

## COUNTY OF SAN LUIS OBISPO BEHAVIORAL HEALTH CONTINUING EDUCATION POLICY

The mission of the continuing education training program is to provide effective training that promotes continuous learning and professional development and is responsive to the vision of the County of San Luis Obispo, and to provide training that promotes the capacity of communities to support wellness, resilience, and recovery for all members of those communities.

The continuing education training program supports the County of San Luis Obispo's vision to build a healthy community by offering trainings that cover, but are not limited to, cross-cultural knowledge and skills, competency standards for treating addiction and substance use, and family oriented services that allow staff maintain their licenses and meet re-credentialing requirements.

The training course content should demonstrate and be based upon methodological, theoretical research, or practice knowledge in the science community, where findings, procedures, practices, and theoretical concepts are disseminated and/or put into practice.

The training course content provides and explores ethical and legal examples, regulatory policies, and/or guidelines that impact the respective practice or training and support the County of San Luis Obispo's mission.

The training course content ensures trainings support awareness, knowledge, skills, and ongoing professional development in the principles of recovery and/or resilience.

Before Behavioral Health is able to provide Continuing Education Units, all trainings, events, courses or workshops must be approved by a Behavioral Health Continuing Education Unit Coordinator. The following needs to be completed before approval:

1. Marketing materials (flyer) are appropriate and meet County and CEPA standards.
2. Training course syllabus/abstract is recorded electronically and in hard copy.
3. Training course goals are reordered electronically and in hard copy.
4. Training course learning objectives are clear and recorded electronically and in hard copy.
5. Training course agenda/outline is recorded electronically and in hard copy.
6. Speaker(s)/Trainer(s) resumes or curriculum vitae are recorded electronically and in hard copy.
7. Course registration tools are readily available and stored for auditing purposes.
8. Course evaluation tools are readily available and stored for auditing purposes.
9. Training Course certificates are readily available and stored electronically for auditing purposes containing the signature of the County CE Program Administrator or officer.
10. If training course requires payment, your organization's refund policy must be available for attendees who do not attend or cancel their attendance.

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### COURSE CONTENT POLICY AND PROCEDURE

Each continuing education course must have:

1. Event Flyer<sup>1</sup>
  - a. All training programs must be advertised through a flyer, which needs to include specific CEU language per Behavioral Health's policy. It is vital that before your event flyer is released to the public, your organization reaches out to Behavioral Health no later than 30 business days from the proposed event date to obtain the *Flyer Advertising Policy*. Without proper advertising and approved CEU language, Behavioral Health will be unable to provide CEUs for your organization's training or event. **Behavioral Health must approve all materials before they are advertised.**
2. Course Syllabus/Abstract
  - a. The syllabus goes beyond the abstract of the training course and must provide continuing education reviewers with sufficient information to evaluate the appropriateness of the subject matter and the depth of the training. Content of the course must be supported by professional documentation, and new, innovative and controversial

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<sup>1</sup> Please see the Flyer Advertising Policy attached.

findings may require additional substantiation. Presentations should be evidence-based and include research references cited in the development of the presentation.

3. Learning Goals

- a. General educational goals reference overall professional growth, improved sophistication, or greater clinical skills, which would occur later (after the workshop) in future clinical work. They can be in paragraph bullet points form.

4. Learning Objectives

- a. The learning objectives serve two additional purposes; they are the basis for development of post-test questionnaire, and the basis for the participant's evaluation of the effectiveness of the training course. They must be related to the training course content/subject that include broadening methodology, research, practice, base knowledge, education, or engagement. The learning objectives accurately describe measurable and behavioral goals by identifying the competencies participants can be expected to demonstrate upon completion of the training course. Learning objectives should not include vague expressions such as "appreciate" or "understand" but must include specific competencies such as "identify symptoms" or "describe two treatment alternatives."

5. Course Outline or Agenda

- a. The general outline covers the main points and the learning objectives to be discussed in the training course. It also provides a timeline of the course from start to finish, including any breaks during the training. The outline should include topic summaries for the course. These topics are the subheadings of the main points to be fully explained during training. The topic summary is also the brief collection of key components that highlight learning objectives to be covered during the training course.

