
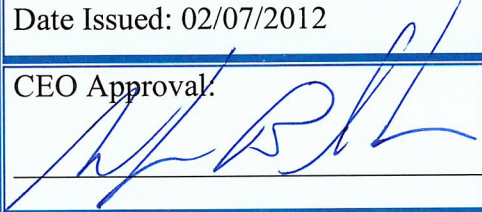
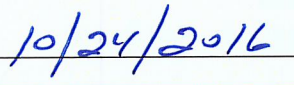


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| Policy Title: Subcontractor Training | |  |
| Date Issued: 02/07/2012 | Revised Date: 02/24/2016 Review Date: 02/24/2016 | |
| CEO Approval:  | Effective Date:  | |

POLICY:

It is the policy of Central Florida Cares Health Systems, Inc. (CFCHS) to provide training to Subcontractors as needed.

RELATED POLICIES: None

PURPOSE:

CFCHS has a responsibility to the community and to the people it serves to ensure that all Subcontractors are knowledgeable of the system of care services, how to navigate those services, proper referral and transfer procedures throughout the system of care, contract requirements and offering technical assistance on an as needed basis.

REFERENCES: Contract GHME1

PROCEDURES:

1. CFCHS will conduct training on an as-needed basis. Examples of a need for training could include:
 - a. Launch of a new automation
 - b. Change in process or procedure
 - c. Clarification requests by the Subcontractors

2. Training may be delivered by any of the following means:
 - a. Face-to-face
 - b. Webinar
 - c. Conference Call

3. Topics may include any of the following, but not limited to:
 - a. Child Welfare
 - b. Co-Occurring Services
 - c. SOAR
 - d. Marchman Act
 - e. Baker Act
 - f. Emerging technologies
 - g. Evidence-Based Practices
 - h. Performance and Outcomes measurement
 - i. Forensic System
 - j. Coordination of case management
 - k. SIPP admissions
 - l. New and/or revised network wide policies
 - m. Five Points modules

4. Depending on the topic a CFCHS staff member will be assigned the lead and will be responsible for preparing the training, scheduling and informing the appropriate contact at the Subcontractor's agency of the training details.
5. CFCHS Contract Manager is responsible for maintaining documentation of all training sessions. Documentation consists of:
 - a. Attendance Logs of Participants
 - b. Handouts and/or Training Materials distributed