

**COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON-EATON-INGHAM COUNTIES**

PROCEDURE #: 2.1.8 I	SUBJECT: Training for all Staff
Related Policy(ies) #: 2.1.8	SUBJECT: Equal Employment Opportunity
Issued by: Director of Human Resources	Original Effective Date: 7/1/03

Review Dates:

9/28/04	05/27/08	10/01/11			
6/1/05	05/05/09	5/5/14			
10/23/07	7/26/10				

I. Purpose:

To establish guidelines for minimum Training Standards and Requirements to ensure staff competency, to enhance quality of services and comply with regulatory bodies. See the attached page for Standards and Requirements.

II. Application:

Community Mental Health Authority of Clinton, Eaton and Ingham counties' (CMHA-CEI) employees and Contract Providers.

III. General Standards:

- A. The Leadership Group shall approve all minimum Training Requirements and standards for its employees and network providers.
- B. The Director of Human Resources, the Senior Training Specialist, and the Corporate Compliance Officer shall determine that training standards and course content will meet the requirements of all contracts, rules, laws, and accrediting bodies.
- C. Reciprocity: Due to the variables in content and completion requirements in CMHA-CEI training programs across the state, CMHA-CEI will require anyone submitting training from an external source to pass CMHA-CEI waiver tests for any classes that apply. For classes that do not have wavier tests available, staff must attend and complete the established passing requirements.
- D. The Director of Human Resources and the Senior Training Specialist shall determine all Training Unit guidelines regarding the following:
 - 1. Attendance
 - 2. Passing criteria
 - 3. Scheduling
 - 4. Curriculum requirements
 - 5. Standards of conduct
- E. The Training Unit and the Information Services Department shall be responsible for maintaining Employee Training records and for providing reports as necessary for CMHA-CEI employees and Contract Providers.
 - 1. Classes taken at the Training Unit shall be recorded and maintained.

2. CMHA-CEI Internal Inservices not provided by the Training Unit shall be recorded by the Training Unit for each participant upon receipt of a Sign in sheet with the following information:
 - a. Subject Title
 - b. Date
 - c. Sponsoring program
 - d. Name of presenter
 - e. Time frame of inservice
 - f. CEU credits if any
 - g. Location
 - h. Name of each participant (must be legible)
 3. External Educational Events (Conferences, etc.) attended by CMHA-CEI employees shall be maintained by the Training Unit through Relias Learning. Staff are able to enter this themselves through Relias Learning. Staff are required to maintain their own proof of the event and be able to produce this document upon request.
 4. Staff are responsible for completing required "on-line" courses through the approved online provider and to provide copies of certificates or transcripts as needed.
 5. The Training Unit will provide individual staff training records to supervisors or to specific individuals upon request within a reasonable time frame.
- F. Supervisors shall be accountable for maintaining the training standards established by the Leadership Group by timely registration and attendance of their staff for the appropriate classes. Refer to the attached documents: 1) Staff Training Categories and 2) Staff Training Requirement charts A-E and AA-DD.

IV. Professional Standards

- A. Additional training may be required of staff who work in programs with consumers having special needs as determined by the supervisor and documented in the operating guidelines. Examples may include but are not restricted to:
1. Crisis Response
 2. Personal Safety Skills
 3. De-Escalation Skills
 4. Transfer Techniques
 5. Sign Language
 6. Sensory Processing Disorders
 7. CPR/FA

V. Training Standards

- A. All CMHA-CEI programs will maintain compliance with the requirements stated in Staff Training Requirement Charts (A-E). As part of each employee's performance evaluation, their Training Record will be examined to determine compliance and identify training needs for the next evaluation period.
- B. All CMHA-CEI contract providers will maintain compliance with the requirements stated in charts (AA-DD) below.
1. Newly Contracted Providers will receive a chart for their specific training category that lists the training requirements of their contract at the time of signing.