6. Speaker(s)/Trainer(s) Resumes or Curriculum Vitae

- a. If more than one instructor is listed per training, all instructors or trainers must provide their curriculum vitae or resumes.
- b. Instructors, trainers, or presenters will fulfill at least two of the following minimum qualifications:
  - i. Hold a license, registration, or certificate in an area related to the subject matter of the training course. The license registration or certificate shall be current, valid, and be free from restrictions due to disciplinary action by the Board of Behavioral Science or any other health care regulatory agency;
  - ii. Possess a master's or higher degree from an educational institution in an area related to the subject matter of the training course;
  - iii. Having training, certification, or experience in teaching subject-matter related to the subject matter of the training course; or
  - iv. Possess at least two-years experience in an area related to the subject matter of the training course.

7. Course Registration Tool

- a. Behavioral Health is responsible for creating and administering electronic registration for all course attendees. An electronic registration link will be provided upon course approval. This link must be visibly available on all promotional and marketing materials for the event.

8. Evaluation Mechanism

- a. Behavioral Health is responsible for creating and administering electronic evaluations to all course attendees.
- b. The evaluation mechanism uses a post-test questionnaire and it is developed using the learning objectives as key components.

9. Training Course Certificates

- a. Behavioral Health is responsible for creating and administering completion certificates to all course attendees who signed in and out. In order to obtain a certification of completion, attendees must:
  - i. Have signed-in fifteen minutes prior to the beginning of the training course.
  - ii. Have signed-out after the training course has officially ended.
  - iii. Complete an electronic course evaluation.
- b. Once these steps have been fully completed and received by a County CE Program Coordinator, a certificate will be issued via e-mail to the attendee/licensee. The certificate will contain the name of the attendee/licensee, license number, the number of continuing education hours completed, the instructor(s)/trainer(s) or the County CE Administrator or Officer/Coordinator signature.

## FLYER ADVERTISING POLICY

It is required that all trainings be advertised through a flyer. It is vital that before your event flyer is released to the public, that your organization meets all the requirements listed on Flyer Advertising Policy. Without proper advertising and board approved CEU language, Behavioral Health will be unable to provide CEUs for your organization's training or event.

### Your training/event flyer needs to properly include the following:

1. Name of the training/event.
2. Training/Event date and location. Please include the complete address of the location.
3. Start-time, end-time and check-in time the day of the event. Check-in is the time that attendees should arrive in order to allow enough time to sign-in.<sup>2</sup>
4. Detailed description or abstract of the training event/course/workshop.
5. How many Continuing Education Hours are being offered.
6. Cost, if any, associated with the event<sup>3</sup> and the following disclaimer, "Free Continuing Education Units provided."
7. Course/CEU registration link (given to you by the Behavioral Health Department)
8. 'Who should attend this training?'
  - a. Please list or state intended audience members. Please also include if the training is open to the public and community or if it is an internal training intended only for your organization or collaborating agencies.
9. Learning goals of the event/training/course.
10. Learning objectives. These must be measurable objectives. If you have questions about your objectives, please email a Behavioral Health Continuing Education Unit Coordinator for review.
11. Trainer(s)/Keynote Speakers Name.
12. Who to contact regarding "Registration and CEU questions:" Since Behavioral Health handles the registration and CEUs, the contacts that need to be listed are Caroline Johnson [cmjohnson@co.slo.ca.us](mailto:cmjohnson@co.slo.ca.us) and Rebecca Redman [rredman@co.slo.ca.us](mailto:rredman@co.slo.ca.us).
13. Who to contact regarding "Accommodations, Grievance, Refunds, or Cancellations:" This will be your event's training coordinator. Behavioral Health is not responsible for grievances surrounding curriculum, location, or course refunds.
14. The County of San Luis Obispo logo.
  - a. Please reach out to a Continuing Education Unit Coordinator to obtain the County logo.
  - b. All logo placement will need to comply by the County of San Luis Obispo 'Identify Standards.' You may view a copy of the 'Identity Standards' online here: [https://www.slocounty.ca.gov/Departments/Administrative-Office/Forms-Documents/Identity-Standards-\(marks,-checklist,-and-manual\)/County-Identity-Standards-Manual.aspx](https://www.slocounty.ca.gov/Departments/Administrative-Office/Forms-Documents/Identity-Standards-(marks,-checklist,-and-manual)/County-Identity-Standards-Manual.aspx)
15. The following CEU board disclaimer MUST be presented on the flyer verbatim:
  - a. "County of San Luis Obispo Behavioral Health Department is approved by the California Association of Marriage and Family Therapists to sponsor continuing education for behavioral health professional. County of San Luis Obispo Behavioral Health Department maintains responsibility for this program/course and its content"
16. The following CEU board disclaimer MUST be presented on the flyer verbatim:
  - a. "Please allow 2 weeks for completion of training and evaluation to receive certificate. County of San Luis Obispo Behavioral Health Department - course meets the qualification for (X)<sup>4</sup> hours of continuing education credit for MFTs, LPCCs, and/or LCSW as required by the California Board of Behavioral Sciences. Approval #55442. Provider approved by the California Board of Registered Nursing, Provider Number 1857 for up to (X)<sup>5</sup> hours."

