

# Quality Management Training 2023 Calendar

**Trainings will be held virtually until further notice**

<u>MONTH</u>	<u>DATE</u>	<u>CODE</u>	<u>TRAINING</u>	<u>TIME</u>	<u>LOCATION</u>
<b><u>January</u></b>	<b>Jan. 04, 2023</b>	J1	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	<b>Jan. 10, 2023</b>	A1	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>Jan. 11, 2023</b>	F1	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
	<b>Jan. 12, 2023</b>	G1	Site Certification	1:30 pm - 3:30 pm	Virtually
	<b>Jan. 24, 2023</b>	D1	Refresher Documentation Training	9:00 am - 2:00 pm	Virtually
	<b>Jan. 26, 2023</b>	E1	Problem Resolution/Advance Medical Directives	9:00 am - 12:00 pm	Virtually
<b><u>February</u></b>	<b>Feb. 01, 2023</b>	J2	Compliance Training-Clinical / Mgmt.	1:30 pm - 3:30 pm	Virtually
	<b>Feb. 10, 2023</b>	M1	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am - 12:30 pm	Virtually
	<b>Feb. 14, 2023</b>	A2	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>Feb. 15, 2023</b>	F2	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
	<b>Feb. 16, 2023</b>	B1	Medi-Cal Eligibility	1:30 pm - 2:30 pm.	Virtually
	<b>Feb. 16, 2023</b>	C1	Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	2:30 pm - 3:30 pm	Virtually
	<b>Feb. 16, 2023</b>	H1	Staff Registration/Credentialing	9:00 am - 12:00 pm	Virtually
<b><u>March</u></b>	<b>Mar. 01, 2023</b>	J3	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	<b>Mar. 10, 2023</b>	L1	Compassion Fatigue Training	9:00 am - 3:30 pm	Virtually
	<b>Mar. 14, 2023</b>	A3	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>Mar. 15, 2023</b>	F3	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually

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<b><u>April</u></b>	<b>Apr. 05, 2023</b>	J4	Compliance Training-Clinical / Mgmt.	1:30 pm - 3:30 pm	Virtually
	<b>Apr. 11, 2023</b>	A4	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>Apr. 12, 2023</b>	F4	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
	<b>Apr. 25, 2023</b>	D2	Refresher Documentation Training	9:00 am - 2:00 pm	Virtually
	<b>Apr. 20, 2023</b>	G2	Site Certification	1:30 pm - 3:30 pm	Virtually
	<b>Apr. 27, 2023</b>	E2	Problem Resolution/Advance Medical Directives	9:00 am -12:30 pm	Virtually
<b><u>May</u></b>	<b>May 03, 2023</b>	J5	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	<b>May 09, 2023</b>	A5	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>May 10, 2023</b>	F5	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
	<b>May 12, 2023</b>	M2	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am -12:30 pm	Virtually
	<b>May 18, 2023</b>	H2	Staff Registration/Credentialing	9:00 am -12:00 pm	Virtually
	CANCELLED	<b>May 18, 2023</b>	C2	Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	2:30 pm - 3:30 pm
<b><u>June</u></b>	<b>Jun. 07, 2023</b>	J6	Compliance Training – Clinical/Mgmt.	1:30 pm - 3:30 pm	Virtually
	<b>Jun. 09, 2023</b>	L2	Compassion Fatigue Training	9:00 am - 3:30 pm	Virtually
	<b>Jun. 12, 2023</b>	N1	Collaborative Documentation Training	9:00 am – 12:00 pm	Virtually
	<b>Jun. 13, 2023</b>	A6	Adult/Child Documentation Training Day 1	8:00 am -1:00 pm	Virtually
	<b>Jun. 14, 2023</b>	F6	Adult/Child Documentation Training Day 2	8:00 am -1:00 pm	Virtually
	<b>Jun. 21, 2023</b>	N2	Collaborative Documentation Training	9:00 am – 12:00 pm	Virtually

