

CLS/Respite – Non-Specialized Residential				
	Description	Frequency	How to Obtain	Requirement
Corporate Compliance	This training will acquaint staff members with the general laws and regulations governing waste, fraud, and abuse, and other compliance issues in both the CMHSP and the provider organization.	Initial – within 90 days of hire Annual Update	Online or approved by CMH	<ul style="list-style-type: none"> • Medicaid Integrity Program (MIP) Section 33 • Medicaid False Claims Act of 1977 • Michigan False Claims Act, Act 72 of 1977 • Deficit Reduction Act of 2005 • Affordable Care Act of 2010 • Code of Federal Regulations 42 CFR 438.608
Cultural Competence	This training will cover: effect of culture and how it affects our perception of life, various aspects of culture, understanding that every individual has the right to receive culturally proficient services, steps in providing culturally responsive services, and realizing that being culturally competent/proficient is a continual process.	Initial within 90 days of hire Annual Update	http://www.rightdoor.org/for-providers/training/cultural-competency.html or as approved by CMH	<ul style="list-style-type: none"> • Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations • MDHHS Contract Part II 3.0, Access Assurance Section 3.4.2 on Cultural Competence • MDHHS Contract Part I, 15.7 (LEP) • Medicaid Provider Manual 4.5
CPI – Non-violent intervention (NON-PHYSICAL INTERVENTION)	<p>This training focuses on prevention and offers proven strategies for safely defusing anxious, hostile or violent behavior at the earliest possible stage. You will learn how behavior escalates and how to appropriately respond.</p> <p>This training will not cover holds as we are restraint free.</p>	Initial within 90 days of hire and every two years as certificate expires.	<p>Onsite or as approved by CMH.</p> <p>Refresher course available after initial course passed. (half day)</p>	<ul style="list-style-type: none"> • MDHHS Contract Technical Requirement for Behavior Treatment Plan Review Committee. • Administrative Rule 330.7001 (z) • OSHA Publication 3148-01 R (2004)
Emergency Preparedness (aka environmental safety)	The goal of this course is to provide information that helps increase employee awareness and knowledge of various emergency situation to promote effective response practices. At the completion of this program, participants should have: knowledge of basic emergencies and disasters	Initial within 90 days of hire.	<p>Online or through an approved by CMH training.</p> <p>Training resources may include but are not limited to local fire departments, MDHHS, CMHSP, CIS Fire Safety/Emergency preparedness training, National Fire Protection/Prevention Association</p>	<ul style="list-style-type: none"> • R330.1806 • R400.14204 (Small Group Homes) • R400.15204 (Large Group Home) • R400.2122 (Congregate Settings)

	(power outages, fires, tornadoes); knowledge of responsibilities during emergency situations; knowledge on how to develop an emergency preparedness plan; knowledge of what to do to help residents with special needs; knowledge of how to prevent and respond to common types of home fires (grease, careless smoking, etc.).		training courses. Should be specific to the home/facility you are working in and include Emergency preparedness policy and procedures for specific location.	
First Aid and CPR Certification	This training will provide staff with certification in basic first aid action principles, situations requiring first aid, and basic first aid skills in areas including: • Medical Emergencies • Injury Emergencies • Environmental Emergencies	Initial within 30 days of hire Update per certificate	CMH or Community Classroom Training which must include return demonstration • Through an American Red Cross, American Heart Association, OR National Safety Council certified trainer which must include return demonstration	<ul style="list-style-type: none"> • R330.1806 (Specialized Residential) • R400.14204 (Small Group Homes) • R400.15204 (Large Group Home) • R400.2122 (Congregate Settings)
Basic Health and Medications – IF PASSING MEDICATIONS	The basics of health as it pertains to mental health, including vital signs, medical emergencies, and infection control will be taught. Also learn the proper techniques to reduce errors in taking medications, knowing the different types of medications, and the five rights.	Initial within 90 days of hire and prior to passing medication(s).	<ul style="list-style-type: none"> • Book Work and onsite training and posttest. • Options as approved by CMH 	<ul style="list-style-type: none"> • MCL 330.1806 • R400.14204 (Small Group Homes) • R400.15204 (Large Group Home) • R400.2122 (Congregate)
HIPAA	This training will provide staff with information about HIPAA privacy and HIPAA security, confidentiality and informed consent, applying it in appropriate contexts, how to release information legally, when information can be discussed and what information cannot be discussed, HIPAA requirements, and Michigan Mental Health Code requirements.	Initial within 30 days of hire. Annual	<ul style="list-style-type: none"> • Book work and posttest. • Options as approved by CMH 	<ul style="list-style-type: none"> • Code of Federal Regulations – 45CFR 164.308(a)(5)(i) and 164.530 (b)(1) • CARF 1.1.5;

