

**9533.0150 ORIENTATION AND TRAINING.**

Subpart 1. **Plan for orientation and training.** The certificate holder must develop a plan to ensure that staff receive orientation and training. The plan must include the following requirements:

A. a formal procedure to provide orientation to all staff at the time the person begins work that includes:

- (1) topics to be covered;
- (2) identification of who will conduct the orientation; and
- (3) the date by which orientation will be completed;

B. a formal procedure to evaluate the training needs of each staff person. The evaluation of training needs must occur when the staff person begins work and at least annually thereafter;

C. how the program determines when additional staff training is needed and when the additional training will be provided; and

D. a schedule of training opportunities for a 12-month period that is updated at least annually.

Subp. 2. **Basic training for all staff.** The certificate holder must ensure that all staff who have contact with clients receive basic training in concepts of co-occurring disorders and co-occurring disorder treatment. The basic training must occur within the first six months of commencing work and at least every two years thereafter. The basic training must minimally include:

- A. recovery principles;
- B. understanding one's own attitudes;
- C. common substances of abuse;
- D. the prevalence of co-occurring disorders;
- E. screening and assessment procedures used in the program;
- F. assessment;
- G. common signs and symptoms of co-occurring disorders;
- H. triage and brief interventions;
- I. topics related to psychiatric and substance use crisis intervention and stabilization of persons with co-occurring disorders; and
- J. treatment decision making.

Subp. 3. **Specialized training for treatment services staff.** The certificate holder must ensure that all staff who conduct individual or group sessions, or who provide clinical supervision or medication management:

- A. receive specialized training at least every two years; and
- B. have or obtain appropriate competencies and working knowledge of the specific integrated treatment provided by the staff member and specific to the staff member's position description.

Subp. 4. **Specialized training components.** The specialized training required under subpart 3 must minimally include:

- A. knowledge of specific therapies and treatment interventions for clients with co-occurring disorders;
- B. integrated assessment and diagnosis; and
- C. basic knowledge of pharmacological interventions for co-occurring disorders.

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