

# KERN COUNTY MENTAL HEALTH DEPARTMENT

## TRAINING SERVICES

### TRAINING CATALOG

Calendar Year 2016



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KERN COUNTY MENTAL HEALTH  
DEPARTMENT  
P.O. BOX 1000  
BAKERSFIELD, CA 93302  
(661) 868-6600  
FAX (661) 868-6666

WILLIAM WALKER, LMFT  
DIRECTOR

**Mental Health Training Services** is a division of the  
**Kern County Mental Health Department**

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**Purpose:**

The Training Services Division provides educational support to all staff of the Kern County Mental Health Plan. We desire to provide an environment that both welcomes and empowers all employees. Our objectives are to impart practicable knowledge and skill to the professional, para-professional, clerical and volunteer staff. We seek to present effective programs that reflect the ever-evolving needs of our department.

**Our Mission:**

Training Services provides quality training to staff at all levels enabling them to impart such knowledge, skills, and abilities through their delivery of services to all individuals served.

## CULTURAL COMPETENCY

*An organization's ability to recognize, respect, and address the unique needs, worth, thoughts, communications, actions, customs, beliefs, and values that reflect an individual's racial, ethnic, religious, and/or social groups or sexual orientation.*

**Definition of Cultural Competence as per  
CARF 2013 Behavioral Health Standards Manual**

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The Training Services Division desires to increase the knowledge, skills and abilities of mental health workers in Kern County.

“The development of culturally appropriate services requires program innovation based upon the knowledge of the customs, beliefs, attitudes, and perceptions of the target audience.”

“Recognizing that cultural competency is a developmental process, the Kern County Mental Health System of Care provides Cultural Competency Training as part of its regular training menu.”

**Kern County Department of Mental Health  
Cultural Competence Plan**

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This training catalog contains a listing of *currently planned* internal training/workshops for Calendar Year 2016 conducted by local experts in a given field. Some internal training fulfills cultural competence requirements. It does not include “outside training” presentations not yet contracted and usually conducted by experts outside our own agency. Some outside trainings also fulfill cultural competence requirements. Informational flyers for such upcoming training/seminars are distributed to mental health staff in a timely fashion, to allow for advance planning.

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KCMH requires that all staff including its contract agencies attend a minimum of *six hours* of Cultural Competency Training per fiscal year. The Substance Abuse System of Care also requires that all Substance Abuse staff and contract agencies attend a minimum of *six hours* of Cultural Competency Training per fiscal year.

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*If you would like more information about Training Services, please contact*

*Amy Schultz, M.A.  
Administrative Coordinator  
661-868-6611  
Email: [MHTraining@co.kern.ca.us](mailto:MHTraining@co.kern.ca.us)*

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## **CERNER: BEGINNERS**

CERNER: Beginners is a one-day, 8-hour training that is mandatory for all staff to receive a password to access the CERNER software system. This training provides an overview of the system, which is the Kern County Mental Health Department's Electronic Medical Record. Attendees will learn to use the software for routine navigation, intake, client admission and financial forms. *All Mental Health clinical staff must attend "CERNER: Progress Notes and Mental Health Documentation Standards" once they have completed this training.*

OBJECTIVES: As a result of this training, attendees will be able to:

1. Log into CERNER.
2. Navigate through Clinician's Homepage and the client chart.
3. Understand how to look up clients and access client records.
4. Create, update and close client assignments.
5. Create demographic, presumptive diagnostics and other primary forms in CERNER.
6. Enter the California financial & 3rd party coverage information.
7. Find scanned documents.

DOCUMENT REQUIREMENTS: All required documents must be submitted to the Cerner Support Team no later than noon on Tuesday of the week **prior** to this training.

REQUIRED TRAINING FOR: All Clinical, Direct Service, Volunteer and Support MH/SUD Staff

OPTIONAL FOR: Staff determined by Supervisor to require remedial or additional training may re-take the course.

MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS: NO

DURATION: Eight (8) Hours

TIME: 8:00AM TO 5:00PM

FREQUENCY: Bi-weekly

LOCATION: 5121 Stockdale Hwy, 2<sup>nd</sup> Floor, Computer Lab

CONDUCTED BY: Cerner Support Team

REGISTRATION: To sign up contact the Cerner Support Team: 868-6740 option 3, or email [MH-Anasazi-Team@co.kern.ca.us](mailto:MH-Anasazi-Team@co.kern.ca.us)

DATES:

January 12	April 5	July 5	October 4
January 26	April 19	July 19	October 18
February 9	May 10	August 9	November 8
February 23	May 24	August 23	December 6
March 8	June 7	September 6	December 20
March 22	June 21	September 20	

## CERNER: BEGINNERS—SUBSTANCE USE DISORDERS

This is Part II in the mandatory training in the Substance Use Disorder (SUD) Training Series for SUD staff. This 8-hour training will introduce participants to basic navigation of the Clinician’s Homepage in Kern County Mental Health’s Electronic Health Record (CERNER). The training will cover how to search for clients, add forms and sign them electronically. The class will address how to complete Cal OMS forms and correct suspense and errors. Staff must attend Part III of the series in order to receive their password and begin entering information in the electronic health record.

OBJECTIVES: As a result of the training, attendees will be able to:

1. Log into Cerner.
2. Become familiar with the Clinician’s Homepage, Scheduled Services, Staff Panel and Client Panel.
3. Enter basic Substance Use Disorder required forms.

DOCUMENTATION REQUIREMENTS: All required documents must be submitted to the Cerner Support Team no later than noon on Tuesday the week **prior** to this training.

REQUIRED TRAINING FOR: All Substance Use Disorder Clinical staff

OPTIONAL FOR: Staff determined by supervisor to require remedial or additional training may re-take the course. Also for any staff that has lost access due to inactivity for over 60 days.

MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS: NO

DURATION: Eight (8) Hours

TIME: 8:00AM to 5:00PM

FREQUENCY: Monthly

LOCATION: 5121 Stockdale Hwy, 2<sup>nd</sup> Floor, Computer Lab

CONDUCTED BY: Cerner Support Team and SUD designated staff

REGISTRATION: To sign up, contact Emma Mondradon at 868-6801

DATES:

January 19	July 12
February 19	August 16
March 15	September 16
April 12	October 11
May 17	November 15
June 14	December 13

# CERNER: PROGRESS NOTES AND MENTAL HEALTH DOCUMENTATION STANDARDS

Progress Notes and MH Documentation Standards is a mandatory training that is collaboration on entering progress notes into CERNER and the KCMH Documentation policy required standards. Both CERNER and the KCMH Documentation policy incorporate the State and Federal regulations for documenting medical necessity, and the appropriate use of Informational, Activity Code, Individual and Group progress notes. Appropriate completion of Releases of Information and entering information into a Diagnostic Review form will be reviewed during this training.

*Prerequisite: All staff attending this training must have attended “CERNER: Beginners”.*

OBJECTIVES: As a result of this training, attendees will be able to:

1. Add a Progress note for a Planned and/or an Unplanned service.
2. Have a grasp of the State/Federal requirements for documenting mental health and/or targeted case management services, along with the differences between the two services.
3. Understand the difference between a Mental Health service and Targeted Case Management (TCM) service.
4. Comprehend the different elements of the documentation standards:
  - Medical Necessity Focus, Content, Assessment/Observation, Intervention/Response, Plan (MIOP); and Problem, Intervention, Plan (PIP).
5. Enter the appropriate Service Indicators within the Progress Note.
6. Complete the Release of Information and enter information into the Diagnostic Review form.

DOCUMENT REQUIREMENTS: All required documents must be submitted to the Cerner Support Team no later than noon on Tuesday the week **prior** to this training.

REQUIRED TRAINING FOR: All Clinical, Direct Service Staff, & Volunteers

OPTIONAL FOR: Mental Health Support Staff; Staff determined by Supervisor to require remedial or additional training may take it again.

MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS: NO

DURATION: Eight (8) Hours

TIMES: 8:00AM to 5:00PM

FREQUENCY: Bi-weekly

LOCATION: 5121 Stockdale Hwy, 2<sup>nd</sup> Floor, Computer Lab

CONDUCTED BY: Cerner Support Team and Heather Williams, RSIII with QID

REGISTRATION: To sign up contact **the** Cerner Support Team: 868-6740 option 3, or email MH-Anasazi-Team@co.kern.ca.us



DATES:

January 13	March 23	June 8	August 24	November 9
January 27	April 6	June 22	September 7	December 7
February 10	April 20	July 6	September 21	December 21
February 24	May 11	July 20	October 5	
March 9	May 25	August 10	October 19	

# **CERNER: MENTAL HEALTH TREATMENT PLAN & INTRODUCTION TO THE USE OF SCHEDULER**

This Treatment Plan and Scheduler all day training is a collaboration between CERNER Support Team and QID to ensure that staff can develop a Recovery Oriented Mental Health Treatment Plan that meets both State/Federal and KCMH Standards, and the appropriate procedures for entering, and use of the information in CERNER.

