



| Self-Directed Services Care Provider Training Requirements FY24                                  |  |  |  |  |
|--|--|--|--|--|
|  | Description  | Frequency  | How to Obtain  | Requirement  |
| <b>Individual Plan of Service (IPOS) Training AND Beneficiary- specific emergency procedures</b> | IPOS – as plan is implemented and updated. Must be trained prior to working with individual and on any updates. Training on Individuals Plan of Service (IPOS) MUST BE DOCUMENTED and include: clinician that trained on the plan, who was trained, date, signatures.  | As plan is updated.  | From primary clinician working with person served OR employer/trained staff by clinician.<br><br>Trainer should complete IPOS Training Log.  | Self-Direction Technical Guide V2.2 January 2022; 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                                |
| <b>Infection Control/ Health Management/ Bloodborne Pathogens</b>                                | 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 of hire and prior to working independently with a person.         | Online course at Improving MI Practices: Infection Control for Direct Care Workers<br><a href="https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-direct-care-workers">https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-direct-care-workers</a>            | 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 |
| <b>Basic First Aid</b>   | 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 medical emergencies, injury emergencies, and environmental emergencies.  | Initial within 30 days of hire<br><br>Renewal every two years                            | In-person or virtual training allowable<br>Can take CPR/FA in-person course (American Heart Association, American Red Cross, etc... or First Aid course provided by The Right Door:<br><u><a href="#">Basic First Aid Training SD PDF</a></u><br>Basic First Aid Training quiz:<br><a href="https://forms.office.com/r/m33HqauYaw">https://forms.office.com/r/m33HqauYaw</a> | Self-Direction Technical Guide V2.2 January 2022; MSHN   |
| <b>Recipient Rights</b>  | 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 annually | <u>Initial:</u> In-person or virtual training offered at CMH or through another approved source<br><u>Renewal:</u> Online refresher course required:<br><a href="http://www.rightdoor.org/for-providers/training/recipient-rights-training-refresher-course.html">http://www.rightdoor.org/for-providers/training/recipient-rights-training-refresher-course.html</a>        | 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; Self-Direction Technical Guide V2.2 January 2022                         |



|  |   |                                       |  |   |
|--|---|---------------------------------------|--|---|
| <p><b>Emergency Preparedness/ Environmental Safety</b></p> <p><b>REQUIRED for SED Waiver and Children’s Waiver</b></p> <p><b>OPTIONAL for others</b></p> | <p>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.</p> | <p>Initial within 1 year of hire.</p> | <p>Online course at Improving MI Practices: Emergency Preparedness<br/> <a href="https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness">https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness</a></p> <p>Account registration instructions can be found below.</p> <p>Should also receive specific to the home/facility in which you are working</p> | <p>Self-Direction Technical Guide V2.2 January 2022; 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> |
|--|---|---------------------------------------|--|---|

**OPTIONAL TRAINING—contact Self-Directed Services Coordinator for more information**

|  |   |
|--|---|
| <p><b>HIPAA</b></p>  | <p>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.</p> |
| <p><b>Cultural Competence</b></p>  | <p>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.</p>    |
| <p><b>Non-physical Crisis Intervention/ Verbal De-escalation</b></p>     | <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><b>Basic Health and Medications (only if passing medications)</b></p> | <p>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.</p>  |
| <p><b>Limited English Proficiency</b></p>                                | <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><b>Person-Centered Planning &amp; Self-Determination</b></p>          | <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><b>Trauma Informed Care</b></p>                                       | <p>Review of nature of trauma and its effects on people.</p>  |



### **MEDICAID PROVIDER QUALIFICATIONS:**

- Be at least 18 years of age
- Able to prevent transmission of communicable disease
- Able to communicate effectively to follow IPOS requirements, beneficiary-specific emergency procedures, and to report on activities performed
- Be in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, or an illegal alien)

### **TRAINING DOCUMENTATION:**

Training copies should be maintained by provider and employee for purposes of monitoring and auditing for at least 7 years. Training Certificates may not be attestation. They must include: *training date, content, trainee and trainer names and signatures, or other documentation including the previous listed elements.*

Be sure to keep track of your training requirements and certificates of completion. Anticipate renewal dates and schedule in advance of expiration dates as trainings fill quickly.

### **Instructions for creating an account on Improving MI Practices:**

[Improving MI Practices](http://www.improvingmipractices.org) 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](http://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](http://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 \*

Password Confirm \*

4. Fill out the rest of your profile and click "SUBMIT"



Profile Details

First Name \*

Last Name \*

Email \*

Phone \*

Address \*

Save

Cancel

Next

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.