

TRAINING TIDBITS

March 2019

2019 Second Quarter Schedules

REMINDER: STAFF MUST BRING THEIR TRAINING CARD TO ALL CLASSES AT THE TRAINING UNIT; FAILURE TO DO SO WILL RESULT IN STAFF BEING TURNED AWAY FROM CLASS!

The calendars for **April, May, & June** of 2019 are enclosed in the back of this newsletter. If you would like a copy of the Staff Training Grid for your worksite, please contact the Training Unit Secretary Sarah Guy, by phone (517) 323-9610 ext. 2353 or email guy@ceicmh.org Please check these grids against your records to ensure that your staff roster matches our staff list for your worksite.

***Please join me in congratulating Sarah as our PERMANENT secretary!!**

***A Home Providers:** please notify the Training Unit staff of any corrections, new hires, terminations, transfers, etc.

TRAINING UNIT WILL BE CLOSED ON THE FOLLOWING DATES:

May 27th —HOLIDAY

May 7th —Tentative Special Election

****Please remember if Lansing School District closes, classes at the Training Unit will also be closed!****

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

****Training Unit staff will be onsite & available to assist with record requests, etc.***

April 3rd—Administrative Day

April 10th —Administrative Day

May 10th — Administrative Day

June 7th—T-North Party

June 28—Administrative Day

****If a Recipient Rights Orientation class lands on an ADMINISTRATIVE day, the Recipient Rights Orientation will still be held at 200 N Foster in Room 213****

REMINDERS: Training Changes & Some UPDATES!

- Effective October 1, 2018 many courses became available online on CEI's public website: www.ceicmh.org
- The materials online for each class will include power points, tests, and attestation statements. **UPDATE: There should be a generic answer sheet with an attestation statement, up on the website soon! We only need this answer sheet submitted to the Training Unit for each staff (for A contract homes only)!**
- **Reminder: For A Contract Providers only:** the tests and attestation statements must be returned for EACH staff and EACH training, to the Training Unit staff via email at: training@ceicmh.org or fax at 517-327-0396
- **REMINDER: For B Contract, CLS Providers, & BCBA staff**—as of 10/1/18 the Training Unit is no longer tracking your staff trainings.

- **Required Classes available ONLINE as of 10/1/18:**

Environmental Safety

Bloodborne Pathogen (Initial & Review)

*De-escalation Skills (classroom setting still available)

*Person Centered & Family Planning & Self Determination (Initial & Review) (classroom setting still available)

Cultural Competency & Diversity

Privacy & Security/HIPAA

Corporate Compliance

Limited English Proficiency

Trauma Informed Care

Recipient Rights **REVIEW ONLY

The following class is now recommended only (per individual's PCP), and is available online:

- **Body Mechanics**

UPDATE: NUTRITION Class is STILL a REQUIRED training for staff if it is listed in a Person-Centered-Plan (classroom setting still available)

The following courses are NO LONGER REQUIRED (effective immediately):

Advanced Directives

Grievances & Appeals

Introduction

Accessing Mental Health Services

*We will continue to offer classes for PCP/SD, Nutrition, and De-escalation skills in a classroom setting & online

****The Recipient Rights ORIENTATION MUST** be completed **at the Foster Community Center location** (200 N Foster Lansing 48912, Room 213).