*Prerequisite: All staff attending this training must have attended “CERNER: Beginners” and “CERNER: Progress Notes and Mental Health Documentation Standards.”*

**OBJECTIVES:** As a result of this training, attendees will be able to:

1. Maneuver through Scheduler and schedule appointments for themselves.
2. Add a new Treatment Plan, Revise the plan and complete a Review of the plan.
3. Know the appropriate content for the Strengths, Treatment Focuses, Goals, Objectives, and the Recovery Transition Plan.
4. Assign signatories and know the appropriate process and procedures for the LPHA in signing and authorizing a Treatment Plan.

**DOCUMENTATION REQUIREMENTS:** All required documents must be submitted to the Cerner Support Team no later than noon on Tuesday the week **prior** to this training.

**REQUIRED TRAINING FOR:** All Clinical, Direct Service Staff, & Volunteers who are completing MH Treatment Plans or Authorizing a MH Treatment Plan

**OPTIONAL FOR:** Mental Health Support Staff; Staff determined by Supervisor to require remedial or additional training may re-take the course.

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** Eight (8) Hours

**TIMES:** 8:00AM to 5:00PM

**FREQUENCY:** Monthly

**LOCATION:** 5121 Stockdale Hwy, 2<sup>nd</sup> Floor, Computer Lab

**CONDUCTED BY:** Cerner Support Team and Heather Williams, RSIII with QID.

**REGISTRATION:** To sign up contact Anasazi Support Team: 868-6740 option 3, or email MH-Anasazi-Team@co.kern.ca.us

**DATES:**

January 28	May 26	September 29
February 25	June 23	October 27
March 24	July 21	November 30
April 21	August 25	December 22

## **CERNER: CLINICAL—SUBSTANCE USE DISORDERS**

This is Part III in the mandatory training in the Substance Use Disorder (SUD) Training Series for SUD staff. This 8-hour training will introduce participants to forms reviewed during Part I of the series (Substance Use Disorder Clinical Documentation). Staff will have an opportunity to practice adding multiple assessments, treatment plans and progress notes in the training environment for the different modalities of SUD treatment (PC 1000, outpatient, residential, NTP). The training will be adapted to the needs of the participants attending based on the type of service they provide.

Objectives: As a result of the training, attendees should be able to:

1. Add Assessments to the client chart
2. Add Consents to Release PHI
3. Complete Diagnostic Review forms
4. Write Individual, Group and Informational Notes
5. Build and complete Substance Use Disorder Treatment Plans

DOCUMENTATION REQUIREMENTS: All required documents must be submitted to the Cerner Support Team no later than noon on Tuesday the week **prior** to this training.

REQUIRED TRAINING FOR: All Substance Use Disorder Clinical staff

OPTIONAL FOR: Staff determined by supervisor to require remedial or additional training may re-take the course

MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS: NO

DURATION: Eight (8) Hours

TIMES: 8:00AM to 5:00PM

FREQUENCY: Monthly

LOCATION: 5121 Stockdale Hwy, 2<sup>nd</sup> Floor, Computer Lab

CONDUCTED BY: Cerner Support Team and SUD designated staff,

REGISTRATION: To sign up, contact Emma Mondragon at 868-6801

DATES:

January 21	July 21
February 18	August 25
March 24	September 22
April 21	October 20
May 19	November 10
June 23	December 8

# ASIST

## *Applied Suicide Intervention Skills Training*

The ASIST two-day workshop is for caregivers who want to feel more comfortable, confident and competent in helping to prevent the immediate risk of suicide. The ASIST two-day workshop is now the most widely used suicide prevention-training program in the world. To date, over 500,000 caregivers have attended the workshop.

