

# ADMINISTRATION POLICIES AND PRACTICES WPPM #190-10

## Subject: Local Agency Staffing Requirements

### Item: Substance Use Prevention Training

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#### PURPOSE:

To ensure local agencies (LAs) comply with federal and state requirements when training staff on Substance Use Prevention Training.

#### POLICY:

- I. The LA must ensure that all newly hired staff receive the required initial training within three months of hire. Refer to WPPM 1000-30.
- II. The LA must ensure that all nutrition educators and peer counselors receive the required training annually (once each calendar year) on substance use prevention.
- III. LAs may develop their own training covering the required components in the Local Agency Developed Training Checklist: Substance Use Prevention.
  - A. Checklist must be completed and submitted to CDPH/WIC annually as part of the Nutrition Services Plan.
  - B. LA staff must maintain the annual approved checklist for review at Program Monitoring Visits.
- IV. The LA may use expert partners (e.g., mental health centers or other public health agencies in alcohol and drug abuse screening) to provide training and consultant services for any staff who have completed the original initial training.

#### PROCEDURES:

- I. The LA must use the CDPH/WIC developed Substance Use Prevention Training on the Learning Management System (LMS), LA developed training with approved checklist, or expert partner to conduct annual training.
- II. The LA must maintain a record of staff attendance at the training by tracking completion in the LMS. The LMS will maintain a permanent record of the date training was completed.

#### AUTHORITY:

[7 CFR §246.11\(a\)\(3\)](#)

[7 CFR §246.11\(b\)\(1\)](#)

#### CROSS REFERENCE:

WPPM 1000-30 Required Trainings for Employees

Local Agency Developed Training Checklist: Substance Use Prevention