



New York State
Office of Alcoholism & Substance Abuse Services
Addiction Services for Prevention, Treatment, Recovery

Screening, Brief Intervention and Referral to
Treatment (SBIRT) Training Provider
Certification Application Packet
September 2011

**New York State Office of Alcoholism and Substance Abuse Services
Screening, Brief Intervention and Referral to Treatment (SBIRT) Training Provider
Certification Application**

The New York State Office of Alcoholism and Substance Abuse Services (OASAS) in collaboration with the NYS Department of Health (DOH) is promoting the creation, standardization and certification of course work/training which enhances the knowledge and skills of individuals performing the Screening, Brief Intervention and Referral to Treatment (SBIRT) protocol in general and behavioral healthcare settings.

Through this certification process, OASAS' Learning and Development Unit reviews course work/training offered through accredited colleges or universities; governmental agencies; professional organizations; training institutes; in-service training programs; qualified trainers; distance learning providers; or special events/conferences to ensure the qualifications of instructors and appropriateness of SBIRT coursework/training.

**SBIRT TRAINING CERTIFICATION
REQUIREMENTS**

In order to become an OASAS certified SBIRT Training Provider, an entity must meet at least one of the following education and training area criteria:

- Accredited colleges or universities that provide alcoholism and substance abuse-related course work.
- Governmental agencies, professional organizations or training institutes that provide, on an annual basis, alcoholism and substance abuse-related course work.
- Programs that periodically train new staff to become SBIRT certified.
- Qualified trainers who offer alcoholism and/or substance abuse related education and training.
- Distance learning providers that offer alcoholism and substance abuse-related course work/training approved by appropriate certifying bodies.

- (Note: OASAS certified alcoholism, substance abuse and chemical dependence service providers, all program components must be in good standing.)
- Conferences and other Special Events that offer alcoholism and substance abuse education and information.

CERTIFICATION PROCESS

The first step in the certification process is the submission of an SBIRT Training Provider Certification Application.

Application

Applications will be reviewed on a first-come, first-served basis. Upon receipt, Applications will be reviewed to ensure that:

- the applicant has documented SBIRT knowledge, expertise and training experience;
- has at least one year experience in delivering SBIRT training;
- an outline of the course has been provided and contains required content areas as specified in the DOH Medicaid Guidance Document (http://www.health.ny.gov/health_care/medicaid/program/update/2011/2011-06.htm) and the attached SBIRT Content Areas document;
- forms have been accurately completed;
- qualifications of all instructors are appropriately documented; and
- applicants meet all of the SBIRT training certification requirements.

Incomplete Applications

Entities whose Applications have been determined to be incomplete are advised of any incomplete information and/or deficiencies in the Application. Material submitted in response to the deficiencies identified will be reviewed and a determination made. Entities whose Applications are not approved are so notified in writing.

Submission of this Application shall constitute assurance by the submitting provider that the course work/training described in the Application will be delivered in the manner stated. Failure to provide course work/training in a manner consistent with that stated in the Application may be grounds for rescinding provider certification. Only SBIRT course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Certified Training Provider through its Certificate.

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Approved Applications

Entities whose Applications are approved and determined by OASAS to be eligible for SBIRT Training Provider Certification are forwarded an Approval Letter and:

- OASAS SBIRT Training Provider Certificate and instructions for obtaining the OASAS Standardized Certificate of Completion template to distribute to participants who complete the approved training(s);
- Instructions on how to report to OASAS, students completion of the approved SBIRT training(s).

Application Amendment

Amended and/or new course work/training associated with an approved SBIRT Training Provider Certification must also be submitted to OASAS for review and approval using an OASAS SBIRT Training Provider Certification Application Packet.

Application Renewal

OASAS SBIRT Training Provider Certificates are issued for a three-year period. Prior to the expiration of the certification, OASAS SBIRT Training Providers are mailed an SBIRT Training Provider Attestation Form.

If the content of the approved course work/training course title[s] and/or clock hours have not changed, upon receipt of the completed Attestation, OASAS will renew the SBIRT Training Provider Certification.

If there have been changes to any of the above, the Attestation Form and SBIRT Training Provider Certification Application Packet must be submitted.

NOTE: Only course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Training Provider through its OASAS SBIRT Training Provider Certificate.

Once certified, OASAS SBIRT Training Providers must:

- submit electronically to OASAS, within 30 days of the date of completion of training, names and required demographic information of all participants who have completed SBIRT initial 4 or 12 hour training courses;
- Register onto the Provider Scheduling System within OASAS' On-Line Training Catalog and schedule all upcoming trainings to include all relevant information such as location, times, cost, etc.;
- submit for OASAS review and approval; changes in course content, course title and clock hours;
- submit for OASAS review and approval amended and/or new course work/training;
- notify OASAS of any changes in contact information (i.e., organization, address, authorized representative or contact person);
- notify OASAS of any changes and/or additions in instructors by completing the Instructor Qualifications Form;
- provide a copy of any updated participant evaluation forms;
- permit periodic on-site monitoring and review of educational programs by OASAS; and
- conform to all standards and protocols as determined by OASAS.

