

Peer Support/Drop-In Required Training				
Title	Description	Frequency	How to Obtain	Requirement
<b>Appeals and Grievance (Customer Services)</b>	Providers must understand the rights that people have to complain about services or supports and what due process is for those we serve. Providers will understand their role in assisting persons served through this process.	Within 90 Days of hire and ANNUAL	Orientation – QI/Compliance  Annual – Reviewed at Full Staff meeting or email and attestation that you’ve reviewed all materials.	<b>BBA, MDHHS Contract, Michigan Mental Health Code</b>
<b>Corporate Compliance</b>	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  Annual Update	Relias/Website or in person with Compliance Officer or approved by CMH	<ul style="list-style-type: none"> <li>• Medicaid Integrity Program (MIP) Section 33</li> <li>• Medicaid False Claims Act of 1977</li> <li>• Michigan False Claims Act, Act 72 of 1977</li> <li>• Deficit Reduction Act of 2005</li> <li>• Affordable Care Act of 2010</li> <li>• Code of Federal Regulations 42 CFR 438 608</li> </ul>
<b>Cultural Competence</b>	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  Annual Update	Relias or as approved by CMH	<ul style="list-style-type: none"> <li>• Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations</li> <li>• MDHHS Contract Part II 3.0, Access Assurance Section 3.4.2 on Cultural Competence</li> <li>• MDHHS Contract Part I, 15.7 (LEP)</li> <li>• Medicaid Provider Manual 4.5</li> </ul>
<b>CPI – Non-violent intervention</b>	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.  This training will not cover holds as we are restraint free.	Initial and every two years as certificate expires.  Every other year Relias update on “De-escalation of Hostile Clients”	Onsite or as approved by CMH.  Relias training for ongoing.	<ul style="list-style-type: none"> <li>• MDHHS Contract Technical Requirement for Behavior Treatment Plan Review Committee.</li> <li>• Administrative Rule 330.7001 (z)</li> <li>• OSHA Publication 3148-01 R (2004)</li> </ul>
<b>Drugs in the Workplace</b>	This is a drug free workplace. Training on identifying changes in co-workers and how to address use. (Will rotate this training each Fiscal Year)	Within 30 days of hire and annual.	Relias	Agency Policy
<b>Emergency Preparedness (aka</b>	The goal of this course is to provide information that helps increase	Initial within 90 days of	Online or through an approved by CMH training.	<ul style="list-style-type: none"> <li>• R330.1806</li> <li>• CARF Standards – Health and Safety (Section H)</li> </ul>

<b>environmental safety)</b>	employee awareness and knowledge of various emergency situation to promote effective response practices. At the completion of this program, participants should have: knowledge of basic emergencies and disasters (power outages, fires, tornadoes); knowledge of responsibilities during emergency situations; knowledge on how to develop an emergency preparedness plan; knowledge of what to do to help residents with special needs; knowledge of how to prevent and respond to common types of home fires (grease, careless smoking, etc.).	hire.  Annual (CARF Required)	Training resources may include but are not limited to local fire departments, MDHHS, CMHSP, CIS Fire Safety/Emergency preparedness training, National Fire Protection/Prevention Association training courses.  Should be specific to the home/facility you are working in and include Emergency preparedness policy and procedures for specific location.	
<b>First Aid Certification and CPR</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 • Environmental Emergencies	Initial within 30 days of hire  Update per certificate	CMH or Community Classroom Training which must include return demonstration • Through an American Red Cross, American Heart Association, OR National Safety Council certified trainer which must include return demonstration	<ul style="list-style-type: none"> <li>• R330.1806 (Specialized Residential) • R400.14204 (Small Group Homes)</li> <li>• R400.15204 (Large Group Home)</li> <li>• R400.2122 (Congregate Settings)</li> </ul>
<b>HIPAA</b>	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.	Initial within 30 days of hire.  Annual	<ul style="list-style-type: none"> <li>•Relias</li> <li>• Options as approved by CMH</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Federal Regulations – 45CFR 164.308(a)(5)(i) and 164.530 (b)(1)</li> <li>• CARF Standards 1.1.5</li> </ul>
<b>Limited English Proficiency</b>	This course will provide information on the language assistance entitlements available to individuals who do not speak English as their primary language and who	Initial within 90 days and Annual	Provider training on Relias or approved training by CMH.	<ul style="list-style-type: none"> <li>• Code of Federal Regulations 42 CFR 438.206(c)(2) Cultural Considerations</li> <li>• MDHHS Contract Part I, 15.7 (LEP)</li> <li>• Medicaid Provider Manual 18.1.6 &amp; 6.3.2</li> </ul>

