



**Health Care Agency
Behavioral Health Services
Policies and Procedures**

Section Name:
Sub Section:
Section Number:
Policy Status:

Human Resources
Staff Development
03.01.01
 New Revised

Chief of Operations
Behavioral Health Services

SIGNATURE

DATE APPROVED

SUBJECT:

Continuing Education Accreditation for HCA Programs

PURPOSE:

This procedure outlines the process to obtain accreditation for Continuing Education courses through the Health Care Agency (HCA). Continuing Education courses update licensed clinicians' knowledge and skills consistent with established accreditation standards.

POLICY:

The Health Care Agency shall provide Continuing Education for its employees and Behavioral Health Services' (BHS) Center of Excellence shall obtain accreditation for these Continuing Education Classes where appropriate.

SCOPE:

This Policy & Procedure applies to all HCA staff members requesting HCA accreditation approval for Continuing Education courses.

REFERENCES:

[Policies and Procedures for American Psychological Association Approval of Sponsors of Continuing Education for Psychologists:
http://www.apa.org/ed/sponsor/about/policies/policy-manual.pdf](http://www.apa.org/ed/sponsor/about/policies/policy-manual.pdf)

[California Board of Behavioral Sciences Continuing Education Provider Information:
http://www.bbs.ca.gov/licenses/ce_provider.shtml](http://www.bbs.ca.gov/licenses/ce_provider.shtml)

California Medical Association/The Institute for Medical Quality 2010 Continuing Medical Education (CME) Accreditation Standards Manual: A Guide to Continuing Medical Education (CME) in California

[CME Accreditation Program Handbook for HCA's Continuing Education Program Planners \(CEPP\): http://intranet/docs/bhs/2008-HCA-Handbook-for-CME-Accreditation.pdf](http://intranet/docs/bhs/2008-HCA-Handbook-for-CME-Accreditation.pdf)

[California Department of Social Services Community Care Licensing Division Administrator Certification Section:](#)

<http://cclcd.ca.gov/res/pdf/VendorGuidelines.PDF>

FORMS:

Continuing Education Program Planner Application (please contact the Center of Excellence at 714-667-5600 or HCACenterofExcellence@ochca.com for an updated copy of this form)

Disclosure of Relevant Financial Relationships, Documentation of Verbal Disclosure to Learners (see CME Accreditation Program Handbook for a copy of this form)

<http://intranet/docs/bhs/2008-HCA-Handbook-for-CME-Accreditaton.pdf>

Request for Course Approval (LIC 9140) Application:

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/lic9140.pdf>

PROCEDURE:

- I. The application process, the notification of course approval and the final documentation are outlined in this procedure. The Center of Excellence is the part of HCA which oversees the accreditation process. As part of the Center of Excellence, the Education Coordinator (EC) will review and ensure that the educational program meets or exceeds the education content and satisfies the format required by the State. Below is a listing of available continuing education (CE) accreditations.
 - A. CME accreditation for Physicians (The application packets are directed to the Center of Excellence. They are evaluated for completeness and sent to the CME Committee for final approval.)
 - B. CE accreditation for Licensed Clinical Social Workers (LCSWs) & Marriage Family Therapists (MFTs)
 - C. CE accreditation for Psychologists
 - D. CE accreditation for Nurses
 - E. CE accreditation for Adult Residential Facility Providers
 - F. CE accreditation for the California Association of Alcoholism and Drug Abuse Counselors (CAADAC)
- II. Application Process
 - A. HCA staff identifies training needs and develops the Continuing Education course to be submitted for approval through the EC.
 - B. The Continuing Education Program Planner (CEPP) is responsible for following the procedures outlined in the CEPP application and submitting the application packet to the EC.

- C. If accreditation is required for several disciplines, including physicians, the Behavioral Health Services' Center of Excellence can coordinate the application process.
- D. In planning a Continuing Education course, the CEPP should consider all of the following information which may be used to complete an application for continuing education credits.
 - 1. How did HCA determine there was a need for this program? There are typically three reasons to offer continuing education presentations.
 - a) HCA has a *Demonstrated Needs Assessment* – From QI data, committee studies of care, county data, national trends from national data, professional literature review, US health data
 - b) HCA staff have *Expressed Needs* – From requests submitted on participants' activity evaluation forms, surveys of potential participants, informal verbal comments, patient problems, consensus
 - c) HCA has a *Presumed Needs Assessment* – New methods of diagnosis, treatment, or technology, input from experts regarding advances in medical knowledge, regulatory changes affecting patient care
 - 2. What would be measurable learning objectives for this HCA program? These objectives are usually included on the advertising flyer, and on the program evaluation. Accordingly, the objectives are typically written (using words like "identify", "describe", "list", "explain", "demonstrate"), so that they describe measurable behaviors or outcomes the participant will be able to demonstrate or achieve upon completion of the program.
 - a) Describe the program:
 - (1) Briefly and broadly describe the program (e.g., diagnosing, treating, one illness vs. many, basic science vs. clinical, etc.).
 - (2) Pragmatically decide on a format such as lecture discussion, panel, etc.
 - 3. Are cultural/linguistic issues relevant for this program?
 - a) Consider how cultural/ethnic information/data are used either for demographic overview of the issue or to establish therapeutic relationships, diagnosis/treatment, enhance process of clinical care.
 - 4. How will this program's effectiveness be evaluated?

