SACRAMENTO COUNTY
SUPT Trainings
2024 Calendar

MONTH	DATE	CODE	TRAINING	TIME	LOCATION
January	Jan. 03, 2024	F1	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	Jan. 03, 2024	E1	Introduction into Collaborative Documentation Training	9:00am -12:30pm	Virtually
	Jan. 16, 2024	K1	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
	Jan. 25, 2024	G1	Problem Resolution/Advance Medical Directives	9:00 am - 12:00 pm	Virtually
February	Feb. 07, 2024	F2	Compliance Training-Clinical / Mgmt.	1:30 pm - 3:30 pm	Virtually
	Feb. 09, 2024	L1	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am - 12:30 pm	Virtually
	Feb. 15, 2024	H1	Staff Registration/Credentialing	9:00 am - 12:00 pm	Virtually
	Feb. 20,2024	K2	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
March	Mar. 06, 2024	F3	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	Mar. 08, 2024	M1	Reducing Occupational Hazards (formerly Compassion Fatigue)	9:00 am - 3:30 pm	Virtually
	Mar. 19, 2024	K3	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
April	Apr. 03, 2024	F4	Compliance Training-Clinical / Mgmt.	1:30 pm - 3:30 pm	Virtually
	Apr. 03, 2024	E2	Introduction to Collaborative Documentation *Pre-requisite required	9:00 am - 12:30 pm	Virtually
	Apr. 16, 2024	K4	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
	Apr. 25, 2024	G2	Problem Resolution/Advance Medical Directives	9:00 am - 12:00 pm	Virtually
May	May 01, 2024	F5	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	May 10, 2024	L2	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am - 12:30 pm	Virtually
	May 16, 2024	H2	Staff Registration/Credentialing	9:00 am - 12:00 pm	Virtually
	May 21, 2024	K5	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually

County of Sacramento
Department of Health Services
Behavioral Health Services Division
Quality Management Services

Administrative Services Center
7001-A East Parkway,
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SACRAMENTO COUNTY
SUPT Trainings
2024 Calendar

MONTH	DATE	CODE	TRAINING	TIME	LOCATION
June	Jun. 05, 2024	F6	Compliance Training – Clinical/Mgmt.	1:30 pm - 3:30 pm	Virtually
	Jun. 14, 2024	M2	Reducing Occupational Hazards (formerly Compassion Fatigue)	9:00 am - 3:30 pm	Virtually
	Jun. 18, 2024	K6	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
July	Jul. 03, 2024	F7	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	Jul. 03, 2024	E3	Introduction to Collaborative Documentation *Pre-requisite required	9:00 am - 12:30 pm	Virtually
	Jul. 16, 2024	K7	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
August	Aug. 07, 2024	F8	Compliance Training – Clinical/Mgmt.	1:30 pm - 3:30 pm	Virtually
	Aug. 08, 2024	G3	Problem Resolution/Advance Medical Directives	9:00 am - 12:00 pm	Virtually
	Aug. 09, 2024	L3	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am - 12:30 pm	Virtually
	Aug. 15, 2024	H3	Staff Registration/Credentialing	9:00 am - 12:00 pm	
	Aug. 20, 2024	K8	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
September	Sept. 04, 2024	F9	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	Sept. 13, 2024	M3	Reducing Occupational Hazards (formerly Compassion Fatigue)	9:00 am - 3:30 pm	Virtually
	Sept. 17, 2024	K9	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
October	Oct. 02, 2024	F10	Compliance Training – Clinical/Mgmt.	1:30 pm - 3:30 pm	Virtually
	Oct. 02, 2024	E1	Introduction to Collaborative Documentation *Pre-requisite required	9:00 am – 12:30 pm	Virtually
	Oct. 15, 2024	K10	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
	Oct. 24, 2024	G4	Problem Resolution/Advance Medical Directives	9:00 am - 12:00 pm	Virtually

Updated 4/11/2024

SACRAMENTO COUNTY

SUPT Trainings
2024 Calendar

MONTH	DATE	CODE	TRAINING	TIME	LOCATION
November	**Nov. 06, 2024**	F11	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	Nov. 08, 2024	L11	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am - 12:30 pm	Virtually
	Nov. 19, 2024	K11	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually
	Nov. 21, 2024	H4	Staff Registration/Credentialing	9:00 am - 12:00 pm	Virtually
December	**Dec. 04, 2024**	F12	Compliance Training- Clinical / Mgmt.	1:30 pm - 3:30 pm	Virtually
	Dec. 13, 2024	M4	Reducing Occupational Hazards (formerly Compassion Fatigue)	9:00 am - 3:30 pm	Virtually
	Dec. 17, 2024	K12	SUPT Documentation Training	8:30 am - 5:00 pm	Virtually