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<b><u>July</u></b>	<b>Jul. 05, 2023</b>	J7	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	<b>Jul. 11, 2023</b>	A7	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>Jul. 12, 2023</b>	F7	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
	<b>Jul. 18, 2023</b>	P1	Crisis Programs Documentation Training	8:30 am – 5:00 pm	Virtually
	<b>Jul. 19, 2023</b>	G3	Site Certification	1:30 pm - 3:30 pm	Virtually
	<b>Jul. 19, 2023</b>	N3	Collaborative Documentation Training	9:00 am – 12:00 pm	Virtually
	<b>Jul. 25, 2023</b>	D3	Refresher Documentation Training	9:00 am - 2:00 pm	Virtually
	<b>Jul. 27, 2023</b>	E3	Problem Resolution/Advance Medical Directives	9:00 am - 12:00 pm	Virtually
<b><u>August</u></b>	<b>Aug. 02, 2023</b>	J8	Compliance Training – Clinical/Mgmt.	1:30 pm - 3:30 pm	Virtually
	<b>Aug. 08, 2023</b>	A8	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>Aug. 09, 2023</b>	F8	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
	<b>Aug. 11, 2023</b>	M3	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am - 12:30 pm	Virtually
	<b>Aug. 15, 2023</b>	P2	Crisis Programs Documentation Training	8:30 am – 5:00 pm	Virtually
	<b>Aug. 17, 2023</b>	H3	Staff Registration/Credentialing	9:00 am - 12:00 pm	Virtually
	<b>Aug. 17, 2023</b>	C3	Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	2:30 pm - 3:30 pm	Virtually
	<b><u>September</u></b>	<b>Sept. 06, 2023</b>	J9	Compliance Training- Support Staff	1:30 pm - 3:30 pm
<b>Sept. 08, 2023</b>		L3	Compassion Fatigue Training	9:00 am - 3:30 pm	Virtually
<b>Sept. 12, 2023</b>		A9	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
<b>Sept. 13, 2023</b>		F9	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
<b>Sept. 19, 2023</b>		P3	Crisis Programs Documentation Training	8:30 am - 5:00 pm	Virtually

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<b><u>October</u></b>	<b>Oct. 04, 2023</b>	J10	Compliance Training – Clinical/Mgmt.	1:30 pm - 3:30 pm	Virtually
	<b>Oct. 10, 2023</b>	A10	Adult/Child Documentation Training Day 1	8:00 am - 1:00 pm	Virtually
	<b>Oct. 11, 2023</b>	F10	Adult/Child Documentation Training Day 2	8:00 am - 1:00 pm	Virtually
	<b>Oct. 17, 2023</b>	P4	Crisis Programs Documentation Training	8:30 am - 5:00 pm	Virtually
	<b>Oct. 18, 2023</b>	G4	Site Certification	1:30 pm - 3:30 pm	Virtually
	<b>Oct. 24, 2023</b>	D4	Refresher Documentation Training	9:00 am - 2:00 pm	Virtually
	<b>Oct. 26, 2023</b>	E4	Problem Resolution/Advance Medical Directives	9:00 am - 12:00 pm	Virtually
<b><u>November</u></b>	<b>Nov. 01, 2023</b>	J11	Compliance Training- Support Staff	1:30 pm - 3:30 pm	Virtually
	<b>Nov. 01, 2023</b>	N4	Collaborative Documentation Training	9:00 am – 12:00 pm	Virtually
	<b>Nov. 03, 2023</b>	M11	Universal Trauma-Informed Care: A Practical Guide for Helpers Training	9:00 am -12:30 pm	Virtually
	<b>Nov. 14, 2023</b>	A11	Adult/Child Documentation Training Day 1	8:00 am -1:00 pm	Virtually
	<b>Nov. 15, 2023</b>	F11	Adult/Child Documentation Training Day 2	8:00 am -1:00 pm	Virtually
	<b>Nov. 16, 2023</b>	H4	Staff Registration/Credentialing	9:00 am -12:00 pm	Virtually
	<b>Nov. 16, 2023</b>	C4	Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	2:30 pm - 3:30 pm	Virtually
	<b>Nov. 21, 2023</b>	P5	Crisis Programs Documentation Training	8:30 am - 5:00 pm	Virtually
<b><u>December</u></b>	<b>Dec. 01, 2023</b>	L4	Compassion Fatigue Training	9:00 am - 3:30 pm	Virtually
	<b>Dec. 06, 2023</b>	J12	Compliance Training- Clinical / Mgmt.	1:30 pm - 3:30 pm	Virtually
	<b>Dec. 12, 2023</b>	A12	Adult/Child Documentation Training Day 1	8:00 am -1:00 pm	Virtually
	<b>Dec. 13, 2023</b>	F12	Adult/Child Documentation Training Day 2	8:00 am -1:00 pm	Virtually
	<b>Dec. 19, 2023</b>	P6	Crisis Programs Documentation Training	8:30 am - 5:00 pm	Virtually

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Trainings will be held virtually until further notice

