Licensed Specialized Residential Providers Training Requirements FY27				
Training	**Description**	**Frequency**	**How to Obtain**	**Requirement**
Basic Health and Medications	Includes basics of health as it pertains to mental health, including vital signs, medical emergencies, and infection control, proper techniques of medication administration including the five rights, different types of medication, and reducing medication errors.	Initial within 90 days and prior to working with individuals independently	In-person training available at The Right Door: see website at www.rightdoor.org under "For Providers" for class schedule and registration information Or BCHS training: Medication Administration Rules and Best Practices in AFC Homes – register for training schedule at https://public.govdelivery.com/accounts/MILARA/subscriber/topics?qsp=MILARA_15	MI LARA R 330.1806; MI LARA AFC Lic. R 400.14201; R 400.14204; R 400.15204; R 400.2122
Corporate Compliance	Introduction to 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 annually	Online course at Improving MI Practices: Corporate Compliance 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	Certification in basic first aid action principles and skills including medical, injury and environmental emergencies. CPR and AED training included.	Initial within 30 days and update every 2 years	CMH or community classroom training (American Red Cross, American Heart Association, National Safety Council) which must include return demonstration. AHA CPR training is available at The Right Door. See Training Calendar at www.rightdoor.org under "For Providers" for class schedule and registration information.	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; R 400.14201 and R 400.14204; R 400.15204; R 400.2122
Cultural Competence	Includes the importance of understanding our own and others' culture and values and how they may affect the perception of others and the quality of services for those we serve.	Initial within 1 year and annually	Online course at Improving MI Practices: Cultural Competence 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; TRD RR992

Emergency Preparedness/ Environmental Safety	Increases 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 1 year and every 3 years	Online course at Improving MI Practices: Emergency Preparedness https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness Should also receive emergency preparedness policy and procedures specific to the home/facility in which you are working.	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 Lic. R 400.14201; R 400.14204; R 400.15204; R 400.2122; DHHS R 330.2807; MSHN; TRD HR 512
HCBS Provider training	Designed specifically for HCBS providers, this training connects the requirements of the Final Rule to real-world service delivery and provider responsibilities. Participants will strengthen their understanding of the intent of the HCBS Final Rule, the role of Person-Centered Planning (PCP), responsibilities for HCBS compliance, and key requirements that directly impact providers, supervisors, and direct care workers.	Initial within 30 days and annually	Webinar via MDHHS. (Request future links from CMH) Upcoming HCBS Provider Training sessions: • September 21, 2026 | 10:00 a.m.–12:00 p.m. Register for the September 21 session • September 29, 2026 | 1:00–3:00 p.m. Register for the September 29 session • October 12, 2026 | 3:00–5:00 p.m. Register for the October 12 session • October 29, 2026 | 9:00–11:00 a.m. Register for the October 29 session	MDHHS
HIPAA	Includes 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	Online course at Improving MI Practices: HIPAA Essentials https://www.improvingmipractices.org/focus-areas/courses/hipaa/hipaa-essentials or other options approved by CMH.	DHHS Admin. Data Standards 45 CFR 164.308; MDHHS Contract 18.1.7; CARF 1.I.5; HIPAA; MI Dept. of Insurance and Financial Svcs.. R 500.551; DHHS Medical Assistance Programs 45 CFR 438.208; TRD RR 130.3

Infection Control/ Health Management/ Bloodborne Pathogens	Includes 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.	Initial within 30 days and prior to working independently with a person and annually	Initial: Online course at Improving MI Practices: Infection Control for Direct Care Workers https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-direct-care-workers Renewal: Refresher course: https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-refresher-direct-care-workers	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 TRD HR513
Limited English Proficiency	Trains the provider to recognize and assist individuals whose primary language is not English, or who have a limited ability to read, write, speak, or understand English.	Initial within 90 days and annually	Online course at Improving MI Practices: 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 R 330.2806; MI Mental Health Code 330.1116; DHHS 42 CFR 438.206(c)(2); CARF Standard 2.A.23; CCBHC 13.A.6; MSHN; TRD RR993
Verbal Crisis Intervention	Includes prevention and proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage, how behavior escalates, and how to appropriately respond. This training will not cover holds as we are restraint free.	Initial within 90 days and annual refresher	Initial: Onsite CPI training or as approved by CMH (Gentle Teaching, MANDT, Safety Care (QBS), Professional Crisis Management (PCM)). CPI is offered at The Right Door. See www.rightdoor.org under "For Providers" for schedule and registration information. Refresher: CPI refresher available at The Right Door or online course at Improving MI Practices: Crisis Prevention | Improving MI Practices	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); CARF Standard 2.A.16, 3.Q.14.; MSHN; DHHS 42 CFR 485.910; TRD RR116.1; C391.1; HR512
Nutrition and Food Safety	Fundamentals of human nutrition and physical fitness, how to implement it in the residential setting and related issues such as safe food preparation and storage.	Initial within 90 days	Virtual training can be found at www.rightdoor.org under "For Providers". Other sources of training include but are not limited to local public health departments, local cooperative extension services, local community colleges, American Red Cross, as approved by CMH.	MI LARA R 330.1806; MI LARA AFC Lic. R 400.14201; R 400.14204; R 400.15204; R 400.2122
Person-Centered Planning/ training on individual's IPOS	Includes how to use person-centered planning to assist consumers in attaining their goals and training on each consumer's individual plan of service (IPOS). Training on Individuals Plan of Service (IPOS) MUST BE DOCUMENTED and include: clinician that trained on the plan, who was trained, date, signatures.	PCP: Within 30 days and annually IPOS: as plan is implemented and updated and prior to working with individual	PCP: Improving MIPractices: Person-Centered Planning Process with Children, Adults, & Families | Improving MI Practices IPOS training: Provided by clinician and/or behavior technician if person has behavior plan, or any trained direct care staff	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

