	Shasta County Health and Human Services Agency Managed Care, Compliance & Quality Management
	Compliance Education and Training Program Policy

1.0 Persons/Programs Affected *(Check all that apply)*

☒ All Staff	☐ All Managers	☐ All Supervisors	

*Each branch to have unique Persons/Programs Affected
All employees include all employees--full-time, part-time and extra-help.

2.0 Definitions

Compliance Officer means the person designated by the Mental Health Director and is delegated authority for the implementation, administration, and oversight of the Compliance Program. The Compliance Officer is delegated authority for development and day-to-day operations of the Compliance Program.

Compliance Program means the internal policies, procedures and processes designed by the Shasta County Health and Human Services Agency (HHSA) to ensure federal, state and local rules, laws and regulations are met. The Compliance Program is designed to prevent and detect violations of any statute, regulation or guideline applicable to federal health care programs in the conduct of operations by employees and other covered entities/individuals.

3.0 Policy

An effective education and training program ensures communication and understanding of the Compliance Program, as well as, the standards and procedures to be followed. The intent of the Compliance Education and Training Program is to instruct staff about the Compliance Program and the standards of practice, particularly the law governing billing for professional services. The Compliance Education and Training Program will focus on the standards of practice created by the reimbursement rules applying to physicians and staff, as well as ethics, patient privacy rights, information security practices, anti-kickback and Stark Law, the Deficit Reduction Act (DRA), and Whistleblower law. The Compliance Education and Training Program shall include compliance reporting requirements. The Compliance Education and Training Program can be expanded by the Compliance Officer to include additional standards of practice created by rules and regulations regarding the healthcare industry.

4.0 Procedure

All employees and contractors of the Shasta County Health and Human Services Agency (HHSA) performing duties under the Shasta County Mental Health Managed Care Plan (MHP) shall attend Compliance Training Program annually, as designated or approved by the Compliance Officer. New employees shall attend Compliance Training upon hire, and annually thereafter.

The Compliance Officer or his or her designee shall maintain attendance verification for each Compliance Training provided.

5.0 Attachments

N/A

6.0 Revision History

Date	No.	Action:
05/27/2014	2014-14	Adopted

7.0. Other Agency Involvement

N/A

8.0 Authorization/Signatures

The above policy and procedure has been reviewed and is authorized for immediate implementation:

Donnell Ewert, MPH, Director — Date: 5/30/14

Micki Mills, Program Manager, Business & Support Services
Compliance Officer
Managed Care Compliance Program — Date: 5/29/2014