



B. J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director

Georgia Department of Human Resources • Division of Mental Health, Developmental Disabilities and Addictive Diseases
Two Peachtree Street, NW • Suite 23-202 • Atlanta, Georgia 30303-3171 • 404-463-0432

Subject: Standardized Training Requirement for Paraprofessionals	From: Chris A. Gault, Ph.D. <i>CAG</i> Medicaid and Special Initiatives Coordinator
Date: June 17, 2008	Distribution: All MH/AD Providers; MHDDAD State & Regional Offices; APS Healthcare; Maya Carter, Department of Community Health

As part of the review and revision of Georgia's state plan for Medicaid Rehabilitation Option services, the Division of Mental Health, Developmental Disabilities and Addictive Diseases (DMHDDAD) has been required to specify a minimum standard training requirement for staff who are not licensed mental health professionals and/or do not have one of a number of recognized credentials but who provide reimbursable services for an approved provider agency (see Attachment A for a list of recognized credentials). Provider employees who are not licensed professionals or holders of an approved credential are hereafter referred to as paraprofessionals.

DMHDDAD developed a standardized training curriculum that was submitted to and approved by the Department of Community Health (DCH), the state's Medicaid agency. In keeping with our goal to provide the same quality services to all consumers regardless of source of funding, demonstrated mastery of each topic area within the training curriculum will be necessary in order for paraprofessionals to provide either state-funded or Medicaid-reimbursable services in the near future. This requirement will be effective on the date of the implementation of the new Medicaid state plan amendment which is expected at the earliest on October 1, 2008 or possibly on January 1, 2009.

Paraprofessionals who are already employed by a provider agency prior to the implementation of the new state plan amendment will have the option of "testing out" of the online training requirements. In addition to topics such as information about mental illnesses and addictive diseases, recovery principles, and professional relationships that will be addressed via online training modules or testing out, other skills-based competencies such as CPR or crisis intervention/de-escalation are included in the Standardized Training Requirement for Paraprofessionals and documentation of completion of training and skills mastery in these areas also will be required.

In order to support and assist providers in meeting these requirements, DMHDDAD has contracted with a national provider of online training and education for behavioral healthcare staff and is providing free access for paraprofessional staff of enrolled

providers. DMHDDAD partnered with Essential Learning, LLC (EL) to provide online, 24/7 access to course content for paraprofessionals. The EL courses provide usable information necessary to fulfill requirements for delivering DMHDDAD behavioral health services and supports, while also providing paraprofessionals with access to information that will help them be more effective on the job. For general information about EL, please visit www.essentiallearning.com. Unfortunately, there is not enough funding at this time to provide access to staff other than paraprofessionals who are providing services reimbursed by DMHDDAD or Medicaid.

Within the next few days, all enrolled behavioral health providers will receive a training announcement wherein they will be asked to identify if they employ paraprofessionals, and if so, to register their organization to use EL. In addition, each provider will appoint an EL Liaison who plays a key role in the successful use of the online learning system by assisting the paraprofessional staff in their use of EL. The EL Liaisons will receive training so that they are oriented to the system and in turn can support the paraprofessional staff in meeting the standardized training requirement.

If you have any questions about the reasons for development of a Standardized Training Requirement for Paraprofessionals, please contact Chris Gault, Ph.D. at cagault@dhr.state.ga.us. Questions about Essential Learning and the implementation of the Standardized Training Requirement for Paraprofessionals may be directed to Mat Winer at (404) 463-0796 or mwiner@dhr.state.ga.us.

**Standardized Training Requirement for Paraprofessionals
June 17, 2008**

Attachment A: List of Recognized Licenses/Credentials

Professional Title	Minimum Level of Education/Degree/Experience Required	License/Certification Required
Physician	Graduate of medical or osteopathic college	Licensed by the Georgia Composite Board of Medical Examiners
Psychiatrist	Graduate of medical or osteopathic college and a residency in psychiatry approved by the American Board of Psychiatry and Neurology	Licensed by the Georgia Composite Board of Medical Examiners
Physician's Assistant (PA)	Completion of a physician's assistant training program approved by the Georgia Composite Board of Medical Examiners -- at least 1 year of experience in behavioral healthcare required to supervise CPRP, CPS, or PP staff	Licensed by the Georgia Composite Board of Medical Examiners
Advanced Practice Registered Nurse (APRN): Clinical Nurse Specialist/Psychiatric-Mental Health (CNS-PMH) and Nurse Practitioner (NP)	R.N. and graduation from a post-basic education program for Nurse Practitioners Master's degree or higher in nursing for the CNS/PMH -- Nurse Practitioners must have at least 1 year of experience in behavioral healthcare to supervise CPRP, CPS, or PP staff	Current certification by American Nurses Association, American Nurses Credentialing Center or American Academy of Nurse Practitioners and authorized as an APRN by the Georgia Board of Nursing
Registered Nurse (RN)	Georgia Board of Nursing-approved nursing education program -- at least 1 year of experience in behavioral healthcare required to supervise CPRP, CPS, or PP	Licensed by the Georgia Board of Nursing
Licensed Practical Nurse (LPN)	Graduation from a nursing education program approved by the Georgia Board of Licensed Practical Nursing.	Licensed by Georgia Board of Licensed Practical Nursing
Licensed Dietician (LD)	- Bachelor's degree or higher with a degree in dietetics, human nutrition, food and nutrition, nutrition education or food systems management. - Satisfactory completion of at least 900 hours of supervised experience in dietetic practice	Licensed by Georgia Board of Licensed Dieticians
Qualified Medication Aide (QMA)	Completion of a prescribed course conducted by the Georgia Department of Technical and Adult Education and pass examination for qualified medication aides approved by the Georgia Board of Licensed Practical Nursing.	Certified by the Georgia Board of Licensed Practical Nursing
Psychologist	Doctoral Degree	Licensed by the Georgia Board of Examiners of Psychologists

