



**To:** Designated providers of Adult Behavioral Health Home and Community Based Services (BH HCBS)  
**From:** NYS Office of Mental Health (OMH) & NYS Office of Addiction Services and Supports (OASAS)  
**Date:** 12/01/21  
**Subject:** Required Staff & Supervisor Training for BH HCBS Providers

## **Adult BH HCBS Staff Training Requirements**

### **Background and Overview**

*This memo has been updated since its previous distributions on 04/23/19 and 08/07/19.*

As stated in the Provider Designation Letter, the New York State Office of Mental Health (OMH) and Office of Addiction Services and Supports (OASAS) require Adult BH HCBS providers to meet specific training requirements to maintain active designation status.

OMH and OASAS are pleased to announce the release of a unified web-based training program available to designated Adult BH HCBS providers. This training program has been developed in collaboration with the Center for Practice Innovations (CPI) at the NYS Psychiatric Institute, the McSilver Institute for Poverty Policy and Research at NYU Silver School of Social Work, Center on Addiction, and the New York Association of Psychiatric Rehabilitation Services.

Adult BH HCBS provider trainings are divided into 3 sections:

#### *1. Overview of HARP/HCBS*

These webinars provide staff with an overview of HARP and HCBS workflow, core values and principles, and service descriptions. The intent is to show staff what Adult BH HCBS might look like in practice. All modules are required for all Adult HCBS providers and supervisors.

#### *2. Essential Knowledge Areas*

These webinars consist of modules that provide foundational knowledge and skills demonstrations for areas such as: Engagement, Motivational Interviewing and Trauma-Informed Care. All modules are required for all Adult BH HCBS providers and supervisors.

#### *3. Service Specific Training*

These webinars provide information illustrating each Adult BH HCBS and how the Essential Knowledge Areas would be operationalized and applied to each specific service.

*\*Not all Service Specific Trainings are required* – BH HCBS staff are only required to complete the Service Specific Training for each service they will provide or supervise. For example, if an individual is providing Habilitation, but is not providing Education Support Services, that individual must complete the Habilitation Service Specific Training, but is not required to complete the Education Support Service Specific Training.

## **Timeframes for Completion of Trainings**

For Overview of HARP/BH HCBS and Essential Knowledge Area sections:

- BH HCBS staff and supervisors hired prior to 04/23/19 should have both sections completed at this time, as per original State-issued training memo.
- BH HCBS staff, including supervisors, hired after 04/23/19 must complete both training sections within **60** calendar days from date of hire.

For the Service Specific Training:

- BH HCBS staff and supervisors hired prior to 08/07/19 should have completed these trainings, as per original State-issued training memo.
- BH HCBS staff, including supervisors, hired after 08/07/19 must complete specific training for each service they will provide or supervise within **60** calendar days from date of hire.

The CPI Learning Management System will be used to track completion of these trainings. Provider-specific information (staff, completion dates, etc.) will be available upon request. It is the responsibility of the provider agency to ensure required trainings and timeframes are met.

## **Registration and Helpful Links**

Please visit the [Center for Practice Innovations Homepage and FAQs](#) for more information on the Learning Community. To access the required trainings, log in to the [CPI Learning Community](#) using your username and password.

For registration assistance or to report technical issues: [CPI Online Assistance Unit](#)

For questions about training requirements for BH HCBS Services, please contact your host agency

- OMH: [Adult-BH-HCBS@omh.ny.gov](mailto:Adult-BH-HCBS@omh.ny.gov)
- OASAS: [PICM@oasas.ny.gov](mailto:PICM@oasas.ny.gov)