2. The Contract providers may request additional training not listed in charts (AA-DD) by following the steps listed below.
 - a. Identifying the need per a specific treatment plan.
 - b. Request approval from their Contract Liaison.
 - c. The Contract Liaison will contact the Training unit with approval.
 - d. Contact the Training Unit to make arrangements.
- C. The following classes (if applicable) must be completed at the CMHA-CEI Training Unit.
 1. Basic Health & Medications
 2. Therapeutic Options – A
 3. Therapeutic Options – B
 4. Medication Recertification
 5. Therapeutic Options Review
 6. Transfer Techniques
- D. CMHA-CEI may accept the following classes provided by Contract Providers with the appropriate documentation.
 1. Bloodborne Pathogens
 2. CPR/FA (American Heart or Red Cross proof of certification)
 3. Person Centered Planning & Self Determination
 4. Corporate Compliance
 5. Cultural Competence
 6. HIPAA
 7. Advanced Directives
- E. Waiver tests are available for the following classes. If a staff person does not pass the waiver, they will be required to attend the class.
 1. Introduction
 2. Environmental Safety
 3. Nutrition
- F. Staff documentation to support the completion of each of the above listed classes must contain the following information.
 1. Staff name
 2. Worksite Name
 3. Hire Date
 4. Last four digits of Social Security number
 5. Title of class
 6. Length of class
 7. Copy of Written Assessment or Demonstration
 8. Results of Written Assessment or Demonstration and Score
- G. CMHA-CEI maintains the right to examine the training content, method, materials and assessments of contract providers upon request.
- H. CMHA-CEI may refuse to accept the training of Contract Providers based on standards determined by a Training Unit Representative and the designated CMHA-CEI content expert.
- I. CMHA-CEI Contracted Supported Employment providers may use their own training program to meet the requirements for their training category (CC). Contracted Supported Employment providers must show proof of training upon request from a designated representative of CMHA-CEI.

VI. Monitoring and Review:

This procedure shall be reviewed annually and updated accordingly by the Director of Human Resources. Compliance of this policy will be monitored through any of the following: Annual Training Report containing compliance status of CMHA-CEI worksites and Departments, internal quality improvement reviews and committees, external monitoring and/or accreditation bodies.

STAFF TRAINING CATEGORIES

GROUP A

ADMINISTRATION/BUSINESS

All Finance Staff
All HR Staff
All IS Staff(except IS techs)
Contract & Network Administrator
Evaluation Specialist
Production/Marketing Specialist
Recipient Rights Specialists
Sr. Training Specialist

GROUP B

CLERICAL/TECHNICAL/SKILLED

All Clerk Typists
All Clinical Records Staff
All Secretaries
Switchboard Operator
Carpenters
IS Technicians
Machine Operator
Van Drivers
Repair Maintenance Technician
Maintenance/Construction Manager
Property and Facilities Manager

GROUP C

MANAGERS/LEADERS

All Coordinators
All Directors
All Supervisors
Office Manager

GROUP D

DIRECT CARE

All BCU Staff
All Residential Staff
All Transitions Staff

STAFF TRAINING CATEGORIES
(CONTINUED)

GROUP E

CLINICAL PROFESSIONAL/PARAPROFESSIONAL

Compliance Administrator
Behavior Treatment Specialists
Client Services Specialists
Community Outreach Specialists
Community Support Technician & Relief
Community Treatment Specialists- Work Services
Consumer Support Aides
Creative Recovery Facilitator
Creative Recovery Leader
Customer Services Representative
Customer Services Representative, Sr.
Developmental Disabilities Clinicians
Developmental Disabilities Specialists
Dietary Technician
Family Support Workers
Job Coach
Mental Health Therapists
Mental Health Worker
Model II Waiver Clinicians
Occupational Therapists
Parent Aides
Peer Support Specialist
Physicians
Prevention Therapists
Production Technicians
Psychiatrists
Psychologists
Registered Dieticians
Registered Nurses
Security Guards
Speech Pathologists
Utilization Reviewers
Vocational Counselors
Utilization Specialist
Recovery Specialist