Professional Title	Minimum Level of Education/Degree/Experience Required	License/Certification Required
Licensed Clinical Social Worker (LCSW)	Masters degree in Social Work plus 3 years' supervised full-time work in the practice of social work after the Master's degree.	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
Licensed Professional Counselor (LPC)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
Licensed Marriage and Family Therapist (LMFT)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
Licensed Master's Social Worker (LMSW)	Master's degree in Social Work	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
Licensed Associate Professional Counselor (LAPC)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
Licensed Associate Marriage and Family Therapist (LAMFT)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists
Certified Clinical Alcohol and Drug Counselor (CCADC)	Master's degree in one of the helping professions such as social work, community counseling, counseling, psychology, or criminology and requisite certification.	Certification by the Alcohol and Drug Certification Board of Georgia (State Board of International Certification and Reciprocity Consortium / Alcohol and Other Drug Abuse), Requires minimum of 2 years or 4,000 hours experience in direct alcohol and drug abuse treatment with individual and/or group counseling. A total of 270 hours of addiction-specific education and 300 hours of supervised training.
Certified Alcohol and Drug Counselor (CADC)	Bachelor's degree or higher in one of the helping professions such as social work, community counseling, counseling, psychology, or criminology and requisite certification.	Certification by the Alcohol and Drug Certification Board of Georgia (State Board of International Certification and Reciprocity Consortium / Alcohol and Other Drug Abuse), Requires minimum of 2 years or 4,000 hours experience in direct alcohol and drug abuse treatment with individual and/or group counseling. A total of 270 hours of addiction-specific education and 300 hours of supervised training.
Certified Addiction Counselor, Level II (CAC-II)	Bachelor's degree or higher in one of the helping professions such as social work, community counseling, counseling, psychology, or criminology and requisite certification	Certification by the Georgia Addiction Counselors' Association or other similar private association of addiction counselors. Requires 3 years of experience in practice of chemical dependency/abuse counseling; 270 hours education in addiction field; and 144 hours clinical supervision.
Certified Addiction Counselor, Level I (CAC-I)	High School Diploma/Equivalent	Certification by the Georgia Addiction Counselors' Association or other similar private association of addiction counselors. Requires 2 years of experience in the practice of chemical dependency/abuse counseling; 180 hours education in addiction field; and 96 hours clinical supervision.

Professional Title	Minimum Level of Education/Degree/Experience Required	License/Certification Required
Certified Psychiatric Rehabilitation Professional (CPRP)	High school diploma/equivalent, Associates Degree, Bachelor's Degree, Graduate Degree with required experience working in Psychiatric Rehabilitation (varies by level and type of degree)	Certified by the US Psychiatric Rehabilitation Association (USPRA, formerly IASPRS)
Certified Peer Specialist (CPS)	High school diploma/equivalent	Certification by the Georgia Certified Peer Specialist Project Requires a minimum of 40 hours of Certified Peer Specialist Training, and successful completion of a certification exam.



B. J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director

Georgia Department of Human Resources • Division of Mental Health, Developmental Disabilities and Addictive Diseases
Two Peachtree Street, NW • Suite 22.224 • Atlanta, Georgia 30303-3171 • 404-657-7857

TRAINING ANNOUNCEMENT

Standard Training Requirement for MH & AD Paraprofessionals: Provider Enrollment and Orientation to Essential Learning

To: Providers of Mental Health & Addictive Disease Services
Regional Coordinators

From: Audrey Sumner, Director, Office of Mental Health Services
Onaje Salim, Director, Office of Addictive Diseases

CC: DMHDDAD Management Team

Date: June 19, 2008

Title: **Standard Training Requirement for MH & AD Paraprofessionals: Provider Enrollment and Orientation to Essential Learning**

Background: As outlined in the June 17, 2008 memo from Dr. Chris Gault, the Division of Mental Health, Developmental Disabilities, and Addictive Diseases (DMHDDAD) has been required to specify a minimum standard training requirement for staff who are not licensed mental health professionals and/or do not have one of a number of recognized credentials but who provide Medicaid-reimbursable services for an approved provider agency. Provider employees who are not licensed professionals or holders of an approved credential are hereafter referred to as paraprofessionals.

