# SCCCMH Training Grid - Primary Caseholder CAs (New Oakland)

| 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 Only | 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 | Child Mental Health professionals must have 24 Hours annually of specialized training specifically related to the diagnosis and/or treatment of children. This is also required for staff providing services in children's Residential Homes, staff providing CLS/Respite for children, and Home-Based Aides in Children's Programs | 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 SCCCMH 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 |

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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 |
| 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 |

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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 |
| 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 |

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| 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 |
| Implicit Bias | This training discusses common inequities, promotes self-awareness of unconscious biases that can lead to differential treatment of persons served, and learn skills that reduce bias. | Initial & Annual | All Staff | Self-Study/ Video | Staff will review the Implicit Bias video, complete exam and Attestation or equivalent (external training with Implicit Bias in title/description). Maintain Attestation and exam/certificate in staff's personnel file | CCBHC |
| 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 |
| 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. |

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| 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. Section 2.E. Region 10 SUD Training Grid |
| 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 |

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| Older Adult Care and Culture | This training provides a comprehensive overview of best practices for serving older adults in a culturally sensitive and person-centered manner. Participants will gain an understanding of the unique needs, and challenges of older adults, with a focus on promoting dignity, respect, and recovery-oriented care. The training emphasizes the importance of cultural competency and strategies to address co-occurring behavioral health and physical health concerns commonly experienced in older populations. | Initial & Annual | All Staff | Self-Study | Staff will review the Older Adult Care and Culture self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file | CCBHC |
| Overdose, Prevention and Response | This training provides an overview of overdose response and prevention methods, including Naloxone administration, stigma of substance use disorders, harm reduction techniques, prevention methods and approaches to treatment. | Initial Only | All Staff | Self-Study | Staff will review the Overdose, Prevention, and Response 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. | 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 CARF Manual Section 2.C. & 1.I.5 CCBHC |

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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 virutal 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 Training | 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 SCCCMH 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 |

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| 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 pf 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 Only | 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 |

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.