



**Other Professional (OT, PT, SLP, Psychological Testing, Dietary, etc...)
Required Training FY23**

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, 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/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)
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/providers/training/code-of-ethics.html	CARF Standard 1.A.6.c; 1.I.5.b.(5);
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
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

Emergency Preparedness / Environmental Safety	<p>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.</p>	<p>Initial within 90 days of hire and annually</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 in which you are working.</p>	<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</p>
HIPAA	<p>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.</p>	<p>Initial within 30 days of hire and annually</p>	<p>Online course at Improving MI Practices “HIPAA Essentials”.</p> <p>Access course at: https://www.improvingmipractices.org/focus-areas/courses/hipaa/hipaa-essentials</p> <p>See below for instructions to create an account. Options as approved by CMH.</p>	<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</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 annually</p>	<p>Online course at Improving MI Practices: “Limited English Proficiency”.</p> <p>Access course at: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/limited-english-proficiency</p>	<p>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</p>
Person-Centered Planning/ Family-Centered Planning (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 individual’s Plan of Service (IPOS).</p>	<p>Within 30 days of hire and annual. IPOS – as plan is implemented and updated and prior to working with indiv.</p>	<p>Relias, on-site or as approved by CMH. Provided by clinician and or behavior technician if needed.</p>	<p>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</p>



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/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
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.improvingmi.practices.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
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
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

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 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 *

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.



improving MI practices

**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 | **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>

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 'Username / email' and 'Password' fields. The main content area is titled 'FAQ - Tutorial' and features a 'Full Tutorial' section with a description 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