

TRAINING TIDBITS

2020 Second Quarter Schedules

The calendars for April/May/June of 2020 are enclosed in this newsletter. If you would like a copy of your staff's training records please contact the Training Unit Secretary, Sarah Guy by phone (517) 323-9610 ext. 2353 or email guy@ceicmh.org Please check these records against your records to ensure that your staff roster matches our staff list for your worksite.

UPDATE regarding inclement weather!! Historically classes would be canceled if the Lansing School District was closed due to inclement weather, moving forward **we will remain OPEN** regardless of whether or not the Lansing School District is closed. The Training Unit will only be closed if a state of emergency has been declared and all non-emergency programs are closed.

THE TRAINING UNIT WILL BE CLOSED ON THE FOLLOWING DATES:

MAY 25th—Memorial Day

July 3rd—Independence Day

THERE WILL BE NO CLASSES AT THE TRAINING UNIT ON THE FOLLOWING DATES:

Training Unit Staff will be available to assist with record requests and tests

April 13th—Administrative Day

April 14th—Administrative Day

May 8th—Administrative Day

May 14th—Administrative Day

June 19th—Administrative Day

***The Recipient Rights Orientation class is located at the Foster Center 200 N Foster Lansing 48912: Room 213**

****If a Recipient Rights Orientation class lands on an ADMINISTRATIVE day, the Recipient Rights Orientation will still be held at the Foster Community Center**

New Training Cards Being Issued January 2020

New training cards will be issued to contract providers in January 2020.

Beginning February 15th 2020 in order to participate in classes with the Training Unit all contracted staff must show the **Green** or **Yellow** Training Card.

If you are unable to provide the Training Card, you will be issued a Turn Away Slip.

CMHA-CEI-TU-20	PRINT EMPLOYEE NAME <i>B Contract</i>	
	HIRE DATE	LAST 4 DIGITS OF SS#
	CONTRACT PROVIDER NAME	
	SUPERVISOR'S SIGNATURE	

CMHA-CEI-TU-20	PRINT EMPLOYEE NAME <i>A Contract</i>	
	HIRE DATE	LAST 4 DIGITS OF SS#
	CONTRACT PROVIDER NAME	
	SUPERVISOR'S SIGNATURE	

Training Unit Business Hours: **Monday through Friday 8:00am—4:00pm**

- All classes are offered on a first come/first serve basis; there is no pre-registration for ANY class held at the Training Unit (this also includes Recipient Rights Orientation **which is held at the Foster Community Center: 200 N Foster, Lansing 48912 ROOM 213**)
- Staff can sign-in for class no earlier than 8:00am with a VALID Training Card (cards are for 1 staff only; we cannot accept cards that have names crossed out/whited/blacked out, etc.)
- Late arrivals beyond 10 minutes of the class start time will be given a Turn Away slip and will be asked to return to the next scheduled training
 - If you are in need of more Training Cards for your staff, please email: **finance-contracts@ceicmh.org**
- For any Training you have completed online from our public website, please fax the answer sheet (please use pen only!) to 517-327-0396 or scan & email answer sheets to: **training@ceicmh.org**

Updated Training Grid for AFC and CLS/Respite Staff

Culture of Gentleness = Working with People 1 & 2

CMHA-CEI Training Grid For Contract Providers			
I = Only Needed Initial Upon Hire			
A= Need Initial and Annually			
2 = Needed Initially and every 2 years			
Training	Initial Requirements	AFC Group Home Staff	CLS and Respite Staff
**Recipient Rights -Initial in Classroom*	30 days of hire	A	A
**CPR & First Aid - Classroom	30 days of hire	2	2- first aid only
Blood Borne Pathogen	30 days of hire	A	A
Person-Centered Planning	30 days of hire	A	A
Corporate Compliance	90 days of hire	A	A
Cultural Competency & Diversity	90 days of hire	A	A
**Culture of Gentleness - Classroom	90 days of hire	I	
Environmental Safety	90 days of hire	I	I
Privacy & Security	30 days of hire	A	A
Limited English Proficiency (LEP)	90 days of hire	A	A
**Basic Health & Medications - Classroom	90 days of hire	2	2 - if passing Meds
De-escalation Skills	90 days of hire	I	I
Trauma Informed Care	90 days of hire	I	I