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<sup>2</sup> It is required that all attendees sign-in and sign-out from the event in order for Behavioral Health to issue CEUs.

<sup>3</sup> Behavioral Health is restricted from charging attendees a fee for the issuing of Continuing Education Units. If there is an event fee associated with attendance, it must be clearly stated on all advertising campaigns that the event fee does not include the issuing of Continuing Education Units. It must be explicated stated on advertising materials, "Free Continuing Education Units provided".

<sup>4</sup> A continuing education hour is defined as a 60-minute hour. Approved CEU hours are based upon active learning and development time during the training. This is determined by the Behavioral Health CEU coordinator and is based upon the training outline provided at the time of approval. CEU hours do not include sign in time, breaks, lunches, or sign out time.

<sup>5</sup> This should reflect the number of Continuing Education hours approved by Behavioral Health.

# #1 Using a Trauma Informed Lens

PERSONALLY, PROFESSIONALLY & PURPOSEFULLY

Presented by SLO Trauma Informed Champions of Change

**#2** Friday, September 21, 2018

**French Hospital Copeland Health Education Pavilion - 3rd Floor, 1823 Johnson Ave., San Luis Obispo, CA**

**CHECK-IN: 8:00AM - 8:30AM #3**  
**TRAINING: 8:30AM - 4:30PM**

**#5 6.5 contact hours (BBS & BRN)**

**#6 Training is FREE**

**Morning & afternoon snacks, coffee, tea, and water will be provided.**

**#7 REGISTRATION LINK:**

<https://sloco.wufoo.com/forms/z1d9fyw10sxm1nh/>

**#8** Who should attend:

Open to the public including: Direct Care Staff, Therapists, Counselors, Resource (Foster) Parents, Social Workers, Teachers, Law Enforcement Staff, Support Staff, Agency Supervisors and Managers.

Registration, Accommodations or CEU questions?

**#11** Contact: Caroline Johnson  
San Luis Obispo County  
Behavioral Health Department  
[cmjohnson@co.slo.ca.us](mailto:cmjohnson@co.slo.ca.us)

Grievance, Refunds or Cancellations? **#12**

Please contact [cmjohnson@coslo.ca.us](mailto:cmjohnson@coslo.ca.us) to provide you with our Grievance Policy & Procedure, Refunds & Cancellations.

County of San Luis Obispo Behavioral Health Department is approved by the California Association of Marriage and Family Therapists to sponsor continuing education for behavioral health professionals. County of San Luis Obispo Behavioral Health maintains responsibility for this program/source and its content. **#14**

Please allow 2 weeks for completion of training and evaluation to receive certificate. San Luis Obispo Co. Mental Health Provider approved by the California Board of Registered Nursing, Provider #1857, for 6.5 contact hours. San Luis Obispo Co. Behavioral Health meets the qualifications for 6.5 hours of continuing education credit for MFTs, LPCCs, and/or LCWS as required by the California Board of Behavioral Sciences, Approval #55442. **#15**

**BACKGROUND #4**

Trauma Informed Care (TIC) integrates core principles of neurodevelopment, trauma and attachment with mindful healing to support a comprehensive approach that can be used by clients, providers, and community members.

This training is designed to support a shift in thinking perception, and behavior. Looking through a Trauma Informed Lens means being sensitive to the impact of trauma on others and yourself, understanding and utilizing tools to support self and others in regulating during times of stress; as well as identifying and supporting the system change needed to reduce re-traumatization. Continuing our efforts toward a Trauma Informed SLO County will enhance resilience, increase connection and support stability within our community.

## Continuing the call to action for a Trauma Informed SLO

**OBJECTIVES: #9**

1. Increase awareness of the widespread impact of Trauma and enhance understanding of at least 1 potential paths for recovery.
2. Recognize 3 signs and symptoms of trauma in clients, families, staff, ourselves, and others in the community.
3. Identify and use 1 new tool to integrate Trauma Informed philosophy into our professional relationships, policies, and procedures.
4. Identify 2 ways to reduce re-traumatization in clients, families, staff, ourselves and others in the community.

