Operational Definitions for Credentialing Worksheet

Determination for competency is at supervisor discretion. Documentation should be maintained in personnel files for monitoring purposes. Certificates must be available for on-site review by SCA/MHDD/DDAP staff. Documentation can be in the following forms:

- Copies of degrees/transcripts
- Current licensure/certification
- Current resume'
- Training certificates
- Letters from supervisors indicating areas covered via on the job training, in-service, policy review
- Exceptions must be made in writing to SCA Administrator*

Per the DDAP Prevention Manual Part IV and Part VI, all staff providing prevention services, and their supervisors, must complete the training. Training is to be completed within 365 days of hire/obtaining PREVENTION duties. Certificates dated prior to March 11, 2009, are not required to be DDAP certificates. www.ddap.pa.gov

Addictions 101- Certificate of completion from DDAP approved trainer or exception* based on Degree in Addictions/Behavioral Health/Psychology/Social Work with substantiated and relevant coursework, training certificate, life experience/work experience, supervisor documentation of on the job/in-service training (e.g. progression of addiction, disease concept/model of addiction, current drug abuse trends, effects of psychoactive substances on the body/mind)

Prevention 101 or Substance Abuse Prevention Skills Training (SAPST) or SFP Application for Prevention Success Training- Certificate of completion from DDAP approved trainer or exception*

Ethics in Prevention- Certificate of completion from DDAP approved trainer or exception*

Categorizing Prevention- Certificate of completion from DDAP approved trainer. (Previous training in Making the Connection, Programs/MDS and Fidelity & Adaptation accepted) Only staff entering data into DDAP system (WITS) need training.

SAP Core Team Training-Certificate of completion from a Commonwealth of Pennsylvania approved SAP trainer (dated on or after 1997)

Confidentiality/SAP Liaison Confidentiality Training - Certificate of completion from DDAP approved trainer or exception*

Prevention Training- 12 Hours of training yearly, DDAP certificates not required.

Per the DDAP Case Management and Clinical Services (CMCS) Manual 5.09, all CM staff, their supervisors and Student Assistance Program Assessors must complete the trainings below. Training is to be completed within 365 days of hire/obtaining CM duties. If a member of staff was scheduled to take training but unable to complete the training, please indicate the reason during monitoring. Certificates dated prior to March 11, 2009, are not required to be DDAP certificates. www.ddap.pa.gov

Online Case Management Overview- Certificate of completion from DDAP approved trainer or exception*

Screening and Assessment- Required for Case Managers who perform assessments including SAP assessors. Certificate of completion from DDAP approved trainer.

ASAM Criteria 2013-Certificate of completion from DDAP approved trainer of ASAM curriculum.

Additional Trainings and Competency areas-

Mental Health 101/Abnormal Psychology/DSM-Degree in Addictions/Behavioral Health/Psychology/Social Work with substantiated and relevant coursework, training certificate, life experience/work experience, supervisor documentation of the job/in-service training (e.g. Axis I and II disorders, introduction to the DSM, Abnormal Psychology, Psychology of Pathology, Disorders of the brain)

Child/Adolescent Development/Family Systems-Degree in Addictions/Behavioral Health/Psychology/Social Work with substantiated and relevant coursework, training certificate, life experience/work experience, supervisor documentation of on the job/in-service training (e.g. Developmental Psychology, Child/Adolescent Development, Family Systems, Therapeutic Interventions specific to children, youth and families)

Cultural Competency-Degree in Addictions/Behavioral Health/Psychology/Social Work with substantiated and relevant coursework, training certificate, life experience/work experience, supervisor documentation of on the job/in-service training (e.g. Cultural Competency, Client-centered treatment approaches, Cultural Sensitivity, Counseling persons of varying races/ethnicities/genders/age groups)

Community Resources/Agency Networking-Documentation from supervisor, on the job/in-service training, case management coursework/training, work experience, County Human Service training

Basic Psychopharmacology-Degree in Addictions/Behavioral Health/Psychology/Social Work with substantiated and relevant coursework, training certificate, life experience/work experience, supervisor documentation of on the job/in-service training (e.g. Treatment interventions for mental illness, interactions of illicit substances with psychotropic medications, psychiatric training series @ TRHMC, psychotropic medications most utilized for psychiatric disorders, updates on new medications for conditions)

Ethics/Duty to Warn/Mandated Reporting- Certificate of completion from DDAP approved trainer or exception* Degree in Addictions/Behavioral Health/Psychology/Social Work with substantiated and relevant coursework, training certificate, life experience/work experience, supervisor documentation of on the job/in-service training (e.g. requirements for initial and continued licensure/certification, approved DDAP curriculum, CYS training, in-service/on the job training, policy review and sign off)

Crisis Intervention/MH Procedures Act/302 Process- Degree in Addictions/Behavioral Health/Psychology/Social Work with substantiated and relevant coursework, training certificate, life experience/work experience, supervisor documentation of on the job/in-service training (e.g. crisis intervention, risk management, policy sign off, accessing MH services in Berks (Holcomb crisis training, suicide prevention)