

# SCCCMH Training Grid - SCCCMMH Staff

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Active Shooter Training	This training is instructor led, providing preparation and a plan on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence, Active Shooter Training option based tactics have become the accepted response, versus the traditional “lockdown only” approach.	Initial Only	All Staff	In-Person	Training is in-person by certified trainers	SCCCMH - Leadership Team
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 (excludes Support Employment)	On-line	Staff will complete myLearningPointe course - X ZM000001	Region 10 PIHP Contract
Assertive Community Treatment - ACT Specific Training	ACT staff are required to complete an MDHHS-approved training annually on a topic related to ACT. MDHHS-approved trainings are offered by ACTA or MACMHB.	Initial & Annual	Qualified Mental Health Professionals who work in the ACT and IDDT programs; Physicians/Nurses are required initially only	In-Person	Training is met via attending an MDHHS-approved external training.	Medicaid Provider Manual Section 4.3
Basic First Aid Procedures	This training provides information that helps increase employee awareness and knowledge of basic first aid procedures and to further promote awareness and proper management practices. Topics covered include initial contact with and assessment of the victim, life saving techniques for circulation and breathing, bleeding, fractures, burns, bites and stings, stroke, seizure, and tooth knocked out.	Initial & Annual	CWP, HSW, SEDW, and 1915(i) Aide Staff (unless currently First Aid certified) - all MH Assistants and Peers.	On-Line	Staff will complete myLearningPointe course - S Z0000017	MDHHS Administrative Rule
Billing & Coding	Billing and Coding staff must attend training related to billing and coding procedures.	Initial & Annual	Staff responsible for billing and coding procedures.	In-Person	Training is met via an external conference offered through the Michigan Association of Reimbursement Officers (MARO). Submit certificate (or equivalent) to Training Dept. to record. Training Dept. ensures filing in personnel file.	CARF Manual Section 1.F.6.b

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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 Mental Health Assistants who provide CLS, skill building, or respite; CIS and Children's Services direct service staff, Transportation Technicians; Nurses, CISM Response Team; and Building Responders, Mobile Crisis Unit. Also, any staff who provides contractual services for Sunrise Pace. Other staff as identified by Supervisor.	In-Person & Online	This combined training is offered in-person and online at SCCCMH (trainings are scheduled as needed). Staff will receive electronic card via email when both portions are completed. Nurses and Physicians receive the Basic Life Support (BLS) CPR training.	Medicaid Provider Manual Sections 14.5.A; 15.2.C CARF Manual Sections 3.E.6. SCCCMH-Leadership Team Sunrise PACE Contract
Child and Adolescent Functional Assessment Scale (CAFAS)	CAFAS is the standardized assessment tool for children ages 5-19, used to determine whether a child or adolescent has a serious emotional disturbance (SED) and is in need of home-based services.	Initial & Every Two Years	Primary case holders and their supervisors who provide direct services to children/adolescents with SED.	Self-Study	This is a self-study course. See Jessica Moeller for training manual & take-home test. Return completed test & manual to Jessica Moeller. Submit certificate (or equivalent) to Training Dept. to record. Training Dept. ensures filing in personnel file.	Medicaid Provider Manual Section 3.2
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	All full and part-time staff who work with children age 0-18 years old excluding Psychiatrists, NPs, Nurses, Occupational Therapists, Registered Dieticians, and Health Mentors.	Varies	Trainings consist of in-person, online (myLearningPointe-MLP), or self taught. MLP trainings coded with second character "C" is accepted as didactic. 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 have a SUD/COD (which includes all direct service, facilities, and receptionist staff) excluding Nurses/Physicians NOTE: FOR SUD STAFF IT IS ANNUAL REQUIREMENT	On-Line	Complete myLearning Pointe - SSZM000313	MDHHS/BSASS Prevention Policy #2 CARF Manual 1.H.12.b. Region 10 SUD Training Grid
Co-Occurring Mental Health and SUD	This training is designed to equip professionals with the knowledge and skills to effectively assess, diagnose, and treat individuals experiencing both a mental health disorder and a substance use disorder simultaneously. These conditions frequently interact in complex ways, requiring an integrated, evidence-based treatment approach rather than treating each disorder separately.	Initial & Every Two Years	All Staff	On-Line	Staff will complete myLearningPointe course - C ZMS00001	CCBHC