OBJECTIVES: As a result of this training, participants should be able to:

1. Recognize that caregivers and persons at risk are affected by personal and societal attitudes about suicide.
2. Discuss suicide with a person at risk in a direct manner.
3. Identify risk alerts and develop safe plans related to them.
4. Demonstrate the skills required to intervene with a person at risk of suicide.
5. List the types of resources available to a person at risk of suicide, including himself or herself.
6. Make a commitment to improving community resources.
7. Recognize that suicide prevention is broader than suicide first aid and includes life promotion and self-care for caregivers.

**This is a certified program and offers CE hours and a Certificate of Completion.**

**Provider approved by the California Board of Registered Nursing, Provider Number CEP12160, for 12 contact hours.**

**Provider approved by CAADAC, Provider Number 3S-99-458-1114 for 12 CEHs.**

REQUIRED TRAINING FOR: Direct Service Staff

OPTIONAL FOR: None

MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS: NO

DURATION: Two (2) days

TIMES: 8:00AM to 5:00PM both days

FREQUENCY: Monthly

CONDUCTED BY: Certified Mental Health Staff

REGISTRATION: To sign up contact Training Services at 661-868-6623

DATES:

January 13-14	July 13-14
February 10-11	August 10-11
March 2-3	September 14-15
April 13-14	October 12-13
May 11-12	November 14-15
June 1-2	December 14-15

## Basic Life Support (BLS)

The Basic Life Support class provides information on adult, pediatric and infant CPR, including two-rescuer scenarios and use of the bag-valve mask. The class also covers automated external defibrillation for adults and children, foreign-body airway obstruction (conscious and unconscious), special resuscitation situations, and other cardiopulmonary emergencies. Selected Kern County Mental Health staff must be BLS Certified.

**OBJECTIVES:** As a result of attending this training, participants should be able to:

1. Understand the basics of CPR.
2. Provide immediate response to any emergency situation including those that are life threatening.

**REQUIRED TRAINING FOR:** Supervisors and Nurses at each team site

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** One and One Half (1 ½) to Three and One Half (3 ½) Hours

**TIMES:**  
 Full Provider Courses 8:30AM to 11:00AM  
 Renewal Courses (must have current card) 1:00PM to 3:00PM  
 E-Learning Part B (validation) 11:00AM to 12:30PM

**FREQUENCY:** Mandatory first year of employment, and every second year thereafter.

**LOCATION:** KMC Staff Development Room 3321  
**CONDUCTED BY:** Kern Medical Center

**REGISTRATION:** To register, please call **661-326-2646**.

**DATES:**

Full Provider Courses*		Renewal Courses*		E-Learning Part B Validation	
January 6	February 3	January 21	February 18	January 21	February 18
March 2	April 13	March 17	April 28	March 18	April 28
May 11	June 8	May 26	June 23	May 26	June 23
July 6	August 3	July 21	August 18	July 21	August 18
September 14	October 12	September 29	October 27	September 29	October 27
November 9	December 7	November 17	December 15	November 17	December 15

**\*\$25 fee applies.**

**To receive credit for completing this course or any similar training that meets this requirement, please send proof of completion (a copy of the front and back of the BLS card) to the attention of Training Services or by email to [MHTtraining@co.kern.ca.us](mailto:MHTtraining@co.kern.ca.us)**

## COACHING THE EXPERIENCED DRIVER

This course is for drivers who are already skilled in the basics of handling a vehicle.

**OBJECTIVES:** The objectives of this course are to refresh and build on your current driving skills and to help you reach new levels of defensive driving. It includes sections on pre-trip safety issues, critical elements of driving, special situational driving, coaching points, and collision reporting procedures.

**TRAINING FOR:** All Direct Service Staff

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** Four (4) Hours

**TIMES:** 8:30AM to 12:00PM

**FREQUENCY:** As requested by Supervisor/Management

**MANDATORY IF INVOLVED IN AN ACCIDENT DRIVING A COUNTY VEHICLE**

**LOCATION:** Westchester Meeting Room, 1<sup>st</sup> Floor

**CONDUCTED BY:** Willie Fields, Kern County Mental Health  
**REGISTRATION:** To sign up contact Willie Fields at 868-5063 or Training Services at 868-6623

**DATES:**

May 19
October 11

## **CONFIDENTIALITY**

This workshop explores and facilitates an understanding of the different facets and requirements of confidentiality surrounding mental health services, in order to ensure full compliance with the law by Kern County Mental Health System of Care. Such confidentiality requirements would include Welfare and Institutions Code section 5328, the Psychotherapist-patient privilege set forth in Evidence Code section 1014, the Physician-patient privilege set forth in Evidence Code section 994, HIPAA and other federal laws, and exceptions to confidentiality requirements.

