

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

Website: <https://www.improvingmipractices.org>

1ST STEP: Click on “create an account”

improvingmipractices.org/logged-out

http--www.michiga... Imported From IE Job Applicant Viewer Young Living | Worl... Glassware - My Oil... Imported From IE (1) Job Applicant Viewer Imported From IE (2) Imported From IE (3) Imported From IE (4) MHAT Webinar

improving MI practices

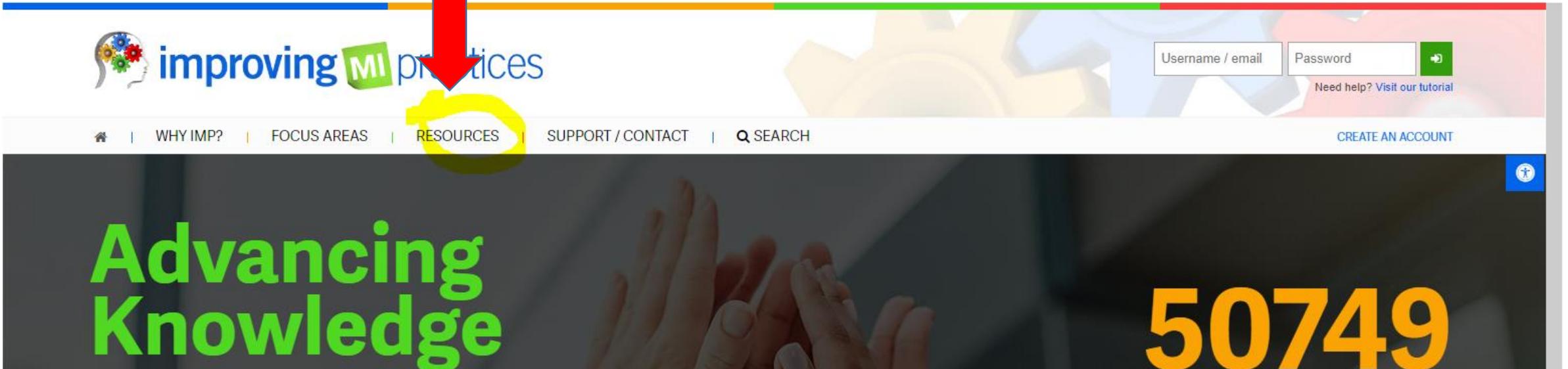
Username / email Password

Need help? Visit our help page

WHY IMP? | FOCUS AREAS | RESOURCES | SUPPORT / CONTACT | SEARCH

CREATE AN ACCOUNT

2ND STEP: After you've created an account, the next step is to add your agency. Click on "**Resources**" then "**Agencies**" from the dropdown box:



The screenshot shows the top navigation bar of the 'improving MI practices' website. The logo is on the left, and the navigation menu is in the center. The 'RESOURCES' link is highlighted with a yellow circle, and a red arrow points down to it from the text above. To the right of the navigation bar is a login section with 'Username / email' and 'Password' input fields, a green login button, and a link for 'Need help? Visit our tutorial'. Below the navigation bar is a dark banner with the text 'Advancing Knowledge' in green and '50749' in orange.

improving MI practices

Username / email Password

Need help? Visit our tutorial

HOME | WHY IMP? | FOCUS AREAS | **RESOURCES** | SUPPORT / CONTACT | SEARCH

CREATE AN ACCOUNT

Advancing Knowledge

50749

3RD STEP: 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 been a registered user of 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.

Supervisor & Administrator can be the same person

Create an Agency Account

Agency Name *

Agency Address *

Agency Address 2

Agency State *

Agency Zip *

Supervisor Name *

Who will be the administrator for this agency? *

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

Email address of the administrator *

What is your agency's relation to the behavioral health field? *

Number of employees in your agency? *

Are any of your employees currently using Improving MI Practices? *

How did you hear about Improving MI Practices? *

Employees

What Community Mental Health Program are you affiliated with? *

Would you like employees to be able to self report courses? *

Yes

Would you like to approve self-report courses?

