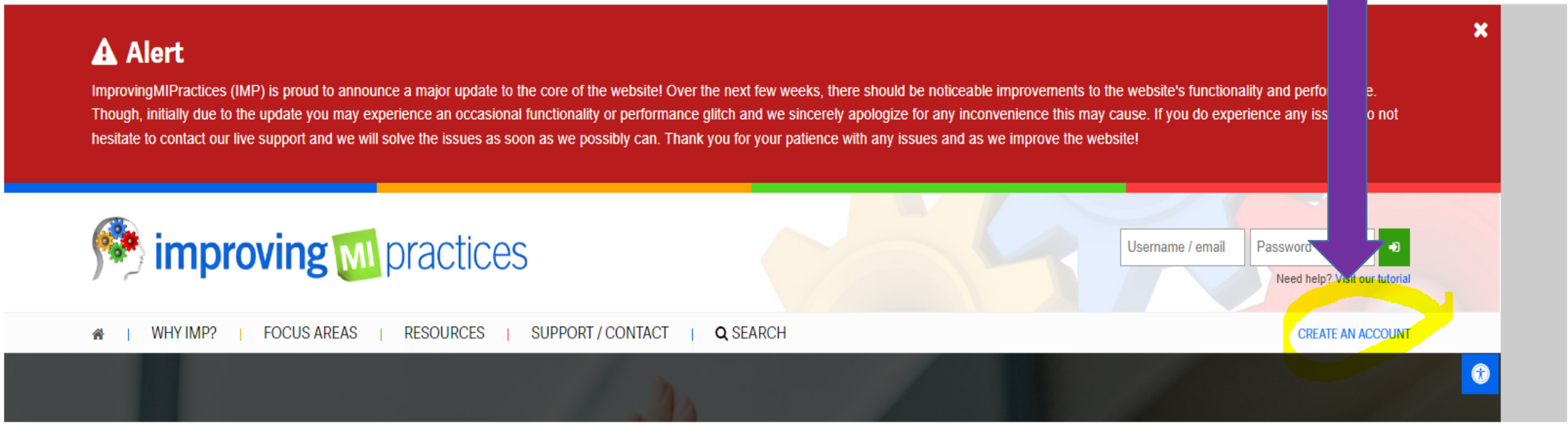
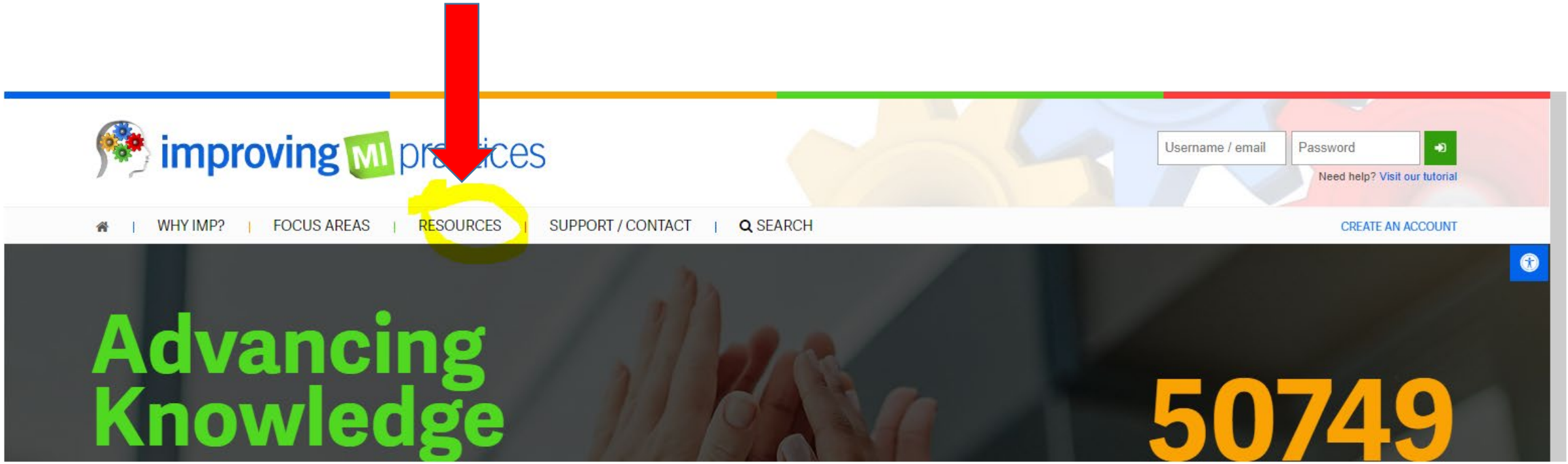
# Signing up an Agency Account & individual staff accounts through Improving Mi Practices

Website: https://www.improvingmipractices.org

Click on “create an account”



To add your agency, click on “Resources” then “Agencies” from the dropdown box:



**Fill out all questions under “Create an Agency Account”**

# Agency Registration

Improving MI Practices offers agency accounts. This special type of account allows you to oversee employees or contractors associated with your agency. Here are some of the benefits to creating an agency account:

- View employee transcripts
- Review courses employees are enrolled In
- Confirm course completions
- Assign employees courses
- Completely free

****To qualify for an agency account, as manager of the account, you must have be a registered user of the this website. Your agency also must have a relationship or be associated with the behavioral health field and operate in the State of Michigan.****

Fill out the following contact form to get started. We will verify your association with the agency listed and the agency's qualifications to obtain an account.