GROUP F

VOLUNTEERS
INTERNS
STUDENTS
TEMP AGENCY STAFF

**Note – if there is a repeated classification, please revert to the most stringent training.*

CMHA-CEI Staff Training Requirements
Category A – Administration/ Business

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
New Hire Orientation I	30 days	Attendance Required	7	Classroom EL course	BBA CARF HIPAA DRA MDCH MMHC OSHA CFR MI ADMIN CODE	n/a	n/a	n/a
New Hire Orientation II		Written Test Required	3	Waiver EL course	CARF DRA BBA	n/a	n/a	n/a
Blood Borne Pathogen		Included in NHO I Required	n/a	Included in NHO I EL course	OSHA	BBP-R EL course	1	1 year
Cultural Diversity		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CD-R EL course	1	1 year
Cultural Competency		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CC-R EL course	1	1 year
Recipient Rights		Written Test Required	3.5	Classroom	BBA HIPAA MMHC MI ADMIN CODE	RRR EL Course	2	1 year
Position Specific	1 year	Documentation Required	2	Varies by worksite	MDCH MMHC MI ADMIN CODE	Position Specific	2	1 year

Key to Source Documents

<p>1. BBA = Balanced Budget Act 2. CARF = Commission on Accreditation of Rehabilitation Facilities 3. HIPAA = Health Insurance Portability and Accountability Act. 4. DRA = Deficit Reduction Act</p>	<p>5. MDCH = Michigan Department of Community Health 6. MI ADMIN CODE Michigan Administrative Code 7. MMHC = Michigan Mental Health Code 8. OSHA = Occupational Safety & Health Administration 9. CFR = Code of Federal Regulations</p>
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CMHA-CEI Staff Training Requirements
Category B – Clerical/Technical/Skilled

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
New Hire Orientation I	30 days	Attendance Required	7	Classroom EL course	BBA CARF HIPAA DRA MDCH MMHC OSHA CFR MI ADMIN CODE	n/a	n/a	n/a
New Hire Orientation II		Written Test Required	3	Waiver EL course	CARF DRA BBA	n/a	n/a	n/a
Cultural Diversity		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CD-R EL course	1	1 year
Cultural Competency		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CC-R EL course	1	1 year
Blood Borne Pathogens		Included in NHO I Required	n/a	Included in NHO I EL course	OSHA	BBP-R EL Course	1	1 year
Recipient Rights		Written Test Required	3.5	Classroom	BBA HIPAA MMHC MI ADMIN CODE	RRR EL Course	2	1 year
Body Mechanics Class	180 days	70% on Written Test Required	2	Classroom Waiver Test	CARF	BMC	2	3 years
Position Specific	1 year	Documentation	2	Varies per worksite	MDCH MMHC MI ADMIN CODE	Position Specific	2	1 year
Key to Source Documents								
1. BBA = Balanced Budget Act 2. CARF = Commission on Accreditation of Rehabilitation Facilities 3. HIPAA = Health Insurance Portability and Accountability Act. 4. DRA = Deficit Reduction Act				5. MDCH = Michigan Department of Community Health 6. MI ADMIN CODE Michigan Administrative Code 7. MMHC = Michigan Mental Health Code 8. OSHA = Occupational Safety & Health Administration 9. CFR = Code of Federal Regulations				

