SCCCMH Training Grid - Group and Specialized AFC Homes

Attachment F

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Cardio-Pulmonary Resuscitation (CPR)	This training will cover information pertaining to life threatening situations, and will educate staff on current skills associated with Cardio-Pulmonary Resuscitation.	Certification must be current at all times	All staff who provide CLS, skill building, or respite services; ABA Technicians/other staff as identified by Supervisor	In-Person & Online	This combined training is in-person and online at SCCCMH, or may be taken at an alternative location that offers acceptable certification i.e., American Heart Association, American Red Cross and LARA accepted providers. Online training solely not accepted. Maintain certification in staff's personnel file	Medicaid Provider Manual Sections 14.5.A; 15.2.C CARF Manual Sections 3.E.6. SCCCMH-Leadership Team Sunrise PACE Contract
Children's Diagnostic & Treatment Specific Training	24 Hours annually of specialized training specifically related to the diagnosis and/or treatment of children is required for child mental health professionals, as well as other staff working with children.	Annual	* Please see end of grid for specific target audience guidance	Varies	Trainings consist of in-person, online, or self taught. You may not have more than 8 hours self-taught	MDHHS Administrative Rule 330.2125 (2) Medicaid Provider Manual Section 7.1
Corporate Compliance	This training will acquaint staff members with the general laws and regulations governing fraud abuse, and other compliance issues in the health care organization.	Initial & Annual	All Staff	Self-Study	Staff will review the Region 10 PIHP Corporate Compliance Powerpoint. In addition staff will review the SCCCMH Corporate Compliance Policy, Plan and Flyer and complete a the Attestation form. Maintain Attestation in staff's personnel file	CARF Manual 1.A.7.d. Medicaid Integrity Program Section 33 Code of Federal Regulations 42CFR 438 608 Region 10 SUD Training Grid CCBHC

EXAMPLE ONLY

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Cultural Diversity/Competency	This training covers: The effect of culture and how it affects our perception of life; Various aspects of culture; Steps in providing Culturally Responsive Services; Being culturally competent/proficient is a continual process; Every individual has the right to receive culturally proficient services. The training also will address diversity in terms of culture, age, gender, sexual orientation, spiritual beliefs, socioeconomic status, and language; Cultures and spiritual beliefs of the countries of origin, especially views of health, wellness, disability and its causes, and the influence of culture on the choice of service outcomes and methods. Content is directed towards personnel working with ethnically or otherwise diverse populations. It is about helping you see where you can act to make your workplace an accepting place to and for everyone and celebrate each person's diversity.	Initial & Annual	All Staff	Varies	Staff may receive cultural competency training in a variety of ways: online, in-person, self-study etc. Maintain proof of training/Attestation in staff's personnel file	CARF Manual Section 1.A.5 Medicaid Provider Manual 21.5.A CCBHC Region 10 SUD Training Grid
Emergency Preparedness	This course is designed for general audiences. The goal of this course is to provide information that helps increase employee awareness and knowledge of various emergency situations to promote effective response practices. At the completion of this program, participants should be able to: Identify risk factors that lead to an emergency situation; Implement proper safety and prevention practices; Report emergencies promptly to proper authorities; Respond to various emergency situations in an effective manner.	Initial & Annual	All Staff	Self Study	Staff will review the Emergency Preparedness self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	CARF Manual Section 1.H.4
First Aid	This training will provide staff with information about basic first aid action principles, situations requiring first aid, and basic first aid skills.	Certification must be current at all times	All staff who provide CLS, skill building, or respite services; ABA Technicians; other staff as identified by Supervisor	In-Person & Online	This combined training is offered in-person and online at SCCCMH, or may be taken at an alternative location that offers acceptable certification i.e., American Heart Association, American Red Cross and LARA accepted providers. Online training not accepted. Maintain certification in staff's personnel file	Medicaid Provider Manual Sections 14.5.A; 15.2.C CARF Manual Sections 3.E.6. SCCCMH-Leadership Team Sunrise Pace Contract