# Create an Agency Account

**Agency Name** *

**Agency Address** *

**Agency Address 2**

**Agency State** *

Alabama

**Agency Zip** *

**Supervisor Name** *

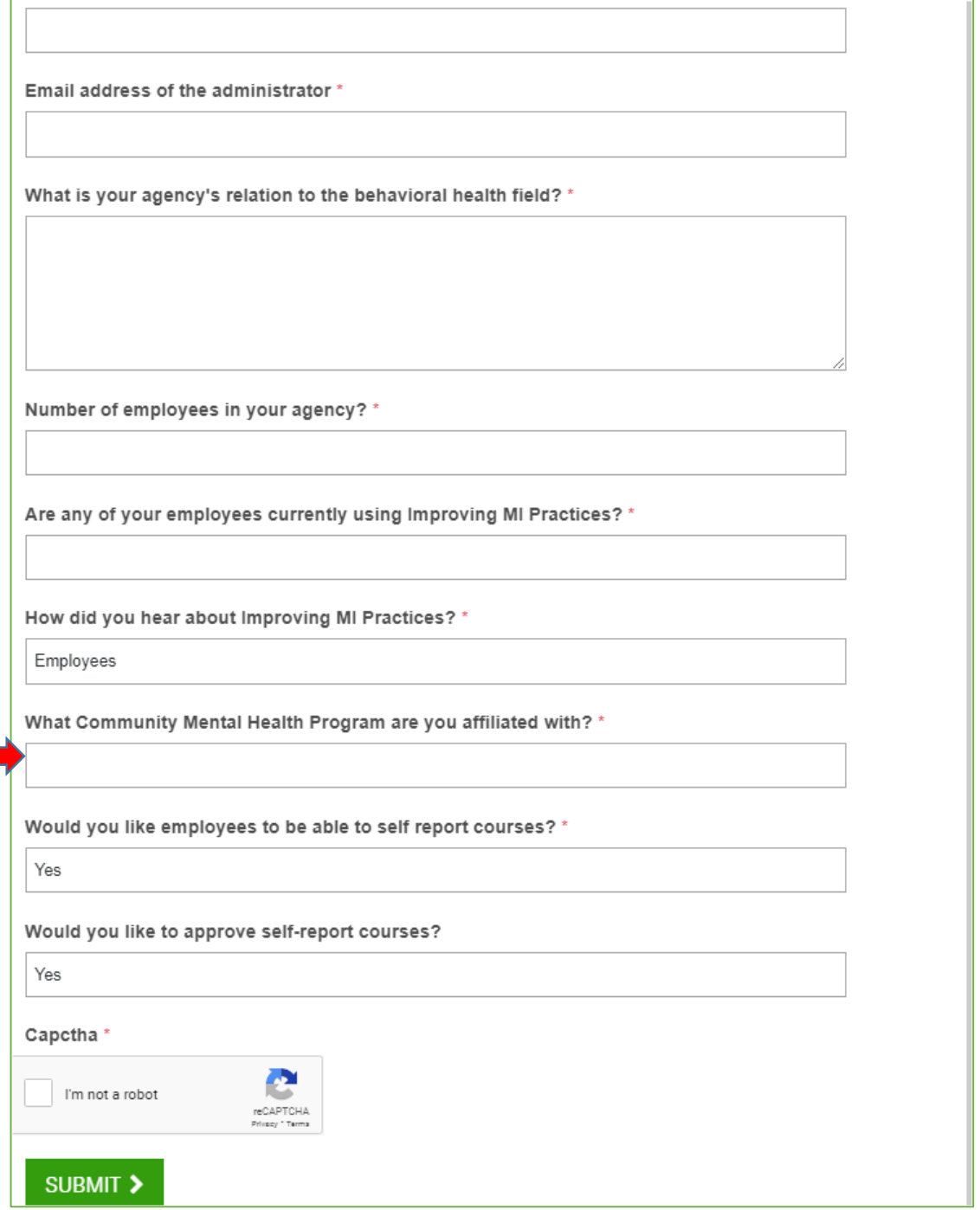
**Who will be the administrator for this agency?** *

