

Personal Care/CLS-- Specialized Residential FY23

| | Description | Frequency | How to Obtain | Requirement |
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| 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 and annual. | Online course at Improving MI Practices: “Corporate Compliance”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/corporate-compliance See below for instructions to create an account. | Medicaid Integrity Program Section 33; Medicaid False Claims Act of 1977; Michigan False Claims Act 72 of 1977; Affordable Care Act; Code of Federal Regulations 42 CFR 438 608; CARF Standard 1.A.7.d.; Deficit Reduction Act: DRA Title VI – Chapter 3 §6031-§6036; Balanced Budget Act: BBA Part 438 Subpart A Sec 438.1(a)(5)(ii); MSHN |
| CPR & First Aid | 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: <ul style="list-style-type: none"> • Medical Emergencies • Injury Emergencies • Environmental Emergencies | Initial within 30 days Update per certificate expiration (typically every 2 years) | 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 | Medicaid Provider Manual 14.5.A ; AFC Home Licensing (LARA) R400.14204; R400.15204; R400.2122; |
| 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 | Initial within 1 year and annual. | Online course at Improving MI Practices: “Cultural Competence”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/cultural-competence See below for instructions to create an account. | MDHHS contract Part II 3.3.3, Access Insurance Section 3.4.2 on Cultural Competence; MDHHS Contract Part I, 15.7 (LEP); Medicaid Provider Manual 4.5; Mich. Admin. Code R330.2806; 330.1100b; Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations; CARF Standards 1.I.5.b.(4). and 3.N.5.e.; Balanced Budget Act: BBA Part 438 Sec. 438.206(c) (2); CCBHC 13.A.6; MSHN |

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| | is a continual process. | | | |
| Non-physical intervention /Verbal De-escalation (Working with People 2 Qualified training) | <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> | <p>Initial within 90 days of hire and every two years as certificate expires.</p> <p>Renewal – Can take refresher course.</p> | <p>Onsite CPI training or as approved by CMH (Gentle Teaching, MANDT, Safety Care (QBS), Professional Crisis Management (PCM)).</p> | <p>MDHHS Contract Technical Requirement for Behavior Treatment Plan Review Committee; Michigan Admin. Code R 330.7001 (z); R330.1806; OSHA Publication 3148-01 R (2004); TRD C391.1; CARF Standard 2.A.16 and section 2.F. and 3.J.19. and 3.Q.14.; MSHN; 42 CFR part 485</p> |
| Emergency Preparedness (aka Environmental safety) | <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:</p> <p>knowledge of basic emergencies and disasters (power outages, fires, tornadoes);</p> <p>knowledge of responsibilities during emergency situations; knowledge on how to develop an emergency preparedness plan;</p> <p>knowledge of what to do to help residents with special needs;</p> <p>knowledge of how to prevent and respond</p> | <p>Initial within 1 year of hire and annual.</p> | <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 you are working in.</p> <p>See below for instructions to create an account.</p> | <p>CARF Standards 1.H.4b; Medicaid Provider Manual 2.11.E; 4.1; 15.2.C; 14.5.A; 2.4; 18.12; AFC Home Licensing (LARA) R400.14204; R400.15204; R400.2122; MI Admin. R330.2807; R330.1806; MSHN</p> |

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| | to common types of home fires (grease, careless smoking, etc.). | | | |
| Basic Health and 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 working with individual independently | Online course, written test, in-person skills test. Options as approved by CMH | MI Admin. Code R 330.1806; AFC Home Licensing (LARA) R400.14204; R400.15204; R400.2122 |
| 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 and annual. | Online course at Improving MI Practices “HIPAA Essentials”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/hipaa/hipaa-essentials See below for instructions to create an account. Options as approved by CMH. | HIPAA; MDHHS Contract 18.1.7; Code of Federal Regulations 45CFR 164.308(a)(5)(i) and 164.530 (b)(1); 42CFR 438.208; CARF Standard 1.I.5; MI Admin. Code R 500.551(d); FR DOC 06-1376 |
| Intro to Community Residential Services – Role of the Direct Care staff AND | Introductory class gives an overview of the history and future of residential services for persons with developmental disabilities and mental illnesses. Review of the responsibilities and | Initial within 90 days of hire. | Onsite class or as approved by the CMH. | MI Admin. Code R 330.1806; AFC Home Licensing (LARA) R400.14204; R400.15204; R400.2122 |

