

TRAINING TIDBITS

May 31st 2019

2019 Third Quarter Schedules

The calendars for July/August/September 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.

***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:

July 4th —4th of July Holiday
August 6th —Special Election
September 2nd—Labor Day Holiday

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*

July 25th —Administrative Day
August 23rd —Administrative Day
August 27th — Administrative Day
October 4th—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****

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

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 (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

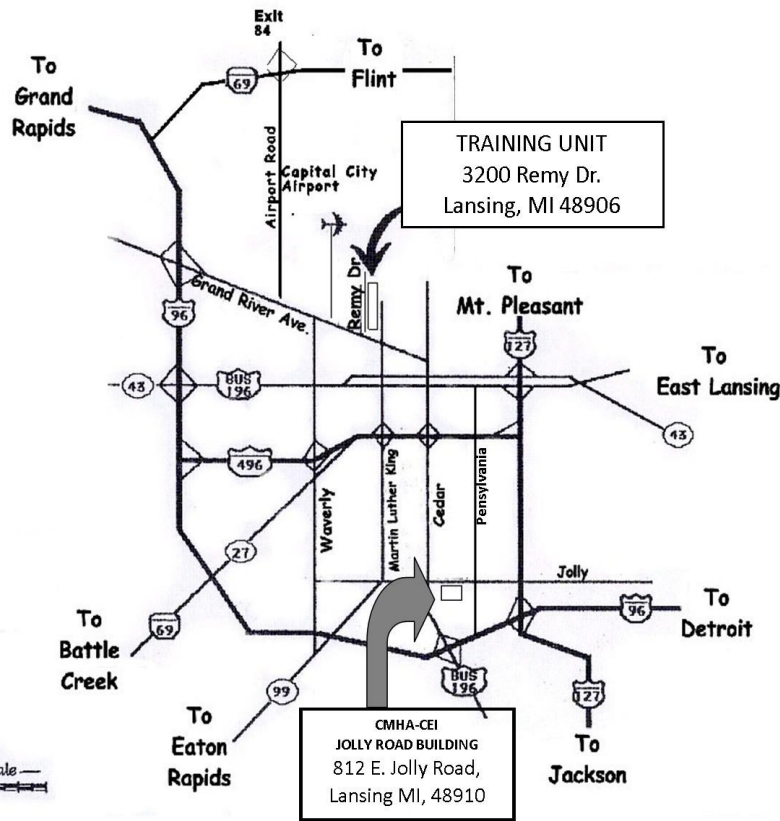
July 2019

★	<u>Recipient Rights Dates & Location</u>
July 3rd	1:00p—4:30p 200 N Foster Room 213
July 16th	9:00a—12:30p 200 N Foster Room 213
July 31st	1:00p—4:30p 200 N Foster Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 ★ = RR	1 CPR/FA 9:00a—3:30p	2 BHM 9:00a—4:00p	3 ★ BHM 9:00a—2:00p	4 HOLIDAY (No classes)	5 MRC 9:00a—12:00p	6
		2 DAY CLASS				
7 See Other side for Key to Abbreviations	8 CPR/FA 9:00a—3:30p	9 BHM 9:00a—4:00p	10 BHM 9:00a—2:00p	11 CPR/FA 9:00a—3:30p	12 MRC 9:00a—12:00p	13
		2 DAY CLASS				
14	15 NTR 9:00a—3:00p	16 ★ CPR/FA 9:00a—3:30p	17 CPR/FA 9:00a—3:30p	18 WWP—1 9:00a—4:00p	19 WWP—2 9:00a—4:00p	20
				2 DAY CLASS		
21	22 DST 1:00p—4:00p	23 BHM 9:00a—4:00p	24 BHM 9:00a—2:00p	25 Admin (No classes)	26 CPR/FA 9:00a—3:30p	27
		2 DAY CLASS				
28	29 MRC 9:00a—12:00p	30 CPR/FA 9:00a—3:30p	31 BHM ★ 9:00a—4:00p	1 BHM 9:00a—2:00p	2 CPR/FA 9:00a—3:30p	3
			2 DAY CLASS			
						Continued on next page