Yes

Capcha *

I'm not a robot  reCAPTCHA
Privacy * Terms

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



You have been added as a Manager of the Agency, 

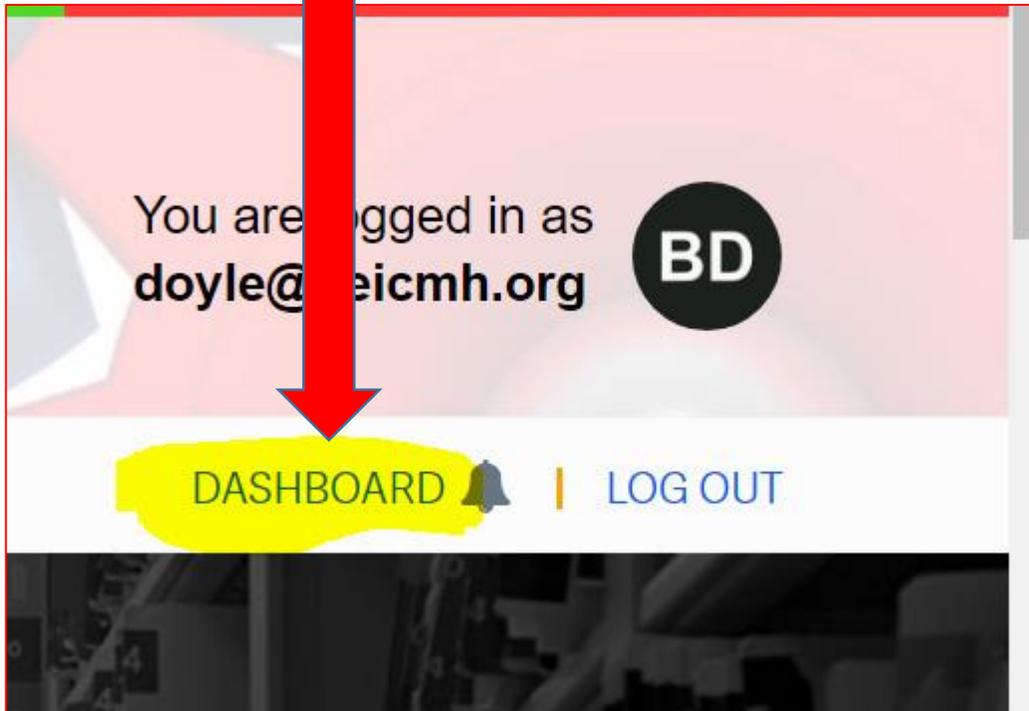
Click [here](#) and log in to view details.

[Questions / Comments - Contact Us](#)

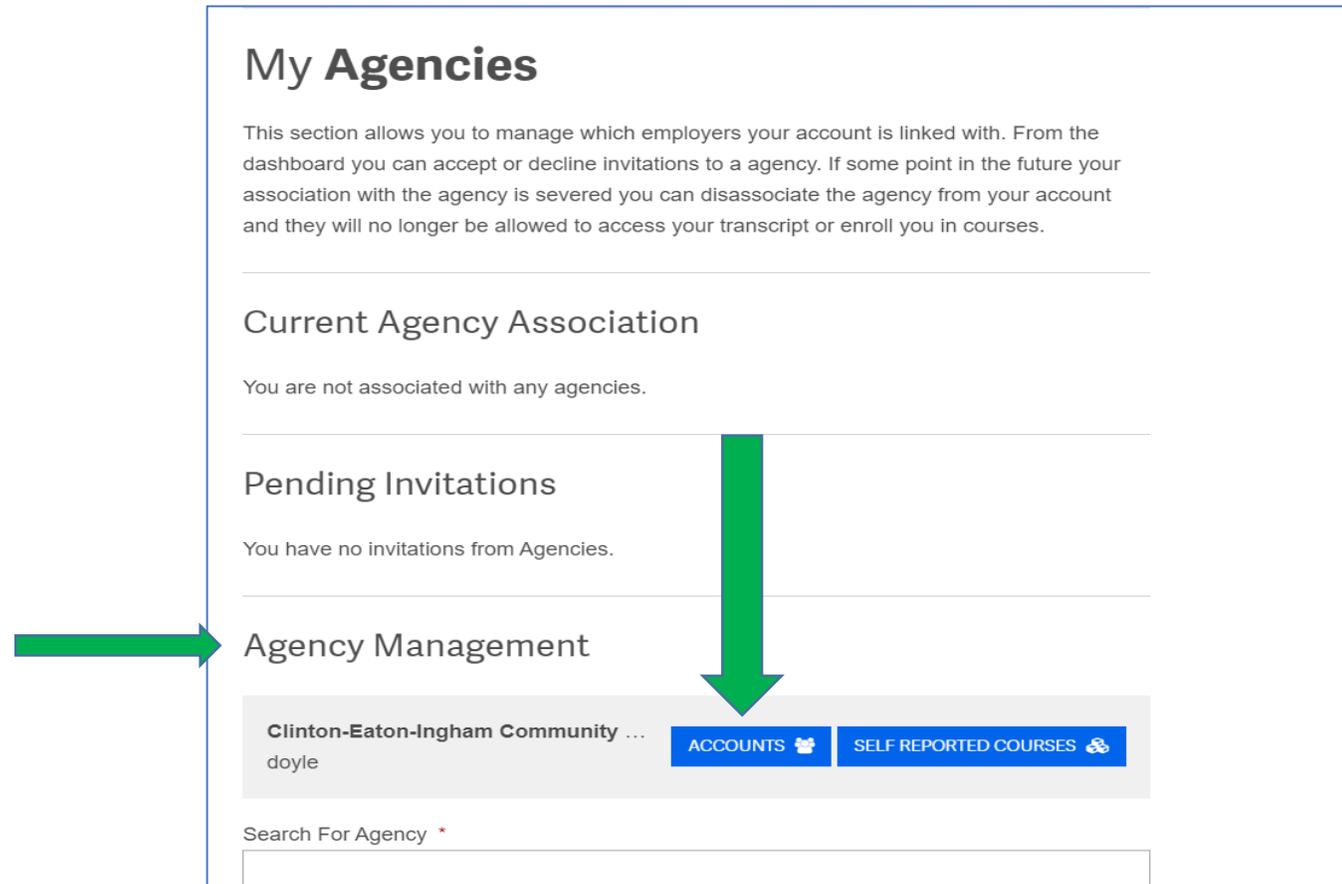
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This is a non commercial email with transactional content which is excluded from the requirements of the [CAN-SPAM Act](#).