CMHA-CEI Staff Training Requirements
Category C – Managers/Leaders

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
New Hire Orientation I	30 days	Attendance Required	7	Classroom EL course	BBA CARF HIPAA DRA MDCH MMHC OSHA CFR MI ADMIN CODE	n/a	n/a	n/a
New Hire Orientation II		Written Test Required	3	Waiver EL course	CARF DRA BBA	n/a	n/a	n/a
Cultural Diversity		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CD-R EL course	1	1 year
Cultural Competency		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CC-R EL course	1	1 year
Blood Borne Pathogens		Included in NHO I Required	n/a	Included in NHO I EL course	OSHA	BBP-R EL Course	1	1 year
Recipient Rights		Written Test Required	3.5	Classroom	BBA HIPAA MMHC MI ADMIN CODE	RRR EL Course	2	1 year
Position Specific	1 year	Documentation Required	2	Varies per worksite	MDCH MMHC MI ADMIN CODE	Position Specific	2	1 year
*Person & Family Centered Planning		Documentation Required	1	Classroom Waiver EL course	HIPAA MMHC MDCH MI ADMIN CODE	As needed	As needed	As needed
*PCP not required for Substance Abuse Programs								
Management Development	18 months	Attendance Required	21	Waiver EL Course	CEI-CMHA LEADERSHIP GROUP	As needed	As needed	As needed
(Key to Source Documents on next page)								
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CMHA-CEI Staff Training Requirements
Category D – Direct Care

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
New Hire Orientation I	30 days	Attendance Required	7	Classroom EL course	BBA CARF HIPAA DRA MDCH MMHC OSHA CFR MI ADMIN CODE	n/a	n/a	n/a
New Hire Orientation II		Written Test Required	3	Waiver EL course	CARF DRA BBA	n/a	n/a	n/a
Cultural Diversity		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CD-R EL course	1	1 year
Cultural Competency		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CC-R EL course	1	1 year
Blood Borne Pathogen		Included in NHO I Required	n/a	Included in NHO I EL course	HIPAA	BBP-R EL Course	1	1 year
Recipient Rights		Written Test Required	3.5	RRR EL Course	BBA HIPAA MMHC MI ADMIN CODE	RRR EL Course	2	1 year
American Heartsaver First Aid		Skills Demonstration Required	5	Classroom Current Certification	MI ADMIN CODE	CPRF/FA	5	2 years
Basic Health & Medications		Written Test Demo Required	10	Waiver Test/Demo Classroom	MI ADMIN CODE	MRC	3	2 years
Person Centered Planning and Self Determination	90 days	Written Test Required	3	Waiver Test Classroom	HIPAA MMHC MDCH MI ADMIN CODE	PCP-U	1	1 year
Working with People I		Written Test Required	6	Classroom	MDCH	n/a	n/a	n/a
Working with People II		Written test Recommended	6	Classroom	MDCH	n/a	n/a	n/a
De-Escalation Skills		Written Test Recommended	12	EI Course	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Crisis Response		Attendance Restricted	?	Worksite specific Inservice	MDCH	As needed	?	As needed
Environmental Safety		Written Test Required	2	Workbook & Test	MI ADMIN CODE	n/a	n/a	n/a
Body Mechanics Class		Attendance	2	Classroom	CARF	BMC	2	3 years

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
	180 days	<i>Required</i>						
Nutrition		Written Test <i>Required</i>	5	Classroom Waiver Test	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Introduction		Written Test <i>Required</i>	3	Classroom Waiver test	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
*Position Specific		Documentation <i>Required</i>	2	Varies per Worksite	MDCH MMHC MI ADMIN CODE	Position Specific	2	1 year
Personal Safety Skills	1 year	Attendance <i>Recommended</i>	2	Classroom	HIPAA MMHC MDCH MI ADMIN CODE	PSS	2	As needed
*Depending on the needs of the consumers being served, Position Specific training may include but is not restricted to: Transfer Techniques, Sign Language, Sensory Processing Disorders, etc.								
Key to Source Documents								
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CMHA-CEI Staff Training Requirements
Category E – Clinical Professional/Paraprofessional

