

CMH Clinician Required Training				
Title	Description	Frequency	How to Obtain	Requirement
<b>ACT – ACT TEAM MEMBERS ONLY</b>	<p>Assertive Community Treatment</p> <p>Objectives: • The participant will discuss key aspects of State and Federal benefit programs • The participant will describe State and Federal work incentives that support individuals to return to self-sufficiency through work • The participant will discuss accurate, up-to-date information about the basics of Social Security Entitlements and work incentives • The participant will describe 3 ways to initiate conversations with beneficiaries of SSDI and SSI to alleviate their fear of working • The participant will identify 3 ways that their agencies could better support the individuals they serve with the training information and resources</p>	Initial within 180 days of hire for work in ACT	State of Michigan training	Medicaid Provider Manual; Section 4.3
<b>Advance Directives</b>	Providers need to know about Advance directives in relation to persons served. Providers must know how to access them, direct assistance with completing them and act when they are in effect.	Initial – within 90 days of hire	Relias or other CMH approved training.	BBA, MDHHS Contract
<b>Appeals and Grievance (Customer Services)</b>	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	<p>Orientation – QI/Compliance</p> <p>Annual – Reviewed at Full Staff meeting or email and attestation that you've reviewed all materials.</p>	BBA, MDHHS Contract, Michigan Mental Health Code
<b>ASAM</b>	ASAM's treatment criteria provide separate placement criteria for adolescents and adults to create comprehensive and individualized treatment plans. Adolescent and adult treatment plans are developed through a	Within one year of hire and when the ASAM manual updates occur	MSHN or Internal training or another approved training	The Right Door Policy

	multidimensional patient assessment over five broad levels of treatment that are based on the degree of direct medical management provided, the structure, safety and security provided and the intensity of treatment services provided.			
<b>ASIST</b>	Suicide Intervention Training	Within one year of hire	Internal training	The Right Door Policy
<b>CAFAS/PECFAS</b>	If working with children, you will be required to take this training to administer CAFAS/PECFAS Assessments	Initial – within 90 days of hire  Update with refresher every 2 years.	Internal training provided by The Right Door.	MDHHS Contract
<b>Corporate Compliance</b>	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	Relias/Website or in person with Compliance Officer or approved by CMH.	<ul style="list-style-type: none"> <li>• Medicaid Integrity Program (MIP) Section 33</li> <li>• Medicaid False Claims Act of 1977</li> <li>• Michigan False Claims Act, Act 72 of 1977</li> <li>• Deficit Reduction Act of 2005</li> <li>• Affordable Care Act of 2010</li> <li>• Code of Federal Regulations 42 CFR 438.608</li> </ul>
<b>CPR/First Aid</b>	CPR/First Aid required when working with persons served.	30 days of hire and every 2 years as card expires.	Internal Training	The Right Door Policy
<b>CPI – Non-Physical Intervention</b>		Initial within 90 days of hire and refresher every 2 years	In person. Refresher course is only ½ day.	The Right Door Policy
<b>Cultural Competency</b>	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	Relias or as approved by CMH	<ul style="list-style-type: none"> <li>• Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations</li> <li>• MDHHS Contract Part II 3.0, Access Assurance Section 3.4.2 on Cultural Competence</li> <li>• MDHHS Contract Part I, 15.7 (LEP)</li> <li>• Medicaid Provider Manual 4.5</li> </ul>

<b>Co-occurring Substance Use Disorders</b>		Initial within 90 Days of Hire	RELIAS	MDHHS Contract
<b>Drugs in the Workplace</b>	This is a drug free workplace. Training on identifying changes in co-workers and how to address use. (Will rotate this training each Fiscal Year)	Within 30 days of hire and annual.	RELIAS	The Right Door Policy
<b>Emergency Preparedness (aka environmental safety)</b>	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.).	Initial within 90 days of hire.  Annual (CARF Required)	Online or through an approved by CMH training. Relias.  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 training courses.  Should be specific to the home/facility you are working in and include Emergency preparedness policy and procedures for specific location.	<ul style="list-style-type: none"> <li>• R330.1806</li> <li>• CARF Standards – Health and Safety (Section H)</li> </ul>
<b>Fiscal Policies and Written Procedures</b>	Training related to fiscal policies and procedures provided to appropriate personnel	Initial within 90 days and ongoing as changes are made	Orientation with CFO/Fiscal staff and supervisor as applicable to job position: Topics covered: <ul style="list-style-type: none"> <li>- Purchase orders</li> <li>- Expense reimbursement</li> <li>- ATPs/Spend downs</li> <li>- Compensation and benefits</li> <li>- Billing</li> <li>- Authorizations</li> <li>- Funding</li> <li>- Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• 1.F.6.b. Financial Planning and Management CARF Standards</li> </ul>

