



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 6, CHAPTER 5, POLICY 001

SUBSTANCE USE DISORDER (SUD) PROGRAM COUNSELOR CERTIFICATION REQUIREMENTS

A. PURPOSE

To implement Substance Use Disorder Program Counselor Certification Requirements for Yolo County Health and Human Services Agency (HHSA) Behavioral Health programs.

B. FORMS REQUIRED/ATTACHMENTS: N/A

C. DEFINITIONS: N/A

D. POLICY

It is the policy of HHSA to adhere to the Health and Safety Code 11833, which repeals California Code of Regulations (CCR) Title 9, Section 13035(f), which allowed an individual to provide counseling services, within six (6) months of the date of hire, prior to registering with a certifying organization.

All non-licensed or non-certified individuals providing counseling services in a substance use disorder program must be registered to obtain certification as an alcohol and other drug counselor by one of the DHCS approved certifying organizations (Health and Safety Code, Section 11833(b)(1)).

Registrants are required to complete certification as a substance use disorder counselor within 5 years from the date of initial registration with any DHCS approved certifying organization (CCR, Section 13035(f)(1)).

Certifying individuals are required to provide documentation of completion of a minimum of forty (40) hours of continuing education and payment of a renewal fee to their certifying organization in order to renew their alcohol and other drug certification during each two-year period. (CCR, Section 13050(l))

The requirements for certification for individuals providing counseling services in alcohol and other drug recovery and treatment programs are found in the California Code of Regulations (CCR), Title 9, Division 4, Chapter 8; and [Mental Health & Substance Use Disorder Services Information Notice 16-058](#).

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DHCS approved certifying organizations can be found listed in the Counselor Certification Organization website managed by DHCS:
<http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertificationOrganizations.aspx>.

E. PROCEDURES

1. Roles and Responsibilities in Maintaining Records:

- a. Written documentation of licensure, certification, or registration to obtain certification and a copy of the code of conduct from the certifying organization shall be kept in staff personnel records, and shall include:
 - i. Name, address, telephone number, position, duties, and date of employment; and
 - ii. Resumes, applications, and/or transcripts documenting work experience and/or education used to meet the requirements of this regulation.
 - iii. Personnel records for staff who provide counseling services (as defined in Section 13005) shall also contain:
 - A. Written documentation of licensure, certification, or registration to obtain certification pursuant to Chapter 8 (commencing with Section 1300); and
 - B. A copy of the code of conduct of the registrant’s or certified SUD counselor’s certifying organization pursuant to Section 13060.
 - iv. SUD Counselors who fail to be certified within five (5) years after the first date of being registered shall be terminated, with a record of termination maintained in the personnel files.

2. The following chart defines HHSA staff responsibilities:

| Staff Member | Responsibility |
|--------------|--|
| Employee | 1. Submit copy of registration/ certification upon hire; and become certified within five (5) years, after first date of being registered. 2. Sign the Alcohol and Drug Counselors Statement of Acknowledgement to obtain registration/certification for continued employment. 3. Maintain ongoing registered/ certification status. |

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| SUD Administrator | <ol style="list-style-type: none"> 1. Track registration/certification of all AOD Counselors. 2. Obtain copy of registration/ certification at initial selection interview. 3. Submit a copy of the registration/certification to Yolo HHS Quality Management for record keeping for audit purposes. |
| Yolo HHS Quality Management | <ol style="list-style-type: none"> 1. Maintain database for records of registration/certification. 2. Notify AOD/SUD Administrator of expired or missing certifications. |
| Subcontracted SUD Providers | Maintain registration/certification documentation in personnel files and provide to Yolo County HHS upon request. |

3. Consequences of Violations:

County Employees who fail to register to obtain certification prior to the first date of hire and fail to be certified within five (5) years after the first date of being registered will be terminated. If the SUD counselor does not have a current registration/certification, he/she will not be allowed to perform the duties of a Substance Use Disorder counselor as defined in Chapter 8, Section 13005.

F. REFERENCES

1. Health and Safety Code 11833
2. MHSUD Information Notice No.: 16-058

Approved by:



**Karen Larsen, Director
Yolo County Health and Human Services Agency**

11/13/17

Date