Supervisor & Administrator can be the same person

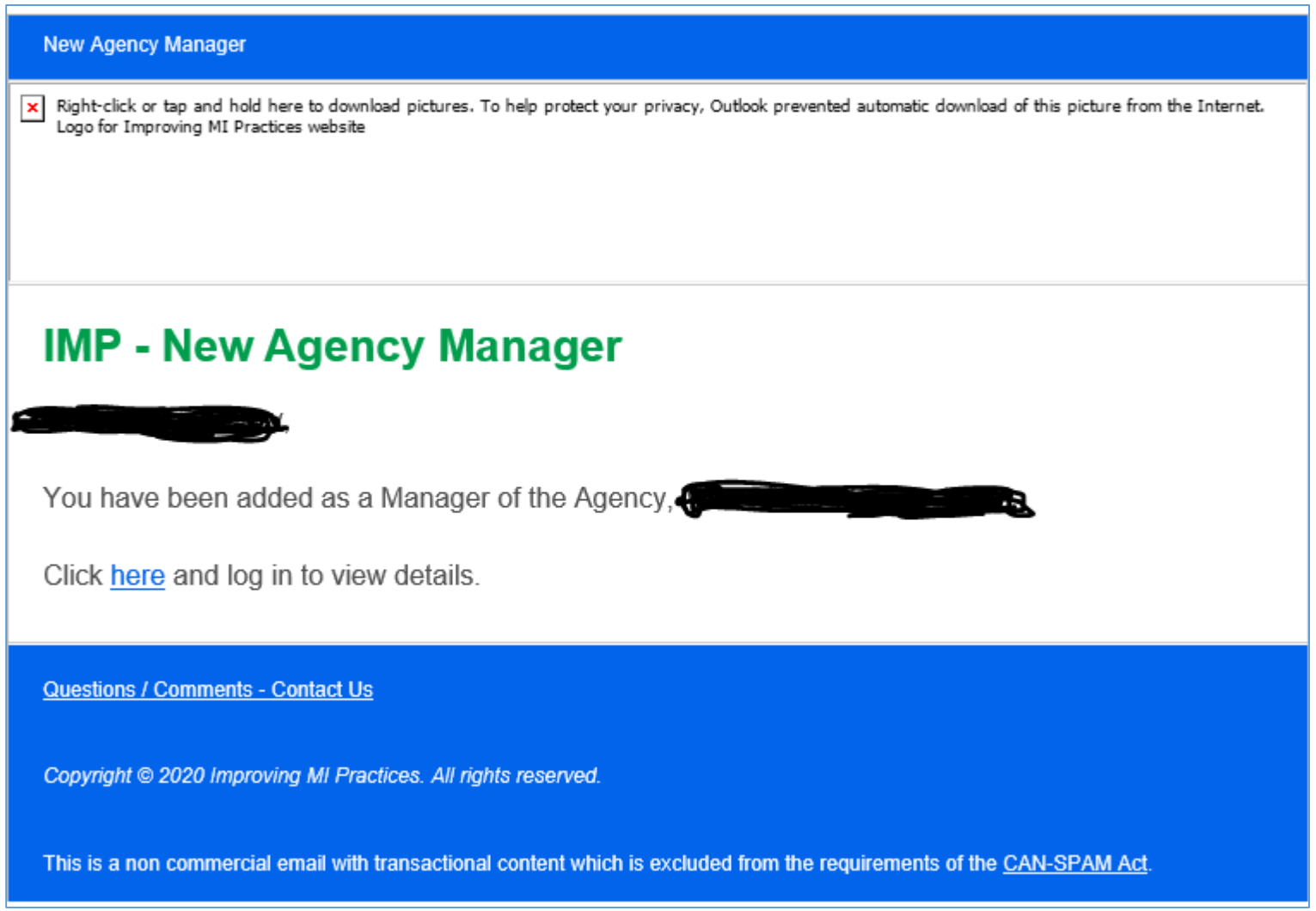
Under “**what is your agency ‘s relation to the behavioral health field**” you can type in Contract Provider for CMHA-CEI

Affiliated with CMHA-CEI

Continue filling out and click on submit



**Once you submit the Create My Agency application you will receive an email with this info:**



New Agency Manager

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
Logo for Improving MI Practices website

## IMP - New Agency Manager

[redacted]

You have been added as a Manager of the Agency, [redacted]

Click here and log in to view details.