<i>Date</i>	<i>Code</i>	<i>Training Name</i>	<i>Time</i>	<i>Date</i>	<i>Code</i>	<i>Training Name</i>	<i>Time</i>
01/10/2023	A1	Adult /Child Documentation Training Day 1	8:00a - 1:00p	01/26/2023	E1	Problem Resolution/Advance Medical Directives	9:00a - 2:00p
02/14/2023	A2	Adult /Child Documentation Training Day 1		04/27/2023	E2	Problem Resolution/Advance Medical Directives	
03/14/2023	A3	Adult /Child Documentation Training Day 1		07/27/2023	E3	Problem Resolution/Advance Medical Directives	
04/11/2023	A4	Adult /Child Documentation Training Day 1		10/26/2023	E4	Problem Resolution/Advance Medical Directives	
05/09/2023	A5	Adult /Child Documentation Training Day 1					
06/13/2023	A6	Adult /Child Documentation Training Day 1		01/11/2023	F1	Adult/Child Documentation Training Day 2	8:00a - 1:00p
07/11/2023	A7	Adult /Child Documentation Training Day 1		02/15/2023	F2	Adult/Child Documentation Training Day 2	
08/08/2023	A8	Adult /Child Documentation Training Day 1		03/15/2023	F3	Adult/Child Documentation Training Day 2	
09/12/2023	A9	Adult /Child Documentation Training Day 1		04/12/2023	F4	Adult/Child Documentation Training Day 2	
10/10/2023	A10	Adult /Child Documentation Training Day 1		05/10/2023	F5	Adult/Child Documentation Training Day 2	
11/14/2023	A11	Adult /Child Documentation Training Day 1		06/14/2023	F6	Adult/Child Documentation Training Day 2	
12/12/2023	A12	Adult /Child Documentation Training Day 1		07/12/2023	F7	Adult/Child Documentation Training Day 2	
				08/09/2023	F8	Adult/Child Documentation Training Day 2	
02/16/2023	B1	<b>Medi-Cal Eligibility is no longer offered</b>	1:30p - 2:30p	09/13/2023	F9	Adult/Child Documentation Training Day 2	
		<i>Please contact</i>		10/11/2023	F10	Adult/Child Documentation Training Day 2	
		<a href="mailto:QMTraining@sacounty.gov">QMTraining@sacounty.gov</a> for training resources		11/15/2023	F11	Adult/Child Documentation Training Day 2	
				12/13/2023	F12	Adult/Child Documentation Training Day 2	
02/16/2023	C1	U.M.D.A.P.	2:30p - 3:30p	01/12/2023	G1	Site Certification	1:30p - 3:30p
05/18/2023	C2	U.M.D.A.P.		04/20/2023	G2	Site Certification	
08/17/2023	C3	U.M.D.A.P.		07/20/2023	G3	Site Certification	
11/16/2023	C4	U.M.D.A.P.		10/19/2023	G4	Site Certification	
01/24/2023	D1	Refresher Documentation Training	9:00a - 2:00p	02/16/2023	H1	Staff Registration/Credentialing	9:00a – 12:00p
04/25/2023	D2	Refresher Documentation Training		05/18/2023	H2	Staff Registration/Credentialing	
07/25/2023	D3	Refresher Documentation Training		08/17/2023	H3	Staff Registration/Credentialing	
10/24/2023	D4	Refresher Documentation Training		11/16/2023	H4	Staff Registration/Credentialing	

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<i>Date</i>	<i>Code</i>	<i>Training Name</i>	<i>Time</i>	<i>Date</i>	<i>Code</i>	<i>Training Name</i>	<i>Time</i>
01/04/2023	J1	Compliance Training-Support Staff	1:30p - 3:30p	02/10/2023	M1	Universal Trauma-Informed Care	9:00a – 12:30p
02/01/2023	J2	Compliance Training-Clinical/Mgmt.		05/12/2023	M2	Universal Trauma-Informed Care	
03/01/2023	J3	Compliance Training Support Staff		08/11/2023	M3	Universal Trauma-Informed Care	
04/05/2023	J4	Compliance Training-Clinical/Mgmt.		11/03/2023	M4	Universal Trauma-Informed Care	
05/03/2023	J5	Compliance Training Support Staff					
06/07/2023	J6	Compliance Training-Clinical/Mgmt.		06/12/2023	N1	Collaborative Documentation Training	9:00a – 12:00p
07/05/2023	J7	Compliance Training Support Staff		06/21/2023	N2	Collaborative Documentation Training	
08/02/2023	J8	Compliance Training-Clinical/Mgmt.		07/19/2023	N3	Collaborative Documentation Training	
09/06/2023	J9	Compliance Training Support Staff		11/01/2023	N4	Collaborative Documentation Training	
10/04/2023	J10	Compliance Training-Clinical/Mgmt.					
11/01/2023	J11	Compliance Training Support Staff		07/18/2023	P1	Crisis Programs Documentation Training	8:30a – 5:00p
12/06/2023	J12	Compliance Training-Clinical/Mgmt.		08/15/2023	P2	Crisis Programs Documentation Training	
				09/19/2023	P3	Crisis Programs Documentation Training	
03/10/2023	L1	Compassion Fatigue Training	9:00a - 3:30p	10/17/2023	P4	Crisis Programs Documentation Training	
06/09/2023	L2	Compassion Fatigue Training		11/21/2023	P5	Crisis Programs Documentation Training	
09/08/2023	L3	Compassion Fatigue Training		12/19/2023	P6	Crisis Programs Documentation Training	
12/01/2023	L4	Compassion Fatigue Training					

