

SCCCMH Training Grid - 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 & Online	This combined training is in-person and online at SCCCMMH, 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
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 SCCCMMH 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
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

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Disaster Planning/Continuity of Operations	The SCCCMH Resumption Plan provides continuity of operations/disaster plan for various potential issues including power failure, HVAC failure, water leakage, workplace violence, pandemic response, tornado, explosion, fire, chemical or biological incident, etc. All staff participate in emergency drills annually and are made aware of the plan at New Employee Orientation. The plan is posted on the agency's intranet. In the future, staff will be required to review the plan and sign an attestation to formally document staff awareness of the plan.	Initial & Annual	All Staff	Self-Study	Staff will review the Disaster Planning/Continuity of Operations self-study module (SCCCMH-online) and complete Attestation. Maintain Attestation in staff's personnel file	CCBHC
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

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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 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	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 SCCCMA	In-Person	Review Powerpoint and handouts, complete Attestation (SCCCMH online) and attend in-person training at SCCCMA.	CARF Manual Section 1.H.4. Section 2.E. Region 10 SUD Training Grid

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Military Culture	This training is a introduction to working with current and former United States military members. Many civilians have a preconceived notion of what the mindset is of persons in the military. When working with veterans or current military members staff must work to understand where they are at with their values, ideals, and	Initial & Annual	All Staff	Self-Study	Staff will review the Military Culture self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	CCBHC
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	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 101	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.	Initial & Annual	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	MDHHS Contract Attachment 3.3.1 & P 4.4.1.1 CARF Manual Section 2.C. & 1.I.5 CCBHC
Person Centered Planning 301	This training will provide an in-depth look at the person-centered and family-centered planning process for staff who are directly involved in the process.	Initial Only	All staff directly involved in the writing and implementation of the PCP process, which includes all primary case holders	Self-Study	Staff will review the Person Centered Planning 301 self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	MDCH Contract Attachment P 3.3.1 & P.4.4.1.1 CARF Manual Section 2.A.22.c 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.

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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/ On-Line	Initial - Attend in-person or virtual 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
Recovery Refresher	This training offers a refresher of the concepts of recovery as well as the role of families and peers.	Initial & Annual	All Staff	Self-Study	Staff will review the Recovery Refresher self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	CCBHC
Screening, Brief Intervention and Referral to Treatment (SBIRT)	SBIRT is an integrated, public health approach to delivering early intervention and treatment services for persons with or at risk of developing substance use disorders.	Initial Only	All Casemanagers, Clinicians, Clinical/Program Coordinators, and Program Supervisors	On-Line	Complete Wayne State University's four modules: •Overview •Screening •Brief Overview •Referral to Treatment Including test and Attestation. Maintain Attestation in staff's personnel file	CCBHC
Targeted Case Management	Case management functions are designed to help the individual maintain recovery by ensuring that needs are met and that access to services/supports are available in the community. This training will review the core components of case management.	Initial & Every Two Years	All Primary Caseholder	Self-Study	Staff will review the Targeted Case Management self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	Medicaid Provider Manual Section 13.1 CCBHC
Transition & Discharge Planning	Planning for the seamless transition or discharge of an individual involves an active process that includes clear expectations. This training will review effective transition and discharge planning, documentation, etc.	Initial Only	All Primary Caseholders	Self-Study	Staff will review the Transition & Discharge Planning self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	CCBHC SCCCMH - Leadership Team

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Trauma Informed Care	This training is designed to increase awareness and assist caregiver of the prevalence and impact of trauma in the lives of all persons (staff and individuals served) in contact with human service systems and the importance of self care and role of a Trauma-Informed Care organization in reducing retraumatization. And for direct service staff, the role of trauma & PTSD among co-occurring disorders.	Initial & Annual	All Staff	In-Person/ Self-Study	Attend in-person training at SCCCMH or View online and complete exam and Attestation	SCCCMH - Leadership Team CCBHC EBP Fidelity
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
Zero Suicide: Introduction to Suicide Prevention	This training will discuss the following: •Latest research and findings •Signs, symptoms, risk factors and warning signs •Treatments and therapies •What is Zero suicide •Staff roles and responsibilities •Policy and Protocol •Resources for Help	Initial Only	All Staff	In-Person or Self Study	Attend in-person training at SCCCMH or view online and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	CCBHC

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.