****Classroom trainings are taken through CMHA-CEI training Unit, a schedule of trainings can be found through the CMHA-CEI website**

Non-Classroom training material can be found on the CMHA-CEI website under the provider tab, the completed tests are sent to the training unit for scoring and tracking

CEI-CMHA TRAINING UNIT
 3200 Remy Drive
 Lansing MI, 48906
 (517) 323-9610 fax (517) 327-0396

April 2020

★ **Recipient Rights Orientation Dates & Location**
 3/31/20 9:00a—12:30p @ 200 N Foster Room 213
 4/15/20 1:00p—4:30p @ 200 N Foster, Room 213
 4/28/20 9:00a—12:30pm @ 200 N Foster Room 213

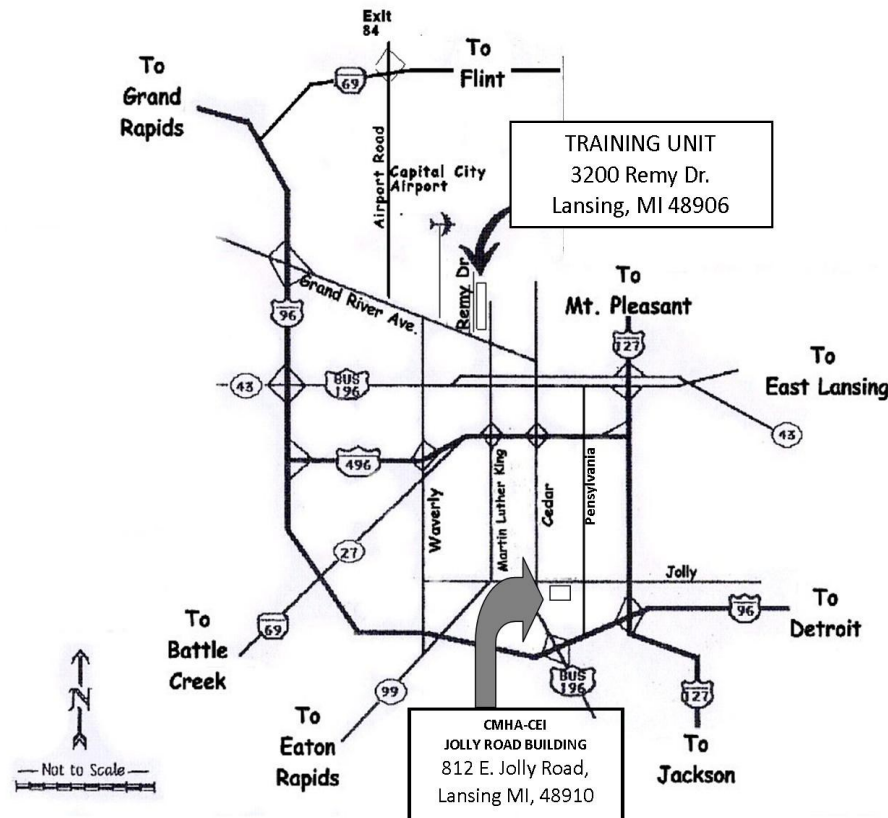
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 ★ = RRO	30 MRC 9:00—12:00	31 ★ CPR/FA 9:00—3:30	1 BHM 9:00—4:00	2 BHM 9:00—2:00	3 CPR/FA 9:00—3:30	4
			2 DAY CLASS			
5	6 CPR/FA 9:00—3:30	7 BHM 9:00—4:00	8 BHM 9:00—2:00	9 MRC 9:00—12:00	10 CPR/FA 9:00—3:30	11
		2 DAY CLASS				
12	13 ADMIN NO CLASS	14 ADMIN NO CLASS	15 ★ NUTRITION 9:00—3:00 *back training room	16 CPR/FA 9:00—3:30	17 CPR/FA 9:00—3:30	18
19	20 DST 9:00—12:00 PSS 1:00—3:00	21 CPR/FA 9:00—3:30	22 MRC 9:00—12:00	23 WWP—1 9:00—4:00	24 WWP—2 9:00—4:00	25
				2 DAY CLASS		
26	27 CPR/FA 9:00—3:30	28 ★ MRC 9:00—12:00	29 CPR/FA 9:00—3:30	30 WWP—1 9:00—4:00	1 WWP—2 9:00—4:00	2
				2 DAY CLASS		

