



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 is now available to report trainings.
 - Evidence of training shall be submitted to QI Matters for review to confirm the training meets the requirement.
 - 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.

- **Are trainings completed during FY23-24 acceptable?**
 - DHCS confirmed this requirement is monitored based on calendar year (January-December) vs fiscal year.
 - If trainings were complete during the first half of the fiscal year (2023), they will not be accepted for the 2024 review period.

- **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](#).