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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	On-Line	Staff will complete myLearningPointe course - X ZM000016. Staff will also meet with Corporate Compliance Office representative and complete Attestation. Submit certificate (or equivalent) to Training Dept. to record. Training Dept. ensures filing in 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
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	On-Line	Staff will complete myLearningPointe course - X ZM000147	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.	On-Line	Staff complete virtual training via MDHHS. Submit certificate (or equivalent) to Training Dept. to record. Training Dept. ensures filing in personnel file.	Medicaid Provider Manual Section 3.3 MDHHS Bureau of Children's Coordinated Health Policy DECA Training Plan

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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	On-Line	Staff will complete myLearningPointe course - S0M000002	CCBHC
Effects & Consequences of Prohibited Drug Use	This training will review the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.	Initial Only	All staff who may transport individuals served per staff's functional job task list as designated as a safety sensitive staff (SCCCMH HR provides mandated list)	On-Line	Staff will complete myLearningPointe course - SZ0000071	US Department of Transportation - Federal Transit Administration - Office of Safety and Security Title 49 CFR Section 655.14(b)(1)
Eleos Training	The Eleos behavioral health AI platform integrates care operations with agile software principles to streamline clinical and administrative workflows. By automating time-consuming administrative tasks, Eleos enables healthcare providers to dedicate more time and energy to delivering compassionate, high-quality care to the individuals served. This training will provide an overview of the platform's features and guide staff on how to effectively utilize the software in their daily workflows.	Initial Only	Any Staff who utilizes the Eleos software (per Supervisor)	On-Line	Staff will complete myLearningPointe course - D00001531	
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 (including CWP, HSW, SEDW, and 1915(i) Aide Staff)	On-Line	Staff will complete myLearningPointe course - SZM000309	CARF Manual Section 1.H.4

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Emergency Responder Training	This training equips identified staff emergency responders at SCCCMH with the knowledge and skills needed to effectively respond to a variety of emergency situations, ensuring the safety and well-being of individuals served, employees, and the building visitors. The course covers critical topics such as responding to de-escalation calls, implementing de-escalation techniques, providing assistance, calling 911, if necessary, and responding to large- and small-scale medical emergencies. Staff will also learn how to document incidents accurately and adhere to organizational policies and protocols.	Initial & Annual	All Building Responders	On-Line	Staff will complete myLearningPointe course - S00000070	Leadership Team
Employee Handbook	The Employee Handbook provides important information about SCCCMH's policies, procedures, workplace expectations, and resources available to employees. This module is designed to ensure all employees have the opportunity to review the most current version of the Employee Handbook, including the Code of Conduct, and to understand their responsibilities as an employee of SCCCMH. The Employee Handbook and Code of Conduct are available at any time in ADP under Resources > Tools / References for ongoing access. Employees are expected to review the handbook in its entirety and complete the acknowledgment at the end of this module.	Initial & Annual	All Staff	On-Line	Staff will complete myLearningPointe course - OZM000001	Leadership Team
Essential Skills Staff Development Series	This training consists of a set of 4 trainings to equip direct care staff with practical knowledge, innovative strategies, and hands-on skills in an engaging and supportive environment.	Initial Only	Casemanagers, Employment Specialists, Peer Support Specialists, and Mental Health Assistants	In-Person	Staff will attend all 4 in-person trainings	Leadership Team

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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 Mental Health Assistants who provide CLS, skill building, or respite; CIS and Children's Services direct service staff, Transportation Technicians; CISM Response Team; Building Responders, and Mobile Crisis Unit. Also, any staff who provides contractual services for Sunrise Pace. Other staff as identified by Supervisor.	In-Person & Online	This combined training is offered in-person and online at SCCCMH (trainings are scheduled as needed). Staff will receive electronic card via email when both portions are completed.	Medicaid Provider Manual Sections 14.5.A; 15.2.C CARF Manual Sections 3.E.6. SCCCMH-Leadership Team Sunrise Pace Contract
Grievances, Appeals, and Mediation	This training provides an overview of the rights of persons served to file grievances and request appeals or mediation. Participants will learn about relevant state and federal requirements, as well as when and how individuals can file a grievance, request an appeal, or seek mediation.	Initial & Annual	All Staff	On-Line	Staff will complete myLearningPointe course X ZM000002	CCBHC
Hazard Communication Standard (Safety Data Sheet)	This training provides employees with proper handling and use of hazardous materials.	Initial & Annual	All Facility Staff		Staff will complete myLearningPointe course - S ZM000014	OSHA 29 CFR 1910.1200 CARF Manual Section 1.H.
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	On-Line	Staff will complete myLearningPointe course - X ZM000276	Code of Federal Regulations Medicaid Contract 18.1.7 Region 10 SUD Training Grid
Home and Community Based Services (HCBS)	This training consists of 3 Modules: Overview of HCBS: History, Intent, & Implementation, HCBS Final Rule Set: Regulation, Requirements, & the Role of the CM/SC, and Compliance Monitoring	Initial & Annual	All Casemanagers, Clinicians, Program and Clinical Coordinators, and Program Supervisors (excludes OBRA program)	Self-Study and On-Line	Initially - staff will complete Module 1 via Self Study and Module 2 and 3 via Live Virtual Training Annual - staff will complete Module 2 and 3 via Live Virtual Training	MDHHS - CMS Corrective Action Plan