**OBJECTIVES:** As a result of this training, participants should be able to:

1. Understand Confidentiality issues as they directly relate to how Federal and State laws regulate clinical practices within the Mental Health System Of Care.
2. Understand the limitations and exceptions to confidentiality relevant to services.
3. Understand how KCMH policies address the handling of typical confidentiality issues such as handling subpoenas and Tarasoff situations.
4. Review recent updates to federal HIPAA regulations.

**Provider approved by the California Board of Registered Nursing, Provider Number CEP12160, for 4 contact hours.**

**Provider approved by CCAPP, Provider Number 3S-99-458-1114 for 4 CEHs.**

**REQUIRED TRAINING FOR:** All staff

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** Four (4) Hours

**TIMES:** 8:00AM to 12:00PM

**FREQUENCY:** Twice per year

**LOCATION:** TBA

**CONDUCTED BY:** Ross Kremsdorf, Ph.D., J.D.,

**REGISTRATION:** To sign up contact Training Services at 868-6623

**DATES:** TBA

## **CULTURAL COMPETENCE MINI-SERIES**

The Cultural Competence Mini Series Training emphasizes multi-cultural awareness, knowledge, and skill development. The presentation format is a combination of theory, practical demonstration, and audience interaction. Course Instructors are subject matter experts and conduct their individual training from a combination of passion, experience, observations, and personal research that are consistent with research literature. This training is open to all mental health service providers.

**OBJECTIVES:** After attending these trainings, participants should be able to:

1. Increase cultural knowledge.
2. Through cultural knowledge modify our behavior to better serve our consumers.

**Course may meet the qualifications for 2, 3, or 6 hours of continuing education credit for MFT's or LCSW's as required by the California Board of Behavioral Sciences, Provider Number PCE 731.**

**Course may be provider approved by the California Board of Registered Nursing, Provider Number CEP12160, for 2, 3, or 6 contact hours.**

**Course may be provider approved by CAADAC, Provider Number 3S-99-458-1114 for 2, 3, or 6 CEHs.**

**REQUIRED TRAINING FOR:** All Staff

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** YES

**DURATION:** Two (2) Hours, Three (3) Hours, or Six (6) Hours

**TIMES:** Vary

**FREQUENCY:** Varies

**CONDUCTED BY:** KCMH Staff or Contracted Presenters

**REGISTRATION:** To sign up contact Training Services at 868-6623

**DATES:** Informational brochures/flyers will be posted on MHNet on a timely basis for advance planning and timely announcements for this training will be provided through GroupWise.



# ASSESSMENT DOCUMENTATION

The Assessment Documentation Training outlines the standards for documentation in the Mental Health Assessment, the Mental Health Re-Assessment and the Discharge Forms. Levels of Service Need assignments, severity ratings and the MORS scale are covered to assist the LPHA (i.e., licensed or licenseable clinician) in ensuring consistent documentation standards and assessment practices across the system of care.

**OBJECTIVES:** As a result of this training, participants should be able to:

1. Understand the DHCS Medi-Cal standards for documentation of Assessments, Re-Assessments and Discharge Forms
2. Have an understanding of different levels of Service Need
3. Have a basic understanding for acuity ratings, MORS ratings and the use of scaling questions for outcome measures.

**REQUIRED TRAINING FOR:** LPHA'S completing Assessments, Re-Assessments and Discharge Summaries.

**MEETS CULTURAL COMPETENCY TRAINING REQUIREMENTS:** NO

**DURATION:** Four (4) Hours

**TIMES:** TBA

**FREQUENCY:** Twice per year

**LOCATION:** Westchester Training Room

**CONDUCTED BY:** Ross Kremsdorf, PhD, QID Administrator  
Stacy Kuwahara, LMFT, Unit Supervisor

**REGISTRATION:** To sign up contact Training Services at 868-6623

**DATES:** TBA

## **DRUG MEDI-CAL: TITLE 22 TRAINING**

Drug Medi-CAL Title 22 Training updates attendees and facilitates an understanding of the requirements needed for successful PSPP findings and documentation requirements. This course ensures compliance with the law and local policies regarding confidentiality of substance use disorder documentation and confidentiality issues.