DMHDDAD developed a standardized training requirement that was submitted to and approved by the Department of Community Health (DCH), the state's Medicaid agency. In keeping with our goal to provide the same quality services to all consumers regardless of source of funding, demonstrated mastery within each subject area will be necessary in order for paraprofessionals to provide either state-funded or Medicaid-reimbursable services in the near future.

In order to support and assist providers in meeting these requirements, DMHDDAD has contracted with a national provider of online training and education for behavioral healthcare staff and is providing free access for paraprofessional staff of enrolled providers. DMHDDAD is partnering with Essential Learning, LLC (EL) to provide online, 24/7 access to course content for paraprofessionals. EL is a nationally recognized provider of E-learning services, serving over 300 organizations in more than 41 states. The EL courses provide usable information necessary to fulfill requirements for delivering DMHDDAD behavioral health services and supports, while also providing paraprofessionals with access to information that will help them be more effective on the job. The chart below provides an overview of the topics included in the Minimum Standard Training Requirement for Paraprofessionals and indicates which topic areas are required to be completed via EL and/or which must be provided by the

organization.

MINIMUM STANDARD TRAINING REQUIREMENT		
SUBJECT AREA	REQUIRED VIA ESSENTIAL LEARNING	PROVIDED BY THE ORGANIZATION
Corporate Compliance	X	X
Cultural Competence	X	
Documentation	X	X
Explanation of MH/AD Services		X
First Aid/CPR		X
Mental Illness – Addictive Disorders	X	
Pharmacology & Medication Self-Admin	X	
Professional Relationships	X	
Recovery Principles	X	
Safety/ Crisis De-escalation	X	X
Service Coordination	X	X
Suicide Risk Assessment	X	

For more information about EL, please visit www.essentiallearning.com. Unfortunately, there is not enough funding at this time to provide access to EL for staff other than the paraprofessionals who are providing services reimbursed by DMHDDAD or Medicaid.

Description: This announcement contains important details about:

- 1) the agency enrollment process, which includes the appointment of Essential Learning Liaisons; and**
- 2) the EL Liaisons' Orientation sessions using Webinar technology (scheduled from June 25 through July 2).**

All MH & AD provider organizations providing state-funded or Medicaid-reimbursable services provided by paraprofessionals are expected to enroll to gain access to the EL online course content. Provider organizations that are already using EL will also need to enroll as this content is specific to the standardized training requirement for paraprofessionals. Each enrolled organization will appoint an EL Liaison and an alternate EL Liaison. The EL Liaisons will receive training so that they are oriented to the system and can assist the agency's paraprofessional staff in the use of the EL curriculum to meet the Standardized Training Requirement for Paraprofessionals.

Provider Enrollment Process: All providers that employ paraprofessionals and are affiliated with the Division of MHDDAD are expected to enroll on-line at <http://vinsoninstitute.org/essentiallearning>. If you do not have internet access, you may complete the attached Enrollment Form and fax it promptly to 404-463-6808. Organizations that are current users of Essential Learning also need to enroll and appoint EL Liaisons in order to access the courses tailored for DMHDDAD.

By enrolling, the agency agrees to:

- Appoint the organization's EL Liaison and an Alternate EL Liaison; the agency's EL Liaisons serve as the first contact for user support and link the user with EL online assistance.

- Ensure that the designated EL Liaisons can participate in the online and conference call training and assistance provided by Essential Learning and DMHDDAD.
- Encourage the organization's leadership to take and/or review the EL courses at the point of implementation.
- Link on-the-job learning to the application of EL course material in order to enhance paraprofessionals knowledge and skills.

Role of the Essential Learning Liaisons:

The EL Liaisons play a key role in the successful use of the online curriculum and manage: user authorization; course assignments; course enrollment; user linkage with EL technical assistance; and, downloading reports of user progress/course completion.

When selecting Liaisons, the following attributes should be considered:

- Teaching and coaching skills
- Computer literacy and attention to detail
- Interpersonal skills

It is also important that the EL Liaison become familiar with the Essential Learning Online Curriculum for Paraprofessionals. Effective EL Liaisons are the key to the success of the 24/7 online training experience.

