SCCCMH Training Grid - Port of Hopes

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
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
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

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.	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
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
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/ 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

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
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

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.