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
New Hire Orientation	30 days	Attendance Required	7	None	BBA CARF HIPAA DRA MDCH MMHC OSHA CFR MI ADMIN CODE	n/a	n/a	n/a
New Hire Orientation II		Written Test/Required	3	Waiver	CARF DRA BBA	n/a	n/a	n/a
Cultural Diversity		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CD-R EL course	1	1 year
Cultural Competency		Included in NHO I Required	n/a	Included in NHO I	BBA CARF MDCH CFR	CC-R EL course	1	1 year
Blood Borne Pathogen		Included in NHO I Required	n/a	Included in NHO I EL course	HIPAA	BBP-R EL Course	1	1 year
Recipient Rights		Written Test Required	3.5	Classroom	BBA HIPAA MMHC MI ADMIN CODE	RRR EL Course	2	1 year
*CPR/FA		Demo	5	Classroom Current Cert.	MI ADMIN CODE	CPR	5	2 years
*CPR required for Nurses and Family Support Workers only								
De-Escalation Skills	n/a	Written Test Recommended	12	EI Course	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Crisis Response		Attendance Restricted	?	Worksite Inservice		As needed	?	As needed
Working with People I		Written Test Recommended	6	Classroom		n/a	n/a	n/a
Working with People II		Written test Recommended	6	Classroom		n/a	n/a	n/a
*TO-B required for Security Guards only								
*Position Specific	1 year	Documentation Required	2	Varies per worksite	MDCH MMHC MI ADMIN CODE	Position Specific	2	1 year
*Position Specific must include Discipline Specific Continued Educational Requirements to maintain license.								
*Person & Family Centered Planning	1 year	Documentation EL course Required	1	Varies per worksite	HIPAA MMHC MDCH MI ADMIN CODE	PCP-U EL course	1	1 year
*PCP is not required for Substance Abuse or Crisis Services								
Personal Safety Skills	1 year	Attendance Recommended	2	Classroom	HIPAA MMHC MDCH MI ADMIN CODE	PSS	2	As needed
Key to Source Documents								

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
1. BBA = Balanced Budget Act 2. CARF = Commission on Accreditation of Rehabilitation Facilities 3. HIPAA = Health Insurance Portability and Accountability Act. 4. DRA = Deficit Reduction Act				5. MDCH = Michigan Department of Community Health 6. MI ADMIN CODE Michigan Administrative Code 7. MMHC = Michigan Mental Health Code 8. OSHA = Occupational Safety & Health Administration 9. CFR = Code of Federal Regulations				

CMHA-CEI Staff Training Requirements
Category F
Volunteers, Interns, Students and
Temporary Staff (Hired through Temp. Staffing Agency)

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
New Hire Orientation I	30 days	Attendance a.m. session only <i>Required</i>	4.5	Classroom	BBA CARF HIPAA DRA MDCH MMHC OSHA CFR MI ADMIN CODE	n/a	n/a	n/a
Recipient Rights		Written Test <i>Required</i>	3.5	Classroom	BBA HIPAA MMHC MI ADMIN CODE	RRR	2	1 year
Cultural Diversity		Included in NHO I <i>Required</i>	n/a	Included in NHO I	BBA CARF MDCH CFR	n/a	n/a	n/a
Cultural Competency		Included in NHO I <i>Required</i>	n/a	Included in NHO I	BBA CARF MDCH CFR	n/a	n/a	n/a

* Any individual working directly with consumers is required to attend the regularly scheduled Recipient Rights class.

Key to Source Documents

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CONTRACT PROVIDERS
Category AA Staff Training Requirements
Specialized Residential (A Contracts)

