



CMH Clinician Required Training FY23

Title	Description	Frequency	How to Obtain	Requirement
ACT – (ACT Team Members Only)	Assertive Community Treatment	Initial within 180 days of hire (ACT Team)	State of Michigan training	MDHHS; Medicaid Provider Manual Sect. 4.3; CARF Standards 3.A.21; MSHN
Advance Directives	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	Improving MI Practices: “Advance Directives for Medical and Mental Health Care” Access course here: Advance Directives for Medical & Mental Health Care Improving Mi Practices	CARF Standard 2.B.8.d.(3); MDHHS Contract 7.10.5, PA 386 of 1998, PA 532 of 2004 sections 700.5506-700; Balanced Budget Act; DHHS 42 CFR 489.102; MSHN
Appeals and Grievance (Customer Services)	Providers must understand the rights that people have to complain about services or supports, what due process is for those we serve and will understand their role in assisting persons-served through this process.	Within 90 days of hire and annually	Website training available: http://www.rightdoor.org/for-providers/training/grievances-appeals.html	Balanced Budget Act; DHHS 42 CFR 438.10(g); MDHHS Contract 6.3.1; 6.3.2; MSHN; CARF Standard 1.I.5.b.(3)
ASAM Criteria	Adolescent and adult treatment plans are developed through a 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.	Within one year of hire and when the ASAM manual updates occur	MSHN or internal training or another approved training	TRD C310.5, HR523.1; CARF Standard 2.A.22.b.; MDHHS Contract; MSHN
Suicide risk assessment/ intervention/ postvention	Suicide Intervention Training	Within one year of hire and annually	All staff must take ASIST/SafeTalk during their first year of employment. Bachelor’s level staff completing prescreens must complete ASIST/SafeTalk annually. Master’s level staff must complete a suicide intervention training, but RELIAS or another approved resource can be an option in addition to ASIST/SafeTalk.	CARF Standard 2.A.22; CCBHC Criteria 13.A.6; TRD C391.1; 320.8
CAFAS/ PECFAS	If working with children, you will be required to take this training to administer CAFAS/PECFAS Assessments	Initial – within 90 days of hire Refresher every 2 years	On-site training	MDHHS Contract Part II 4.7; Medicaid Provider Manual Sect. 3.3; 7.2.B; 7.2.C; 3.29E; MSHN; TRD C 391.1

Child Diagnostic Hours	24 hours a year of training related to children and behavioral health.	Within 1 year of hire and annually		MDHHS contract; TRD C 391.1
Collaborating with families and peers	Review of importance of collaborating with natural supports and Recovery Supports in Treatment.	Initial within 180 days and annually	At full staff meeting – Annual training or full staff recording review	CCBHC 13.A.6
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 and annually	Online course at Improving MI Practices: “Corporate Compliance”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/corporate-compliance	Medicaid Integrity Program Section 33; Medicaid False Claims Act of 1977; Michigan False Claims Act 72 of 1977; Affordable Care Act; DHHS 42 CFR 438.608; CARF Standard 1.A.7.d.; Deficit Reduction Act: Title VI-Chapter 3 §6031-§6036; Balanced Budget Act; MSHN
CPR/First Aid	CPR/First Aid required when working with persons served.	30 days of hire and every 2 years as card expires	CMH or community classroom training American Red Cross, American Heart Association or National Safety Council which must include return demonstration.	TRD HR 512.2; MSHN; CARF Standard 1.H.9, 3.F.16, 3.Q.12; Medicaid Provider Manual 2.4; 18.12; 14.5; 2.11.E; 4.1; MI LARA R330.1806
Non-physical Intervention/ Verbal De-escalation		Initial within 90 days of hire and refresher every 2 years	On-site CPI training or as approved by CMH (Gentle Teaching, MANDT, Safety Care (QBS), Professional Crisis Management (PCM)).	MDHHS Contract Technical Requirement for Behavior Treatment Plan Review Committee; Michigan Admin. Code R 330.7001 (z); MI LARA R330.1806; OSHA Publication 3148-01 R (2004); TRD C391.1; CARF Standard 2.A.16, 3.Q.14.; MSHN; DHHS 42 CFR 485.910
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 and annually	Online course at Improving MI Practices: “Cultural Competence”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/cultural-competence	MDHHS contract Part II 3.3.3, Access Insurance Section 3.4.2 on Cultural Competence; Medicaid Provider Manual 4.5; MDHHS R330.2806; MI Mental Health Code 330.1116; DHHS 42 CFR 438.206(c)(2); CARF Standard 2.A.23; CCBHC 13.A.6; MSHN
Co-occurring Substance Use Disorders	Training on providing appropriate co-occurring mental health and SUD services.	Initial within 90 days of hire	RELIAS	CARF 2.A.22.b; MDHHS Contract
Disaster Plan/ Continuity of Operations	Training on the organization’s emergency disaster plan to ensure all staff are aware of the expectations of the plan.	Initial within 90 days of hire and annually	Health and Safety training and/or full staff training and/or review of plan and competency quiz	CCBHC 13.A.6