KEY TO CLASS ABBREVIATIONS					
CLASS	NAME	CLASS	NAME	CLASS	NAME
ADMIN	Administration (No Class)	RR	Recipient Rights Orientation	PSS	Personal Safety Skills
DST	De-escalation Skills Training	CPR/FA	CPR, First Aid, AED	SPD	Sensory Processing Disorders
BHM	Basic Health & Medi- cations	MRC	Medication Review Class	SL	Sign Language
BLS	Basic Life Support (CEI staff only)	NTR	Nutrition	TT	Transfer Techniques
BMC	Body Mechanics Class	PCP	Person Centered Planning And Self Determination	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	training@ceicmh.org
	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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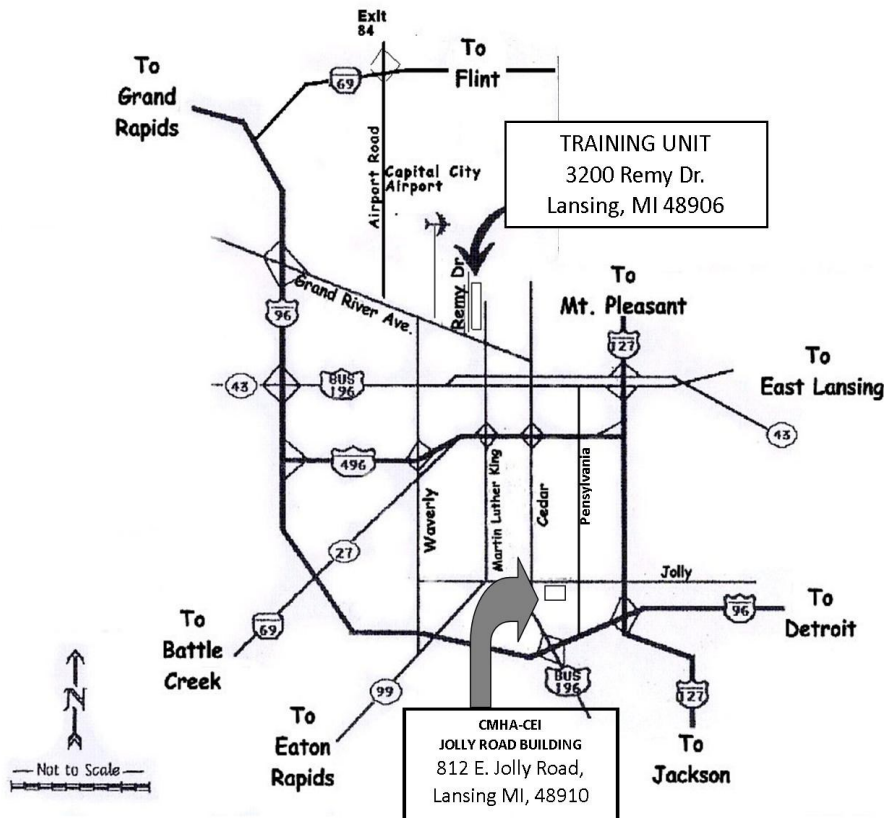
August 2019

★ **Recipient Rights Dates & Location**
 July 31st 1:00p—4:30p 200 N Foster Room 213
 August 13th 9:00a—12:30p 200 N Foster Room 213
 August 28th 1:00p—4:30p 200 N Foster Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 ★ = RR	29 MRC 9:00a—12:00o	30 CPR/FA 9:00a—3:30p	31 BHM 9:00a—4:00p ★	1 BHM 9:00a—2:00p	2 CPR/FA 9:00a—3:30p	3
				2 DAY CLASS		
4	5 DST 1:00p—4:00p	6 ELECTION (No classes)	7 MRC 9:00a—12:00p	8 CPR/FA 9:00a—3:30p	9 MRC 9:00a—12:00p	10
11	12 CPR/FA 9:00a—3:30p	13 BHM 9:00a—4:00p ★	14 BHM 9:00a—2:00p	15 WWP—1 9:00a—4:00p	16 WWP—2 9:00a—4:00p	17
		2 DAY CLASS		2 DAY CLASS		
18	19 CPR/FA 9:00a—3:30p	20 BHM 9:00a—4:00p	21 BHM 9:00a—2:00p	22 CPR/FA 9:00a—3:30p	23 ADMIN NO CLASS	24
		2 DAY CLASS				
25	26 PSS 9:00a—11:00a	27 Admin (No classes)	28 CPR/FA 9:00a—3:30p ★	29 MRC 9:00a—12:00p	30 CPR/FA 9:00a—3:30p	31