**TRAINERS: Julie DeFranco MSW, L. Michele Simone LMFT, Rebecca McGarigle LCSW, MSW, Elissa Feld & Daniel Carlisle LMFT**

**#10**



**#13**



## APPROVED COURSE SYLLABUS/ABSTRACT SAMPLE

Trauma Informed Care (TIC) integrates core principles of neurodevelopment, trauma and attachment with mindful healing to support a comprehensive approach that can be used by clients, providers, and community members.

This training is designed to support a shift in thinking, perception, and behavior. Looking through a Trauma Informed Lens means being sensitive to the impact of trauma on others and yourself, understanding and utilizing tools to support self and others in regulating during times of stress; as well as identifying and supporting the system change needed to reduce re-traumatization. Continuing our efforts toward a Trauma Informed SLO County will enhance resilience, increase connection and support stability within our community.

## APPROVED COURSE GOALS SAMPLE

### Course Educational Goals:

1. Increase awareness of prevalence of trauma and the effects trauma has on ourselves and others.
2. Identify ways to decrease impact of trauma in ourselves and others.
3. Identify and use tools to integrate Trauma Informed Care into our daily lives including our professional environment and how we interact with clients and our co-workers.
4. Identify triggers that create re-traumatization and tools to use to decrease re-traumatization of ourselves and others.

## APPROVED OBJECTIVES SAMPLE

### Objectives for TIC Training September 2018

#### Participants will:

1. Increase an awareness of the widespread impact of trauma and enhance understanding of at least 1 potential paths for recovery.
2. Recognize 3 signs and symptoms of trauma in clients, families, staff, ourselves and others in the community.
3. Identify and use 1 new tool to integrate trauma informed philosophy into our professional relationships, policies, and procedures.
4. Identify 2 ways to reduce re-traumatization in clients, families, staff, ourselves and others in the community.

September 21, 2018

## TICC Training Outline

- **INTRO**-35 minutes - 8:35-9:05—Elissa (Slide 1-12)
- **Sociometric Activity** – 10 minutes - 9:05-9:15 Michele (Slides 13-15)
- **TRAUMA**-20 minutes - 9:15-9:35 –Daniel (Slides 16-20)
- **Prevalence of Trauma/Legacy** – 15 minutes – 9:35:9:50 – Daniel (Slides 21-22)
- **CULTURE**-25 minutes 9:50-10:15 –Rebecca OR Elissa – (Slides 23-32)
- **Trauma Informed System** - 15 minutes – 10:15-10:30 – Elissa (Slides 33-42)
- **Break-10 min** 10:30-10:40
- **TRAUMA INFORMED SYSTEM**- Eleanor video- 20 min 10:40 -11:00 Elissa (Slides 43-53)
- **ACE STUDY/Resiliency** – 60min 11:00-12:00 –Rebecca (Slides 54-70)
- **Lunch – 1 hr 12:00—1:10**
- **Sociometric Activity** – 5 minutes 1:10-1:15 – Michele (Slide 72)
- **Inside Out video**- 5 minutes - 1:15-1:20 - Michele - (Slide 73)
- **BRAIN and Dev Trauma** - 50min - 1:20-2:10– Michele – (Slides 74-89)
- **Activity** –Stand face to face – Senses 20 min - 2:10-2:30 Daniel (Slide 90-92)
- **Break-10 min** 2:30-2:40
- **SECONDARY TRAUMA**-35 min - 2:40-2:50 –Rebecca (Slides 94-98)
- **Fast Forward Skit** – 10 Minutes – 2:50-3:00 - Michele (Slides 99-105)
- **Break out/Compassion** – 20 Minutes – 3:00-3:20 - Rebecca ( Slides 106-109)
- **LEGACY**- 15 min - 3:20 -3:35 - Daniel (Slides 110-111)
- **SELF CARE /SKILLS**- 25 min - 3:35–4:00 Michele and Daniel (Slides 112-124)
- **SKILLS SKIT** -10 min- 4:00-4:10-Michele (Slides 125-127)
- **COLLABORATION W/ AGENCIES AND SYSTEM**-15 min 4:10 -4:25- Elissa (Slides 129-136)
- **WRAP UP/QUESTIONS/What next** – 5 min 4:25-4:30 – Elissa (Slides 137-138)