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 employee” or “add multiple employees”
You will 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 (they need to accept this invitation)

Employee Invitations

No Invited Employees to show.

ADD EMPLOYEE +

ADD MULTIPLE EMPLOYEES +



Assigning classes to staff

Click on the **home screen icon**, then 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 screenshot shows the top navigation bar of the IMP website. The logo 'improving MI practices' is on the left. On the right, there are login fields for 'Username / email' and 'Password', a green login button, and a link for 'Need help? Visit our tutorial'. Below the logo, a navigation menu includes 'HOME' (with a house icon), 'WHY IMP?', 'FOCUS AREAS' (circled in yellow), 'RESOURCES', 'SUPPORT / CONTACT', and 'SEARCH' (with a magnifying glass icon). A 'CREATE AN ACCOUNT' link is on the far right. The background features a blurred office scene with the word 'Agencies' overlaid in the bottom left corner. A green arrow points to the home icon, and a red arrow points to the 'FOCUS AREAS' menu item.

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

Show: [All Courses](#) [MCBAP Specific](#) [MCBAP Related](#) [Social Work \(MI-CEC\) Credit](#) [Nursing Contact](#)



HIPAA Essentials

This training provides a basic introduction to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules. You or your...

[READ MORE >](#)



HIPAA Comprehensive

This training has been updated to reflect the 2011 HIPAA regulation. This HIPAA compliance training may reference general policies and procedures.

[READ MORE >](#)



Crisis Prevention

This training will educate participants about ways in which to handle conflict by utilizing verbal de-escalation and conflict resolution techniques.

[READ MORE >](#)



Workplace Violence Training

This training will educate participants about the critical nature of a workplace violence incident and the importance of appropriate preparedness.

[READ MORE >](#)



Anti-Harassment & Non-Discrimination Training for Employees

This training provides an overview of harassment and discrimination in the workplace including the types of harassment and examples of how harassment manifests...

[READ MORE >](#)



Anti-Harassment & Non-Discrimination Training for Leaders

This training offers clear guidance for supervisors and leaders on harassment and discrimination in the workplace including how to recognize and prevent...

[READ MORE >](#)



Corporate Compliance

This training provides training on employer Corporate Compliance Plans and information regarding general laws and regulations governing compliance issues in the...

[READ MORE >](#)



Emergency Preparedness

This course addresses the following topics: national, state and local emergency preparedness; weather emergencies; fire safety; and how to prepare an emergency...

[READ MORE >](#)



Navigating Michigan's Community Mental Health System

Navigating Community Mental Health will provide information pertaining to accessing community mental health services in Wayne County within a System of Care...

