



**Division of Child Mental Health Services**  
Department of Services for Children, Youth and Their Families  
State of Delaware

ADM 006		TRAINING ADMINISTRATION	
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### PURPOSE

The Division of Child Mental Health Services is charged with the responsibility of providing mental health and substance abuse services to children and adolescents in Delaware who meet the Division's eligibility criteria. DCMHS recognizes training as a critical component in the process of continuous improvement and to ensure a systematic, coordinated training effort develops this policy to establish the framework within which training is:

- recognized as an operation critical to developing and maintaining high quality service access, delivery and effective outcomes
- centrally coordinated and documented
- continuously reviewed and improved.

### SCOPE OF APPLICABILITY

This policy applies to all Division employees, with limited application to contracted providers.

### POLICY STATEMENT

It is the policy of the Division to strive continuously to improve the quality of mental health and substance abuse services offered to those children and families who are eligible for DCMHS services. To accomplish this, the Division of Child Mental Health Services has established a Training Administration program to serve as the central point for disseminating information on training opportunities and for coordination of division-wide training/ orientation activities.

Principal responsibilities of the Training Administration program are to:

- organize, coordinate, and document training on new policies/procedures and revision to the same
- review requests for skill-based training, organize and coordinate that training, including that which is supportive of professional and facility licensure/certification (Training goals for performance plans are determined through a coordinated effort of supervisors and staff. Supervisors hold the responsibility for approval of staff requests to participate in training, both internal and external.)
- maintain a central record of all training offered through the Division, including date, time, location, and attendees of training sessions
- disseminate information Division-wide on training opportunities.

### DEFINITIONS

Managed Behavioral Health Care Network - a multi-level system for delivery of mental health and substance abuse services which includes DCMHS central operations staff, contracted service providers, and DCMHS operated service providers.