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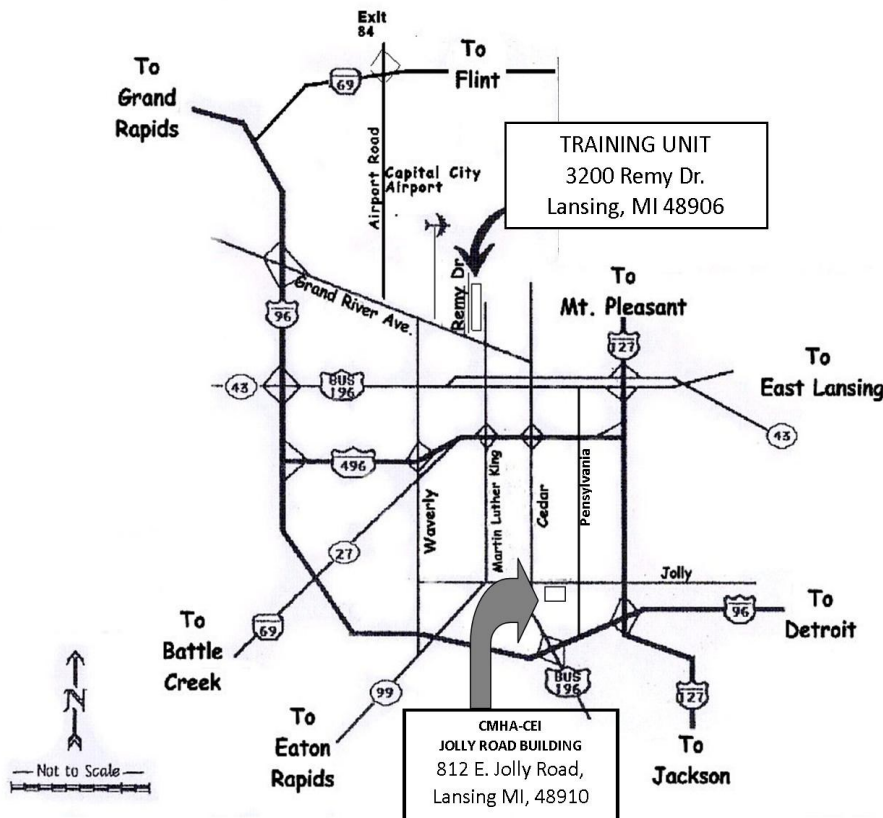
September 2019

★ Recipient Rights Dates & Location
 September 10th 9:00a—12:30p 200 N Foster Room 213
 September 25th 1:00p—4:30p 200 N Foster Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 ★ = RR	2 HOLIDAY (No classes)	3 DST 1:00p—4:00p	4 CPR/FA 9:00a—3:30p	5 BHM 9:00a—4:00p	6 BHM 9:00a—2:00p	7
				2 DAY CLASS		
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				2 DAY CLASS		
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		2 DAY CLASS				
22	23 PCP/SD 1:00p—4:00p	24 CPR/FA 9:00a—3:30p	25 MRC ★ 9:00a—12:00p	26 WWP—1 9:00a—4:00p	27 WWP—2 9:00a—4:00p	28
				2 DAY CLASS		
29	30 BLS 9:00a—12:30p	1 CPR/FA 9:00a—3:30p	2 MRC 9:00a—12:00p	3 CPR/FA 9:00a—3:30p	4 Admin (No classes)	5

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