	have a limited ability to read, speak, write, or understand English.			
<b>Person-Centered Planning &amp; Self-Determination (includes training on individual's IPOS)</b>	<ol style="list-style-type: none"> <li>Participants will gain a clear understanding of person-centered planning and how to use it to assist consumers in attaining their goals.</li> <li>Training on Individuals Plan of Service (IPOS).</li> </ol>	<ol style="list-style-type: none"> <li>Within 30 days of hire. ANNUAL</li> <li>IPOS – as plan is implemented and updated. Must be trained prior to working with individual.</li> </ol>	<ol style="list-style-type: none"> <li>Relias, onsite or as approved by CMH.</li> <li>Provided by clinician and or behavior technician if needed.</li> </ol>	<ul style="list-style-type: none"> <li>MDHHS contract Part 3.4.1.1.IV.A.4</li> <li>Administrative Rule R 330.1700 (G)</li> </ul>
<b>Recipient Rights – Initial</b>	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.  ANNUAL – see refresher course	2.5 hour onsite training with RR Officer or through an approved by CMH source.	MH Code: Sec 330.1755(5)(f)
<b>Recipient Rights Refresher</b>	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. (RR Training required annually)	1 hour onsite training or through an approved CMH source.	MH Code: Sec 330.1755(5)(f)
<b>Recovery Oriented Systems of Care</b>	MDHHS GF and PIHP Contract requires ongoing training on Recovery.	Ours says “ANNUAL” – No PIHP Requirement	<p>OPTIONS:</p> <p>Relias Training “A Culture-Centered Approach to Recovery”</p> <p>Annual Peer Conference can cover this.</p> <p>Recovery elective in Relias option.</p>	CMHSP contract – See PDF PIHP Contract

<b>Sexual Harassment</b>	What constitutes workplace violence, communication, actions to take	30 days of hire and annual	Relias, "Sexual Harassment for Employees"	CARF –1.H.4.b.9 – Health and Safety
<b>Standard Precautions/ Blood borne pathogens – "Preventing Disease Transmission"</b>	Learn how to protect yourself against diseases that can be transmitted through the air, blood, and other routes.  Objectives: 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.  Annual update	Relias or approved CMH provider  Sources of training may include but are not limited to local health departments, American Red Cross, training by a licensed physician, registered nurse, hospitals, and MDHHS/CMHSP/CIS training in the subject matter.	<ul style="list-style-type: none"> <li>• OSHA 1910.1030</li> <li>• Administrative Rule R325.7000</li> <li>• Administrative Rule R 325.70016 (7)(a) – specifies initial training and annual retraining</li> <li>•Administrative Rule R330.2807 (10)</li> </ul>
<b>Trauma Informed Care</b>	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 that an alarming majority of people receiving services have had trauma in their lives, it is staff's responsibility to work with them in a manner which supports and does not worsen the impact of previous trauma.	Initial within 90 days of hire.	<a href="http://www.improvingmipractices.org">www.improvingmipractices.org</a> – "Trauma Informed Care"  Or as approved by the CMH.	•MDHHS/CMHSP Contract Attachment C6.9.9.1
<b>Workplace Violence</b>	Behaviors, actions, and communication that constitutes workplace violence, what to do and who to communicate to	Within 30 days of hire and annual	"Workplace Violence" on Relias.  ALICE Training	CARF 1.H.4.b.9

Additional Trainings as Directed by Supervisor:

Title	Description	Frequency	How to Obtain	Requirement
<b>Motivational Interviewing</b>	Motivational Interviewing 101 and advanced	Within one year of hire.	Provided by CMH	Agency focus

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.