Questions / Comments - Contact Us

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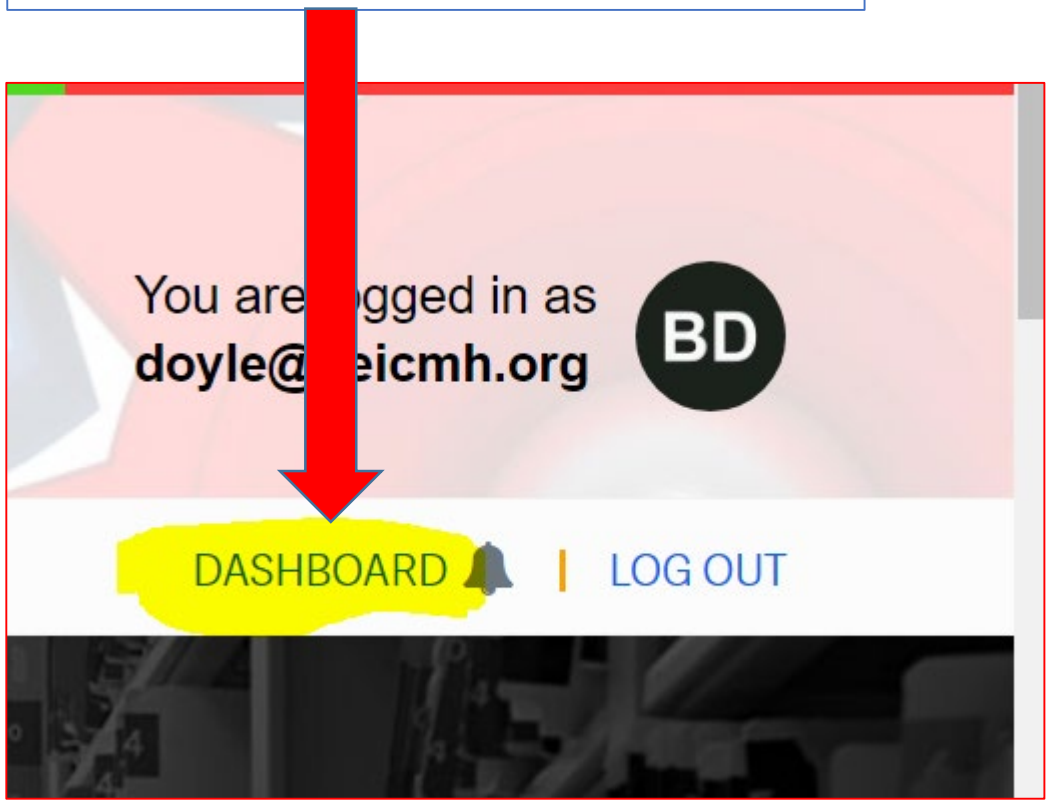
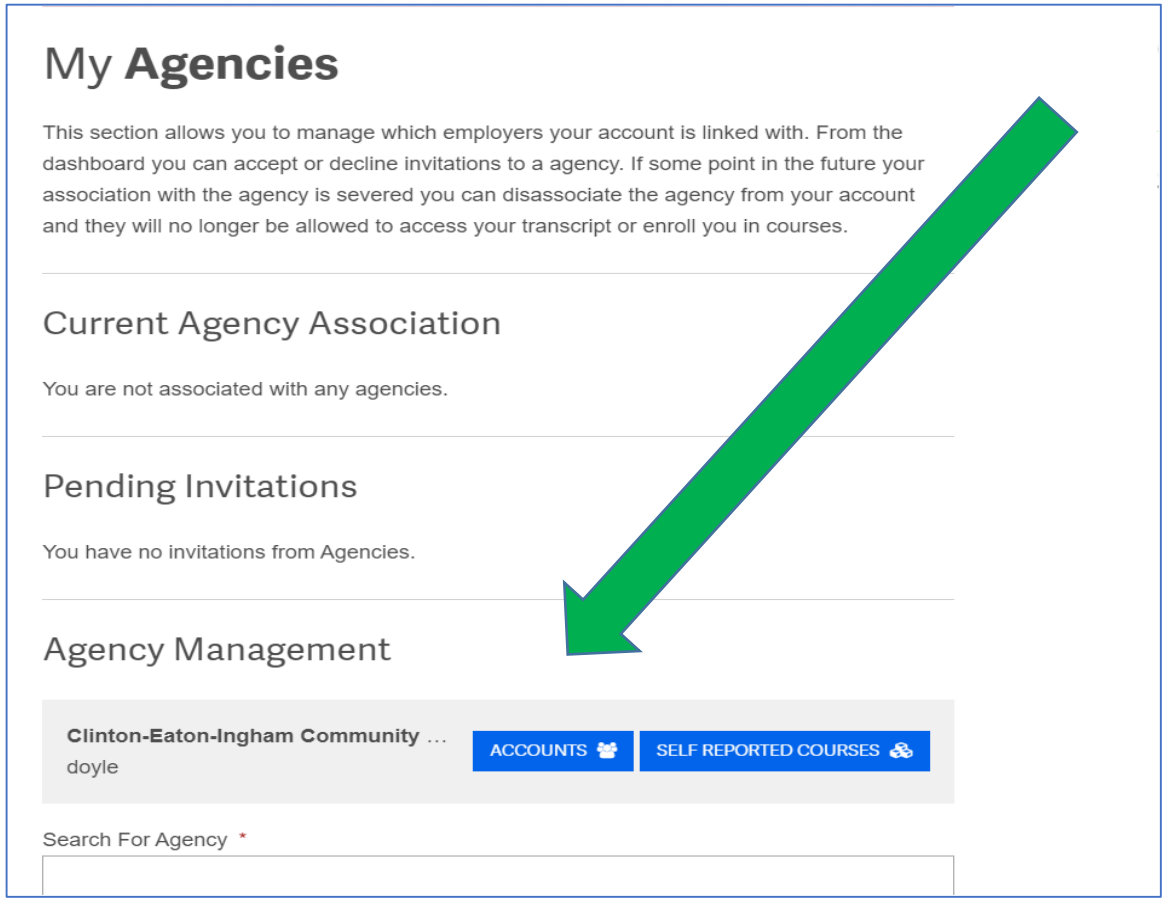
This is a non commercial email with transactional content which is excluded from the requirements of the CAN-SPAM Act.

