

# Annual Addiction Medicine Trainings

## CME'S & CEU's for Medical Directors and LPHA's

- **For DMC-ODS, Medical Directors and LPHA staff, five (5) hours of addiction medicine training must be completed per calendar year.**
  - Physicians shall receive a minimum of five (5) hours of continuing medical education (CME) related to addiction medicine each year.
  - Professional staff (LPHA) shall receive a minimum of five (5) hours of continuing education (CEU) related to addiction medicine each year.
- **SUD QA are providing support for COR teams monitoring the annual addiction medicine training requirement.**
  - A web-based submission form shall be submitted to report trainings.
  - In addition to the submission form, evidence of training (e.g., training certificates, etc.) shall be submitted to QI Matters
  - Contract monitors will be reviewing reported trainings regularly and discussing compliance of the annual requirement with programs during annual site visits/desk reviews.
  - Non-compliance may result in corrective action.
- **What must be submitted?**
  - Submitted evidence shall include the attendee's name, date of the training, title of the training, and number of hours of CME's or CEU's earned.
  - Illegible or incomplete certificates/evidence will be returned.
  - Certificates or transcripts lacking CME/CEU information will not be accepted.
- **Who can report/submit the information?**
  - Trainings can be reported by the individual who completed the training or on their behalf.



- **How many trainings can be submitted?**

- The submission form will allow for additional certificates to be added with a semicolon. Please ensure you are adding the total number of CME/CEU hours when reporting.
- If you are submitting trainings for multiple staff, you will need to complete one submission form per staff.

- **What is the reporting period for training requirements?**

- DHCS confirmed this requirement is monitored based on calendar year (January-December) vs fiscal year (July-June).

- **REMINDER:**

- Programs are responsible for compliance with this requirement.
- Programs shall monitor compliance by confirming trainings meet the standard for addiction medicine by ensuring trainings offer/provide CME/CEU's with evidence of completion.
- Evidence shall be kept in personnel files and be made available upon request by BHS or DHCS.

- **Next steps for reporting?**

- Select the [MS Forms link for the Reporting Trainings for Annual Addiction Medicine Requirement](#).
- Submit evidence to [QI Matters](#).