

300-40**POLICY**

All BIH Program Sites will follow MCAH-BIH policy and procedure guidelines to ensure program fidelity as it relates to staff training requirements in the MCAH-BIH Program.

PROGRAM STANDARD:

All BIH Program Sites will ensure that all staff complete MCAH-BIH required trainings.

PROCEDURE:

All BIH Coordinators will require that all key BIH Program staff participate in mandated trainings and meetings scheduled by MCAH-BIH, including:

- Basic and Advanced BIH Program Trainings
 - BIH Statewide Meetings and/or Conferences
 - Data System Trainings
1. All BIH Coordinators will ensure that all key BIH Program staff are trained in BIH implementation activities *before* conducting prenatal and postpartum group sessions.
 2. All Group Facilitators will participate in a basic MCAH-BIH orientation/training before conducting group sessions.
 3. All local BIH Program staff must attend an in-person basic MCAH-BIH training within one year of starting with the LHJ.
 4. All key local BIH Program staff will participate in MCAH-BIH capacity-building calls related to BIH programmatic, training and data-related topics as scheduled.
 5. All BIH Coordinators will ensure that all key staff participates in training or educational opportunities designed to enhance cultural sensitivity.
 6. Any training needs identified by BIH Coordinators that deviate from those required to support the core BIH Program model or those specified to support the core BIH Program model, will be approved by MCAH-BIH *prior* to implementation using the BlackInfantHealth@cdph.ca.gov transmittal process.
 7. Additional site-specific trainings identified by the LHJ—such as additional training sessions, in-services or workshops—must be consistent with MCAH-BIH trainings in place to support the core BIH Program model.