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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 (includes MCU staff)	In-Person	In-person at SCCCMH via meeting with Supervisor. Submit checklist to Training Dept. to record. Training Dept. ensures filing in 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	On-Line	Staff will complete myLearningPointe course - CC00003028 or equivalent (external training with Implicit Bias in title/description)	CCBHC
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 (including CWP, HSW, SEDW, and 1915(i) Aide 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
Information Technology (IT) Orientation	Information Technology orientation training provides internal SCCCMH staff with an overview of information related to computer usage and navigating workstation. This also includes a walk-through of Lifesize software and equipment for tele-health staff.	Initial Only	All Staff who utilize a computer	In-Person	Attend in-person training	CARF Manual - Section 1.J.5.c CARF Manual - Section 2.I.2. SCCCMH - Leadership Team
Information Technology (IT) Refresher	This training is a followup to IT orientation for new hires as well as an update for all staff to accommodate changing technology and needs.	90 days of Hire & Annual	All Staff who utilize a computer	On-Line	Staff will complete myLearningPointe course - I ZM000001	CARF Manual - Section 1.J.5.c SCCCMH - Leadership Team

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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	Initially - Complete Orientation Worksheet and submit for record to the Training Dept. When renewing Privileging and Credentialing application, complete Attestation and submit to Training Dept. Training Dept. ensures filing in 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	On-Line	Attend Virtual training via Deerfield.	Medicaid Contract 7.7.3. MDHHS/PIHP Master Contract Schedule A Section 1 (0)(4)(d)
Limited English Proficiency	Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be "Limited English Proficient" or "LEP". This training will discuss the language assistance entitlements available to these individuals, and how to provide them.	Initial & Every Three Years	All Staff	On-Line	Staff will complete myLearningPointe course - S ZM000019	Medicaid Contract Section 18.1.6. & 6.3.2. General Fund Contract Section 3.3.2. & Section 15.7 Region 10 SUD Training Grid
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 (excludes FIPA Technicians)	On-Line	Staff will complete myLearningPointe course - S Z0000024	CARF Manual Section 2.E.
Mend	Mend is the leading patient engagement platform. This course will assist staff in navigating the system when providing telehealth services.	Initial Only	All Clinicians, Casemanagers, Prescribers, Nurses, Medical Technicians and Schedulers (assigned to any other staff upon request)	On-Line	Staff will complete myLearningPointe course - I 00000013	Leadership Team

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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. (excludes MCU)	On-Line	Completion of the following trainings: Orientation Overview Exam (vignettes) Action Planning Supervisors also complete the Supervisor training. Submit certificates to Training Dept. to record. Training Dept. ensures filing in 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	On-line	Staff will complete myLearningPointe - C ZM000001	CCBHC
Motivational Interviewing 101	Motivational Interviewing is an evidence-based practice, used in a wide variety of health care settings. This course will provide an introduction to the basic principles and techniques used in Motivational Interviewing.	Initial Only	All Direct Service Staff	In-Person	Attend in-person training	CARF Manual Section 2.A.22 EBP Fidelity
New Employee Orientation	This training will provide new SCCCMHA employees with an overview of Integrated Healthcare, along with the agency's mission and vision statement, organizational overview, medical director overview, dress code, human resources processes/policies.	Initial Only	All Staff	In-Person	Attend in-person training	CARF Manual Section 1.I.5.a.-e. Medicaid Contract Section 6.2 Region 10 SUD Training Grid
Nightlock Door Security	This training demonstrates how to use NIGHTLOCK® and the steps to take when in an Active Shooter scenario.	Initial Only	All Staff	On-Line	Staff will complete myLearningPointe course - S ZM000026	Leadership Team
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, including CIS staff and others as assigned by supervisor and all Building Responders.	In-Person	Attend in-person training at SCCCMH	CARF Manual Section 2.F.2 Medicaid Provider Manual Section 7.1