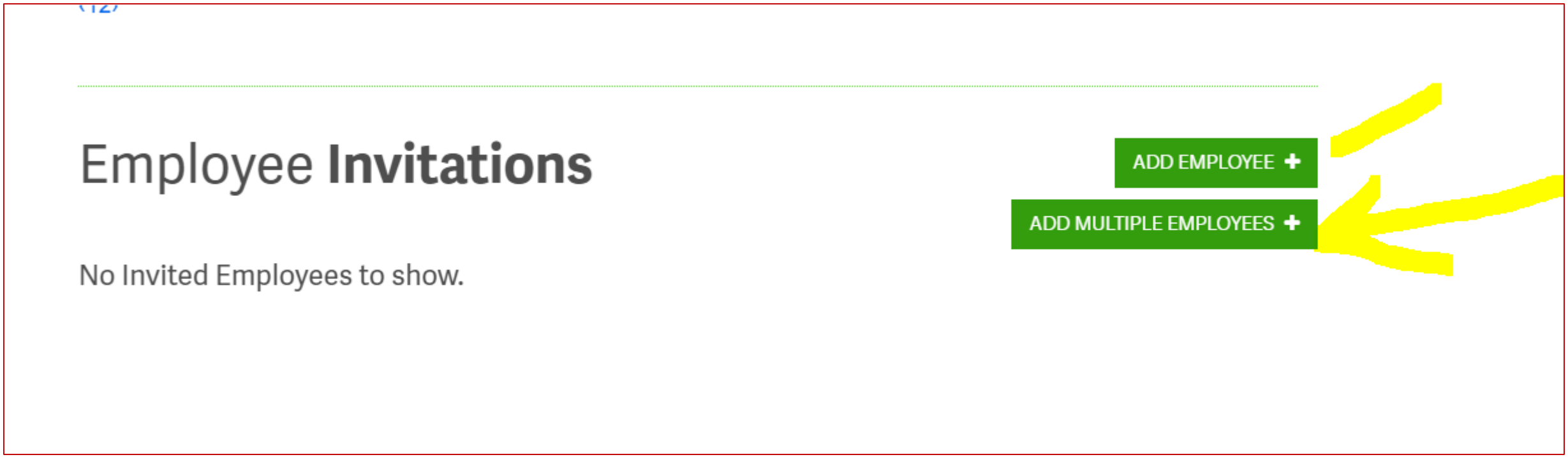
Once your Agency request has been approved, you will be able to add staff to your Agency. To do this, click on "dashboard" (icon below your login info).




This will take you to the "My Agencies" page. Scroll down to "Agency Management" and click on "Accounts"

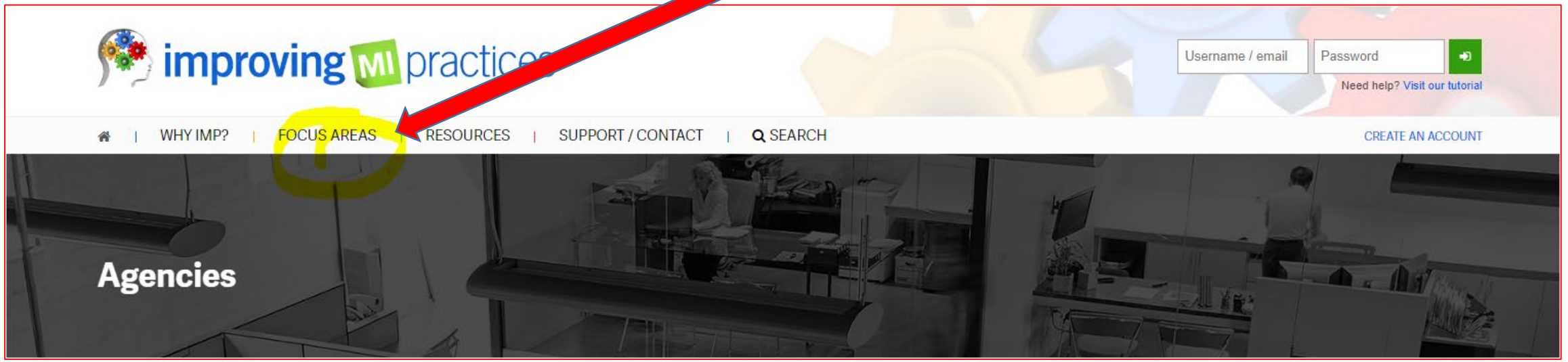


**From here you can chose to “add multiple employees” you’ll be prompted to enter in each employee’s email which will send them a notification email that they’ve been invited to join your agency**

