



# HHSC Human Trafficking Training Review and Renewal Process

## Procedures to Obtain HHSC Approval

### Initial Approval for New Applicants

*The training review process may take up to 60 business days for an Executive Commissioner or designee final decision to be made.*

#### **Step 1:** Develop and Self-Assess Human Trafficking Training

External entities interested in submitting a human trafficking training course for review and approval by the Health and Human Services Commission (HHSC) should carefully develop and review their course in accordance with *HHSC Human Trafficking Training Standards*. To be approved by the Executive Commissioner (EC), or designee, the training course must meet the standards and criteria set forth and has the option to include accredited and verified continuing education credit as described. The standards are designed to help assess the strengths, weaknesses, compliance, and readiness of a human trafficking training course.

#### **Step 2:** Submit Application and Training Course for Review

Submit the online or in-person human trafficking training course for HHSC review via email to [human\\_trafficking@hsc.state.tx.us](mailto:human_trafficking@hsc.state.tx.us). In-person trainings submitted must include the course outline, content, handouts, and script or slide deck if applicable. An email will be sent from HHSC confirming receipt of the training submission.

#### **Step 3:** First Level Review

The submitted training will be reviewed by a designated training review team member using the *HHSC Human Trafficking Training Standards* evaluation tool. Once the first level review is completed, the course will be passed on to the second level review.

#### **Step 4: Second Level Review**

A training that has been granted a second level review will be reviewed by HHSC legal staff to ensure the training is in full compliance with all state and federal law and agency policies. Once the second level review is complete, the training will move on to the final review.

#### **Step 5: Executive Commissioner, or designee, Decision**

A decision will be made by the EC, or designee, after the completion of the second level review. If the training is approved, it will be added to the EC-approved list posted on the HHSC Human Trafficking Resource Center webpage in accordance with HHSC IT and Communications update cycles and schedules.

If the training is conditionally approved, the submitter will receive a detailed justification notice outlining the reason(s) for conditional approval. Upon revisions to the conditionally approved training course, the submitter must send HHSC the revised course documenting the changes and where the changes were made.

If the training is denied approval, the submitter will receive a detailed justification notice outlining the reason(s) for denial. Upon revisions to the denied training course, it may be submitted for a subsequent review following the same process.

Training reviews follow a biennial review schedule and all currently approved trainings must be submitted for review again to maintain their EC-approved status.

*HHSC reserves the right to remove approved training courses from the EC-approved list to comply with any significant and unforeseen statutory changes or applicable policy revisions. External entities must notify HHSC if their approved training is revised or changed at any time, within 5 business days of the change.*

#### **Renewal Process for Returning Applicants**

*HHSC will notify the applicant 60 days before the course's approval expiration date. If a renewal form is not submitted, the approval status will expire, and the course will be removed from the [Approved Human Trafficking Courses for Health Care Practitioners list](#).*

#### **Step 1: Submit Renewal Application Form and Training Course for Review**

External entities interested in renewing the status of their human trafficking training course for approval by the Health and Human Services Commission (HHSC) should submit a renewal application form per *HHSC Human Trafficking Training*

*Standards.* If changes were made to the original course, the applicant must document the changes and note where the changes were made. If no changes were made to the original course, the applicant must only submit the renewal form and not the course material. Email the form and the course material (if there are any changes) to [human\\_trafficking@hhs.texas.gov](mailto:human_trafficking@hhs.texas.gov).

If applicant does not provide documented changes to the training, or the course has changes that are not documented, the training will not be renewed and will be removed from the approved list until all changes are reviewed and determined to meet all HHSC standards.

### **Step 2: First Level Review**

The submitted training will be reviewed by a designated training review team member using the *HHSC Human Trafficking Training Standards* evaluation tool. If changes were made to the original course, it will be granted a second level review.

### **Step 3: Second Level Review**

If there are changes to the original course, the training will be reviewed by a second level training review team member, and HHSC legal staff when necessary, using the *HHSC Human Trafficking Training Standards* evaluation tool.

### **Step 4: Executive Commissioner, or designee, Decision**

If it is determined to not meet all standards and criteria, it will be returned to the original submitter outlining areas for necessary improvement. If the training meets all standards, the applicant will receive a letter of approval and the course will remain on the [Approved Human Trafficking Courses for Health Care Practitioners list](#). If there are documented changes, the renewal process can take up to 30 days to complete.