			<ul style="list-style-type: none"> <li>- Federal funding compliance training</li> </ul> Supervisors to review along with Board policy schedule	
<b>HIPAA</b>	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"> <li>• Relias</li> <li>• Options as approved by CMH</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Federal Regulations – 45CFR 164.308(a)(5)(i) and 164.530 (b)(1)</li> <li>• CARF Standards 1.1.5</li> </ul>
<b>Limited English Proficiency</b>	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	Provider training on Relias or approved training by CMH.	<ul style="list-style-type: none"> <li>• Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations</li> <li>• MDHHS Contract Part I, 15.7 (LEP)</li> <li>• Medicaid Provider Manual 18.1.6 &amp; 6.3.2</li> </ul>
<b>LOCUS</b>	Level of Care Utilization System. Assists in assessing level of care needs for persons served. Medical Necessity must be applicable for ongoing services. Participants will understand how LOCUS can assist in assessment of need.	Initial and every 2 years	Onsite training provided each quarter.	LOCUS: MDHHS/CMH Agreement (P. 39); MDHHS/PIHP Agreement (P. 51)
<b>Motivational Interviewing</b>		Within 1 year of Hire	Onsite training provided annually	The Right Door Policy
<b>Person-Centered Planning (includes training on individual's IPOS)</b>	1. Participants will gain a clear understanding of person-centered planning and how to use it to assist consumers in attaining their goals.	1. Within 30 days of hire. ANNUAL  2. IPOS – as plan is implemen	1. Relias, onsite or as approved by CMH. 2. Provided by clinician and or behavior technician if needed.	<ul style="list-style-type: none"> <li>• MDHHS contract Part 3.4.1.1.IV.A.4</li> <li>• Administrative Rule R 330.1700 (G)</li> </ul>

	2. Training on Individuals Plan of Service (IPOS).	ted and updated. Must be trained prior to working with individual.		
<b>Psychopharmacology</b>		Initial within a year of hire, annually	Relias Training	The Right Door Policy
<b>Recipient Rights – Initial</b>	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)
<b>Recipient Rights Refresher</b>	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)	RELIAS or through an approved CMH source.	MH Code: Sec 330.1755(5)(f)
<b>Self-Determination</b>	Principles, history and community integration.	90 Days of Hire and Annual	Improvingmipractices.org  “Self-Determination - A Foundation.”  Take certificate to HR when completed.	(MDHHS Contract Part II 3.3.4; MDHHS Contract Attachment C3.3.4)
<b>Sexual Harassment</b>	What constitutes workplace violence, communication, actions to take	30 days of hire and annual	Relias, “Sexual Harassment for Employees”	CARF –1.H.4.b.9 – Health and Safety
<b>Suicide Prevention Training</b>		ASIST for initial	Internal training	CARF

		Annual training		
<b>SIS Assessment – REQUIRED ONLY FOR THOSE WORKING WITH IDD</b>	The Supports Intensity Scale™ (SIS) is part of the core mission of AAIDD to promote progressive policies, sound research, effective practices, and universal human rights for people with intellectual and developmental disabilities. The SIS™ is published exclusively by AAIDD and the association is committed to developing tools and resources that perpetuate best practices in the use of the instrument in the field. Ages 16-72	60 days of hire – initial only	RELIAS	MSHN Contract Requirement
<b>Standard Precautions/ Blood borne pathogens – “Preventing Disease Transmission”</b>	<p>Learn how to protect yourself against diseases 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>Initial within 30 days of hire and prior to working independently with a person.</p> <p>Annual update</p>	<p>Relias or approved CMH provider</p> <p>Post training attestation page on preventing communicable disease.</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"> <li>• OSHA 1910.1030</li> <li>• Administrative Rule R325.7000</li> <li>• Administrative Rule R 325.70016 (7)(a) – specifies initial training and annual retraining</li> <li>• Administrative Rule R330.2807 (10)</li> </ul>
<b>Trauma Informed Care</b>	Review of nature of trauma and its effects on people. Being able to provide trauma informed services to individuals	Initial within 90 days of hire.	<a href="http://www.improvingmipractices.org">www.improvingmipractices.org</a> – “Trauma Informed Care”	•MDHHS/CMHSP Contract Attachment C6.9.9.1

	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.		Or as approved by the CMH.	
<b>Workplace Violence</b>	Behaviors, actions, and communication that constitutes workplace violence, what to do and who to communicate to	Within 30 days of hire and annual	"Workplace Violence" on Relias.  Active Shooter Training – Initial  ALICE Training – provided every 2 years onsite. 2021	CARF 1.H.4.b.9

Additional Trainings as Directed by Supervisor

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.