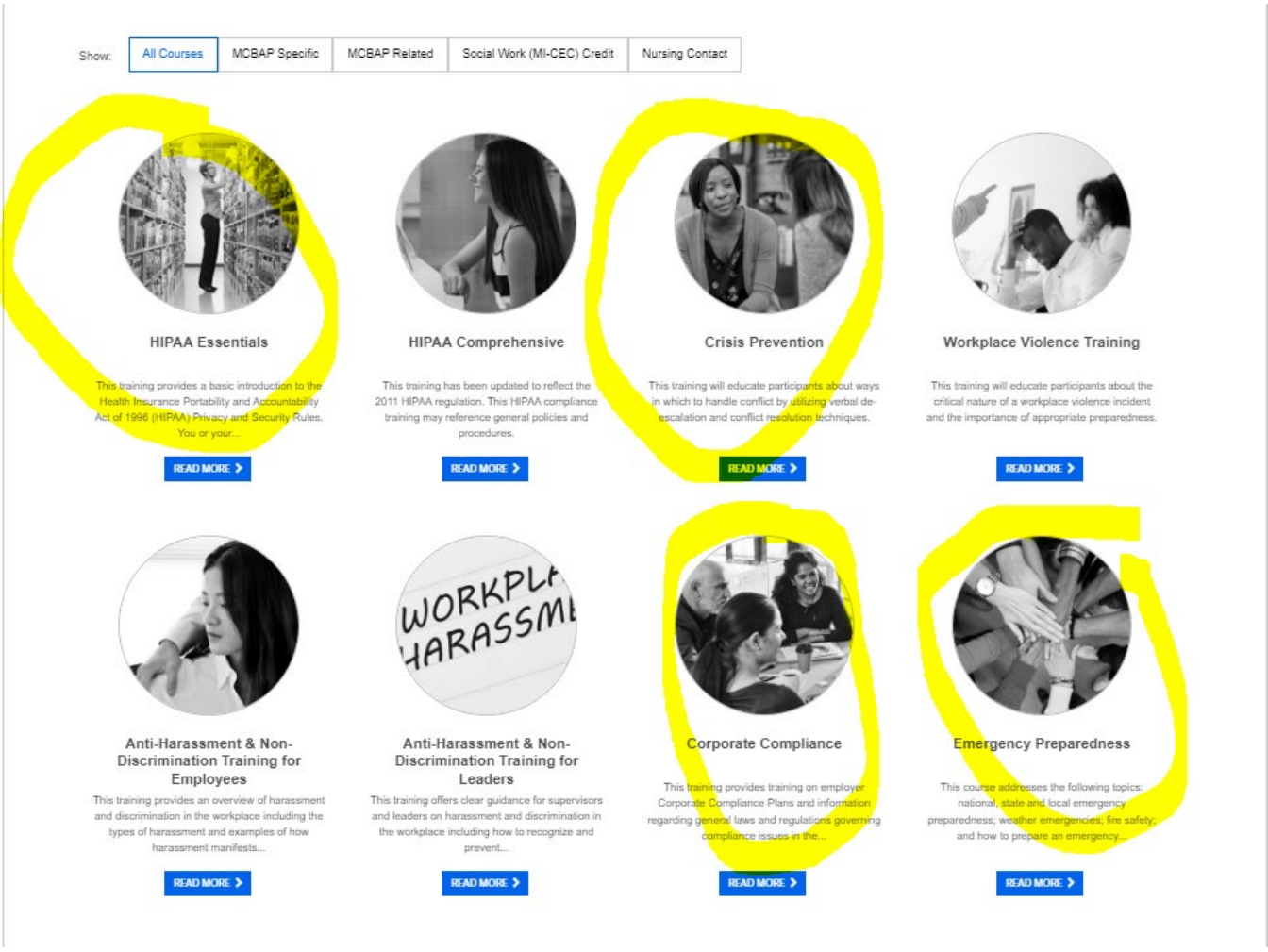


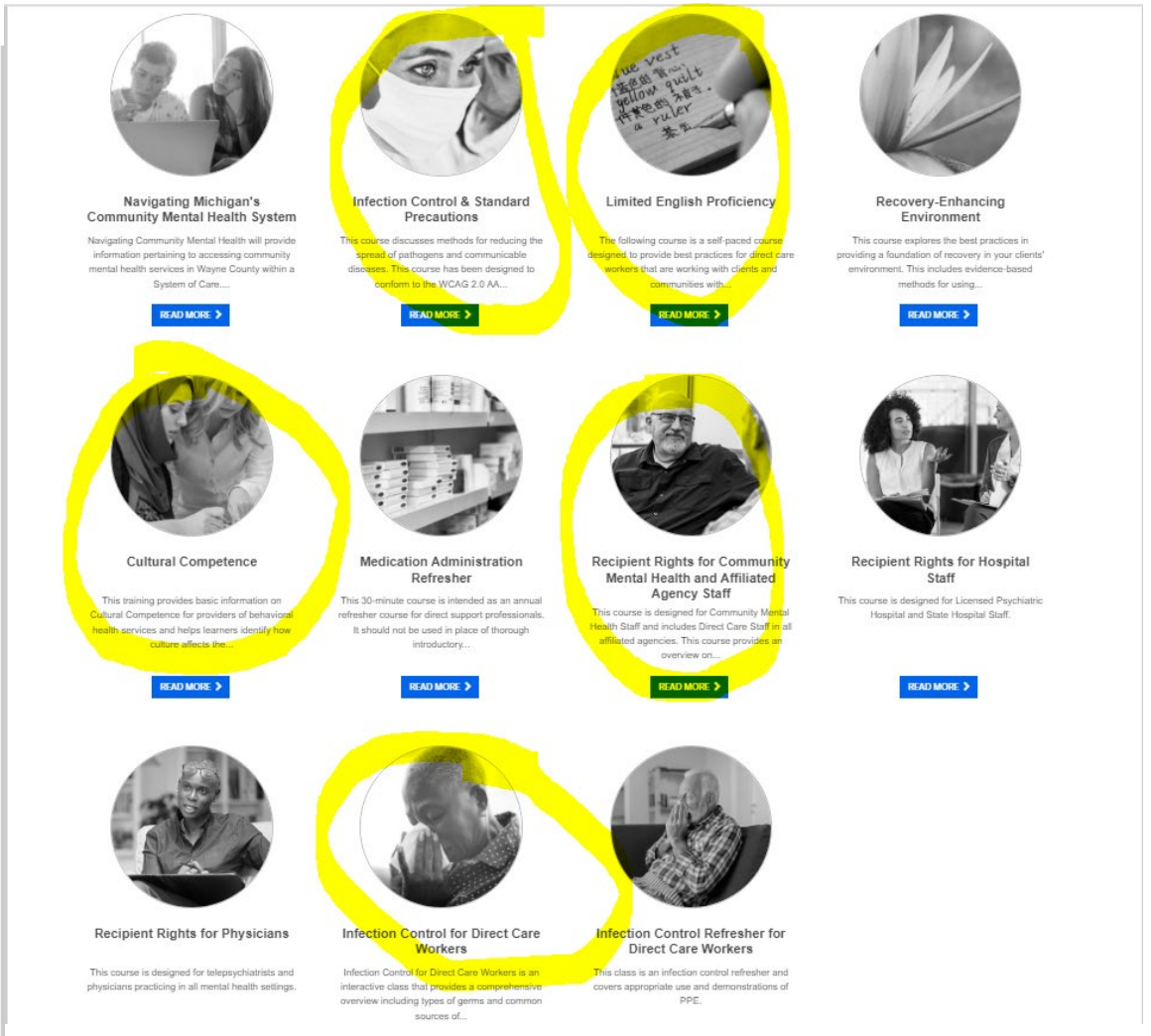
# Assigning classes to staff

From the home screen, click on “**Focus Areas**” this will show a drop down box of several courses and focus areas. Select “**Workplace Essentials**” (**WE**) from the dropdown box

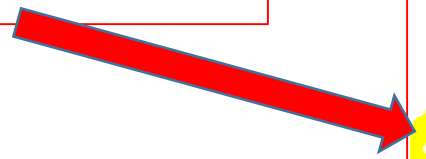


The Workplace Essential focus area contains 19 courses, the courses that are accepted/reciprocal to CEI's trainings are circled below (and are also included in more details on the following slide). These courses are acceptable for initial trainings upon new hired staff and refresher trainings.



