



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

Good afternoon,

Below are training dates & registration links for **May & June**

****NEW** REPEATED NO-SHOWS:**

Because we continue to see a high number of no-shows for all classes and we are entering into audit season, if a staff has 3 or more no-shows we will be alerting the Quality Advisors at CEI as well as the staff & supervisor. If you have registered for a class and can no longer attend, even if it's short notice, please call or email us (this will not count as a no-show).

Training Unit Phone #: 517-323-9610 ext. 2353 for Sarah or ext. 2339 for Bridget

REMINDERS:

- When signing up for ALL classes, please make sure staff indicate the agency they work for **and the NAME of the AFC/Group home/site**
- It is **ESSENTIAL** when signing up for a class, that staff put **THEIR email address and THEIR cell phone #**

WE USE A TEXT CONFIRMATION PROCESS FOR ALL IN-PERSON CLASSES:

- The Training Unit has been sending out **TEXT MESSAGES** to staff within at least **72+ HOURS** before the class they registered for, to confirm their attendance.
- The text sent to staff serves as both a **reminder** that they are signed up (the message gives the date, time, name, & location of the class) and, asks for a **confirmation** that they are still able to attend. **Staff need to respond with a "C" to CONFIRM** they are still planning on attending **OR**, respond with **"CANCEL"** if they are no longer able to attend the registered class.
- **CPR Skills Demo Class:** We send **individual** emails out to staff at least **7-10 DAYS** ahead of their scheduled CPR Skills Demo Class. This email includes **instructions** with a **link & password** for watching **First Aid Videos**. Bridget & Sarah are both CC'd on every First Aid "Instruction" email, if you need verification please email us (see contact info below).
- **If you have NOT received a First Aid email within 7 days of your scheduled CPR Skills Demo class, please send an email to either Bridget or Sarah:**

doyle@ceicmh.org
guy@ceicmh.org

- Once staff successfully pass the quiz they will see a **"Certificate of Completion"** on the computer screen, **Staff need to BRING a copy of this Certification WITH THEM on the date they are registered for the in-person CPR Skills Demo. A printed certificate OR a picture of it on their cellphone** are both acceptable.

REMINDER for Self-Determined/RESPITE Staff ONLY:

If you are supporting a person utilizing **Self-Determination/RESPITE**, please **DO NOT sign up for a CPR Skills Demo Class**: Please email the **Case Manager** associated with the person you support to receive further instructions for completing First Aid Only.

NEW CLASSES AVAILABLE IN-PERSON:

Insulin/Glucometer Training:

Beginning in May we will be offering a training with instructions for reading/using Glucometers and how to administer Insulin at the Training Unit. This class takes approximately an hour (we are limited to 6 people per class).

Personal Safety Skills

This class will be offered once per quarter and is scheduled for 2 hours. It will cover basic de-escalation and evasive tactics. *Please note that this is **not** a required training*

MAY & JUNE 2022 TRAINING DATES:

CPR SKILLS DEMO DATES:

***CPR Skills Demo classes take approx. 60-90 minutes:**

MAY DATES:

5/2/22 10:30am [CLICK HERE](#)
5/2/22 12:30pm [CLICK HERE](#)
5/4/22 9:30am [CLICK HERE](#)
5/4/22 11:30am [CLICK HERE](#)
5/5/22 9:00am [CLICK HERE](#)
5/5/22 11:00am [CLICK HERE](#)
5/9/22 10:30am [CLICK HERE](#)
5/9/22 12:30pm [CLICK HERE](#)
5/12/22 9:00am [CLICK HERE](#)
5/12/22 11:00am [CLICK HERE](#)
5/16/22 10:30am [CLICK HERE](#)
5/16/22 12:30pm [CLICK HERE](#)
5/17/22 9:00am [CLICK HERE](#)
5/20/22 10:30am [CLICK HERE](#)
5/25/22 9:00am [CLICK HERE](#)
5/26/22 9:00am [CLICK HERE](#)
5/26/22 11:00am [CLICK HERE](#)
5/31/22 10:30am [CLICK HERE](#)
5/31/22 12:30pm [CLICK HERE](#)

BASIC HEALTH & MEDS (BHM) DATES:

MAY DATES

5/4/22 10:00am - 3:00pm [CLICK HERE](#)
5/10/22 9:00am - 2:00pm [CLICK HERE](#)
5/11/22 9:00am - 2:00pm [CLICK HERE](#)
5/18/22 9:00am - 2:00pm [CLICK HERE](#)
5/19/22 9:00am - 2:00pm [CLICK HERE](#)
5/24/22 9:00am - 2:00pm [CLICK HERE](#)

MEDICATION REFRESHER DATES:

***ALL MED REFRESHER CLASSES ARE SCHEDULED FOR 2 HOURS MAX:**

MAY DATES:

5/6/22 10:00am [CLICK HERE](#)
5/17/22 11:00am [CLICK HERE](#)
5/23/22 11:00am [CLICK HERE](#)

INSULIN & GLUCOMETER TRAINING DATES:

MAY DATES:

5/6/22 9:00am [CLICK HERE](#)
5/20/22 9:00am [CLICK HERE](#)
5/27/22 9:00am [CLICK HERE](#)

PERSONAL SAFETY SKILLS

5/27/22 9:00am [CLICK HERE](#)

CPR SKILLS DEMO DATES:

***CPR Skills Demo classes take approx. 60-90 minutes:**

JUNE DATES:

6/1/22 9:00am [CLICK HERE](#)
6/1/22 11:00am [CLICK HERE](#)
6/6/22 10:30am [CLICK HERE](#)
6/6/22 12:30pm [CLICK HERE](#)
6/7/22 9:00am [CLICK HERE](#)
6/7/22 11:00am [CLICK HERE](#)
6/8/22 9:00am [CLICK HERE](#)
6/8/22 11:00am [CLICK HERE](#)
6/9/22 9:00am [CLICK HERE](#)
6/9/22 11:00am [CLICK HERE](#)
6/13/22 10:30am [CLICK HERE](#)
6/13/22 12:30pm [CLICK HERE](#)
6/14/22 10:30am [CLICK HERE](#)
6/21/22 9:00am [CLICK HERE](#)
6/21/22 11:00am [CLICK HERE](#)
6/23/22 9:00am [CLICK HERE](#)
6/23/22 11:00am [CLICK HERE](#)
6/24/22 9:00am [CLICK HERE](#)
6/27/22 10:30am [CLICK HERE](#)
6/27/22 12:30pm [CLICK HERE](#)
6/29/22 11:00am [CLICK HERE](#)
6/30/22 9:00am [CLICK HERE](#)

BASIC HEALTH & MEDS (BHM) DATES:

JUNE DATES:

6/1/22 9:00am - 2:00pm [CLICK HERE](#)
6/2/22 9:00am - 2:00pm [CLICK HERE](#)
6/8/22 9:00am - 2:00pm [CLICK HERE](#)
6/16/22 9:00am - 2:00pm [CLICK HERE](#)
6/22/22 9:00am - 2:00pm [CLICK HERE](#)
6/28/22 9:00am - 2:00pm [CLICK HERE](#)
6/29/22 9:00am - 2:00pm [CLICK HERE](#)

MEDICATION REFRESHER DATES:

***ALL MED REFRESHER CLASSES ARE SCHEDULED FOR 2 HOURS MAX:**

JUNE DATES:

6/3/22 - 10:30am [CLICK HERE](#)
6/10/22 - 10:00am [CLICK HERE](#)
6/20/22 - 10:30am [CLICK HERE](#)
6/30/22 - 11:00am [CLICK HERE](#)

INSULIN & GLUCOMETER TRAINING DATES:

JUNE DATES:

6/3/22 9:00am [CLICK HERE](#)
6/10/22 9:00am [CLICK HERE](#)
6/14/22 9:00am [CLICK HERE](#)
6/22/22 9:00am [CLICK HERE](#)
6/29/22 9:00am [CLICK HERE](#)

TRANSFER TECHNIQUES:

6/6/22 10:00am - 12:00pm [CLICK HERE](#)

The training unit will be closed on the following days:

Tuesday May 3rd
Monday May 30th

If you have trouble signing up for classes or have any questions please email or call:

Bridget Doyle: doyle@ceicmh.org OR 323-9610 x 2339

Sarah Guy: guy@ceicmh.org OR 323-9610 x 2353

Thank you!
Bridget

Bridget Doyle | LMSW /
Training Unit Coordinator
Phone: 517-323-9610 x 2339
Community Mental Health Authority of Clinton, Eaton, Ingham Counties