**OBJECTIVES:** As a result of this training, participants will be able to:

1. Increase DMC documentation compliance rates
2. Reduce disallowances due to non-compliance
3. Meet DMC dated signature time frames for continuing stay justification and discharge planning
4. Comply with documentation requirements for residential and outpatient services for treatment plan development, individual progress and group counseling notes
5. Understand regulatory requirements for crisis and collateral services and fair hearings

**Course may be provider approved by CAADAC, Provider Number 3S-99-458-1114 for 1 CEH.**

**REQUIRED TRAINING FOR:** Substance Use Disorder staff

**MEETS CULTURAL COMPETENCY TRAINING REQUIREMENTS:** NO

**DURATION:** One and One Half (1.5) Hours

**TIMES:** TBA

**FREQUENCY:** Several times per year

**LOCATION:** Westchester Training Room

**CONDUCTED BY:** Cecilia Martinez, M.P.A., Registered Associate CSW  
Lorena Diaz, B.A.

**REGISTRATION:** To sign up contact Training Services at 868-6623

**DATES:** TBA

## GRAND ROUNDS

Grand Rounds offers an opportunity to learn about specialized mental health issues such as diagnosis, medication, healthcare services and their delivery to the community. On a rotational basis, Kern County Mental Health and Kern Medical Center develop interesting and educational activities dealing with this critical, and rapidly changing field. This collaborative effort affords all those in attendance an educational experience and a better understanding of how mental health professionals deal with unique client situations. It is also an excellent networking tool for staff of both agencies.

**OBJECTIVES:** As a result of this training, participants should be able to:

1. Recognize the unique qualities of the topic at hand and the basis for therapeutic actions.
2. Identify and discuss health assessment strategies for individuals with mental illness.

**Provider approved by the California Board of Registered Nursing, Provider Number CEP12160, for 1 contact hour.**

**Provider approved by CAADAC, Provider Number 3S-99-458-1114 for 1 CEH.**

### **CME's Provided by Kern Medical Center**

**REQUIRED TRAINING FOR:** None

**OPTIONAL FOR:** General Staff

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** OCCASIONALLY

**DURATION:** One (1) hour

**TIMES:** 4:00PM to 5:00PM

**FREQUENCY:** Monthly (not in July)

**LOCATION:** KMC Room 1058

**CONDUCTED BY:** KCMH/KMC Staff or Contracted Presenters

**REGISTRATION:** To sign up contact Training Services at 868-6623

**DATES:**

January 13	August 17
February 17	September 21
March 16	October 19
April 20	November 16
May 18	December 22
June 15	

## **MENTAL HEALTH NEW EMPLOYEE ORIENTATION**

Kern County Mental Health newly hired staff will receive orientation training within the first month but not to exceed the first three months of their employment. Phase I training will consist of orientation by the assigned team. In addition, staff will receive ongoing training as mandated, or as needed based on training and competency assessments. During Phase II, staff will attend New Employee Orientation from the department.

**Purpose:** To orient all new employees (extra-help, probationary, permanent, contract employees) to the Mental Health Department's organizational chart and services provided to individuals served.

**Objective:** To provide timely orientation of new department employees to the department. To provide a general overview of the department, services offered, and administrative procedures that will efficiently prepare the employee for his/her job duties.

**REQUIRED TRAINING FOR:** All new staff (including Extra-help)

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** Four (4) Hours

**TIMES:** 8:00AM to 12:00PM

**FREQUENCY:** Quarterly

**LOCATION:** Westchester Training Room

**CONDUCTED BY:** Mental Health Human Resources

**REGISTRATION:** Registration is automatic for new employees; contact KCMH Human Resources for questions regarding this Orientation

**DATES:**

March 9
June 8
September 7
December 7

**NIMS**  
**National Incident Management System (NIMS) –**  
**National Standard Curriculum Training Development Guidance**

**Overview**

In Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). On March 1, 2004, the Department of Homeland Security (DHS) issued the NIMS to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels across functional disciplines. The NIMS provides a consistent nationwide approach for Federal, state, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The NIMS establishes standard incident management processes, protocols and procedures so that all responders can work together more effectively. NIMS components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Hurricane Katrina was a stark reminder of how critical it is for our nation to approach incident management in a coordinated, consistent, and efficient manner. We must be able to come together, at all levels of government, to prevent, prepare for, respond to, and recover from any emergency or disaster. Our operations must be seamless and based on common incident management doctrine, because the challenges we face as a nation are far greater than the capabilities of any one jurisdiction. The NIMS is our nation's incident management system, and recent events have taught us that full implementation of NIMS among all jurisdictions and all levels of government must be achieved as quickly as possible.