OASAS' ON-LINE TRAINING CATALOG

The OASAS Learning and Development Unit maintains an On-Line Training Catalog, which is available, at OASAS' Web site (www.oasas.ny.gov/training), This On-Line Training Catalog includes training, offered by OASAS and its Certified SBIRT Training Providers which is acceptable toward satisfying SBIRT training requirements.

While the Catalog provides a listing of all OASAS approved course work/training, once approved as an OASAS Certified SBIRT Training Provider you **must register onto the Provider Scheduling System** to schedule your course work/training.

Submission of this Application shall constitute assurance by the submitting provider that the course work/training described in the Application will be delivered in the manner stated. Failure to provide course work/training in a manner consistent with that stated in the Application may be grounds for rescinding provider certification. Only SBIRT course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Certified Training Provider through its Certificate.

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Instructions for Registering and Scheduling Course work/training are included in this Application Packet.

INSTRUCTIONS

These instructions are intended to guide you in completing the SBIRT Training Provider Certification Application.

Please read the following before proceeding to prepare the Application.

Submit the completed Application to:

**NYS OASAS
Bureau of Talent Management and Fiscal
Evaluation
Learning and Development Unit
1450 Western Avenue
Albany, New York 12203-3526**

**PART A - SBIRT TRAINING PROVIDER
INFORMATION**

Part A (SBIRT Training Provider Information contains information to create a certification record. Complete Part A as follows (please type all information):

SBIRT Training Provider Information

- Enter the name of the SBIRT Training Provider.
- Enter the address of the SBIRT Training Provider.
- Enter the county in which the SBIRT Training Provider is located.
- Enter the name and title of the SBIRT Training Provider's authorized representative.
- Enter the name, title, telephone number/E-mail address, fax number of the contact person for the SBIRT Training Provider.
- Review the SBIRT Training Provider Certification Agreement.
- Obtain the signature of the provider's authorized representative.
- Date the Application

**PART B - SBIRT TRAINING PROVIDER COURSE
INFORMATION**

6. Instructor Name(s)/Qualifications -- Enter the name(s) of the instructor(s) for the course. An Instructor Qualifications Form must be completed for each instructor as follows:

- Enter the name, address and telephone number of the instructor.
- List all degrees and certifications held by the instructor.
- List the instructor's relevant SBIRT experience.
- List the instructor's relevant training experience.

NOTE: Please do not attach a resume.

Attach the completed Instructor Qualifications Form(s) to the corresponding Part B form.

7. Participant Evaluation Criteria and Procedures -- Describe the method for determining whether the participant successfully completed the course work and a plan for evaluating relevant aspects of the learning and teaching experience. Attach a copy of the course evaluation participants will use to evaluate the course.

8. Documentation of course work/training will only be accepted from OASAS Certified SBIRT Training Providers **using the OASAS standardized Certificate of Completion**. This Certificate of Completion, which has been developed by OASAS, bears a watermark which will minimize the potential for alteration. Once you have gained approval as an OASAS Certified SBIRT Training Provider you must submit an E-Mail request for this document to OASAS' Learning and Development Unit at training@oasas.ny.gov. A Certificate of Completion and instructions for use will then be electronically transmitted to you.

Submission of this Application shall constitute assurance by the submitting provider that the course work/training described in the Application will be delivered in the manner stated. Failure to provide course work/training in a manner consistent with that stated in the Application may be grounds for rescinding provider certification. Only SBIRT course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Certified Training Provider through its Certificate.

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NOTE: Issuance of blank Certificates of Completion is not permitted under any circumstance.

**For more information, contact the OASAS
Learning and Development Unit at:**

**Phone: (518) 485-2027
Fax: (518) 485-2062
E-Mail: training@oasas.ny.gov**

September 2011

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SBIRT TRAINING PROVIDER CERTIFICATION APPLICATION CHECKLIST

Did you remember to?

- Complete the Part A – SBIRT Training Provider Information?
- Sign and date the Part A – SBIRT Training Provider Certification Agreement?
- Complete a Part B – (SBIRT Training Provider Course Work/Training Information) form for each course/training submitted for OASAS Review and Approval?
- Complete the Instruction Qualifications Form for each instructor?
- Attach all required supporting documentation?
- MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS?**

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SBIRT Training Content Areas

