



ANNUAL CULTURAL COMPETENCE TRAINING CHECKLIST

The State of California requires that Sacramento County, Behavioral Health Services (BHS) have a plan for cultural competency training for the administrative and management staff; the persons providing mental health or substance use prevention and treatment services employed by or contracting with BHS or with contractors of BHS; and the persons employed by or contracting with BHS or with contractors of BHS to provide interpreter or other support services to beneficiaries.

The State also requires that BHS track who has taken the required cultural competence training and have a mechanism in place to alert us when someone who should have taken the training has not yet completed the requirement so that we can send them a reminder to take the training or trainings. The county system shall require all staff to receive annual cultural competence training, which will be provided by the county. Staff refers not only to personnel employed by the organization but also its subcontracted and affiliated personnel.

Annual cultural competence training topics shall include, but not be limited to the following:

1. Cultural Formation
2. Multicultural Knowledge
3. Cultural Sensitivity
4. Cultural Awareness and
5. Social/Cultural Diversity (Diverse groups, LGBTQ, SES, Older Adults, Disabilities, etc.)
6. Interpreter Training in Mental Health Settings

If providers want to propose making available other cultural competence trainings to their staff, aside from the annual cultural competence training offered by the County, said providers must submit the following information to the BHS Cultural Competence & Ethnic Services Manager, or designee:

- Name of Agency/Contact Person/email address and phone number
- Name of Training and professional entity providing the training and copy of the curriculum
- Length and Frequency of Training (must be a minimum of six hours annually)
- Your agency's cultural competence training policy that complies with the requirements found in [California Code of Regulations, Title 9, Section 1810, Subdivision 410 (c) (4)]
- Your agency's documented method of monitoring and tracking attendance of required trainings for staff that has the ability to:
 - identify who is required to take the training;
 - tracking who has completed the training;
 - identify who is required to take the training(s), but has not taken it yet; and
 - have a mechanism in place to notify staff that they need to take the required training
- Your agency's method of assessing increased accountability for skill development and behavior change in staff following training