

SCCCMH Training Grid - Non Primary Caseholder CAs (CE, GWI, LS, VNA, Clubhouse)

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	This training is offered in-person at SCCCMH (\$35.00 for CPR/\$65.00 for both CPR and First Aid), or may be taken at an alternative location that offers acceptable certification i.e., American Heart Association or American Red Cross. Online training not accepted. Maintain certification in staff's personnel file.	Medicaid Manual Sections 14.5.A; 15.2.C CARF Sections 3.G.22; 2.F.3.d SCCCMH-Management Team
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 1.A.7 Medicaid Integrity Program Section 33 Code of Federal Regulations 42CFR438608 Region 10 PIHP
Cultural Diversity	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.	Initial & Every Two Years	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.I.5 Medicaid Provider Manual 4.5

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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	This training is offered in-person at SCCCMH (\$35.00 for First Aid/\$65.00 for both CPR and First Aid), or may be taken at an alternative location that offers acceptable certification i.e., American Heart Association or American Red Cross. Online training not accepted. Maintain certification in staff's personnel file.	Medicaid Manual Sections 14.5.A; 15.2.C CARF Sections 3.G.22; 2.F.3.d. SCCCMH-Management Team
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.	Initial & Every Two Years	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 CARF Manual Section 1.I.5 Section 1.I.E.3 Medicaid Contract 18.1.7
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, Any time there is a change in IPOS, & Annual	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 7 14.5

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Medication	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 & Annual	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. 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	In-Person	Review Powerpoint, complete Attestation (SCCCMH online) and attend in-person training at SCCCMMH or receive other documented medication training.	CARF Manual Section 1.H.4.b(7) 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 by "Residential II" (Hayes, Roehl, Springborn, Wells, Colorado, Stone Creek, Abbottsford, private 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 and 2.F.3
Person Centered Planning 101	This training will provide information on the core principles of person-centered planning, and facilitation of pre-planning and person-centered planning meetings.	Initial & Every Two Years	All Staff	Self-Study	Staff will review the Person Centered Planning 101 self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file.	MDCH Contract Attachment P.4.4.1.1, V bullet 3 CARF Manual Section 1.I.5.b.7; 2.A.21.c; 1.I.5.b.11.
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.	In-Person	Attend in-person training.	CARF Manual Section 2.F.

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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	Attend in-person training at SCCCMH or at a CMH in Michigan.	CARF Manual Numerous MDCH Administrative Rule Code 330.1755(f)
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.	MDCH Administrative Rule 330.2807 CARF Manual Section 1.H.4.b.; 1.H.11.b.

Initial = Within 90 Days of Hire

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.