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| Working with People 1 | <p>role of the direct-care worker included.</p> <p>Introduction to Human Needs, Values, Guiding Principles, and Effective Teaching Strategies.</p> | | | |
| Limited English Proficiency | <p>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.</p> | <p>Initial within 90 days and annual</p> | <p>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</p> <p>See below for instructions to create an account.</p> | <p>Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations; MDHHS Contract 4.5; 6.3.2; 18.16; 38; Medicaid Provider Manual 18.1.6 & 6.3.2; Balanced Budget Act part 438 subpart A438.10c; Access System Standards P4.1.1; P6.3.1; MSHN</p> |
| Nutrition and Food Safety | <p>Learn the fundamentals of human nutrition, including basic nutrition, how to implement good nutrition, and related issues, such as food safety, shopping and safe food storage.</p> | <p>Initial within 90 days of hire.</p> | <p>Approved training by CMH.</p> <p>Acceptable sources of training include but are not limited to local public health departments, local cooperative extension services, local community colleges, American Red Cross.</p> | <p>MI Admin. Code R 330.1806; AFC Home Licensing (LARA) R400.14204; R400.15204; R400.2122</p> |
| Person-Centered Planning & Self-Determination (includes training on individual’s IPOS) | <p>Participants will gain a clear understanding of person-centered planning and how to use it to assist consumers in attaining their goals.</p> <p>Training on Individuals Plan of Service (IPOS). MUST BE DOCUMENTED:</p> | <p>Within 30 days of hire and annual.</p> <p>IPOS – as plan is implemented and updated. Must be trained prior to working with individual.</p> | <p>Provided onsite or as approved by CMH. Provided by clinician and or behavior technician if person has behavior plan, or any direct care staff. Annual renewal can be met in person or at Improving MI Practices using, “ Person-Centered Planning Process with Children, Adults, & Families”</p> | <p>MDHHS contract Part 3.4.1.1.IV.A.4; Administrative Rule R 330.1700 (G); Code of Federal Regulations 42 CFR 441.725; MSHN; CARF Standard 1.I.5.b.(7) and 2.A.22.c.; CCBHC Criteria 13.A.6; TRD C 391.1</p> |

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| | Clinician that trained on the plan, who was trained, date, signatures. | | | |
| 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 | In-person training offered at CMH or through another approved source. | MDHHS Contract Part II 6.3.2; Michigan Administrative Code R330.1806 (2)(g); 330.1755(5)(f) Code of Federal Regulations; MSHN; CARF Standard 1.I.5.b.(9); Medicaid Provider Manual 4.1 |
| Recipient Rights Refresher | | 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; Michigan Administrative Code R330.1806 (2)(g); 330.1755(5)(f) Code of Federal Regulations; MSHN; CARF Standard 1.I.5.b.(9); Medicaid Provider Manual 4.1 |
| Infection Control/ Health Management /BloodBorne Pathogens | Learn how to protect yourself against diseases that can be transmitted through the air, blood, and other routes. Free references to take home. Objectives: identification of situations where risk of exposure to bloodborne pathogens exist; the need to keep work and room surfaces | Initial within 30 days of hire and prior to working independently with a person. Annual update | Online course at Improving MI Practices: “Infection Control for Direct Care Workers”. Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-direct-care-workers Refresher course: https://www.improvingmipractices.org/focus- | OSHA 1910.1030; CARF Standard 1.H.4.b.(1); Medicaid Provider Manual 2.11.E; 4.1; 15.2.C; 14.5.A; 2.4; 18.12; BSAAS Prevention Policy #2; Michigan Admin. Codes R330.1806 (2)(c); R330.2807(10); R330.3807(10); R400.14314; R400.14310; R14313; R325.70016 (7)(a); MSHN; AFC Licensing R400.14204, R400.15204, R400.2122 |