Drugs in the Workplace	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).	Initial within 30 days of hire and annually	RELIAS	TRD HR 514; CARF Standard 1.H.4
Emergency Preparedness / Environmental Safety	The goal of this course is to help increase employee awareness and knowledge of various emergency situations to promote effective response practices, including: basic emergencies and disasters (power outages, fires, tornadoes); responsibilities during emergency situations; how to develop an emergency preparedness plan; what to do to help residents with special needs; how to prevent and respond to common types of home fires.	Initial within 90 days of hire and annually	<p>Online course at Improving MI Practices: “Emergency Preparedness”.</p> <p>Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness</p> <p>Should also receive emergency preparedness policy and procedures for specific to the home/facility in which you are working.</p>	CARF 1.H.4; Medicaid Provider Manual 2.11.E, 4.1, 15.2.C, 14.5.A, 2.4, 18.12; MI LARA R330.1806; MI LARA AFC Licensing R400.14201; DHHS R 330.2807; MSHN
Fiscal Policies and Written Procedures	Training related to fiscal policies and procedures provided to appropriate personnel	Initial within 90 days and ongoing as changes are made	<p>Orientation with CFO/Fiscal staff and supervisor, including:</p> <ul style="list-style-type: none"> -Purchase orders -Expense reimbursement -ATPs -Compensation and benefits -Billing -Authorizations -Funding -Contracts -Federal funding compliance training <p>Supervisors to review along with Board policy schedule.</p>	CARF Standard 1.F.6.b
HIPAA	This training will provide staff with information about HIPAA privacy and 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 and annually	<p>Online course at Improving MI Practices “HIPAA Essentials”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/hipaa/hipaa-essentials</p> <p>See below for instructions to create an account.</p> <p>Options as approved by CMH.</p>	HIPAA; MDHHS Contract 18.1.7; CARF Standard 1.I.5; DHHS 45 CFR 164.308; 42 CFR 438.208; MI Dept. of Insurance and Financial Svcs. R 500.551



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 annually	Online course at Improving MI Practices: “Limited English Proficiency”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/limited-english-proficiency	MDHHS contract Part II 3.3.3, Access Insurance Section 3.4.2 MDHHS Contract Part I, 15.7 (LEP); Medicaid Provider Manual 4.5; MDHHS R330.2806; MI Mental Health Code 330.1116; DHHS 42 CFR 438.206(c)(2); CARF Standard 2.A.23; CCBHC 13.A.6; MSHN
LOCUS (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	On-site training	MDHHS/CMH Agreement (P. 39); MDHHS/PIHP Agreement (P. 51); Part 7.7.3; TRD C 320.3; MSHN
Military Culture	Understanding of military and veteran culture including increased suicide risk, accessing MH services, connecting to VA services, etc.	Initial within 90 days for all ACCESS, CRISIS and veteran clinicians and Peers and annually	Training offered by CMH or other approved training.	CCBHC 13.A.6; TRD C 320.2
Motivational Interviewing		Within 1 year of hire	On-site training provided annually	CARF 2.A.22; CCBHC 13.D.4.3
Person-Centered Planning/ Family-Centered Planning (includes training on individual’s IPOS)	Participants will gain a clear understanding of person-centered planning and how to use it to assist consumers in attaining their goals. Training on individual’s Plan of Service (IPOS).	Within 30 days of hire and annual. IPOS – as plan is implemented and updated and prior to working with indiv.	Relias, on-site or as approved by CMH. Provided by clinician and or behavior technician if needed.	MDHHS contract Part 3.4.1.1.IV.A.4; DHHS 42 CFR 441.725; MSHN; CARF Standard 1.I.5.b. and 2.A.22.c.; CCBHC Criteria 13.A.6; TRD C 391.1, C 320.1; Mental Health Code R 330.1712
Primary Care/ Behavioral health integration	Integration of primary and BH care is one of the most important factors in improving over health for persons served.	Initial within 90 days and annually	Relias training: “Integrating Primary and Behavioral Healthcare”	CARF 3.K.9; CCBHC 13.A.6.1
Psychopharmacology	Understanding of psychotropic medications, side effects, AIMS testing, and Black Box warnings.	Initial within a year of hire and annually	Relias training; additional training offered on-site by Med Services Department	CARF 2.E.1; TRD policies and procedures