[READ MORE >](#)



Infection Control & Standard Precautions

This course discusses methods for reducing the spread of pathogens and communicable diseases. This course has been designed to conform to the WCAG 2.0 AA...

[READ MORE >](#)



Limited English Proficiency

The following course is a self-paced course designed to provide best practices for direct care workers that are working with clients and communities with...

[READ MORE >](#)



Recovery-Enhancing Environment

This course explores the best practices in providing a foundation of recovery in your clients' environment. This includes evidence-based methods for using...

[READ MORE >](#)



Cultural Competence

This training provides basic information on Cultural Competence for providers of behavioral health services and helps learners identify how culture affects the...

[READ MORE >](#)



Medication Administration Refresher

This 30-minute course is intended as an annual refresher course for direct support professionals. It should not be used in place of thorough introductory...

[READ MORE >](#)



Recipient Rights for Community Mental Health and Affiliated Agency Staff

This course is designed for Community Mental Health Staff and includes Direct Care Staff in all affiliated agencies. This course provides an overview on...

[READ MORE >](#)



Recipient Rights for Hospital Staff

This course is designed for Licensed Psychiatric Hospital and State Hospital Staff.

[READ MORE >](#)



Recipient Rights for Physicians

This course is designed for telepsychiatrists and physicians practicing in all mental health settings.



Infection Control for Direct Care Workers

Infection Control for Direct Care Workers is an interactive class that provides a comprehensive overview including types of germs and common sources of...



Infection Control Refresher for Direct Care Workers

This class is an infection control refresher and covers appropriate use and demonstrations of PPE.

Courses approved on this 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.



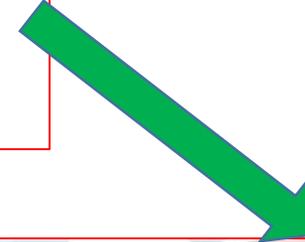
This module has been vetted & approved by the State Training Guidelines Workgroup.

This list shows the trainings staff can take that were circled on the previous slide:

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 <u>OR</u> Refresher	Recipient Rights for Community Mental Health and Affiliated Agency Staff
Trauma Informed Care	Trauma Basics

Assigning staff to courses:

1. click on your **dashboard**
2. Go to **Agency Management** – this will take you to your **Employee Dashboard**

A screenshot of the Employee Dashboard interface. The top navigation bar includes links for Home, WHY IMP?, FOCUS AREAS, RESOURCES, SUPPORT / CONTACT, and a search function. The main header area features the title "Employee Dashboard" and a user profile icon labeled "BD". Below the header, there are two main sections: "Employee Information" with a sub-section for "General Information", and "Enrolled Courses" with a welcome message: "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." A red arrow points to the "Employee Dashboard" title, and a green arrow points to the "DASHBOARD" link in the navigation bar.

Home / Employee Dashboard

Employee Dashboard

BD

Employee Information

General Information

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.

From this screen you can click on an employees name to assign them courses, you can also access their transcripts from here.

The screenshot shows a user management interface. At the top, a text box explains that clicking on an employee's name allows for course assignment and transcript access. Below this, two red arrows point to the 'Employees' and 'Managers' sections. The 'Employees' section lists Elizabeth Atwood and Stacie Macias, each with a 'TRANSCRIPT' button and a red 'X' icon. The 'Managers' section lists Bridget Doyle with a red 'X' icon.

Employees

[Redacted]

EA Elizabeth Atwood
Email: Elizabeth.Atwood@ctcprograms.com

SM Stacie Macias
Email: macias@ceicmh.org

Managers

BD Bridget Doyle
Email: doyle@ceicmh.org

TRANSCRIPT [Download Icon] [Red X]

TRANSCRIPT [Download Icon] [Red X]

[Red X]

After clicking on the staff's name, you will see this screen.

This shows you:

- courses that staff are enrolled in, courses that are completed, courses not yet completed, & you can also view staff transcripts from this page.

PLEASE NOTE

The view that I am showing you 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

The screenshot displays the IMP system interface. On the left, the 'Employee Information' section includes 'General Information' for Sarah Guy (guy@ceicmh.org, Portland, MI) and 'Licenses' (none added). The right side shows 'Enrolled Courses' with a welcome message and two course cards: 'Crisis Prevention' and 'Corporate Compliance'. Both courses show 0% completion. A search bar and toggle buttons for 'Expanded' and 'Condensed' views are also visible.

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 your 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