Recipient Rights	Includes the essential rights of recipients of community mental health services, abuse and neglect, confidentiality, informed consent, respect and dignity, restraint, seclusion, and incident-report writing.	Initial within 30 days and before working independently with persons served and annual refresher	**Initial:** In-person or virtual training offered at CMH or through another approved source. See www.rightdoor.org under "For Providers" for schedule and registration information. **Renewal:** Online refresher course required: 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
Trauma-Informed Care	Includes the review of the nature of trauma and its effects, and the responsibility of staff to work with individuals in a manner which supports and does not worsen the impact of previous trauma.	Initial within 90 days	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; TRD C 312; C 320
Health Screening	Screening to replace previous TB test requirement.	Baseline screening at hire, then annually	Baseline screening required at hire: AFC Division- Baseline Screening (1).pdf See below for guidance from LARA.	R 400.631

TECHNICAL ASSISTANCE

A "baseline screening for communicable diseases" is the initial health assessment conducted upon hiring, that determines whether an individual shows any signs, symptoms, or known exposure to infectious or contagious illnesses before they begin working, or providing services in a facility. Communicable diseases may include, but are not limited to, influenza, tuberculosis, measles, mumps, and hepatitis. A licensed physician, or physician's designee, may indicate that a baseline screening for communicable diseases was completed in the signed statement attesting to the physical health of a licensee, staff member, or member of the household. This statement must be obtained upon hire. Otherwise, the licensee is required to conduct their own baseline screening on staff on hire.

The AFC staff member conducting the baseline screening should use reasonable judgment when determining whether a staff member may need additional assessment by a licensed health care provider. The purpose of the screening is not to diagnose medical conditions, but rather to identify potential signs, symptoms, or risk factors that could indicate a communicable disease or other health concern that may affect the safety of residents or staff.

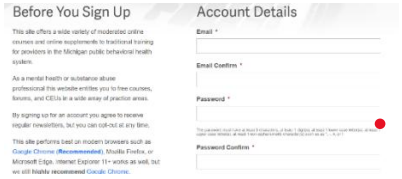
R 400.631 Health screenings. Rule 631. (1) A licensee, staff, volunteers, and members of the household shall be in such physical and mental health as not to negatively affect the health or care of the residents. (2) A licensee shall have on file a statement signed by a licensed physician or physician's designee attesting to the physical health of the licensee, staff, and members of the household. Statements for the licensee and administrator must be signed no more than 6 months before the issuance of a temporary license and at any other time requested by the department. Statements for staff and members of the household must be obtained within 30 days of employment start date, assumption of duties, or occupancy in the facility. (3) A licensee shall ensure that the volunteer's physical and mental health will not negatively affect the residents or the quality of the residents' care. (4) A licensee shall annually review and maintain in the facility the health status of the staff and members of the household. Verification of annual reviews must be maintained for 2 years. (5) A licensee shall maintain documentation of a baseline screening for communicable diseases and records of illness on hiring. Staff who have direct physical contact with residents or resident food may perform those duties only when they are noninfectious or when proper precautions are taken to prevent the spread of a communicable disease. A licensee shall follow a staff's health care professional or local health department guidance on controlling the spread of a communicable disease when identified.

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

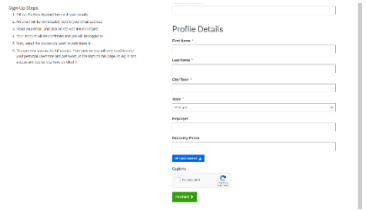
Instructions for creating an account on Improving MI Practices: **Improving MI Practices** offers a wide variety of credit-bearing moderated online courses and online supplements to traditional training for Michigan behavioral health professionals. Use the menus below to find the practice area or population 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.



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!

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.

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.

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