



**CMH Administration Training Requirements FY24**

Title	Description	Frequency	How to Obtain	Requirement
<b>Corporate Compliance</b>	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	Relias	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
<b>Cultural Competence</b>	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 one year and annually	Relias	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
<b>Drugs in the Workplace</b>	This is a drug free workplace. Training includes identifying changes in co-workers and how to address use.	Initial within 30 days and annually	Relias	TRD HR 514; CARF Standard 1.H.4
<b>Emergency Preparedness/ Environmental Safety</b>	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 individuals with special needs.	Initial within one year and annually	Relias  Should also receive emergency preparedness policy and procedures specific to the office/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
<b>Fiscal Policies and Written Procedures</b>	Training related to fiscal policies and procedures provided to appropriate personnel	Initial within 90 days and ongoing as changes are made	Orientation with CFO/Fiscal staff and supervisor, including: -Purchase orders --Authorizations -Expense reimbursement --Funding -ATPs --Contracts -Compensation and benefits --Billing -Federal funding compliance training Supervisors to review along with Board policy schedule	CARF Standard 1.F.6.b
<b>Grievance and Appeals/ Customer Services</b>	Includes the rights that people have to complain about services or supports, what due process is for those we serve, and the provider's role in assisting persons-served through this process.	Within 90 days and annually	Relias and website training: <a href="http://www.rightdoor.org/providers/training/grievances-appeals.html">http://www.rightdoor.org/providers/training/grievances-appeals.html</a>	Balanced Budget Act; DHHS 42 CFR 438.10(g); MDHHS Contract 6.3.1; 6.3.2; MSHN; CARF Standard 1.1.5.a; TRD RR101; RR107



<b>HIPAA</b>	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 and annually	Relias or other options as approved by supervisor	DHHS Admin. Data Standards 45 CFR 164.308; MDHHS Contract 18.1.7; CARF 1.1.5; HIPAA; MI Dept. of Insurance and Financial Svcs. R 500.551; DHHS Medical Assistance Programs 45 CFR 438.208; TRD RR 130.3
<b>Infection Control/ Health Management/ Bloodborne Pathogens</b>	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	Relias	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>Limited English Proficiency</b>	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	Relias	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
<b>Person-Centered Planning</b>	Participants will gain a clear understanding of person-centered planning and how to use it to assist consumers in attaining their goals.	Initial within 30 days and annually	Relias, on-site or as approved by CMH.	MDHHS contract Part 3.4.1.1.IV.A.4; DHHS 42 CFR 441.725; MSHN; CARF Standard 1.1.5.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>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 prior to working independently with persons served and annually as refresher course	<u>Initial:</u> In-person or virtual training offered at CMH or through another approved source <u>Renewal:</u> Online course required: <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; CARF Standards 1.1.5 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
<b>Recovery Oriented Systems of Care</b>	Includes interventions that focus on enhancing a person's abilities and resources, or recovery capital, to manage their own behavioral health condition(s) and to increase their participation in the community activities of their choice.	Initial within 90 days and annually	Relias: A Culture-Centered Approach to Recovery or Recovery elective	CMHSP contract; CCBHC Criteria 13.A.6; TRD C311; (MDHHS GF and PIHP contract requires ongoing training on recovery)
<b>Sexual Harassment</b>	Includes recognition of sexual harassment in the workplace, its effect on individuals and organizations, and how to take action.	Initial within 30 days and annually	Relias	CARF Standards 1.H.3-4; TRD policies HR515 and HR512



<b>Trauma-Informed Care</b>	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 and annually	Online course at Improving MI Practices: <a href="#">Creating Cultures of Trauma-Informed Care   Improving MI Practices</a>	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
<b>Workplace Violence</b>	Behaviors, actions, and communication that constitutes workplace violence, and how to respond.	Initial within 30 days and annually	Relias Initial live ALICE Training required within first year of hire provided on-site; updates every three years	CARF Standards 1.H.3-4; TRD HR 512

Additional Trainings as Directed by Supervisor

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.