

# SCCCMH Training Grid - Self Directed/Choice Voucher Direct Care Workers

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
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 & Every Three Years	All staff who provide services for SED, HSW and Children's Waiver .	Self-Study	Staff will review the Emergency Preparedness self-study module and Attestation. Maintain Attestation in staff's personnel file.	CARF Manual Section 1.H.4  MDHHS Self-Direction Technical Requirement
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 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 not accepted. Maintain certification in staff's personnel file.	Medicaid Manual Sections 14.5.A; 15.2.C CARF Sections 3.G.22; 2.F.3.d. SCCCMMH-Management Team  MDHHS Self-Direction Technical Requirement
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 Section 7 14.5  MDHHS Self-Direction Technical Requirement

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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/ Online	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 MDCH Administrative Rule Code 330.1755(f)  MDHHS Self-Direction Technical Requirement
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 Only	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.	MDCH Administrative Rule 330.2807 CARF Manual Section 1.H.4.b.; 1.H.11.b.  MDHHS Self-Direction Technical Requirement

**\* Self Determination/Choice Voucher Direct Care Workers must complete ALL required training prior to starting to provide service. Must provide copy of certification/proof of training to Fiscal Intermediary.**

**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.**