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| | 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. | | areas/courses/healthcare-workplace-essentials/infection-control-refresher-direct-care-workers | |
| TB Test | Tuberculosis Test | Prior to working with persons served and every 3 years. | 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_fina1_rule_R_400.1901_to_400.1963_12-13-19_674861_7.pdfR 400.1401 to 400.1442</p> <p>(3) A licensee shall provide the department with written evidence that he or she and each responsible person in the home is free from communicable tuberculosis. Verification shall be within the 3-year period before employment and verification shall occur every 3 years thereafter.</p> <p>https://dtmb.state.mi.us/ARS_Public/AdminCode/DownloadAdminCodeFile?FileNa</p> |

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| | | | | me=617_10588_AdminCode.pdf |
| 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 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. | Initial within 90 days of hire. | Online course at Improving MI Practices: "Trauma Basics". Access course at: https://www.improvingmipractices.org/focus-areas/courses/trauma-informed-care/trauma-basics | MDHHS Contract P4.1.3.1; C6.9.9.1; CCBHC Criteria 13.A.6; CARF Standard 2.A.22.b.; MSHN |

MINIMUM TRAINING TO WORK ALONE: Recipient Rights, Basic Health and Medications and Medication Administration check-offs, CPR/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 entire grid

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

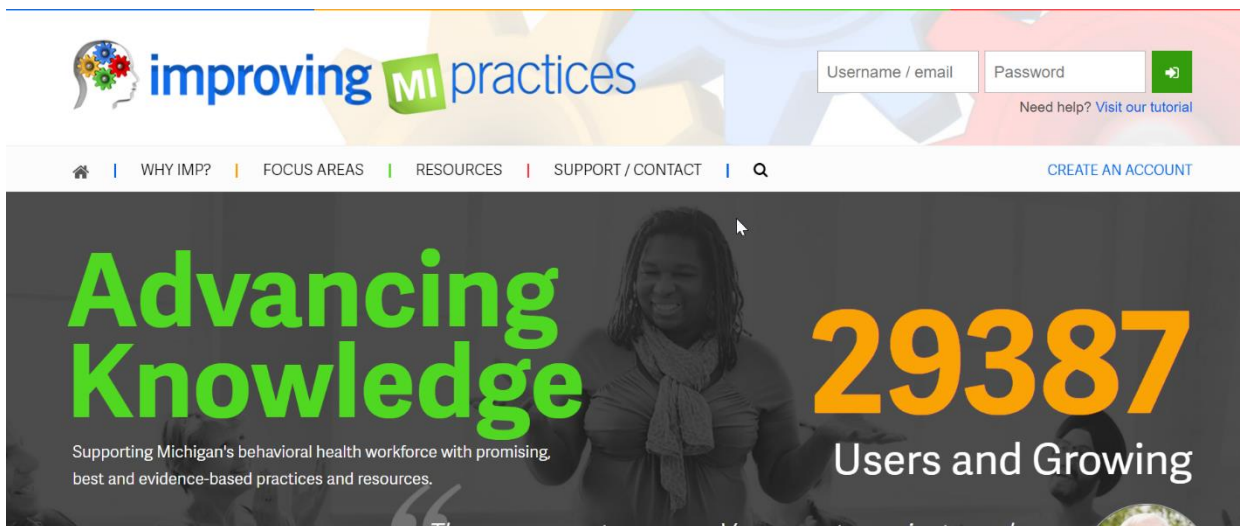
R 330.1806 Staffing levels and qualifications. Rule 1806. (1) Staffing levels shall be sufficient to implement the individual plans of service and plans of service shall be implemented for individuals residing in the facility. (2) All staff who work independently and staff who function as lead workers with clients shall have successfully completed a course of training which imparts basic concepts required in providing specialized dependent care and which measures staff comprehension and competencies to deliver each client's individual plan of service as written. Basic training shall address all the following areas: (a) An introduction to community residential services and the role of direct care staff. (b) An introduction to the special needs of clients who have developmental disabilities or have been diagnosed as having a mental illness. Training shall be specific to the needs of clients to be served by the home. (c) Basic interventions for maintaining and caring for a client's health, for example, personal hygiene, infection control, food preparation, nutrition and special diets, and recognizing signs of illness. (d) Basic first aid and cardiopulmonary resuscitation. (e) Proper precautions and procedures for administering prescriptive and nonprescriptive medications. (f) Preventing, preparing for, and responding to, environmental emergencies, for example, power failures, fires, and tornados. (g) Protecting and respecting the rights of clients, including providing client orientation with respect to the written policies and procedures of the licensed facility. (h) Nonaversive techniques for the prevention and treatment of challenging behavior of clients. (3) Training shall be obtained from

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individuals or training organizations that use a curriculum that has been reviewed and approved by the department.
(4) Written documentation of compliance with this rule shall be kept on file at the facility for not less than 3 years.
http://dmbinternet.state.mi.us/DMB/ORRDocs/AdminCode/457_10432_AdminCode.pdf

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.