The implementation of the NIMS within every state, territory, tribal and local jurisdiction creates a baseline capability that, once established nationwide, will be the foundation for our prevention, preparedness, response, and recovery strategies.

National Standard Curriculum Training Development Guidance (March, 2007)

When NIMS is fully implemented, states and local jurisdictions will be able to:

- Ensure common and proven incident management doctrine, practices and principles are used to plan for, protect against, respond to and recover from emergency incidents and preplanned events;
- Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate resources and equipment from intrastate and interstate mutual aid agreements, state-provided assistance and federal government response;
- Order and track response assets using common resource typing and definitions, and draw on mutual aid agreements for additional assistance;
- Establish staging and allocation plans for the re-distribution of equipment, supplies and aid coming into the area from other localities, states or the federal government through mutual aid agreements;
- Conduct situational assessments and establish the appropriate ICS organizational structure to effectively manage the incident; and

- Establish communication processes, procedures and protocols that will ensure effective interoperable communications among emergency responders, 9-1-1 centers and multi-agency coordination systems such as Emergency Operations Centers (EOC).

REQUIRED TRAINING FOR: All Staff

MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS: NO

DURATION: Three (3) Hours

TIMES: Self-paced

FREQUENCY: Mandatory Once

CONDUCTED BY: Online Training

DATES: To access the training use the following link:

IS-700.a: NIMS Introduction - <http://training.fema.gov/EMIWeb/IS/IS700a.asp>

To receive credit for this course, you must take the final exam online and answer at least 75% of the questions correctly. Additional instructions on completing the exam are available thru the secure online training site. Once you receive your test results, please print a copy for your records and **send a copy of the final exam test results via interoffice mail to Training Services**, or by email to [MHTraining@co.kern.ca.us](mailto:MHTraining@co.kern.ca.us). A copy of your exam test results is needed in order to prove compliance with this mandate.

## **PROBABLE CAUSE HEARING**

This training encompasses the interface between clinical and legal principles operating during Probable Cause Hearings. The object is to equip staff with successful strategies to apply during the Probable Cause Hearings at Kern County's inpatient psychiatric treatment facilities. Additionally, pro-active case management approaches to interactions with the hospital representative are taught in an effort to maximize the hospitalization efficacy.

Training content includes:

1. Roles & tasks of Probable Cause Hearing participants
  - a. Client/Patient
  - b. Family/Support Network
  - c. Patients' Rights Advocate
  - d. Family Advocate
  - e. Hearing Officer
  - f. Clinical Staff
2. Working Definitions
  - a. PC 5150 Evaluation
  - b. Three Certifications
    - o Dangerousness to Self
    - o Dangerousness to Others
    - o Grave Disability
  - c. Conservatorship
3. Illustrative Case Law
4. Clinical Issues
5. Collaboration between all involved parties

REQUIRED TRAINING FOR: None

OPTIONAL FOR: General Staff

MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS: NO

DURATION: Four (4) Hours

TIMES: Vary

FREQUENCY: As needed

LOCATION: TBA

CONDUCTED BY: Patients' Rights Advocates

REGISTRATION: To register or request a class contact Training Services at 868-6611

DATES: As needed/Requested

## QPR

In as little as one and ½ hours, individuals can learn to recognize the warning signs of suicide and how to apply three simple steps that may save a life. Presented by a certified instructor each QPR training includes information on the following objectives.

**OBJECTIVES:** As a result of this training, participants should be able to:

1. Understand the problem of suicide nationally & in California.
2. Know common myths & facts associated with suicide.
3. Identify warning signs of suicide.
4. Learn tips for asking the suicide question.
5. Learn methods for persuading suicidal individuals to get help.
6. Learn ways of referring at risk people to local resources.
7. And have time for Questions & Answers.