To view the flyers for the **Reducing Occupational Hazards (formerly Compassion Fatigue)** and **Universal Trauma-Informed Care Training** please click on the links below:

2024 Universal Trauma-Informed Care Training

2024 Reducing Occupational Hazards (formerly Compassion Fatigue)

County of Sacramento
Department of Health Services
Behavioral Health Services Division
Quality Management Services

SACRAMENTO COUNTY
SUPT Trainings
2024 Calendar

Date	Code	Training Name	Time	Date	Code	Training Name	Time
01/03/2024	E1	Intro to Collaborative Documentation Training *Pre-requisite required	9:00a – 2:30p	01/16/2024	K1	SUPT Documentation Training	8:30a – 5:00p
04/03/2024	E2	Intro to Collaborative Documentation Training *Pre-requisite required		02/20/2024	K2	SUPT Documentation Training	
07/03/2024	E3	Intro to Collaborative Documentation Training *Pre-requisite required		03/19/2024	K3	SUPT Documentation Training	
10/02/2024	E4	Intro to Collaborative Documentation Training *Pre-requisite required		04/16/2024	K4	SUPT Documentation Training	
				05/21/2024	K5	SUPT Documentation Training	
01/04/2023	F1	Compliance Training-Support Staff	1:30p - 3:30p	06/18/2024	K6	SUPT Documentation Training	
02/01/2023	F2	Compliance Training-Clinical/Mgmt.		07/16/2024	K7	SUPT Documentation Training	
03/01/2023	F3	Compliance Training Support Staff		08/20/2024	K8	SUPT Documentation Training	
04/05/2023	F4	Compliance Training-Clinical/Mgmt.		09/17/2024	K9	SUPT Documentation Training	
05/03/2023	F5	Compliance Training Support Staff		10/15/2024	K10	SUPT Documentation Training	
06/07/2023	F6	Compliance Training-Clinical/Mgmt.		11/19/2024	K11	SUPT Documentation Training	
07/05/2023	F7	Compliance Training Support Staff		12/17/2024	K12	SUPT Documentation Training	
08/02/2023	F8	Compliance Training-Clinical/Mgmt.					
09/06/2023	F9	Compliance Training Support Staff		02/09/2024	L1	Universal Trauma-Informed Care	9:00a – 12:30p
10/04/2023	F10	Compliance Training-Clinical/Mgmt.		05/10/2024	L2	Universal Trauma-Informed Care	
11/01/2023	F11	Compliance Training Support Staff		08/09/2024	L3	Universal Trauma-Informed Care	
12/06/2023	F12	Compliance Training-Clinical/Mgmt.		11/08/2024	L4	Universal Trauma-Informed Care	
01/25/2024	G1	Problem Resolution/Advance Medical Directives	9:00a - 12:00p	03/08/2024	M1	Reducing Occupational Hazards (formerly Compassion Fatigue)	9:00a - 3:30p
04/25/2024	G2	Problem Resolution/Advance Medical Directives		06/14/2024	M2	Reducing Occupational Hazards (formerly Compassion Fatigue)	
08/08/2024	G3	Problem Resolution/Advance Medical Directives		09/13/2024	M3	Reducing Occupational Hazards (formerly Compassion Fatigue)	
10/24/2024	G4	Problem Resolution/Advance Medical Directives		12/13/2024	M4	Reducing Occupational Hazards (formerly Compassion Fatigue)	
02/15/2024	H1	Staff Registration/Credentialing	9:00a -12:00p				
05/16/2024	H2	Staff Registration/Credentialing					
08/15/2024	H3	Staff Registration/Credentialing					
11/21/2024	H4	Staff Registration/Credentialing					

Updated 4/11/2024

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Course Descriptions and Targeted Audience:

REDUCING OCCUPATIONAL HAZARDS (FORMERLY COMPASSION FATIGUE)
Target Audience: Behavioral Health Professionals: Staff providing direct services, Clinical Staff, and Supervisors
- ➢ Engage in self-care by taking this course!
- ➢ Identify risk factors for Compassion Fatigue
- ➢ Learn to identify signs of Compassion Fatigue
- ➢ Learn tips for managing Compassion Fatigue
- ➢ Create a Self-Care Plan

