



Supervisor/QI/Licensee of Specialized Residential Setting Training Requirements FY24
*****Not providing direct care*****

	Description	Frequency	How to Obtain	Requirement
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: 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
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 one year and annually	Online course at Improving MI Practices: 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 one year and annually	Online course at Improving MI Practices: 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
Grievance and Appeals/ Customer Services	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.	Initial within 90 days and annually	Website training: 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.a; TRD RR101; RR107
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 and annually	Online course at Improving MI Practices: https://www.improvingmipractices.org/focus-areas/courses/hipaa/hipaa-essentials	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	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 persons served and annually	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 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
Person-Centered Planning/ Self-Determination/ training on individual's IPOS	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	PCP: Provided onsite or as approved by CMH IPOS training: Provided by clinician and/or behavior technician if person has behavior plan, or any trained direct care staff Renewal: can be met in person or at Improving MI Practices: Person-Centered Planning Process with Children, Adults, & Families	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 annually as refresher course	Initial: In-person or virtual training offered at CMH or through another approved source 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: Trauma Basics 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; TRD C 312; C 320

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.