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 2019

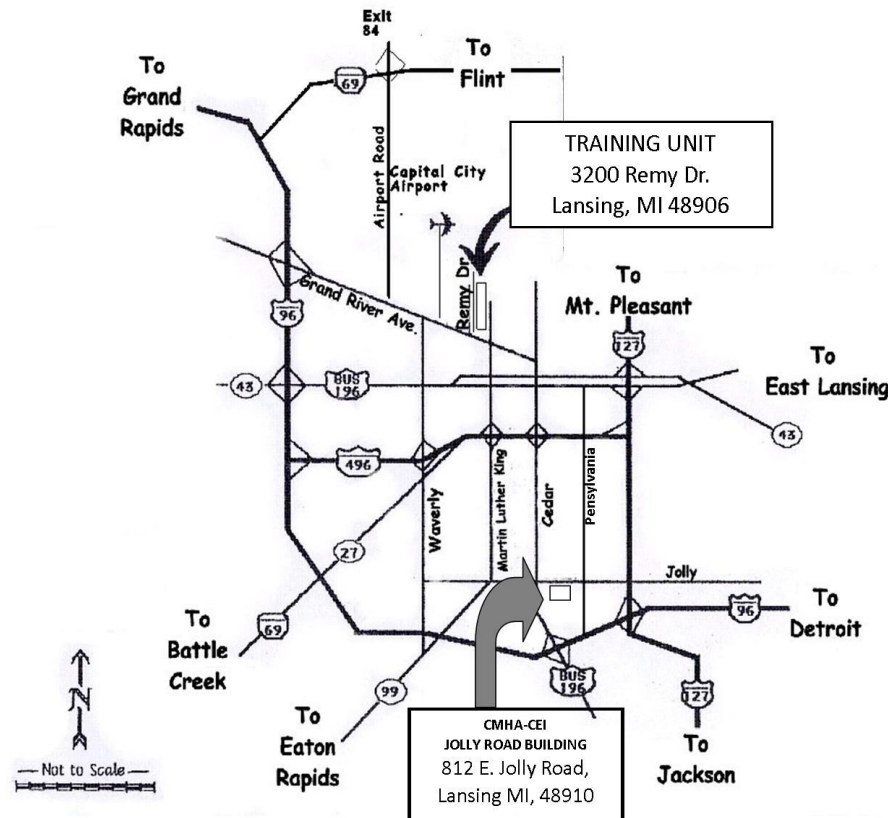
★ **Recipient Rights Orientation Dates & Location**
 4/10/19 1:00p—4:30p @ 200 N Foster, Room 213
 4/23/19 9:00a—12:30pm @ 200 N Foster Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 See Other side for Key to Abbreviations	1 DST 1:00—4:00	2 CPR/FA 9:00—3:30	3 ADMIN NO CLASSES @ TRAINING UNIT	4 BHM 9:00—4:00 2 DAY CLASS	5 BHM 8:30—2:00	6
7	8 MRC 9:00—12:00	9 CPR/FA 9:00—3:30	10 ★ ADMIN NO CLASSES @ TRAINING UNIT	11 CPR/FA 9:00—3:30	12 CPR/FA 9:00—3:30	13
14	15 NTR 9:00—3:00	16 BHM 9:00—4:00 2 DAY CLASS	17 BHM 8:30—2:00	18 CPR/FA 9:00—3:30	19 CPR/FA 9:00—3:30	20
21	22 CPR/FA 9:00—3:30	23 ★ CPR/FA 9:00—3:30	24 MRC 9:00—12:00	25 WWP—1 9:00—4:00 2 DAY CLASS	26 WWP—2 9:00—4:00	27
28	29 DST 1:00—4:00	30 CPR/FA 9:00—3:30	1 BHM 9:00—4:00 2 DAY CLASS	2 BHM 8:30—2:00	3 MRC 9:00—12:00	4 Continued on next page

KEY TO CLASS ABBREVIATIONS					
CLASS	NAME	CLASS	NAME	CLASS	NAME
ADMIN	Administration (No Class @ TU)	PCPSD	Person Centered Planning & Self Determination	RR	Recipient Rights
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	TT	Transfer Techniques
		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	
Sarah Guy	Ext. 2353	guy@ceicmh.org
Bridget Doyle	Ext. 2339	doyle@ceicmh.org
Kerry Orr	Ext. 2340	orrk@ceicmh.org
Linda Taylor	Ext. 2341	taylorl@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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May 2019

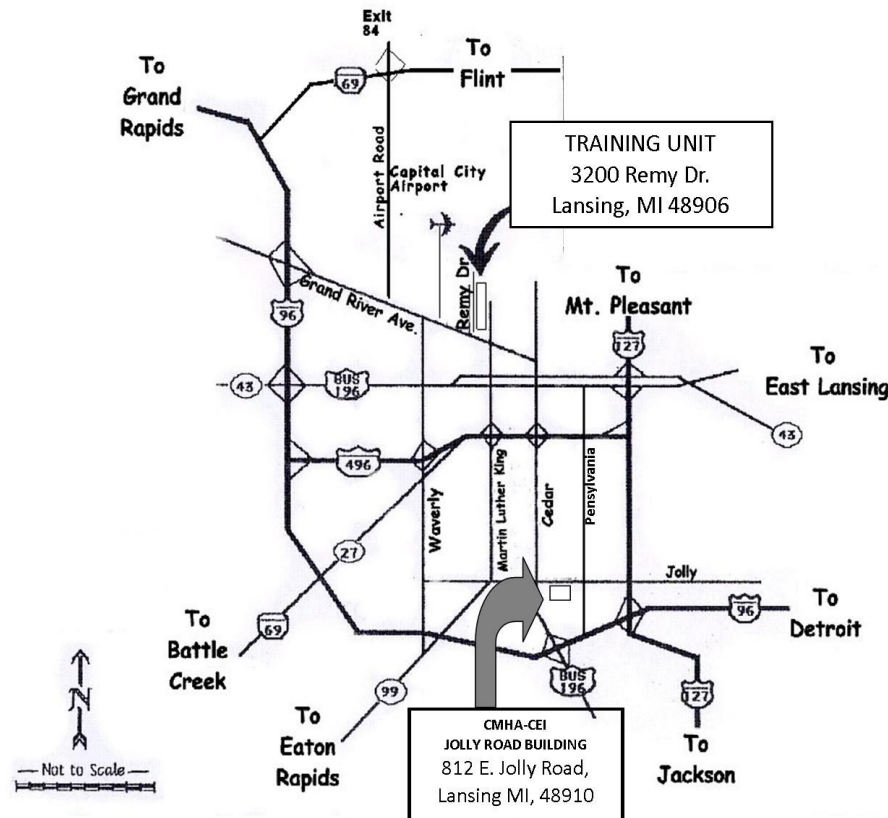
★ **Recipient Rights Orientation Dates & Location**
 5/8/19 1:00p—4:30p @ 200 N Foster Room 213
 5/21/19 9:00a—12:30pm @ 200 N Foster Room 213

