

# RECOVERY INCENTIVES: CALIFORNIA'S CONTINGENCY MANAGEMENT BENEFIT - CM TEAM REQUIREMENTS

Individuals serving as CM Coordinator, Back-up CM Coordinator, and CM Supervisor must complete all steps prior to initiating services at their site. More information about the Recovery Incentives Program, including Implementation training slides and handouts, training dates/times, contact information, and warmline assistance can be found here:

<https://uclaisap.org/recoveryincentives/index.html>

## Step 1

Completion of Recovery Incentives: California's Contingency Management Program – Contingency Management Overview Training, a 2-hour self-paced overview course. This can be found [here](#).

## Step 2

Attend Part 1 and Part 2 of the Implementation Trainings. Registration for Part 2 will be confirmed following attendance at a Part 1 session. Dates and times for sessions can be found [here](#). Completion of the post-test with an 16/20 (80%) or higher is required for all participants.

## Step 4

Entry of 3 practice cases in the IM Portal Sandbox by all CM team members. The login for the IM Portal can be found at the end of the Readiness Assessment self-study. **All CM Team members, including those who join later, must successfully enter 3 practice cases into the IM Portal prior to delivering CM services**

## Step 3

Complete the Readiness Assessment Self-Study in Qualtrics. Only one Self-Study is needed per physical site. Following the completion of Part 1 and Part 2 of the Implementation Trainings by at least 1 CM Coordinator and 1 CM Supervisor, the link for the self-study will be sent to the site.

## Step 5

Complete the interactive Zoom Portion of the Readiness Assessment with a UCLA Team Member. This will be scheduled within a week of the submission of the Qualtrics self-study, including entry of the 3 practice cases into the IM Portal.

## Step 6

Following the successful completion of the Readiness Assessment, personalized logins for the IM Portal will be sent. **Sites will not be able to launch services until sites have [at least 1 CM Coordinator, 1 Back-up CM Coordinator, and 1 CM Supervisor complete this process.](#)**