Courses approved on IMP website will have the icon STGW: vetted and approved by the State Training Guidelines Workgroup



Please remember, with HIPAA, the rules and laws governing confidentiality still require a mandated reporter to report abuse and neglect or demonstrations of suicidal ideation to the appropriate authorities.

**Duration:** 1 hour

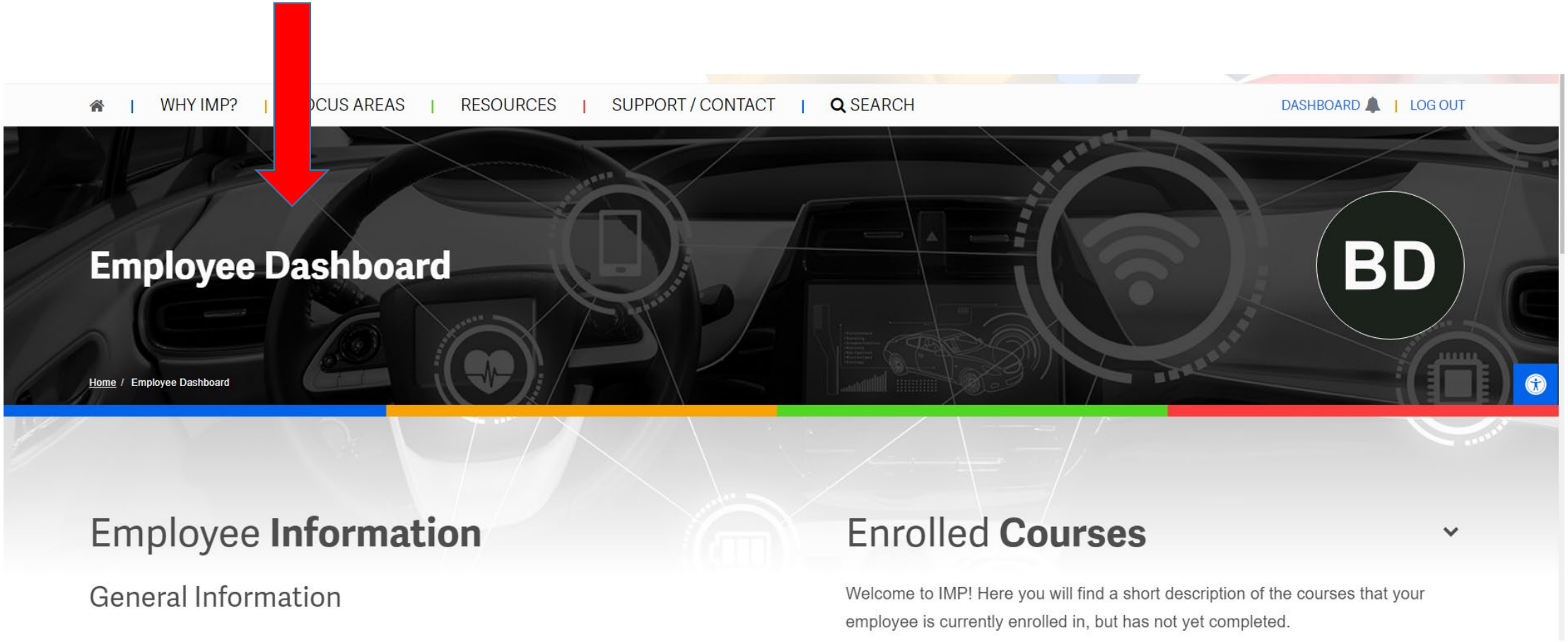
**Credit Hours:** MCBAP-R (0.0) MCBAP-S (0.0) Mi-CEC (1.0) Nursing (0.0)

This module has been designed to conform to the WCAG 2.0 AA accessibility standards.