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	In-person training offered at CMH or through another approved source.	MDHHS Contract Part II 6.3.2; CARF Standards 1.I.5 and 1.K; MI LARA R 330.1806; MI Mental Health Code 330.1755; MSHN; Medicaid Provider Manual 4.1; TRD RR Policies and Procedures
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.	Online course required. Follow instructions below: http://www.rightdoor.org/for-providers/training/recipient-rights-training-refresher-course.html .	MDHHS Contract Part II 6.3.2; CARF Standards 1.I.5 and 1.K; MI LARA R 330.1806; MI Mental Health Code 330.1755; MSHN; Medicaid Provider Manual 4.1; TRD RR Policies and Procedures
Recovery-Oriented Systems of Care	Training on providing interventions--particularly those that focus on enhancing a person’s abilities and resources, or recovery capital, to manage their own behavioral health condition(s) and/or to increase their participation in the community activities of their choice.	Within 90 days of hire and annually	Relias or on-site training	CMHSP contract; CCBHC 13.A.6
SBIRT	Brief Motivational Interviewing Techniques	Within 90 days of hire ACCESS/ Intake or SUD provider)	Relias or on-site training	CCBHC 13.D.4.3; CARF Standard 2.A.22
Self-Determination	Principles, history and community integration.	Within 90 days of hire and annually	Improving MI Practices: “The Foundations of Self-Determination”. https://www.improvingmipractices.org/focus-areas/courses/self-determination-long-term-care/foundations-self-determination	MDHHS Contract Part II 3.3.4; MSHN; TRD Policy C 311
Sexual Harassment		Within 30 days of hire and annually	Relias, “Sexual Harassment for Employees”	CARF Standards 1.H.3-4; TRD policies 515 and 512
SIS Assessment (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.	Within 60 days of hire (those working with IDD)	Relias	MDHHS Contract 7.7.3; CARF Standard 2.A.22.b.; MSHN



Infection Control/ Health Management/ Bloodborne Pathogens	Learn how to protect yourself against diseases that can be transmitted through the air, blood, and other routes, including: identification of exposure risk situations, maintaining a sanitary workspace, use of universal precautions, prevention of HIV and HBV, correct handwashing.	Initial within 30 days of hire and prior to working independently with a person and annually	Online course at Improving MI Practices: “Infection Control and Standard Precautions” https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-standard-precautions	OSHA 1910.1030; CARF Standard 1.H.4; Medicaid Provider Manual 2.11.E; 4.1; 15.2.C; 14.5.A; 2.4; 18.12; BSAAS Prevention Policy #2; Michigan LARA R330.1806; DHHS R330.2807; MI LARA AFC Licensing R400.14201; MI Dept. of LEO R325.70016 (7)(a); MSHN
Trauma-Informed Care	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 the responsibility of staff to work with them in a manner which supports and does not worsen the impact of previous trauma.	Initial within 90 days of hire and annually	Online course at Improving MI Practices: Creating Cultures of Trauma-Informed Care Improving Mi Practices	MDHHS Contract P4.1.3.1; C6.9.9.1; CCBHC Criteria 13.A.6; CARF Standard 2.A.22.b.; MSHN
Workplace Violence	Behaviors, actions, and communication that constitutes workplace violence, and how to respond.	Within 30 days of hire and annually	“Workplace Violence” on Relias. ALICE Training – provided every 2 years on-site.	CARF Standards 1.H.3-4; TRD HR 512
Implicit Bias		Initial and at license renewal	Approved training provided on-site or at outside provider	MI Dept of LARA Public Health Code R 338.7004

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.