- a) If an evaluation form is to be used, it is strongly suggested that the evaluations be tallied to give to the presenter as well as the EC.
- E. Application specifics that need to occur include:
- 1. Applications are due at least thirty (30) calendar days before the program date
 - 2. The presenter should have provided a current curriculum vitae or resume
- F. Commercial support guidelines:
- 1. To identify potential conflicts, the CEPP shall notify the speaker of the need to have a full disclosure at the time of the presentation, and then asking the speaker to disclose this information prior to the event.
 - 2. If the speaker is unable to make an unbiased presentation, then continuing education credit is not granted for this presentation, or a different speaker is found for the chosen topic.
 - 3. Presentation material is reviewed prior to the presentation and commercial references are removed.
 - 4. The CEPP will assure that the disclosure does occur, and submit documentation of this at the end of the program using the form, "Disclosure of Relevant Financial Relationships, Documentation of Verbal Disclosure to Learners."
- G. Course is planned with another organization:
- 1. The CEPP should determine who is responsible for content, presentation, monitoring, record keeping, advertising, financial arrangements and administrative decisions.
 - 2. In order to joint-sponsor a course for continuing education credit, if the co-sponsoring provider is not accredited, then HCA must assume responsibility for the quality and planning of the activity.
 - 3. In cases where the other organization is also a continuing education provider with the same accrediting body, then the HCA must clarify which of the two co-sponsoring organizations shall accept and maintain responsibility for the activity.
 - 4. If several accreditations are requested, the application packet can be sent to BHS' Center of Excellence with indication of which other accreditations are desired.

5. Applications are due to EC at least thirty (30) calendar days before the course date. A completed CEPP application must include the following:
 - a) Clear and concise description of course content and objectives with time estimates
 - b) Current resume of each speaker
 - c) Handouts or a list of handouts
 - d) Financial statement outlining cost and funding for program (for conferences)
 - e) Posttest (if applicable)
 - f) A draft of Advertisement or Notice of Course to include:
 - (1) Title of the course
 - (2) Qualifications of the presenter
 - (3) Description of the course
 - (4) Intended audience
 - (5) Course objectives
 - (6) HCA provider number for California Medical Association (CMA), Board of Registered Nursing (BRN) and Board of Behavioral Science (BBS) accredited courses
 - (7) CMEs can only be advertised after they have been granted. They are never to be advertised as in process, applied for, or any other type wording.
 - (8) The number of actual training hours of continuing education credit as outlined below

4. Orange County HCA designates this [**specify format such as “live activity”**] for a maximum of [**number of credits**] *AMA PRA Category 1 Credit(s)TM*.
 - a) Physicians should only claim credit commensurate with the extent of their participation in the activity.
 - b) This credit may also be applied to the CMA Certification in Continuing Medical Education.

5. Orange County HCA is accredited by the Institute for Medical Quality/California Medical Association (IMQ/CMA) to provide continuing medical education for physicians.
6. Orange County HCA takes responsibility for the content, quality and scientific integrity of this CME activity:
 - a) Orange County HCA is a Board of Behavioral Sciences approved provider (Provider Number PCE 389).
 - (1) This course meets the qualification for **insert # of hours of actual training** hours of continuing credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.
 - b) Provider approved by the California Board of Registered Nursing (Provider Number 1509) for **insert # of hours of actual training** contact hours. Provider: Orange County Health Care Agency, Behavioral Health Services.
 - c) Orange County Health Care Agency is approved by the American Psychological Association to offer continuing education for psychologists.
 - (1) Orange County Health Care Agency maintains responsibility for the program.

III. Notification of Course Approval

- A. Educational programs offered by HCA are not accredited automatically. Each course offering requires application to EC.
- B. The CEPP shall be notified in writing that the course is approved or if further documentation or preparation is needed.
- C. The CEPP shall receive a certificate for the attendees for distribution at the time of the course.
- D. The CEPP shall also receive an attendance list, an evaluation form, and an evaluation summary form.
- E. Courses can be approved for a maximum of one calendar year, and may be repeated within that calendar year if the program is identical in content, length and instructor.

IV. Final Documentation

- A. After each program presentation the CEPP must submit final documentation to EC. The final documentation must include:
 - 1. Course attendance sheet with each participant's name and license number
 - 2. Completed evaluation forms
 - 3. Completed summary of results of evaluation forms
 - 4. Copy of post-test (if applicable).
 - 5. Disclosure of relevant financial relationships, documentation of verbal disclosure to learners, filled out by CEPP who was in attendance

- V. Record Requirements
 - A. The EC must keep the following records for at least four years:
 - 1. Syllabi for all courses
 - 2. Time and location of courses
 - 3. Course advertisements
 - 4. Instructors' vitae or resumes
 - 5. Attendance rosters with the names and license numbers of licensees who attended the course
 - 6. Sign-in sheets
 - 7. Records of course completion issued to licensees who attended the course.
 - 8. Disclosure of relevant financial relationships, documentation of verbal disclosure to learners, filled out by CEPP who was in attendance

 - B. The EC is required to make the records available to the state accreditation boards if audited.

 - C. Audits are on a random basis to ensure compliance with board criteria.

 - D. It is the EC's responsibility to apply for re-certification and to submit all documentation to the certification boards prior to the expiration date.
 - 1. Certification is approved for two years for all committees.

VI. CME Committee

- A. This committee is comprised of physicians and administrators in the Health Care Agency.
 - 1. By design, the other Course Accrediting Coordinators sit on this committee to facilitate coordination between all accreditation functions.
- B. The CME committee meets at least quarterly to review CEPP applications, and to ensure that all of its activities meet the requirements of the Institute for Quality Medical Quality.

V. Psychologists' Continuing Education Committee

- A. This committee is comprised of psychologists and other clinicians and administrators within the Health Care Agency.
- B. The committee reviews course applications and meets quarterly to review the performance of HCA as an approved provider of APA continuing education activities.