

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: NET 6.03</b>
		<b>CFOP:</b>
<b>Procedure Name:</b>	CBCIH Training Initiatives and Annual Training Plan	
<b>Procedure Number:</b>	OP1224	
<b>Reviewed Date:</b>	N/A	
<b>Revision #/Date:</b>	(1)12/4/19	
<b>Effective Date:</b>	06/12/17	
<b>Applicable to:</b>	Brevard Family Partnership Family of Agencies (BFP FOA) Staff	

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**PURPOSE:** The purpose of this procedure is to establish the methods utilized by Community Based Care Integrated Health (CBCIH) to train BFP and child welfare staff regarding the Child Welfare Specialty Plan.

### **PROCEDURE:**

#### ***Cross Reference(s)***

Contract #FP026 AHCA contract with Sunshine Health  
Sunshine Health vendor agreement with Community Based Care Integrated Health

#### ***Scope***

This operating procedure applies to Brevard Family Partnership FOA staff and its' subcontracted agencies who are responsible for children who are enrolled in the Child Welfare Specialty Plan. If any of the responsibilities outlined in this procedure are contracted with an individual or other entity, the contracted provider must ensure compliance with this procedure, and the terms should be incorporated into the contract.

#### ***Key Terms***

CBCIH Regional Coordinator—individuals employed by CBCIH who provide consultation and technical support, related to the Child Welfare Specialty Plan, to Community Based Care Lead Agencies.

Child Welfare Specialty Plan Enrollee—a child who is Medicaid eligible and is enrolled in the Sunshine Health, Child Welfare Specialty Plan, or the Sunshine Health Managed Medical Assistance Plan (MMA), due to an active status in the child welfare system of care. This includes children who have an open child welfare case, those who have been adopted and are receiving maintenance adoption subsidy and those who are receiving extended foster care or independent living services.

Community Based Care Lead Agency—an “eligible lead community-based provider” as defined in Section 409.1671(1)(e), F.S.

## **Standards**

This procedure acknowledges that any training and educational information for use by CBCIH with any child welfare staff and stakeholders shall be developed and updated jointly by Sunshine Health and CBCIH to ensure that training and educational activities are provided consistently and accurately. CBCIH shall provide, and participate in, both initial and ongoing training initiatives, including the provision of outreach and education trainings, that are provided to child welfare staff. CBCIH is responsible for identifying the child welfare staff who are responsible for performing training activities, as well as those who will participate in training activities. Community Based Care Integrated Health (CBCIH) and Brevard Family Partnership (BFP) provide both pre-service training, as well as ongoing training, related to the Child Welfare Specialty Plan (CWSP) to train staff and community partners who are involved with the Child Welfare Specialty Plan. Training sessions typically fall into the following categories:

- Pre-Service Training
- Annual Training
- Care Coordination Training
- In-Service Training/Specialized Training

Training is provided to new Behavioral Health Care Coordinators, Nurse Care Coordinators and other designated BFP staff who are responsible for the provision of care coordination services for enrollees. As part of the training process, CBCIH staff utilize a CBCIH-CBC Lead Agency CWSP Employee Training checklist to ensure that relevant training topics are discussed. Pre-Service training Levels I-IV, as defined within the CBCIH Training Plan, along with the Care Coordination Training topics are provided within thirty (30) days of hire or upon the assignment of duties related to the CWSP. The CBCIH Regional Coordinators and/or CBCIH Consultants complete the checklist to ensure or verify that relevant training has been provided and to serve as documentation for regular training reports. Additionally, in conjunction with the CBC Lead Agency, regional trainings are held with Post-Adoption Specialists in order to provide an orientation to the Child Welfare Specialty Plan. This training includes discussion related to the Plan's benefits, case management programs and communication workflows related to the needs of post-adoption enrollees.

CBCIH and Sunshine Health jointly develop in-service training programs regarding a variety of topics, including trauma- informed care and other training topics that are applicable to child welfare staff, caregivers, and key stakeholders. CBCIH has developed a training plan, which is updated annually and submitted to Sunshine Health, on or before January 1st of the calendar year, to ensure that both BFP and community partners are sufficiently trained regarding the Child Welfare Specialty Plan. When conducting training sessions and/or scheduling training sessions related to the Sunshine Health CWSP and benefits, CBCIH and BFP utilize co-branded training materials which have been approved by Sunshine Health, in accordance with CBCIH Procedure 901, Communications, Training and Materials.

In addition to CBCIH, BFP is contractually responsible for providing training related to the CWSP. An annual training plan must be submitted to CBCIH to provide an overview of the training activities and processes provided by BFP, and training activities are reported to CBCIH on a monthly basis.



Recipients of CWSP related information and training may include, but are not limited to:

- CBC Lead Agency staff
- Dependency Case Managers
- Post-Adoption Specialists
- Parents, Foster Parents, Caregivers
- Guardians ad Litem

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

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PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 3/17/2020