

Other Professional (OT, PT, SLP, Psychological Testing, Dietary, etc) Required Training FY21

Title	Description	Frequency	How to Obtain	Requirement
Appeals and Grievance (Customer Services)	Providers must understand the rights that people have to complain about services or supports and what due process is for those we serve. Providers will understand their role in assisting persons served through this process.	Within 90 Days of hire and ANNUAL	Website training available: http://www.rightdoor.org/for-providers/training/grievances-appeals.html Return attestation to Imcnett@rightdoor.org	BBA, MDHHS Contract, Michigan Mental Health Code
Code of Ethics	Providers must attest to and follow the organization's Code of Ethics.	Within 90 days of hire and annual	http://www.rightdoor.org/for-providers/training/code-of-ethics.html Return attestation to Imcnett@rightdoor.org	CARF Standard 1.A.6.c
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	“Corporate Compliance” Improving MI Practices – See below for accessing the training.	<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
Prevention of Unsafe Behaviors	This training will address: <ul style="list-style-type: none"> - Contributing factors or causes that may lead to unsafe behaviors - Health conditions that may contribute to unsafe behaviors. - How interpersonal interactions may impact behaviors of persons served. - Use of alternatives instead of seclusion and restraint 	Initial within 90 days of hire and as certificate expires	Onsite CPI training or as approved by CMH (Gentle Teaching, MANDT).	CARF Standard 2.A.16
Cultural Competency	This training will cover: effect of culture and how it affects our perception of	Initial within 90 days of hire	“Cultural Competence” Improving MI Practices –	•Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations

	<p>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.</p>	<p>Annual Update</p>	<p>See below for accessing the training.</p>	<ul style="list-style-type: none"> • 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
<p>Emergency Preparedness (aka environmental safety)</p>	<p>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 (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.).</p>	<p>Initial within 90 days of hire.</p> <p>Annual (CARF Required)</p>	<p>“Emergency Preparedness” on Improving MI Practices – see below for accessing the training.</p> <p>Should also receive specific to the home/facility you are working in and include Emergency preparedness policy and procedures for specific location. Should be specific to the home/facility you are working in and include Emergency preparedness policy and procedures for specific location.</p>	<ul style="list-style-type: none"> • R330.1806 • CARF Standards – Health and Safety (Section H)
<p>HIPAA</p>	<p>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.</p>	<p>Initial within 30 days of hire.</p> <p>Annual</p>	<p>“HIPAA Essentials” – Improving MI Practices</p> <ul style="list-style-type: none"> • 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 Standards 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	“Limited English Proficiency” on Improving MI Practices – see below for accessing the training.	<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 (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. ANNUAL 2. IPOS – as plan is implemented and updated. Must be trained prior to working with individual. 	<ol style="list-style-type: none"> 1. 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 – see refresher course	2.5 hour onsite training with RR Officer 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; seclusion; and incident-report writing.	Annual refresher course. (RR Training required annually)	http://www.rightdoor.org/for-providers/training/recipient-rights-training-refresher-course.html	MH Code: Sec 330.1755(5)(f)
Standard Precautions/	Learn how to protect yourself against diseases	Initial within 30 days of	“Infection Control and Standard Precautions” on	<ul style="list-style-type: none"> • OSHA 1910.1030 • Administrative Rule R325.7000

<p>Blood borne pathogens – “Infection control”</p>	<p>that can be transmitted through the air, blood, and other routes.</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>hire and prior to working independently with a person.</p> <p>Annual update</p>	<p>Improving MI Practices – see below for accessing the training.</p>	<ul style="list-style-type: none"> • Administrative Rule R 325.70016 (7)(a) – specifies initial training and annual retraining • Administrative Rule R330.2807 (10)
<p>Suicide and risky behaviors</p>	<p>Suicide prevention, risk factors and support.</p>	<p>Initial within 90 days</p>	<p>https://tinyurl.com/suicideTRD</p> <p>Send certificate to lmcnett@rightdoor.org</p> <p>OR another training as approved by CMH (ASIST, Mental Health First Aid, etc)</p>	<p>CARF Standards 2.A.22.f.</p>
<p>Trauma Informed Care</p>	<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 them in a manner which supports and does not worsen the impact of previous trauma.</p>	<p>Initial within 90 days of hire.</p>	<p>“Trauma Basics” on Improving MI Practices. See below for accessing the training.</p> <p>Or as approved by the CMH.</p>	<ul style="list-style-type: none"> • MDHHS/CMHSP Contract Attachment C6.9.9.1

Additional Trainings as Directed by Contract

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.