Continued on next page

KEY TO CLASS ABBREVIATIONS					
CLASS	NAME	CLASS	NAME	CLASS	NAME
ADMIN	Administration (No Class)	TT	Transfer Techniques	RR)	Recipient Rights Orientation
CPR/FA	CPR, First Aid And AED	PSS	Personal Safety Skills	DST	De-Escalation Skills
BHM	Basic Health & Medications	MRC	Medication Review Class	SL	Sign Language
BLS	Basic Life Support (CEI staff only)	NTR	Nutrition	WWP-1	Working with People 1
				WWP-2	Working with People 2

TRAINING UNIT STAFF CONTACT INFORMATION		
	By phone	By e-mail
Main Number	517-323-9610 Fax – 517-327-0396	training@ceicmh.org
Sarah Guy	Ext. 2353	guy@ceicmh.org
Bridget Doyle	Ext. 2339	doyle@ceicmh.org
Kerry Orr	Ext. 2341	orrk@ceicmh.org
Susan Kelly	Ext. 2340	kellys@ceicmh.org

DIRECTIONS TO CMHA-CEI TRAINING UNIT



From CEI on **Jolly Road**

- Go west on **Jolly** to **Martin Luther King**
- Go north on **Martin Luther King** to **Grand River Ave.**

From the Corner of **Martin Luther King** and **North Grand River**

- Go west on **Grand River** (toward the Capital City Airport)
- Go .7 miles to **Remy Drive**, turn right (north)

From the Corner of **Waverly** and **North Grand River**

- Go 1 mile east to **Remy Drive** on your left
- .4 miles after the entrance to the Capital City Airport (1st stoplight)

There is an “AIS Construction Company” on the corner of Remy and Grand River with big yellow construction machines. Immediately after making your turn, you will see a sign for Community Mental Health—Transitions North by a long beige aluminum building to your right. There is a parking lot between Remy and the building that wraps around the back of the building—park in this back parking lot. Go into the door with the CMH Training Unit sign over the top.

If you get lost, call: **323-9610, ext. 0** for assistance.

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 3200 Remy Drive
 Lansing Mi, 48906
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May 2020

★ **Recipient Rights Orientation Dates & Location**
 5/13/20 1:00p—4:30p @ 200 N Foster Room 213
 5/26/20 9:00a—12:30pm @ 200 N Foster Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 ★ = RRO	27 CPR/FA 9:00—3:30	28 ★ MRC 9:00—12:00	29 CPR/FA 9:00—3:30	30 WWP—1 9:00—4:00 2 DAY CLASS	1 WWP—2 9:00—4:00	2
3	4 CPR/FA 9:00—3:30	5 CPR/FA 9:00—3:30	6 BHM 9:00—4:00 2 DAY CLASS	7 BHM 9:00—2:00	8 ADMIN NO CLASS	9
10	11 BLS 9:00—12:30 CEI STAFF ONLY	12 CPR/FA 9:00—3:30	13 ★ MRC 9:00—12:00	14 ADMIN NO CLASS	15 MRC 9:00—12:00	16
17	18 CPR/FA 9:00—3:30	19 SIGN LANGUAGE 9:00—11:00 DST 1:00—4:00	20 CPR/FA 9:00—3:30	21 WWP—1 9:00—4:00 2 DAY CLASS	22 WWP—2 9:00—4:00	23
24	25 HOLIDAY NO CLASS	26 ★ CPR/FA 9:00—3:30	27 MRC 9:00—12:00 CPR/FA 9:00—3:30	28 BHM 9:00—4:00 2 DAY CLASS	29 BHM 9:00—2:00	30

