



To:	BHS Contracted Substance Use Disorder (SUD) Providers
From:	Behavioral Health Services
Date:	October 10, 2024
Title	Update on Staffing Status Report Requirements

Beginning in Fiscal Year (FY) 24-25, the **monthly Staffing Status Report (SSR)** will transition to **quarterly submittal for all substance use disorder (SUD) contracted service providers.**

SSR Submissions

Completed SSRs must be submitted by the 20th of the month following the end of the quarter.

- The first submission will be due by close of business on **Monday, November 4, 2024.**
- Program must use the FY 2024-25 SSR template.
- Program-specific templates will be sent to each program in a separate email.

Program staff marked as “Active” and “On Leave” on the 6/2024 SSR, along with their one-time trainings, have been transferred into the report for your continued use. If an individual’s CPR training (required biennially) is scheduled to expire during FY 24-25, the CPR cell has been cleared to indicate training will be required prior to 6/30/25. All other annual trainings have been cleared.

Trainings No Longer Included in SSR

The new SSR template will no longer include the following trainings, opting instead to address them during the annual Desk Review:

- Communicable Diseases
- Disaster Worker Training
- Drug Testing Protocols
- Trauma Informed Care
- CalAIM training

Updates and Attestations

Contracted service providers must ensure completion of real-time updates and monthly attestations in the Optum System of Care Application to maintain accuracy of programmatic and system-wide data.

- Accurate and timely submissions allow for ongoing compliance with state requirements and minimize the need for alternative tracking.
- For additional information on System of Care Application, please refer to the Optum website or [SOC Tips and Resources](#).

As a reminder, the following trainings are **required of all staff** charging to your program, *regardless of position*:

- Communicable Diseases (except MD)
- Confidentiality (except MD)
- Cultural Competency
- False Claims Act
- Naloxone

Please note that trainings in the [DMC-ODS Required Trainings](#) list are still being actively updated.

For More Information:

- Contact your Contracting Officer’s Representative (COR)