

# SCCCMH Training Grid - Primary Caseholder CAs (NorServ)

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Adverse Benefit Determination Notice	This training will overview what Adverse Benefit Determination (ABD) Notice is, types of ABD Notices, when an ABD Notice should be issued, and Proper implementation of an ABD Notice to an Enrollee.	Initial & Annual	All Primary Caseholders	Self-Study	Staff will review the Adverse Benefit Determination Notice self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	Region 10 PIHP Contract
Children's Diagnostic & Treatment Specific Training	24 Hours annually of specialized training specifically related to the diagnosis and/or treatment of children is required for child mental health professionals, as well as other staff working with children.	Annual	* Please see end of grid for specific target audience guidance	Varies	Trainings consist of in-person, online, or self taught. You may not have more than 8 hours self-taught	MDHHS Administrative Rule 330.2125 (2) Medicaid Provider Manual Section 7.1
Communicable Diseases	This training will provide staff with basic knowledge and understanding of HIV/AIDS, Tuberculosis (TB), Hepatitis, and Sexually Transmitted Diseases (STDs), including their relationship to substance abuse.	Initial & Every Two Years	All staff who have direct contact with individuals who has a SUD/COD	Self-Study	Staff will review the Communicable Disease self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	MDHHS/BSASS Prevention Policy #2 CARF Manual 1.H.12.b. Region 10 SUD Training Grid
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 CCBHC

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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
Devereux Early Childhood Assessment (DECA)	DECA must be used for the assessment of infants and young children, 1 month to 47 months, with suspected serious emotional disturbance.	Initial & Every Two Years	Primary case holders and their supervisors who provide direct services to infants and young children, 1 month to 47 months with suspected SED.	Self-Study	Staff complete virtual training via MDHHS or from provider of equivalent certification as MDHHS. Maintain proof of certification in staff's personnel file	Medicaid Provider Manual Section 3.3 MDHHS Bureau of Children's Coordinated Health Policy DECA Training Plan
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

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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.	Within 30 Days of Hire & Annual	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
Home-Based Safety	Home-based services programs are designed to provide intensive services to children and their families with multiple service needs who require access to an array of mental health services. The primary goals of these programs are to support families in meeting their child's developmental needs, to support and preserve families, to reunite families who have been separated, and to provide effective treatment and community supports to address risks that may increase the likelihood of a child being placed outside the home. Treatment is based on the child's needs, with the focus on the family unit. The service style must support a family-driven and youth-guided approach, emphasizing strength-based, culturally relevant interventions, parent/youth and professional teamwork, and connection with community resources and supports.	Initial Only	All Home-based Service Staff	In-Person	Complete checklist (provided by SCCCMH-online) in-person with Supervisor. Maintain checklist in staff's personnel file	Medicaid Provider Manual Section 7.1
Level I Authorizations	Level 1 Authorization Training is completed via New Employee Orientation form and via Attestation upon staff's Privileging and Credentialing Renewal Date, which is different for each employee. The employee must read and understand all Clinical Service Protocols as applicable to the position/program, as well as read and understand the specific policies listed on the Attestation form.	Initial & Every Two Years	Staff who complete Level I Authorizations on behalf of SCCCMHA, and staff who process denials (which includes all primary caseholders)	Self-Study	Complete Level I Authorization Attestation (SCCCMH online). Maintain Attestation in staff's personnel file	Code of Federal Regulations 42CFR 438.230.b1 MDCH Contract Section 4.11 Region 10 SUD Training Grid

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Level of Care Utilization System (LOCUS)	LOCUS is the standardized assessment tool for individuals 18 and older seeking supports and services for a severe mental illness.	Initial Only	Primary caseholders and their Supervisors who provide direct service to adults with primary mental illness and/or substance use disorders	Varies	Attend Virtual Training provided by Deerfield	Medicaid Contract 7.7.3. MDHHS/PIHP Master Contract Schedule A Section 1 (0)(4)(d)
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 & Every Three Years	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 or assigned by CMH Nurse when medication errors suggest re-training would be beneficial. 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. Section 2.E. Licensing Rules
Medication Overview	This training includes the benefits and risks associated with medication use; the importance of taking medications as prescribed, including when applicable, the identification of potential obstacles to adherence; signs of nonadherence to medication prescriptions; the availability of financial supports and resources to assist the persons served to obtain needed medications; and what to do in the event there is a questions or concern about a medication the person served is taking or has been prescribed.	Annual *	All Direct Service Staff	Self-Study	Staff will review the Medication Overview self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file. * Completing Medication Administration training meets this annual requirement.	CARF Manual Section 2.E.

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MichiCANS	The Michigan Child and Adolescent Needs and Strengths (MichiCANS) tool is utilized statewide at intake with all infants, toddlers, youth, and young adults ages birth through 20 (day prior to 21) as a standard way to guide initial assessment, initial and ongoing eligibility determinations, and treatment planning needs.	Initial & Annual	All Supervisors, Coordinators, Clinicians, Case Managers, and any staff completing the MichiCANS tool with youth & families	On-Line	Completion of the following trainings: Orientation Overview Exam (vignettes) Action Planning Supervisors also complete the Supervisor training. Maintain certificates in staff's personnel file.	Medicaid Policy (MMP) 24-38
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 experiences.	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
Person Centered Planning - Advanced	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 Advanced 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
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.	Within 60 days of hire & 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 CARF Manual Section 2.C. & 1.1.5 CCBHC
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/Self-Study	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 CCBHC

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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
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	Self-Study	Staff will review Trauma Informed Care Self-Study Module Initially and the Trauma Informed Care Refresher Self-Study module annually (SCCCMH-online), complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	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 & Annual	All Staff	Self-Study	Staff will review the Zero Suidicide self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file	CCBHC Leadership Team

Initial = Within 90 Days of Hire (unless stated otherwise in frequency)

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.

### **Children's Diagnostic and Treatment Specific Training Guidance**

Requirements for the 24-Clock Hour Training Requirement for Children's Diagnostic and Treatment Service Programs includes the following staff and immediate supervisors:

1. Staff who complete the initial screening, emergency evaluation, and intake evaluation within CMHSPs. This includes (a) staff completing MichiCANS assessments and (b) staff completing waiver and 1915(i) related assessments enrollment.
2. Targeted Case Managers
3. Intensive Care Coordination with Wraparound (ICCW) Care Coordinators
4. Home-Based Services Staff
5. Outpatient Therapy Staff
6. Staff for Intensive Crisis Stabilization Services and Crisis Intervention Services
7. Youth Peer Support Specialists
8. Parent Support Partners

Staff who are not required to comply with the 24-clock hour requirement

1. Psychiatrists
2. Community Living Support (CLS) Staff
3. Respite Care Staff
4. Nurses
5. Overnight Health and Safety Support Staff
6. Staff Providing Physical Therapy, Occupational Therapy, Speech Therapy, or Behavioral Health Treatment/Applied Behavioral Analysis
7. Providers of Other Waiver and 1915(i) Services Not Listed Above