1. Statistics/Data on Effectiveness of SBIRT.
2. Rationale for support of SBIRT by federal, state and local governments and public insurance.
3. Continuum of use of alcohol including rates of non-use, low risk use, risky use and dependent use in the US.
4. Overview of SBIRT major components, Screening, Brief Intervention and Referral to Treatment.
5. OASAS approved Screening instruments cited in the referenced NYS DOH Medicaid Update.
6. Review of the procedural guidelines in the NYS DOH Medicaid Update.
7. Discussion of risky and harmful limits daily and weekly (i.e. greater than 14 for males, 7 for females and adults older than 60, per week).
8. Pre-screening /screening questions required related to alcohol and drugs (specifically injection drug use) and optional pre- screening questions related to tobacco and mental health when using a pre-screening model.
9. Practice approved screening tools to include age-specific (i.e. adolescent, elderly) and life stage specific tools (i.e. pregnancy) and compare and contrast the differences between the tools .
10. Review Stages of Change theory.
11. Define and demonstrate brief interventions either through role play or other multi-media resources.
12. Review FRAMES (Feedback, Responsibility, Advice, Menu, Empathy, Self efficacy).
13. Overview of motivational interviewing theory and techniques related to SBIRT (REDS – Roll with Resistance; Empathy; Develop Discretion; Support Self Efficacy).
14. Define, demonstrate and discuss the concept of Change Talk and using tools such as the readiness ruler.
15. Define, demonstrate and discuss establishing goals for follow up brief intervention visits – reduction to within safe limits, abstinence or motivate for referral to treatment as indicated and appropriate.
16. Define, demonstrate and discuss techniques for brief intervention - refusal skills, problem solving, accessing treatment and self-help groups and other support for low risk guidelines or abstinence.
17. Define limits of the number of brief intervention sessions related to DOH Medicaid Guidance document.
18. Review billing codes and related information related to Medicaid, Medicare and private insurance.
19. Identify and review SBIRT resources.
20. Review OASAS SBIRT certification processes through grand parenting and four or twelve hour OASAS approved training.

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Screening, Brief Intervention and Referral to Treatment (SBIRT) Training Provider
Certification Application**

ON-LINE TRAINING CATALOG

The Training Catalog is available on-line at OASAS' Web site <http://www.oasas.ny.gov/training/index.cfm>.

As an OASAS Certified SBIRT Training Provider, your OASAS approved SBIRT course work/training is posted to this site. This information is available to the public. If you do not want this information made available to the public, please let us know. The Catalog is continually updated as new course work/training is submitted, reviewed and approved. For providers who offer in-service training only, such a notation will be made so individuals will not contact you directly.

While the Catalog will provide a listing of all OASAS approved course work/trainings; **you must register onto the Provider Scheduling System to schedule upcoming trainings**. To do this, please follow the instructions listed below:

Go to www.oasas.ny.gov/training/index.cfm

- Select OASAS Certified Education and Training Provider Log In
- Enter your Email address and a password
- **Click on Sign up as an OASAS Certified Education and Training Provider (this will register you onto the system)**
- Enter User Info - - Under Organization Type Click on --- Select a Provider – Select Your Organization
- Select request role (Administrator or staff) - - Select continue
- Verify registration information - - Select complete
- An E-mail will be sent to the Training Unit Mailbox, verification of your status as an Education and Training Provider will be made and you will receive an E-mail confirming access to the system

Scheduling Course Work/Trainings

Once Registered - - Menu Items - - Scheduling – **select Class Scheduling**

Select your organization and this will provide you with a listing of all of your OASAS approved course work/trainings.

- To schedule a class - select icon to the left of course title and complete information (a default has been set for your organization and county location) (a calendar icon has been added for scheduling the start and end dates) - - Provide information and select add class
- Distance Learning - select icon to the left of course title and complete information - add cost and comments – select update

We encourage you to participate in the Provider Scheduling System to schedule your course work/training and offer credentialing applicants with information on available course work/training needed to meet their education and training requirements. If you have any questions or require assistance please contact the Training Unit at 518-485-2027 or at training@oasas.ny.gov.

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SBIRT Training Provider Certification Application

PART B SBIRT TRAINING PROVIDER COURSE WORK/TRAINING INFORMATION
(Attach additional sheets, as necessary)
(Please type all information)

SBIRT TRAINING PROVIDER NAME:

EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

1. **Organization Making Application:** Document delivery of SBIRT Training for a minimum of one year by indicating dates of training and the number of individuals completing each of these trainings. Identify the target audience for which you have experience training.

2. **Number of Clock Hours**

4 Hour SBIRT Training

12 Hour SBIRT Training

3. **Course Outline** (*to include required content area as outlined in the DOH Medicaid Guidance Document for SBIRT*):

4. **Educational Goal(s)** (Provide a brief statement of the expected outcomes of the course):

5. **Educational Objective(s)** (Provide, in measurable terms, specific knowledge, skills and abilities to be acquired by the participant. Provide approximately one objective for every two hours of instruction):

PLEASE TYPE ALL INFORMATION

SBIRT TRAINING PROVIDER NAME:

INSTRUCTOR QUALIFICATIONS FORM

Instructor Name:

Instructor Address:

Instructor Telephone No.:

Degrees and Certifications (List all degrees and certifications held by the instructor):

SBIRT Experience: (List the instructors relevant experience in implementing SBIRT in a clinical setting):

SBIRT Training Experience (List the instructors relevant experience in training other clinicians to implement SBIRT):

PLEASE DO NOT ATTACH A RESUME