EXAMPLE ONLY

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
HIPAA	A recipient of mental health services has the right to have personal information and information about his/her services kept private. HIPAA and the Mental Health Code protects health information, including patient identifying information and informed consent. This training will provide staff with information about HIPAA privacy and HIPAA security; Confidentiality and informed consent, applying it in appropriate contexts; How to release information legally; When information regarding clients can be discussed and what information cannot be discussed; HIPAA requirements; Mental Health Code requirements.	Within 30 Days of Hire & Annual	All Staff	Self-Study	Staff will review the HIPAA self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	Code of Federal Regulations Medicaid Contract 18.1.7 Region 10 SUD Training Grid
Individual Specific IPOS Training	Staff will review the individual's IPOS for specific information regarding the person's medications, health and safety/emergency procedures, and the special needs of the population served. Medication: Staff will familiarize themselves with medications being taken by individuals on their caseloads via a review of the person's IPOS.	Initial, Annual and Any time there is a change in IPOS	All Direct Service Staff	In-Person	Sign and date each time an IPOS is developed, renewed, or amended to show that IPOS was reviewed by staff and/or training received	Medicaid Provider Manual Section 2.4 Section 14.5 Michigan Mental Health Code 330.1712
Medication Administration	This training provides an overview of the 5 R's of medication administration; Legal, ethical and liability considerations of medication administration; Uses and effects of medications commonly prescribed for individuals receiving services; Special considerations of administering psychotropic and other medications; Correct drug routes, dosages; Pharmacy labels and physician orders; Drug information sheets; Possible side effects, possible adverse effects of and contraindications; Transcribe medication orders; Medication storage; How to document refusal of medications and inability to administer medications as scheduled; How to document medication errors; Dispose of discontinued, expired and/or contaminated medications per agency policy and procedure and FDA guidelines.	Initial & Every Three Years	Medication training is required under many circumstances, including AFC licensing rules, accreditation requirements, or if medication assistance is identified as a need within the Individual Plan of Service (IPOS). Additionally, medication training may be included as part of a corrective action plan or assigned by CMH Nurse when medication errors suggest re-training would be beneficial. It is the contract agency's responsibility to comply with all regulatory body rules and requirements and the individual's IPOS. Evidence of applicable medication training must be available if requested by SCCCMHA	In-Person	Review Powerpoint and handouts, complete Attestation (SCCCMH online) and attend in-person training at SCCCMH.	CARF Manual Section 1.H.4. Section 2.E. Licensing Rules

EXAMPLE ONLY

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Medication Overview	This training includes the benefits and risks associated with medication use; the importance of taking medications as prescribed, including when applicable, the identification of potential obstacles to adherence; signs of nonadherence to medication prescriptions; the availablity of financial supports and resources to assist the persons served to obtain needed medications; and what to do in the event there is a questions or concern about a medication the person served is taking or has been prescribed.	Annual *	All Direct Service Staff	Self-Study	Staff will review the Medication Overview self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file. * Completing Medication Adminstration training meets this annual requirement.	CARF Manual Section 2.E.
Nonviolent Crisis Intervention (CPI)	Staff will learn a range of preventive strategies, de-escalation skills, and communication techniques along with psychological and physiological responses that will minimize the potential harm of disruptive and aggressive behavior.	Initial & Every Two Years	All staff who provide direct service to individuals with challenging behaviors, as assigned by agency/supervisor. Minimally this includes homes housing individuals served at Hayes, Roehl, Springborn, Wells, Colorado, Stone Creek, Abbottsford, Lincoln, Scott, Oak, private home and any contracted behavioral home.	In-Person	Attend in-person training or ensure valid CPI training certificate is in staff's personnel file	CARF Manual Section 2.F.2 Medicaid Provider Manual Section 7.1
Person Centered Planning - Basic	This training will provide information on the core principles of person-centered planning, and facilitation of pre-planning and person-centered planning meetings. This includes a focus on family-centered plan for services provided to a child.	Within 60 days of hire & Annual"	All Staff	Self-Study	Staff will review the Person Centered Planning Basic self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	MDHHS Contract Attachment 3.3.1 & P 4.4.1.1 CARF Manual Section 2.C. & 1.I.5 CCBHC
Positive Behavior Supports and Prevention Strategies	Positive behavior support is a set of research-based strategies used to increase quality of life and decrease problem behavior by teaching new skills and making changes in a person's environment. This training will provide information about positive behavioral support intervention strategies, key concepts, environment modifications and the importance of choice.	Initial & Every Two Years	All staff who work directly with individuals receiving services	On-Line	Attend virtual training	CARF Manual Section 2.F. Section 2.A.16.

