

## The Right Door for Hope, Recovery and Wellness

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| Chapter Title                              | Chapter # |              | Subject #  |
| Clinical                                   | C         |              | 391.1  |
| Subject Title                              | Adopted   | Last Revised | Reviewed   |
| Children’s Diagnostic & Treatment Training | 04/17/03  | 9/27/24      | 3/24/15; 2/14/14;<br>4/14/10; 9/3/06;<br>09/20/05; 04/06/17;<br>2/27/19; 3/13/20;<br>3/15/21; 3/17/22;<br>10/18/2022; 2/23/2023;<br>3/28/24; 9/27/24 |

### PROCEDURE

#### Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1. Definition

Each worker who provides direct service to children and adolescents shall complete a minimum of 24 hours of child/family specific training each fiscal year of employment on identifying and treating the needs of minors and their families.

#### 2. Requirements

2.1. All trainings must be pre-approved by designated supervisor.

2.2. Trainings may include conferences, workshops, in-services, participation in case consultation discussions about children, reading of books/articles with post-discussion with supervisor, webinars, and other educational activities. All must relate to service provision to children.

2.2.1. Attendance must be documented and turned into HR for placement into personnel file and tracking. Documentation can be on:

2.2.1.1. Staff Development form

2.2.1.2. CEU certificate

2.2.1.3. Meeting minutes/agenda showing topic, time spent on topic and validation of clinicians who attended.

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2.2.1.4. Supervision notes documenting the book/article read and the discussion that followed.

2.3. Staff must complete their required 24 hours prior to the end of the fiscal year and reviewed at performance evaluation.

2.4. Agency trainings that qualify for Child Diagnostic Hours are Motivational Interviewing, MichiCANs, , DECA, and any trainings from the SEDW or CWP conferences.

2.5. Other agency trainings may qualify for Child Diagnostic Hours if the curriculum separates out youth and is clear that this is a focus during the training. Proof of this can be:

2.5.1. Agenda showing time spent on youth training.

2.5.2. Meeting mins showing time spent on youth training.

2.5.3. Certificates stating topic and time spent on youth training.

References:

R 330.2125 Staffing and training. Rule 2125. (1) The certified program shall provide for the establishment of a formalized staff development program to assure professional development and training in identifying and treating the needs of minors and their families. (2) Each full-time staff member in the certified program shall complete not less than 24 clock hours annually of formalized professional development and training. (3) Staff shall receive training before performing initial screenings. (4) For persons who are hired after the effective date of this rule, the certified program shall be clinically supervised by a child mental health professional who has at least a

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master's degree in a mental health-related field and 3 years of clinical experience working with minors and their families.

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| Kerry Possehn, Chief Executive Officer | Date |  |  |