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| <h2>Before You Sign Up</h2> <p>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.</p> <p>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.</p> <p>By signing up for an account you agree to receive regular newsletters, but you can opt-out at any time.</p> <p>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.</p> | <h2>Account Details</h2> <p>Email *</p> <input type="text"/> Email Confirm * <input type="text"/> Password * <input type="text"/> <p><small>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 !</small></p> <p>Password Confirm *</p> <input type="text"/> |
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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 be active!

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 *


Michigan ▼

Employer

Recovery Phone

UPLOAD AVATAR 

Captcha

I'm not a robot 

SUBMIT 

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.

Adv Kno

Supporting Michigan's
best and evidence-based

ALL CATEGORIES

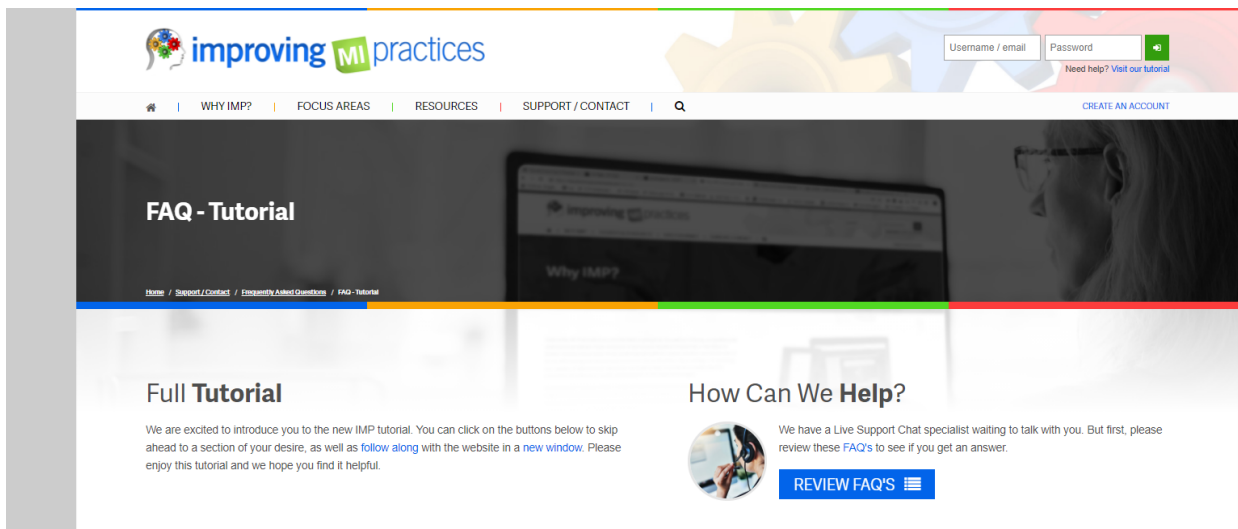
- Autism Spectrum Disorders
- Assertive Community Treatment (ACT)
- Benefits to Work (BTW)
- Beyond Behaviors
- Clubhouse - Psychosocial Rehabilitation (PSR)
- Cognitive Behavioral Therapy
- Family Psychoeducation (FPE)
- Health Insurance Portability & Accountability Act (HIPAA)
- Individual Placement & 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)

Home | WHY IMP? | FOCUS AREAS | RESOURCES | SUPPORT / CONTACT | Search | **DASHBOARD**

Dashboard

Home / Dashboard

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



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.
3. Infection Control and Standard Precautions: Located in the “Workplace Essentials” category.
4. HIPAA Essentials in the “Health Insurance Portability & Accountability Act (HIPAA)” category.
5. Limited English Proficiency in the “Workplace Essentials” category.
6. Person Centered Planning
7. Trauma Basics in “Trauma Informed Care” category

