



# HHSC Human Trafficking Training Review Process

## Procedures to Obtain HHSC Approval

### Initial Approval for New Applicants

#### 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@hhs.state.tx.us](mailto:human_trafficking@hhs.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. If the training is determined to meet all standards and criteria, it will be granted a second level review. If it is determined to not meet all standards and criteria, it will be returned to the original submitter with the completed evaluation tool that will outline areas for necessary improvement. The first level review will be completed within 15 business days of receipt of the training.

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

A training that has been granted a second level review will next be reviewed by HHSC legal staff, or designee, to ensure the training is in full compliance with all state and federal law and agency policies. If the training is determined to meet all legal requirements, it will be recommended for EC approval. If the training does not meet all legal requirements, it will be returned to the original submitter with a detailed explanation of its denial. The second level review will be completed within 15 business days of the completion of the first level review.

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

A decision will be made by the EC, or designee, within 15 business days of 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. The submitter may choose whether the training is made available to the public or whether it is a proprietary training for private business use only.

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.

Trainings approved for use in 2020 will remain active until the next review cycle in 2022. 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.*

## **Secondary Approval for Returning Applicants (not applicable until 2022)**

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

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

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

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

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