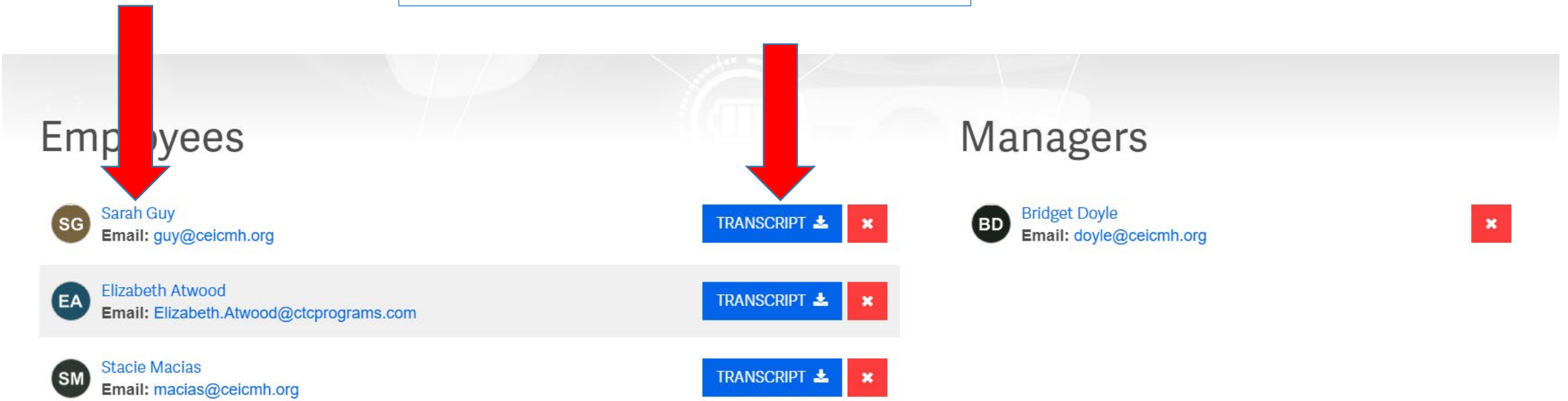
STGW This module has been vetted & approved by the State Training Guidelines Workgroup.

| Course Required by CMHA-CEI | Equivalent Course Offered by Improving MI Practices |
|---|---|
| Blood Borne Pathogens/ Infection Control | Infection Control for Direct Care Workers **or** Infection Control & Standard Precautions |
| **Corporate & Regulatory Compliance** | Corporate Compliance |
| Cultural Competency & Diversity | Cultural Competence |
| **De-Escalation Skills** | Crisis Prevention |
| Environmental Safety | Emergency Preparedness |
| HIPAA Privacy & Security | HIPAA Essentials |
| Limited English Proficiency | Limited English Proficiency |
| **Person Centered Planning** | Person Centered Planning with Children, Adults & Families |
| Recipient Rights Orientation **OR** Refresher | Recipient Rights for Community Mental Health and Affiliated Agency Staff |
| **Trauma Informed Care** | Trauma Basics |

**Assigning staff to courses**: click on your dashboard, go to Agency Management, this will take you to your **Employee Dashboard**



From this screen you can click on an employees name to assign them courses (you can also access their transcripts)



After clicking on staff's name you will see this screen, this shows you courses that staff are enrolled in, courses that are completed, or not yet completed (you can also view staff transcripts from this page). *The view that I have will look slightly different than yours because I do not have "assigned staff" in my Agency – my account was set up as a test for this pilot

## Employee **Information**

### General Information

SG Sarah Guy  guy@ceicmh.org  Portland, MI

**Cohorts:**

You are not a member of any Cohorts.

### Licenses

You currently have no licenses added to your account, click the edit button above to get started.

## Enrolled **Courses**

Welcome to IMP! Here you will find a short description of the courses that your employee is currently enrolled in, but has not yet completed.

Expanded | Condensed  Search Courses

**Crisis Prevention**

**Date Enrolled:** 12/21/22
**Duration:** 0.50 hours
**Credit Hours:** This course is not currently certified for any specific CEU Credits

0%

**Corporate Compliance**

**Date Enrolled:** 12/21/22
**Duration:** 1.00 hours
**Credit Hours:** Mi-CEC (1.0)

0%

# Directions for staff to create an individual account on IMP:

- Go to the Improving MI practices website to create a new account: https://www.improvingmipractices.org
- Click on the icon "**Create an Account**" and follow the instructions for registering your account.
  - Note: Your password must have the following:
    - 8 characters
    - 1 digit
    - 1 lower-case letter
    - 1 upper-case letter
    - 1 non-alphanumeric character (such as *, -, #, !)

**THANK YOU for being a part of this pilot project!**

For questions, concerns or help with navigating the IMP website, please reach out to the Training Unit or your assigned Quality Advisor Staff:

**Training Unit:**

- Bridget Doyle - 517-323-9610 ext. 2339 or: doyle@ceicmh.org

**Assigned Quality Advisor staff**:

- Mussa Maingu: 517-887-5219 or maingu@ceicmh.org
- Brianne Haner: 517-887-5286 or haner@ceicmh.org
- Jessica Mead 517-237- 7059 or meadj@ceicmh.org