Limited English Proficiency	This course will provide information on the language assistance entitlements available to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.	Initial within 90 days and Annual	Online training and test available on website or approved training by CMH.	<ul style="list-style-type: none"> • Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations • MDHHS Contract Part I, 15.7 (LEP) • Medicaid Provider Manual 18.1.6 & 6.3.2
Person-Centered Planning & Self-Determination (includes training on individual's IPOS)	<ol style="list-style-type: none"> 1. Participants will gain a clear understanding of person-centered planning and how to use it to assist consumers in attaining their goals. 2. Training on Individuals Plan of Service (IPOS). 	<ol style="list-style-type: none"> 1. Within 30 days of hire and annually. 2. IPOS – as plan is implemented and updated. Must be trained prior to working with individual and on any updates. 	<ol style="list-style-type: none"> 1. Provided onsite or as approved by CMH. 2. Provided by clinician and or behavior technician if needed. 	<ul style="list-style-type: none"> • MDHHS contract Part 3.4.1.1.IV.A.4 • Administrative Rule R 330.1700 (G)
Recipient Rights - Initial	This training provides information on the essential rights of recipients of community mental health services, including abuse and neglect; confidentiality; informed consent; respect and dignity; restraint; seclusion; and incident-report writing.	Initial within 30 days of hire and before working independently with persons served. Annual – refresher course	2.5 hour onsite training or through an approved by CMH source.	MH Code: Sec 330.1755(5)(f)
Recipient Rights Refresher	This training provides refresher information on the rights of recipients of community mental health services, including abuse and neglect; confidentiality; informed consent; respect and dignity; restraint;	Annual refresher course.	1 hour onsite training or through an approved CMH source.	MH Code: Sec 330.1755(5)(f)

	seclusion; and incident-report writing.			
Health Management / Blood borne Pathogens/Standard Precautions – “Preventing Disease Transmission”	<p>Learn how to protect yourself against diseases that can be transmitted through the air, blood, and other routes. Free references to take home.</p> <p>Objectives: identification of situations where risk of exposure to bloodborne pathogens exist; the need to keep work and room surfaces clean, orderly and in a safe and sanitary condition; the purpose of universal precautions; precautions that should be taken to prevent HIV and HBV; and correct handwashing procedures.</p>	<p>Initial within 30 days of hire and prior to working independently with a person.</p> <p>Annual update</p>	<p>Book work or approved provider by CMH.</p> <p>Sources of training may include but are not limited to local health departments, American Red Cross, training by a licensed physician, registered nurse, hospitals, and MDHHS/CMHSP/CIS training in the subject matter.</p>	<ul style="list-style-type: none"> • OSHA 1910.1030 • Administrative Rule R325.7000 • Administrative Rule R 325.70016 (7)(a) – specifies initial training and annual retraining • Administrative Rule R330.2807 (10)
TB Test	<p>Tuberculosis Test</p> <p><u>REQUIRED FOR SED WAIVER</u></p>	Prior to working with persons served.	Can be completed by any primary care or clinic.	<p>Assistant caregivers are required to have TB test results prior to caring for children. No subsequent TB test is needed.</p> <p>Household members 14 years of age and older are required to have TB test results before issuance of the initial licensure or when a new household member moves in or when a household member turns 14 years of age. No subsequent TB test is needed.</p> <p>https://www.michigan.gov/documents/lara/Homes_final_rule_R_400.1901_to_400.1963_12-13-19_674861_7.pdf</p>
Trauma Informed Care	<p>Review of nature of trauma and its effects on people. Being able to provide trauma informed services to individuals receiving services is a crucial skill set for staff. Recognizing that an alarming majority of people receiving services have had trauma in their lives, it is staff's responsibility to work with</p>	Initial within 90 days of hire.	<p>Review of information OR www.improvingmipractices.org – “Trauma Informed Care”</p> <p>Or as approved by the CMH.</p>	<ul style="list-style-type: none"> • MDHHS/CMHSP Contract Attachment C6.9.9.1

	them in a manner which supports and does not worsen the impact of previous trauma.			
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Note: With the exception of Recipient Rights, all of the above must be completed within 90 days of hire unless otherwise noted.

MINIMUM TRAINING TO WORK ALONE: Recipient Rights, Basic Health and Medications if passing medication, First Aid, CPI, Training in IPOS, and home-specific Emergency procedures, and current with all updates as applicable.

FULLY TRAINED: In addition to the above, completion of the rest of the grid.

RETENTION OF TRAINING RECORDS: Written documentation of compliance with training shall be kept on file at the facility with employer for not less than 3 years.