Goal: To provide a location to house the County developed and HCPF approved Training Documents as part of the HCPF Incentive Program. The approved documents will be available for use by other Counties.

Location: Training documents approved through the HCPF Incentive Program can be housed on the SDC website TrainColorado under Documents and Resources.

Requirements: If a County would like to share the approved training documents with other Counties, the documents can be submitted to the SDC for posting. Training documents must be approved through the HCPF Incentive Program process before the SDC will post on the website.

Please allow at least 5 working days for the SDC to post the document(s).

Process: Submit a request to the SDC using the HCPF Incentive Program Document Request link on TrainColorado under Trainer’s Territory. The request includes:

- Requester Name
- Requester County
- Requester Contact Information
- Contact if there are questions related to the document
- Date Document(s) were approved by HCPF
- Name(s) of documents to be posted
- Document(s) to be posted (must be a PDF)

Author Responsibilities:
The Author is responsible to:

- Ensure there is no HIPAA information included in any of the documents. All instances of the following CBMS data must be blurred or removed:
  - Address
  - Client ID
  - Case Number
  - Client Name,
  - Social Security Number
  - Date of Birth
  - State ID
  - CBMS User Name and other personally identifiable information (computer IP and web address)
  - Cannot use real names or trademarked names
SDC Responsibilities:

The SDC is responsible for:

- Posting the document(s) within 5 working days of submission
- Placing an End Date on the documents in order to remove them from the website after one year
- Forwarding any questions regarding the document to the County Contact
- Notifying the requester if there are questions regarding the documents submitted for posting to TrainColorado

Questions regarding the Process:

Questions regarding the HCPF Training Incentive Program:
hcpfcountyrelations@state.co.us

Questions regarding the posting of approved HCPF Training Incentive Program documents:
SOC_StaffDevelopment@state.co.us