COMPLIANCE TRAINING
Target Audience:
- ➢ Definition of Fraud and Abuse
- ➢ Code of Conduct
- ➢ Examples and interactive scenarios
- ➢ HIPAA components
- ➢ Office of Inspector General
- ➢ Reporting avenues and options

INTRODUCTION TO COLLABORATIVE DOCUMENTATION TRAINING
Target Audience: Behavioral Health Professionals: Staff providing direct services,
Clinical Staff, and Supervisors*
- ➢ Introduction to Collaborative Documentation and its benefits in treatment
- ➢ Integrate Collaborative Documentation as part of the clinical work
- ➢ Set up for Collaborative Documentation (e.g., Technology, HIPAA, Scripts and Time Flow/Options for Use)
- ➢ Implement Collaborative Documentation as part of the golden thread (e.g., Assessment, Care Plan/Problem List and Progress Notes)
- ➢ Use Collaborative Documentation with specific populations and settings
- ➢ ****Prerequisite for this course is as follows***:
  SUPT Documentation Training. **The prerequisite must be completed prior to attending the course.**

PROBLEM RESOLUTION & ADVANCE MEDICAL DIRECTIVES
Target Audience: *New County and Provider Staff*
- ➢ Informing materials required for DMC-ODS Providers
- ➢ Rights of Members of the DMC-ODS Plan
- ➢ Process and timelines for Grievances, Appeals, State Fair Hearings, and change of provider request
- ➢ Comprehensive review of Advance Medical Directives

STAFF REGISTRATION & CREDENTIALING
Target Audience: Agency staff assigned to maintaining credentialing files and requesting staff in EHR-SmartCare
- ➢ SmartCare Identification for licensed or non- licensed staff
- ➢ Staff registration forms for staff Classifications
- ➢ Staff classification definitions and privileges
- ➢ National Provider Identifier (NPI) requirements and process Academic and work experience requirements for non-licensed staff
- ➢ Verifying licenses and Exclusions on the Internet
- ➢ Staff Roster format

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SUPT DOCUMENTATION TRAINING

Target Audience: *Direct service staff and clinical supervisors*

- Introduction to the Substance Use and Prevention Plan
- Medical Necessity and The Problem List
- Cultural Competence
- Review Clinical Documentation Requirements/Standards: Including Smart Care requirements
- Diagnosis
- Intake/CA ASAM
- Health Questionnaire and Requirements
- Discharge
- Care Plan Within Service Notes
- Review Service Notes and Procedure Codes
- Procedure Code Break Out Room Group Activity
- Connects Clinical Practice and Documentation
- Appropriate for SmartCare users and Providers with their own EHR

UNIVERSAL TRAUMA-INFORMED CARE: A PRACTICAL GUIDE FOR HELPERS TRAINING

Target Audience: Sacramento County Behavioral Health staff & contracted providers (Mental Health and Substance Use Prevention Treatment): frontline staff (admin & clinical), clinical supervisors, program managers.

- Learn the common Trauma definition
- Identify how the stress process works.
- Learn about the ACES study and its impact on understanding the correlation between trauma and overall health.
- Identify characteristics of Trauma Informed Care (TIC) and how to apply those in the workplace.
- Explain how helpers are vulnerable to burnout and secondary traumatic stress aka "compassion fatigue."
- Understand the definition of resilience and how helpers can use practical exercises to build personal resilience.

TO REGISTER: Please email completed Registration Form to OMTraining@saccounty.gov
<mark>NO LATER THAN TWO BUSINESS DAYS PRIOR TO THE TRAINING</mark>

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NO LATER THAN TWO BUSINESS DAYS PRIOR TO THE TRAINING

You will receive a confirmation notice once you have been registered.
If we are unable to accommodate your request, you will be notified if an email address is provided.

All trainings will be held Virtually

Log-in information will be provided upon enrollment.

*Print Name: _____   ***Agency Type:** _____

*Agency & Program _____   ***Classification** _____

*Phone Number _____   ***Email** _____

Please enroll me in the following trainings:
Write the Title of the Training along with the corresponding Code.

*Training Title & Code			***Training Title & Code**		
*Training Title & Code			***Training Title & Code**		
*Training Title & Code			***Training Title & Code**		

To view the flyers for the **Reducing Occupational Hazards (formerly Compassion Fatigue)** and **Universal Trauma-Informed Care Training** please click on the links below:

2024 Universal Trauma-Informed Care Training
2024 Reducing Occupational Hazards (formerly Compassion Fatigue)

TO REGISTER: Please send completed Registration Form by Email QMTraining@SacCounty.gov

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