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OASIS Orientation	OASIS, or the Outcome and Assessment Information Set, stores and disseminates technical information for the agency. OASIS is a key component of monitoring outcome measures. This training will provide staff with an overview of the OASIS system, how to create new episodes, update forms, and enter information.	Initial Only	All Staff Utilizing OASIS	In-Person	Attend in-person training at SCCCMH	CARF Manual - Section 1.J.5.c SCCCMH - Leadership Team
OASIS Refresher	A Refresher of OASIS Orientation	Initial Only	All Staff Utilizing OASIS	In-person	Attend in-person training at SCCCMH	CARF Manual - Section 1.J.5.c SCCCMH - Leadership Team
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	On-Line	Staff will complete myLearningPointe course - C Z0000534	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 & Annual	All Staff	On-Line	Staff will complete myLearningPointe course	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	On-Line	Staff will complete myLearningPointe course - C Z0000469	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	On-Line	Staff will complete myLearningPointe course - C ZM000287	MDHHS Contract Attachment 3.3.1 & P 4.4.1.1 CARF Manual Section 2.C. & 1.1.5 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	Initially - All Direct Service Staff Every Two Years – All Direct Care Paraprofessionals (including transportation technicians)	Virtual	Attend virtual training	CARF Manual Section 2.F. Section 2.A.16.
Pre-School and Early Childhood Functional Assessment Scale (PECFAS)	PECFAS is the standardized assessment tool for children age 4-6, used to determine whether a child has a serious emotional disturbance and is in need of home-based services.	Initial & Every Two Years	Required for all primary case holders, and their supervisors, providing direct service to children with SED	Self-Study	This is a self-study course. See Jessica Moeller for training manual & take-home test. Return completed test & manual to Jessica Moeller. Submit certificate (or equivalent) to Training Dept. to record. Training Dept. ensures filing in personnel file.	Medicaid Provider Manual Section 3.3
Priority Health D-SNP	This training describes the processes and work flows necessary to successfully manage and operate to meet the needs of the D-SNP population. It also outlines the plan's care management and coordination processes and is designed to be an important quality measurement and performance improvement tool.	Initial & Annual	All Direct Service Staff (excludes students and Medical Technicians)	On-Line	Staff will complete myLearningPointe course - C0M000006	Priority Health Plan
Reasonable Suspicion Testing Determination for Supervisors	This training will introduce the USDOT and FTA Testing Regulations, discuss your Supervisory role, provide an overview of prohibited Drug Use and Alcohol Misuse Overview, and review the reasonable suspicion testing referral process and scenarios. This training meets the FTA training requirement for supervisors and other transit officials authorized to make reasonable suspicion testing referrals.	Initial Only	All supervisors of safety-sensitive staff, the directors of those supervisors, and designated HR staff	On-Line	Staff will complete myLearningPointe course - S Z0000072	US Department of Transportation - Federal Transit Administration - Office of Safety and Security Title 49 CFR Section 655.14(b)(1)
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 (including CWP, HSW, SEDW, and 1915(i) Aide Staff)	In-Person/Self-Study	Initial - Attend in-person training at SCCCMH or have completed at a CMH in Michigan within 365 days prior to date of hire. Annual - Staff will complete myLearningPointe course - X0M000012	CARF Manual Numerous MDHHS Administrative Rule Code 330.1755(f) Region 10 SUD Training Grid CCBHC

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Recovery	This training reviews the principles of mental health recovery and the importance of a person-centered approach. Participants will learn how to support individuals by focusing on strengths, personal goals, and lived experience. The session covers the use of recovery-oriented language to promote hope, the core principles of trauma-informed care, and the vital role of peer support in engagement and recovery, and how SCCCMH ensures conflict-free access and planning services. Evidence-based practices and integrated health care approaches will also be explored to support whole-person, holistic care.	Initial Only	All Staff	In-Person	Attend in-person training	MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY23: Attachment C3.3.5.1 EBP Fidelity CCBHC
Recovery Refresher	This training reviews the principles of mental health recovery and the importance of a person-centered approach. Participants will learn how to support individuals by focusing on strengths, personal goals, and lived experience. The session covers the use of recovery-oriented language to promote hope, the core principles of trauma-informed care, and the vital role of peer support in engagement and recovery, and how SCCCMH ensures conflict-free access and planning services. Evidence-based practices and integrated health care approaches will also be explored to support whole-person, holistic care.	Annual	All Staff	On-Line	Staff will complete myLearningPointe course - C ZM000346	MDHHS/CMHSP Managed Mental Health Supports and Services Contract FY23: Attachment C3.3.5.1 EBP Fidelity 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. Submit Attestation to the SCCCMH training department	CCBHC