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			2 DAY CLASS			
5	6 CPR/FA 9:00—3:30	7 ELECTION NO CLASSES	8 ★ MRC 9:00—12:00	9 CPR/FA 9:00—3:30	10 ADMIN NO CLASS @ TRAINING UNIT	11
12	13 CPR/FA 9:00—3:30	14 BHM 9:00—4:00	15 BHM 8:30—2:00	16 WWP—1 9:00—4:00	17 WWP—2 9:00—4:00	18
		2 DAY CLASS		2 DAY CLASS		
19	20 DST 1:00—4:00	21 ★ CPR/FA 9:00—3:30	22 SL 9:00—11:00	23 MRC 9:00—12:00	24 CPR/FA 9:00—3:30	25
26	27 HOLIDAY NO CLASS	28 BHM 9:00—4:00	29 BHM 8:30—2:00	30 CPR/FA 9:00—3:30	31 CPR/FA 9:00—3:30	1
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June 2019

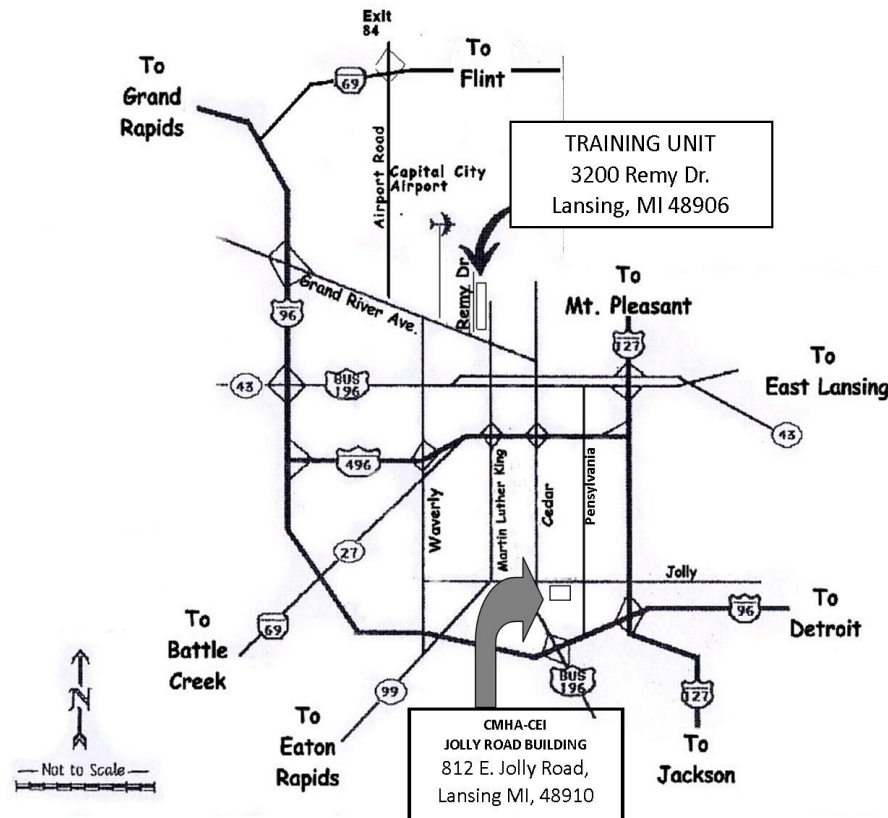
★ **Recipient Rights Orientation Dates & Location**
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 6/18/19 9:00a—12:30pm @ 200 N Foster Room 213

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2	3 BLS 9:00—12:30 (CEI STAFF ONLY)	4 CPR/FA 9:00—3:30	5 ★ BHM 9:00—4:00 2 DAY CLASS	6 BHM 8:30—2:00	7 T-NORTH PARTY NO CLASS	8
9	10 CPR/FA 9:00—3:30	11 DST 1:00—4:00	12 CPR/FA 9:00—3:30	13 WWP—1 9:00—4:00 2 DAY CLASS	14 WWP—2 9:00—4:00	15
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