KEY TO CLASS ABBREVIATIONS					
CLASS	NAME	CLASS	NAME	CLASS	NAME
ADMIN	Administration (No Class)	MRC	Medication Review Class	RRO	Recipient Rights Orientation
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From the Corner of **Martin Luther King** and **North Grand River**

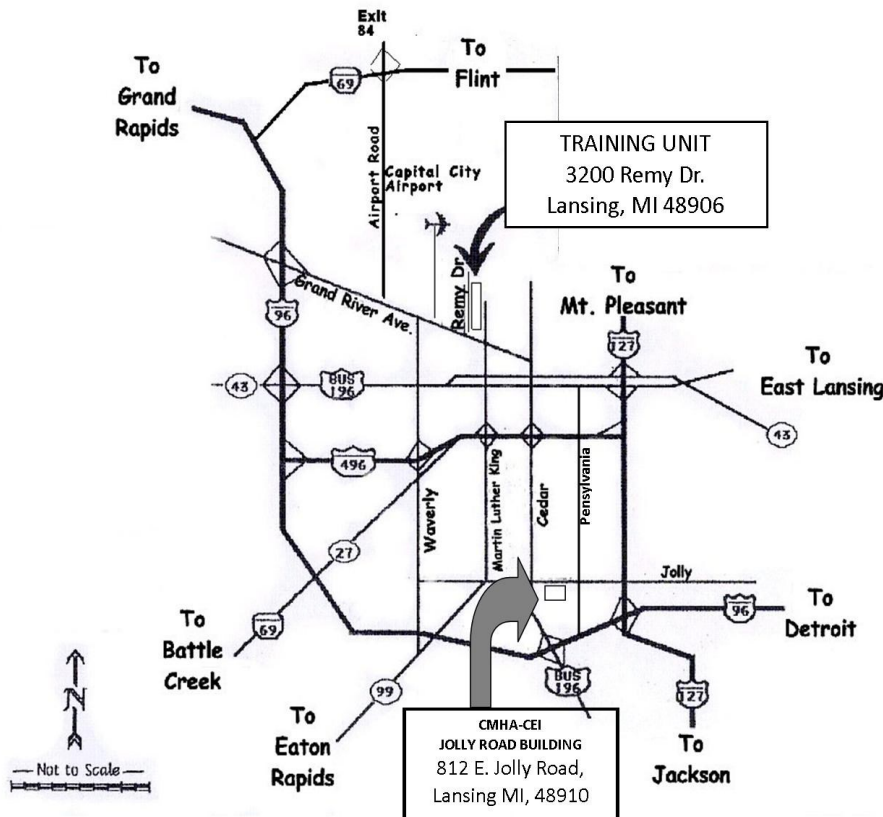
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June 2020

 **Recipient Rights Orientation Dates & Location**
 6/10/20 1:00pm—4:30p @ 200 N Foster Room 213
 6/23/20 9:00a—12:30pm @ 200 N Foster Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31  = RRO	1 MRC 9:00—12:00 CPR/FA 9:00—3:30	2 CPR/FA 9:00—3:30	3 CPR/FA 9:00—3:30	4 WWP—1 9:00—4:00	5 WWP—2 9:00—4:00	6
				2 DAY CLASS		
7	8 CPR/FA 9:00—3:30	9 DST 1:00—4:00	10  CPR/FA 9:00—3:30	11 BHM 9:00—4:00	12 BHM 9:00—2:00	13
				2 DAY CLASS		
14	15 CPR/FA 9:00—3:30	16 MRC 9:00—12:00	17 MRC 9:00—12:00 CPR 9:00—3:30	18 TT 9:00—11:00	19 ADMIN NO CLASS	20
21	22 CPR/FA 9:00—3:30	23  BHM 9:00—4:00	24 BHM 9:00—2:00	25 WWP—1 9:00—4:00	26 WWP—2 9:00—4:00	27
		2 DAY CLASS		2 DAY CLASS		
28	29 MRC 9:00—12:00	30 CPR/FA 9:00—3:30	1 MRC 9:00—12:00	2 CPR/FA 9:00—3:30	3 HOLIDAY NO CLASS	4

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