User Technology Requirements: Basic hardware and software requirements to access the EL curriculum include:

- Personal Computer (PC) or Mac compatible computer with a Windows or Mac operating system (Microsoft Windows 98, XP, Vista, or Mac OS X), Monitor and Printer
- Computer speakers that can play audio and video files with a media player
- 56K modem or high speed connection (DSL, cable or broadband- allows high speeds of transmission of text, audio and video over telephone lines)
- Internet browser such as Internet Explorer, Netscape Navigator, Safari

EL Liaison Orientation via Webinar Registration:

Provider appointed EL Liaisons and Alternate Liaisons should participate in one of four online Orientation sessions offered at varying times within the work day, in a format designed to reduce travel time and expenses. The EL Liaison Orientation will demonstrate how to: authorize agency users; assign courses to users; enroll in courses; link to EL online technical assistance in using the website; and, download reports of user course completion/progress. Please see the table below for the Liaison Orientation schedule.

This training will use the “**GotoWebinar**” online conferencing system. **In order to view and hear the training, you will need to have access to the internet and also a phone line to listen to the conference call. You may have multiple participants at one location by using an LCD projector to view the website and a conference phone to listen to the trainer.**

EL Liaison Webinar Orientation Registration:

Please click on the link provided next to the corresponding training date and complete the Webinar Registration. Once you complete the online webinar registration, you will receive a confirmation by email from an Essential Learning representative. The email will include details on how to access the GotoWebinar conference online and telephone conference call number/password.

EL Liaison Orientation Schedule & Registration Links All Essential Learning Liaisons and Alternate Liaisons are required to attend a Webinar Orientation		
Date	Time	Webinar Registration
Wednesday, June 25, 2008	11:00 AM – 12:30 PM	https://www1.gotomeeting.com/register/358773429
Thursday, June 26, 2008	3:30 PM – 5:00 PM	https://www1.gotomeeting.com/register/710017925
Monday, June 30, 2008	5:00 PM – 6:30 PM	https://www1.gotomeeting.com/register/277922597
Wednesday, July 2, 2008	3:30 PM – 5:00 PM	https://www1.gotomeeting.com/register/134576705

Presenters: **Kristina McClure**, LCSW - Vice President of Implementation Services, Essential Learning. Ms. McClure is a licensed clinical social worker with over 10 years of experience in the health and human service field. Most recently, she was a project manager with a large software company implementing electronic medical record systems for state, county and private mental health, substance abuse, public health and social service agencies. She has consulted with county probation and community mental health agencies creating and conducting annual employee training. Ms. McClure also has worked as a clinician providing direct services to adults, children and adolescents in both outpatient and inpatient settings.

Tricia Izadi - Vice President, Customer Relationship Management and Quality Assurance, Essential Learning. Ms. Izadi has more than six years of business and managerial experience, in both for-profit and the not-for-profit settings. Prior to joining Essential Learning she developed and managed a unique Community Development program for Price Charitable Foundation that assists low income families to provide community service in exchange for housing subsidies. Her areas of expertise are in the support of web-based applications, application training and project implementation. Ms. Izadi holds a Bachelors Degree in Business Administration from the University of San Diego.

Contact: For more information:

- About the reasons for the development of a Standardized Training Requirement for Paraprofessionals, direct questions to RegistrationMHDDAD@dhr.state.ga.us. Please put Paraprofessional Training Curriculum in the subject line.
- About implementation of the required paraprofessional curriculum, please contact Mat Winer at mwiner@dhr.state.ga.us.
- About Essential Learning and registration, please contact Chiyana Reaves at reaves@cviog.uga.edu.



B. J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director

Georgia Department of Human Resources • Division of Mental Health, Developmental Disabilities and Addictive Diseases
 Two Peachtree Street, NW • Suite 22.224 • Atlanta, Georgia 30303-3171 • 404-657-7857

**Standard Training Requirement for MH & AD Paraprofessionals:
 Provider Enrollment and Orientation to Essential Learning**

PROVIDER ENROLLMENT FAX FORM

Organization _____

Address: _____

City/ State/Zip: _____

Phone Number: _____ Fax Number _____

Name of Director: _____

Email Address: _____

Phone Number: _____

How many paraprofessionals are employed with your organization? _____

Disability Area Served: ___ MH ___ AD ___ MH and AD

Populations Served: ___ C & A ___ Adult ___ C & A and Adult

Region(s) Served (*Please circle all that apply*): 1 2 3 4 5

Essential Learning Liaison Appointment

Primary Liaison:

(1) Name: _____ Email Address: _____

Phone Number: _____

Job Title: _____

Alternate Liaison:

(2) Name: _____ Email Address: _____

Phone Number: _____

Job Title: _____

Our organization currently subscribes to Essential Learning online courses:

___ YES ___ NO

Please Enroll Online at <http://vinsoninstitute.org/essentiallearning>

If you do not have web access, please fax this form to 404-463-6808, Attn: C Reaves