To view the flyers for the **Compassion Fatigue Training** and **Universal Trauma-Informed Care Training** please click on the links below:

[2023 Compassion Fatigue Training Flyer](#)

[2023 Universal Trauma-Informed Training](#)

# Quality Management Training 2023 Calendar

**TO REGISTER:** Please email completed Registration Form to [QMTraining@saccounty.gov](mailto:QMTraining@saccounty.gov) or fax to 916-875-0877

**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.*

*At this time all training will be held Virtually only.*

*Log in information for Virtual Trainings will be provided upon enrollment.*

*Print Name:	_____	*Agency Type:	_____
*Agency & Program	_____	*Classification	_____
*Phone Number	_____	*Email	_____

**Please enroll me in the following trainings:  
Write the corresponding Training codes along with the title of the training  
and how you would like to attend if applicable**

*Training Code	_____	Name of Training	_____	*Training Code	_____	Name of Training	_____
*Training Code	_____	Name of Training	_____	*Training Code	_____	Name of Training	_____
*Training Code	_____	Name of Training	_____	*Training Code	_____	Name of Training	_____

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## ADULT/CHILD DOCUMENTATION:

### Day 1:

**Target Audience:** Direct service staff and clinical supervisors

- Introduction to the Mental Health Plan
- Medical Necessity and The Problem List
- Cultural Competence
- Review of SUPT services available
- Review Clinical Documentation Requirements/ Standards: Including SmartCare requirements
- CalAIM Assessment
- Review of CANS, PSC-35, and ANSA
- Care Plan Within Service Notes
- Appropriate for SmartCare users and Providers with their own EHR

### Day 2:

**Target Audience:** Direct service staff and clinical supervisors

- Review Service Notes and Procedure Codes
- Billable and Non-Billable Procedure Codes
- Procedure Code Break Out Room Group Activity
- Connects Clinical Practice and Documentation
- MHSA/Support Services Procedure Codes Included for Applicable Programs and Housing Plan
- Appropriate for SmartCare users and Providers with their own EHR

## COMPLIANCE TRAINING-

**Target Audience:** Staff/Mgmt. and Clerical Staff

- Definition of Fraud and Abuse
- Code of Conduct
- Examples and interactive scenarios
- HIPAA components
- Office of Inspector General
- Reporting avenues and options

## PROBLEM RESOLUTION & ADVANCE MEDICAL DIRECTIVES

**Target Audience:** New County and Provider Staff

- Informing materials required for Mental Health Plan agencies
- Rights of Members of the Mental Health Plan
- Process and Timelines for Grievances, Appeals, State Fair Hearings, and Change of Providers
- Comprehensive review of Advance Medical Directives

## SITE CERTIFICATION

**Target Audience:** Key Administrator or their Designee

- Elements for a successful Medi-Cal Site Certification
- Review and discussion of the assessment tool
- Policies and procedures
- Credentialing files
- Facility safety

## STAFF REGISTRATION & CREDENTIALING

**Target Audience:** Agency staff assigned to maintaining credentialing files and requesting staff AVATAR ID numbers for licensed or non- licensed staff

- Staff registration forms for staff ID numbers
- Staff classification definitions and privileges
- National Provider Identifier (NPI) requirements and process
- Academic and work experience requirements for non- licensed staff
- Verifying licenses on the internet
- Setting up credentialing files
- Staff Roster format and Signature Card

## MEDI-CAL ELIGIBILITY

**Target Audience:** *This training is no longer offered*

- *Please contact [QMTraining@sacounty.gov](mailto:QMTraining@sacounty.gov) for training resources*



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## COMPASSION FATIGUE TRAINING

**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

## 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

## UNIFORM METHOD of DETERMINING ABILITY to PAY (UMDAP)

**Target Audience:** Staff who complete the UMDAP Financial Forms

- Completing the UMDAP process in SmartCare for non-Medi-Cal patients

## 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.

## CRISIS PROGRAMS DOCUMENTATION

**Target Audience:** Direct service staff and clinical supervisors at crisis services programs

- Introduction to the Mental Health Plan
- Medical Necessity
- Cultural Competence
- Diagnosis and Problem List
- Documentation Requirements/Standards
- Care Planning
- Linkage for MH/SUPT services
- Service Notes
- Classifications and Procedure Codes
- Discharge/Transition Planning