**REQUIRED TRAINING FOR:** Non-Clinical Staff

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** One and One Half (1.5) Hours

**TIMES:** 10:00AM to 11:30AM

**FREQUENCY:** Monthly

**LOCATION:** Westchester Meeting Room, 2<sup>nd</sup> Floor

**CONDUCTED BY:** Certified Mental Health Staff

**REGISTRATION:** To sign up contact Training Services at 868-6623

**TIMES AND DATES:**

January 15	July 15
February 12	August 12
March 11	September 16
April 15	October 14
May 13	November 11
June 10	December 16



## **SAFETY**

The safety of employees and visitors to our facilities is a high priority for the KC Mental Health System of Care. Proper safety training is for all employees in all areas that may impact the workplace. This Safety series trains the **Facility Safety Officers (FSO)** of each team and expects them to train/educate their own perspective Units. Areas covered include such issues as safety/health problems including proper documentation. Other specific topics are:

- Emergency Action and Fire Prevention
- Hazardous Communication
- Ergonomics
- Back Care and Proper Lifting
- Slip and Fall
- Personal Protective Equipment
- Driver Training
- Violence Policy

**OBJECTIVES:** As a result of this training, participants should be able to:

1. Train their perspective teams on Safety Issues as taught in these sessions.
2. Monitor for safety and respond appropriately

**REQUIRED TRAINING FOR:** Facility Safety Officers (FSO)  
FSO's meet quarterly and bring training back to their respective teams.  
(FSO's are appointed by Team Supervisors.)

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** **No**

**DURATION:** Two (2) Hours

**TIMES:** 2:30PM to 4:00PM

**FREQUENCY:** Quarterly

**LOCATION:** Varies

**CONDUCTED BY:** Willie Fields

**DATES:**

February 10
May 12
August 11
November 9

## **SAFETY AND VIOLENCE EDUCATION (SAVE)**

This workshop explores the issue of safety for the mental health professionals in all aspects of interactions with individuals served. Emphasis is placed on safety awareness, assessing for potential risk and review of de-escalation techniques. Key components in this training focus on:

- Assessing for Risk
- Non-Verbal Awareness
- Verbal Communication Skills
- Under the Influence
- De-escalation of threat
- Deflecting harm
- General Safety

**OBJECTIVES:** As a result of this training, participants should be able to:

1. Present to individuals in a professional and calming manner that does not increase the individual's potential for escalation.
2. Assess and understand risk factors prior and during any interactions with individuals.
3. Communicate effectively using a team effort to reduce the possible safety concerns.

**REQUIRED TRAINING FOR:** All Staff

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** Four (4) Hours

**TIMES:** 8:00AM to 12:00PM

**FREQUENCY:** Mandatory first year of employment, and every third year thereafter.

**LOCATION:** Westchester Training Room

**CONDUCTED BY:** Mental Health Staff

**REGISTRATION:** To sign up contact Training Services at 868-6623

**DATES:**

March 24	September 22
May 26	November 3
July 28	

## 5150

This class offers training and certification to mental health staff regarding the Welfare & Institutions Code 5150 (Involuntary Hold). It is intended as a requirement and process for maintaining the competency of clinical staff that are designated to perform the W & I 5150 code.

**OBJECTIVES:** As a result of this training, participants should be able to:

1. Understand the significant changes brought about by AB1424 (5150).
2. Know when an individual meets the criteria for a 5150.
3. Understand the difference between gravely disabled, danger to self or danger to others.
4. Demonstrate the ability to write a 5150 hold for grave disability, danger to self and danger to others.
5. Know the difference between 5150, 5151, 5152 processes.

**REQUIRED TRAINING FOR:** Staff appointed by Team Supervisors or other Management Personnel only

**MEETS CULTURAL COMPETENCE TRAINING REQUIREMENTS:** NO

**DURATION:** Between Four and Eight (4 – 8) Hours

**TIMES:** 8:00AM to 5:00PM (All Day Certification Course)  
8:00AM to 12:00PM OR 1:00PM to 5:00PM (Re-Certification Course)

**FREQUENCY:** Two (2) to Four (4) times per year

**LOCATION:** Westchester Training Room

**CONDUCTED BY:** Mark Kimmel and Delphina Rojo

**REGISTRATION:** To Register contact Training Services at 868-6623

**DATES:**

Certification Class	Re-Certification Class	
April 6	March 2 (morning)	September 7 (afternoon)
October 5	June 1 (morning)	December 7 (Afternoon)