The Maryland Youth Care Coordinator Training Series*
Completion Requirements (Effective 3/18/2020)

*Training is available at no-cost online, www.mdbehavioralhealth.com, to Youth Care Coordinators and Supervisors

For NEW youth care coordinators and NEW supervisors

- In first 30 days of employment complete:
  Early Childhood, Child and Adolescent Development
  Working with Transition Age Youth
  Understanding School Language
  Mental Health 101
  An Introduction to Adolescent Substance Use
  Best Practices in Transitions
  Professional Conduct: Ethics, Confidentiality, and Cultural Competence
  Core Principles/Values and Maryland State Regulations

- In first 90 days of employment complete:
  Orienting Families to Care Coordination and the Initial Family Needs Assessment
  Developing an Effective Plan of Care
  Building an Effective Youth and Family Team
  Facilitating Constructive Youth and Family Team Meetings
  Supervising Youth Care Coordinators: Guidelines and Best Practices (To be completed by Supervisors and Supervisees)

- In first 180 days of employment complete:
  Implementing, Monitoring, and Adapting the Plan of Care
  Maintaining a Strengths-Based and Motivational Stance with Clients
  Building and Maintaining Strong Partnerships with Community Resources
  Promoting a Successful Family Transition out of YCC: Sustaining Changes
  Addressing Youth Care Coordination Challenges
  Understanding the 1915(i) Program and Its Practical Implications for Youth Care Coordinators
Within 30 days of the anniversary of the initial hire date, all youth care coordinators and supervisors must complete annually either:

- One Cluster annually, based on the 5-year plan that is recommended from your online knowledge assessment on mdbehavioralhealth.com (knowledge assessment option).
  
  NOTE: Staff members with perfect scores on the knowledge assessment will be directed to complete the clusters in order, A – E (i.e., one cluster per year for 5 years).

  OR

- A customized module completion plan, developed in consultation and with the approval of your supervisor, which consists of at least 4 modules each year (custom modules option)

  **Cluster A (4 modules)**
  - Core Principles/Values and Maryland State Regulations
  - Mental Health 101
  - Maintaining a Strengths-Based and Motivational Stance with Clients
  - Professional Conduct: Ethics, Confidentiality, and Cultural Competence

  **Cluster B (4 modules)**
  - Understanding School Language
  - Building an Effective Youth and Family Team
  - Facilitating Constructive Youth and Family Team Meetings
  - Building and Maintaining Strong Partnerships with Community Resources

  **Cluster C (4 modules)**
  - Best Practices in Transitions
  - Promoting Successful Family Transitions out of YCC: Sustaining Changes
  - Orienting Families to Care Coordination and the Initial Family Needs Assessment Developing an Effective Plan of Care

  **Cluster D (4 modules)**
  - Implementing, Monitoring, and Adapting the Plan of Care
  - An Introduction to Adolescent Substance Use
  - Working with Transition Age Youth
  - Addressing Youth Care Coordination Challenges

  **Cluster E (3 modules)**
  - Understanding the 1915(i) Program and Its Practical Implications for Youth Care Coordinators
  - Supervising Youth Care Coordinators: Guidelines and Best Practices
  - Early Childhood, Child, and Adolescent Development