EXAMPLE ONLY

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Recipient Rights	When a person receives mental health services, Michigan's Mental Health Code and other state and federal laws safeguard their rights. As staff, you are responsible to protect these rights. This training will provide a basic understanding of recipient rights and reporting requirements.	Within 30 Days of Hire & Annual	All Staff	In-Person/Self-Study	Initial - Attend in-person or virutal training via SCCCMH or have completed at a CMH in Michigan within 365 days prior to date of hire. Annual - Staff will review the Recipient Rights Refresher self-study module (SCCCMH-online) and complete exam and Attestation. Contract Provider will grade exam and submit to Joy Hill (SCCCMH).	CARF Manual Numerous MDHHS Administrative Rule Code 330.1755(f) Region 10 SUD Training Grid CCBHC
Universal Precautions/ Bloodborne Pathogens/ Infection Control	This training provides a review of safe work practices in order to minimize occupational exposure to bloodborne pathogens. The training includes information related to universal precautions, documentation, reporting safety concerns, emergency procedures, infection control, etc.	Initial & Annual	All Staff	Self-Study	Staff will review the Universal Precautions/ Bloodborne Pathogens self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	MDHHSAdministrative Rule 330.2807 CARF Manual Section 1.H.4.b. & 1.H.12.b. Region 10 SUD Training Grid

Initial = Within 90 Days of Hire (unless stated otherwise in frequency)
Training Reciprocity: SCCCMHA makes training reciprocity available to all levels of service providers, as outlined within Medicaid Contract Attachment P7.3.1.1. Specific requests to accept training received elsewhere, can be made to the SCCCMHA Training Department. The training must be relevant and comparable to SCCCMHA training and have been provided by a similar system or source. See policy #06-002-0040 for reciprocity standards.

Children's Diagnostic and Treatment Specific Training Guidance

Requirements for the 24-Clock Hour Training Requirement for Children's Diagnostic and Treatment Service Programs includes the following staff and immediate supervisors:

1. Staff who complete the initial screening, emergency evaluation, and intake evaluation within CMHSPs. This includes (a) staff completing MichiCANS assessments and (b) staff completing waiver and 1915(i) related assessments enrollment.
2. Targeted Case Managers
3. Intensive Care Coordination with Wraparound (ICCW) Care Coordinators
4. Home-Based Services Staff
5. Outpatient Therapy Staff
6. Staff for Intensive Crisis Stabilization Services and Crisis Intervention Services
7. Youth Peer Support Specialists
8. Parent Support Partners

Staff who are not required to comply with the 24-clock hour requirement

1. Psychiatrists
2. Community Living Support (CLS) Staff
3. Respite Care Staff
4. Nurses
5. Overnight Health and Safety Support Staff
6. Staff Providing Physical Therapy, Occupational Therapy, Speech Therapy, or Behavioral Health Treatment/Applied Behavioral Analysis
7. Providers of Other Waiver and 1915(i) Services Not Listed Above

EXAMPLE ONLY