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Self-Directed Services/Choice Voucher	Self-determination incorporates a set of concepts and values which underscore a core belief that people receiving mental health services should be able to define what they need in terms of the life they seek, should have access to meaningful choices, and control over their lives. This training will cover the principles of self-determination.	Initial Only	All Primary Caseholders	Online	Staff will complete myLearningPointe course - C Z0000519	Medicaid Contract Attachment P.4.7.1
Spravato Risk Evaluation and Mitigation Strategy (REMS)	This training will review: <ul style="list-style-type: none"> <li>•Spravato REMS program - a strategy to manage known or potential risks associated with a drug and is required by the U.S. Food and Drug Administration (FDA) to ensure that the benefits of the drug outweigh its risks</li> <li>• SCCCMHA Spravato policy</li> <li>•Spravato prescribing information</li> </ul>	Initial & Annual	All Nurses & Prescribers (not including telehealth) who serve Adults and are approved prescribers of Spravato	On-Line	Staff will complete myLearningPointe course - I 00000003	Janssen Pharmaceuticals
SUD Recipient Rights	This training will provide staff members with information regarding laws, rules and policies governing substance abuse disorder services programs, including general rights, confidentiality and disclosure requirements, and the complaint process.	Within 30 Days of Hire & Annual	All Staff who work with individuals receiving SUD services/treatment which includes CIU, MCU, Medical, Nursing/SUD/Veterans Services, FIPA and Administrative Assistants	In-Person	Attend in-person training at SCCCMH	Licensing and Regulatory Affairs, Bureau of Community and Health Systems, SUD Services Program rules R 325.1301-R 325.1399
Supervisory Trainings	Supervisors require specific training in order to improve essential skills for managing and supervising staff. This requirement is a series of trainings that provide a wide variety of information to assist supervisors in: building trust, teambuilding, organizing and planning, employee coaching, problem solving, and more.	Initial & Ongoing	All Supervisory Staff	On-Line	Staff will complete a series of myLearningpointe courses	SCCCMH - Leadership Team
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 Caseholders	On-Line	Staff will complete myLearningPointe course - C ZM000001	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	On-Line	Staff will complete myLearningPointe course - C ZM000394	CCBHC SCCCMH - Leadership Team

<b>Training</b>	<b>Description</b>	<b>Frequency</b>	<b>Target Audience</b>	<b>Format</b>	<b>How to Obtain</b>	<b>Requirement Source</b>
Transportation Techniques	This training provides information about how to safely transport individuals.	Initial Only	All staff who regularly transport individuals served (excludes Nurses/Med Tech except ACT Nurses)	On-Line	Staff will complete myLearningPointe course - S ZM000010	CARF Manual Section 1.H.13.g.
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	On-Line	Staff will complete myLearningPointe Initial course - CC00001314  Staff will complete myLearningPointe Refresher course - CCZ0000515	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 (including CWP, HSW, SEDW, and 1915(i) Aide Staff)	On-Line	Staff will complete myLearningPointe course - S ZM000024	MDHHSAdministrative Rule 330.2807 CARF Manual Section 1.H.4.b. & 1.H.12.b. Region 10 SUD Training Grid
Use of Social Media, Texting and E-mail	This training reviews the Use of Social Media, Texting and E-mails policy.	Initial Only	All Staff	On-line	Staff will complete myLearningPointe course - I 00000003	SCCCMH - Leadership Team
Violence in the Workplace	This course provides information about the prevention of workplace violence, prevention and response to critical incidents and safety management, and an understanding of alternative interactions to de-escalate a situation.	Initial & Annual	All Staff	On-Line	Staff will complete myLearningpointe course - S ZM000025	CARF Manual Section 1.H.4.b.
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	On-Line	Staff will complete myLearningPointe course - CCOM000001	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.