

# SCCCMH Training Grid - Non Primary Caseholder CAs (CE, GWI, LS, Lotus Cafe, Creative Empowerment Opportunities, RSA Foundation)

| 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<br>CARF Manual Sections 3.E.6.<br>SCCCMH-Leadership Team<br>Sunrise PACE Contract        |
| 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.<br>Medicaid Integrity Program Section 33<br>Code of Federal Regulations 42CFR 438 608<br>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<br>Medicaid Provider Manual 21.5.A<br>CCBHC<br>Region 10 SUD Training Grid                                      |

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|------------------------|---|--|--|--------------------|--|--|
| 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<br>CARF Manual Sections 3.E.6.<br>SCCCMH-Leadership Team<br>Sunrise Pace Contract |
| 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<br>Medicaid Contract 18.1.7<br>Region 10 SUD Training Grid   |

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|--------------------------------------|---|--|--|---------------|---|--|
| 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<br>Section 14.5<br>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 & 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 SCCCMHA | In-Person     | Review Powerpoint and handouts, complete Attestation (SCCCMH online) and attend in-person training at SCCCMH.   | CARF Manual Section 1.H.4.<br>Section 2.E.<br>Region 10 SUD Training Grid                    |
| 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<br>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.  | Initial & 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<br>CARF Manual Section 2.C. & 1.I.5<br>CCBHC     |

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|--|---|---------------------------------|---|-----------------------|--|---|
| 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.  |
| 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/<br>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.<br>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               |
| Universal Precautions/<br>Bloodborne Pathogens/<br>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/<br>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<br>CARF Manual Section 1.H.4.b. & 1.H.12.b. Region 10 SUD Training Grid |

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.