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
Bloodborne Pathogens	30 days	Completion of Workbook <i>Required</i>	1	Workbook Documentation	OSHA	BBP-R	1	1 year
Recipient Rights		Written Test <i>Required</i>	3.5	Classroom	BBA MMHC CARF MI ADMIN CODE	RRR	2	1 year
American Heart Saver First Aid		Skills Demonstration <i>Required</i>	5	Classroom Current Certification	MI ADMIN CODE	CPR/FA	5	2 years
*Cultural Competency		Attendance <i>Required</i>	.5	Classroom Documentation	BBA	*CC	1	1 year
*HIPAA		Attendance <i>Required</i>	.5	Documentation	CFR	HIPAA	1	1 year
*Advance Directives		Written Test <i>Required</i>	.5	Documentation	BBA	n/a	n/a	n/a
*Corporate Compliance		Written Test <i>Required</i>	1	Documentation	DRA	n/a	n/a	n/a
*Limited English Proficiency		Attendance <i>Required</i>	.5	Documentation	BBA	n/a	n/a	n/a
*Assessing Mental Health Services		90 days	Attendance Requires	1	Documentation	MDCH	n/a	n/a
Basic Health & Medications	Written Test Demo <i>Required</i>		10	Waive Written Test Classroom	MI ADMIN CODE	MRC	3	2 years
Working with People I	Written Test <i>Recommended</i>		6	Classroom		n/a	n/a	n/a
Working with People II	Written test <i>Recommended</i>		6	Classroom		n/a	n/a	n/a
De-Escalation Skills	Written Test <i>Recommended</i>		12	EI Course	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Crisis Response	Attendance <i>Restricted</i>		?	Worksite Inservice		As needed	?	As needed
Person Centered Planning	Written Test <i>Required</i>		3	Waiver Test Classroom Documentation	HIPAA MMHC MDCH MI ADMIN CODE	PCP-U	1	1 year
Personal Safety Skills	1 year	Attendance <i>Recommended</i>	2	Classroom	HIPAA MMHC MDCH MI ADMIN	PSS	2	As needed

					CODE			
Key to Source Documents								
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2. CARF = Commission on Accreditation of Rehabilitation Facilities				6. MI ADMIN CODE Michigan Administrative Code				
3. HIPAA = Health Insurance Portability and Accountability Act.				7. MMHC = Michigan Mental Health Code				
4. DRA = Deficit Reduction Act				8. OSHA = Occupational Safety & Health Administration				
				9. CFR = Code of Federal Regulations				

* This Training requirement is the responsibility of the Contract Provider, but they may request assistance from CMHA-CEI

CONTRACT PROVIDERS
Category BB Staff Training Requirements
Specialized Residential (B Contract)

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
Bloodborne Pathogens	30 Days	Completion of Workbook <i>Required</i>	1	Workbook Documentation	OSHA	BBP-R	1	1 year
Recipient Rights		Written Test <i>Required</i>	3.5	Classroom	BBA MMHC DCH MI ADMIN CODE	RRR	2	1 year
American Heartsaver First Aid		Skills Demonstration <i>Required</i>	5	Classroom Current Certification	MI ADMIN CODE	CPR/FA	5	2 years
Cultural Competency		Attendance <i>Required</i>	.5	Documentation	BBA	*CC	1	1 year
HIPAA		Attendance <i>Required</i>	.5	Documentation	CFR	HIPAA	1	1 year
Advance Directives		Written Test <i>Required</i>	.5	Documentation	BBA	n/a	n/a	n/a
Corporate Compliance		Written Test <i>Required</i>	1	Documentation	DRA	n/a	n/a	n/a
Limited English Proficiency		Attendance <i>Required</i>	.5	Documentation	BBA	n/a	n/a	n/a
*Assessing Mental Health Services		Attendance <i>Requires</i>	1	Documentation	MDCH	n/a	n/a	n/a
Basic Health & Medications	90 days	Written Test Demonstration <i>Required</i>	10	Waive Written Test Classroom	MI ADMIN CODE	MRC	3	2 years
Person Centered Planning and Self Determination		Written Test <i>Required</i>	3	Waiver Test Classroom Documentation	DCH MMHC MDCH MI ADMIN CODE	PCP-U	1	1 year
Working with People I		Written Test <i>Required</i>	6	Classroom		n/a	n/a	n/a
Working with People II		Written test <i>Recommended</i>	6	Classroom		n/a	n/a	n/a
De-Escalation Skills		Written Test <i>Recommended</i>	12	EI Course	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Crisis Response		Attendance <i>Restricted</i>	?	Worksite specific Inservice		As needed	?	As needed

