



SALISH BH-ASO POLICIES AND PROCEDURES

Salish Behavioral Health
Administrative Services Organization

Policy Name: STAFF TRAINING PLAN

Policy Number: AD108

Effective Date: 7/1/2026

Revision Dates:

Reviewed Date:

Executive Board Approval Dates: 8/21/2026

PURPOSE: Salish BH-ASO staff are required to receive and attest to the trainings below in accordance with SBH-ASO Policies.

Training	Role	Staff Responsible	Comments/Evidence	Frequency
NEW HIRE				
New Hire Onboarding	All	Executive Director/Direct Supervisor	SBH-ASO Policies & Procedures ASO Orientation Internal Processes	Within 90 days of hire
Fraud, Waste, and Abuse – Compliance	All	Compliance Officer	Knowledge Assessment/Attestation	Within 90 days of hire
HIPAA & 42 CFR Part 2	All	Privacy Officer	Knowledge Assessment/Attestation	Within 90 days of hire
SBH-ASO Code of Conduct	All	Compliance Officer	Signed copy	Within 90 days of hire

Training	Role	Staff Responsible	Comments/Evidence	Frequency
SBH-ASO Oath of Confidentiality	All	Privacy Officer	Signed copy	Within 90 days of hire
Utilization Management Information Integrity & Review Processes	All	Clinical Director	Attestation	Within 90 days of hire
ANNUAL/ONGOING TRAININGS				
SBH-ASO Policies and Procedures	All	Executive Director	Knowledge Assessment/Attestation	Annually
Utilization Management Information Integrity & Review Processes	All	Clinical Director	Attestation	Annually
Fraud, Waste and Abuse – Compliance	All	Compliance Officer	Knowledge Assessment/Attestation	Annually
SBH-ASO Code of Conduct	All	Compliance Officer	Signed Copy	Annually
Cultural Diversity	All	Supervisor	Attestation/Certificate of Completion	Annually
American Indian/Alaska Native	All	Supervisor	Attestation/Certificate of Completion	Annually
Utilization Management Inter-rater Reliability	UM Staff	Medical Director	Signed Copy	Annually
Credentialing Information Integrity	Credentialing Staff	Executive Director	Attestation/Certificate of Completion	Annually
Contract Review	All	Executive Director	Program Managers must review revenue and expenditure contracts/amendments that contain terms related to their Program oversight	Upon change/no less than annually