individual's credentialing board, or

(b) Staff providing or supervising services for which no credential issued by a state credentialing board is required will complete at least twenty hours of continuing education every two years, based on the individual's date of hire. If the individual was originally hired in a position in which he/she was not required to participate in staff development training, but was later hired in such a position, the first twenty hours of training will be completed within two years of the first date of work in the new position. Staff employed as of the effective date of 5122-26-06 providing or supervising services for which no credential issued by a state credentialing board is required will complete the required training within three years of the effective date, and every two years thereafter, based upon the hire date or first date of work in the new position, as applicable.

Training will:

(a) Maintain or increase competency;

(b) Include topics specific to population served; and

(c) Ensure culturally competent provision of service.

Performance evaluation.

(1) REACH for Tomorrow will evaluate staff performance at a frequency required by its accrediting body, if applicable, or employees without behavioral health accreditation, annually.

(2) REACH for Tomorrow will establish in writing a system and frequency for evaluating volunteers, based on job duties, scope of responsibility, and frequency of service.

(3) REACH for Tomorrow will evaluate contract staff performance in accordance with its human resources management policies and procedures.