Environmental Safety		Written Test <i>Required</i>	2	Workbook & Test	CARF MI ADMIN CODE	n/a	n/a	n/a
Body Mechanics Class	180 days	Attendance <i>Recommended</i>	2	Classroom	CARF	BMC	2	3 years
Nutrition		Written Test <i>Required</i>	5	Classroom Waiver Test	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Introduction		Written Test <i>Required</i>	3	Classroom Waiver test	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Personal Safety Skills	1 year	Attendance <i>Recommended</i>	2	Classroom	HIPAA MMHC MDCH MI ADMIN CODE	PSS	2	As needed
Key to Source Documentation								
1. BBA = Balanced Budget Act 2. CARF = Commission on Accreditation of Rehabilitation Facilities 3. HIPAA = Health Insurance Portability and Accountability Act. 4. DRA = Deficit Reduction Act				5. MDCH = Michigan Department of Community Health 6. MI ADMIN CODE Michigan Administrative Code 7. MMHC = Michigan Mental Health Code 8. OSHA = Occupational Safety & Health Administration 9. CFR = Code of Federal Regulations				

* This Training requirement is the responsibility of the Contract Provider, but they may request assistance from CMHA-CEI

CONTRACT PROVIDERS
Category CC Staff Training Requirements
Contracted Supported Employment / Skill Building

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
Recipient Rights	30 Days	Written Test <i>Required</i>	3.5	Classroom Documentation	BBA CARF MMHC MI ADMIN CODE	RRR	2	1 year
American Heartsaver First Aid		Skills Demonstration <i>Required</i>	5	Classroom Current Certification	MI ADMIN CODE	CPR/F A	5	2 years
Person Centered Planning and Self Determination		Written Test <i>Required</i>	3	Waiver Test Classroom Documentation	DCH MMHC MDCH MI ADMIN CODE	PCP-U	1	1 year
*Cultural Competency		Attendance <i>Required</i>	.5	Classroom Documentation	BBA	*CC	1	1 year
*HIPAA		Attendance <i>Required</i>	.5	Documentation	CFR	HIPAA	1	1 year
*Advance Directives		Written Test <i>Required</i>	.5	Online Documentation	BBA	n/a	n/a	n/a
*Corporate Compliance		Written Test <i>Required</i>	1	Documentation	DRA	n/a	n/a	n/a
*Limited English Proficiency		Attendance <i>Required</i>	.5	Documentation	BBA	n/a	n/a	n/a
*Assessing Mental Health Services	90 days	Attendance Requires	1	Documentation	MDCH	n/a	n/a	n/a
Key to Source Documents								
1. BBA = Balanced Budget Act 2. CARF = Commission on Accreditation of Rehabilitation Facilities 3. HIPAA = Health Insurance Portability and Accountability Act. 4. DRA = Deficit Reduction Act				5. MDCH = Michigan Department of Community Health 6. MI ADMIN CODE Michigan Administrative Code 7. MMHC = Michigan Mental Health Code 8. OSHA = Occupational Safety & Health Administration 9. CFR = Code of Federal Regulations				

* This Training requirement is the responsibility of the Contract Provider, but they may request assistance from CMHA-CEI

CONTRACT PROVIDERS
Category DD Staff Training Requirements
Community Living Support Aids / Respite