Improving MI Practices offers a wide variety of credit-bearing moderated online courses and online supplements to traditional training for Michigan behavioral health professionals. Use the menus below to find the practice area or population you’d like to enter.

1) In your browser (explorer, Google Chrome or Firefox) type www.improvingmipractices.org



2. Click, "CREATE AN ACCOUNT" in the upper right hand corner of your screen.



3. Fill out required details. You must have an email address to utilize the training account. You can set up an email easily at www.gmail.com if needed. Pick a password that you'll remember.

Before You Sign Up

This site offers a wide variety of moderated online courses and online supplements to traditional training for providers in the Michigan public behavioral health system.

As a mental health or substance abuse professional this website entitles you to free courses, forums, and CEUs in a wide array of practice areas.

By signing up for an account you agree to receive regular newsletters, but you can opt-out at any time.

This site performs best on modern browsers such as [Google Chrome \(Recommended\)](#), Mozilla Firefox, or Microsoft Edge. Internet Explorer 11+ works as well, but we still **highly recommend Google Chrome**.

Account Details

Email *

Email Confirm *

Password *

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, #, or !

Password Confirm *

4. Fill out the rest of your profile and click “SUBMIT”

You will get a confirmation email. Read the email and click the web link in the email. Your account will

Sign-Up Steps

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Profile Details

First Name *

Last Name *

City/Town *


State *

Employer

Recovery Phone

UPLOAD AVATAR 

Captcha

 I'm not a robot 

SUBMIT 

be active!

5. Select the course(s) you want to take by clicking on “FOCUS AREAS” then locate the course you want to take and “ENROLL.” You’ll receive an email confirmation AND it will appear in your dashboard.

improving MI practices

HOME | WHY IMP? | **FOCUS AREAS** | RESOURCES | SUPPORT / CONTACT | Q

ALL CATEGORIES

Autism Spectrum Disorders

Assertive Community Treatment (ACT)

Benefits to Work (BTW)

Beyond Behaviors

Clubhouse - Psychosocial Rehabilitation (PSR)

Cognitive Behavioral Therapy

Family Psychoeducation (FPE)

Health Insurance Portability & Accountability Act (HIPAA)

Individual Placement & Support

Infants & Children (IC)

Intellectual & Developmental Disabilities (IDD)

Older Adults (OA)

Pain Management (PM)

Person-Centered Planning (PCP)

Self-Determination in Long-Term Care (SLC)

Substance Use Disorder (SUD)

Trauma and the Brain (BDI)

Trauma-Informed Care (TIC)

Dashboard

Home / Dashboard

HOME | WHY IMP? | FOCUS AREAS | RESOURCES | SUPPORT / CONTACT | Q | **DASHBOARD** |

6. Need help? Check out the tutorial or FAQs. <https://www.improvingmipractices.org/technical-support-contact/frequently-asked-questions/faq-introduction>

The screenshot shows the 'improving MI practices' website. The header includes the logo, navigation links (WHY IMP?, FOCUS AREAS, RESOURCES, SUPPORT / CONTACT), a search bar, and a login section with fields for 'Username / email' and 'Password', and a 'Need help? Visit our tutorial' link. The main content area is titled 'FAQ - Tutorial' and features a 'Full Tutorial' section with introductory text and a 'How Can We Help?' section with a 'REVIEW FAQ'S' button.

7. You will receive a certificate of completion after successfully passing the test. Turn your certificate into your employer.

Courses available for meeting the required trainings:

1. Cultural Competence in the “Workplace Essentials” category.
2. Corporate Compliance through Wayne County: Located in the “Workplace Essentials” category.
3. Emergency Preparedness (aka Environmental safety): Located in the “Workplace Essentials” category.
4. Infection Control and Standard Precautions: Located in the “Workplace Essentials” category.
5. HIPAA Essentials in the “Health Insurance Portability & Accountability Act (HIPAA)” category.
6. Limited English Proficiency in the “Workplace Essentials” category.
7. Trauma Basics in “Trauma Informed Care” category