


COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES

POLICY AND PROCEDURE MANUAL

SUBJECT: Compliance Training and Education	POLICY: 01-101
SECTION: Administration	EFFECTIVE DATE: 5-10-04
REFERENCE:	PAGE: 1 of 2
AUTHORITY: Behavioral Health Director as the Local Mental Health Director/Alcohol and Drug Administrator	SUPERSEDES: New Policy
	APPROVED BY: 

PURPOSE: To ensure all employees receive proper compliance education and training, and continual compliance retraining of current employees at all levels.

NOTES: Employees include all regular, extra help, limited term, volunteer, and contract employees.

DEFINITIONS: None

POLICY: All new employees will receive general compliance training as part of the New Employee Orientation within ninety (90) days of being hired. This training will include the code of conduct, the department's policies and procedures relating to compliance, and the department's expectations of the employees relating to compliance.

All employees will receive general compliance training annually. This training may include the following:

- * Federal and state mandates, regulations, and guidelines in relation to compliance
- * Departmental policies and procedures in relation to compliance
- * Department code of ethics and code of conduct
- * Key points of the Compliance Program
- * Summary of fraud and abuse mandates and regulations
- * Summary of reporting processes
- * How to alert senior management of problems and concerns

In addition to attending the annual general compliance training session, the following employees will also attend a targeted, more detailed, job specific training session that covers fraud and abuse mandates that directly affect their work:

- * Managers
- * Employees whose job primarily focuses on submission of claims submitted to the government
- * Finance or cost reporting personnel

Curricula, per job classification, shall specify the potential areas of risk that require training for that specific job classification.

All training will be provided under the supervision and direction of the compliance officer.