

St. Clair County Community Mental Health Authority Training/Requirement Reporting Form

PSAs without Direct Service

Staff Name: _____ Service: _____
 Agency/Program: _____ Hire Date: _____
 Position: _____ Termination Date: _____

TRAINING REQUIREMENT	Frequency	Target Audience	Compliant	Date(s) Completed
HIPAA	Initial & Every Two Years	All Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Note: _____	_____ Previous _____ Current _____
Recipient Rights	Within 30 Days of Hire & Annual	All Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Note: _____	_____ Previous _____ Current _____

Initial = Within 90 Days of Hire
 Note: There is a 30 day grace period for recertifications and re-trainings.

PERSONNEL REQUIREMENT	Frequency	Compliant	Date(s) Completed
Criminal Background Check <i>e.g. ICHAT, fingerprinting, Mich Doc, etc.</i>	After Offer of Employment but Before Date of Hire/Annual	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____ _____	_____ _____
Driver's License/State ID <i>Age Verification: 18+ years</i>	Before Providing Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____ _____	_____ _____
Driver's License Check <i>Verify Current DL and Driving Record only for Staff Who Regularly Transports</i>	Before Providing Service/Annual	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____ _____	_____ _____
Recipient Rights Background Check <i>Office of RR Authorization To Disclose Employee Information and Release of Liability form New Hires Only</i>	After Offer of Employment but Before Date of Hire	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____ _____	_____ _____
TB Testing/Screening <i>Reporting Required for SED Waiver Providers Only</i>	Before Providing Services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A _____ _____	_____ _____

Contract Manager: _____ Date: _____

Other Comments: _____