Training requirement	Timeframe From Hire Date	Passing Criteria & Requirement Level	Hours	Format Options	Source (see key below)	Refresher Req.		
						Class	Hours	Frequency
Bloodborne Pathogens	30 days	Workbook <i>Required</i>	1	Workbook Documentation	OSHA	BBP-R	1	1 year
Basic First Aid		n/a	n/a	n/a	MDCH	First Aid	n/a	As needed
Recipient Rights		Written Test <i>Required</i>	3.5	Classroom	BBA CARF MMHC MI ADMIN CODE	RRR	2	1 year
Person Centered Planning and Self Determination		Written Test <i>Required</i>	3	Waiver Test Classroom Documentation	DCH MMHC MDCH MI ADMIN CODE	PCP-U	1	1 year
*Cultural Competency		Attendance <i>Required</i>	.5	Classroom Documentation	BBA	*CC	1	1 year
*HIPAA		Attendance <i>Required</i>	.5	Documentation	CFR	HIPAA	1	1 year
*Advance Directives		Written Test <i>Required</i>	.5	Online Documentation	BBA	n/a	n/a	n/a
*Corporate Compliance		Written Test <i>Required</i>	1	Documentation	DRA	n/a	n/a	n/a
*Limited English Proficiency		Attendance <i>Required</i>	.5	Documentation	BBA	n/a	n/a	n/a
Working with People I		90 Days	Written Test <i>Required</i>	6	Classroom		n/a	n/a
Working with People II	Written test <i>Recommended</i>		6	Classroom		n/a	n/a	n/a
De-Escalation Skills	Written Test <i>Recommended</i>		12	EI Course	HIPAA MMHC MDCH MI ADMIN CODE	n/a	n/a	n/a
Crisis Response	Attendance <i>Restricted</i>		?	Worksite specific Inservice		As needed	?	As needed
*Assessing Mental Health Services	Attendance Requires		1	Documentation	MDCH	n/a	n/a	n/a
Key to Source Documentation								
1. BBA = Balanced Budget Act 2. CARF = Commission on Accreditation of Rehabilitation Facilities 3. HIPAA = Health Insurance Portability and Accountability Act. 4. DRA = Deficit Reduction Act				5. MDCH = Michigan Department of Community Health 6. MI ADMIN CODE Michigan Administrative Code 7. MMHC = Michigan Mental Health Code 8. OSHA = Occupational Safety & Health Administration 9. CFR = Code of Federal Regulations				

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Topics Covered in Training Requirements

<p>American Heart Saver First Aid CPR Certification First Aid Certification</p>	<p>Family Centered Planning Essential Elements Values and Principles Pre-planning</p>	<p>Personal Safety Skills CEI Policy Environmental factors of personal safety Principles of Therapeutic Options Physical techniques</p>
<p>Basic Health & Medications Seizure Care & Medication Administration Basic Principles of Good Health Universal Blood and Body Fluid Precautions</p>	<p>Introduction History of Services History of CMHA-CEI Types of disabilities served Documentation</p>	<p>Position Specific Miscellaneous training that directly applies to population being serviced and job duties</p>
<p>Bloodborne Pathogens & Bloodborn Pathogens Review MIOSHA regulations & Hep B vaccine Modes of Disease Transmission Practices to Reduce Risk of Exposure CMHA-CEI Exposure Plan</p>	<p>Management Development Human Resources Compliance Finance Organizational Structure</p>	<p>Recipient Rights Categories of Rights Violations Abuse and Neglect Confidentiality & Informed Consent Documentation</p>
<p>Body Mechanics Class Correct lifting techniques Basic Principles to maintaining a health back Common Causes of Back Injuries</p>	<p>New Hire Orientation I Cultural competency & Diversity Dialog Limited English Proficiency Blood Borne Pathogens & Safety HIPAA & Overview of Information Services Unlawful Harassment</p>	<p>Working With People I Creating a Culture of Gentleness Four Pillars of Companionship Four tools of Caregiving</p>
<p>Crisis Response Person Specific: Behavior Treatment Plans Escort Techniques Physical Control Techniques</p>	<p>New Hire Orientation II Corporate Compliance & Advance Directives Workplace Safety & Defensive Driving Customer Service & Recipient Rights Accessing Mental Health Services</p>	<p>Working With People II Staying gentle in the face of Challenging Behaviors Definition of Challenging Behavior Contingency Rewards Proactive Approaches Responses to Challenging Behavior</p>
<p>De-Escalation Skills Behaviorial indicators of escalation Non-verbal skills of de-escalation Common interventions Safety in the Community</p>	<p>Nutrition General principles of nutrition Prevention of food borne illness Special Diets & Choking Prevention</p>	
<p>Environmental Safety Emergency Preparedness Fire protection plans & Fire Drills Advanced Driver Safety Techniques</p>	<p>Person & Family Centered Planning Essential Elements & Pre-planning Values & Principles Self Determination</p>	