

**PROGRAM OPERATIONS
DIRECTIVE 4.0**

SUBJECT: Staff and Individual Specific Training

ISSUED: July 15, 2015

*Reviewed 7-6-2016

PURPOSE:

The purpose of this correspondence is to clarify contract expectations for the provision of “individual specific” trainings.

DEFINITION:

Individual Specific training is defined as – IPOS Training of Interventions, Medication Training, Health and Safety / Emergency Procedures, and Special Needs of Population Served.

REQUIREMENT:

All staff providing direct service must receive the “individual specific” trainings, which must be documented in writing with date and staff names - printed and individual signature. If the primary caseholder, behavioral specialist or other professional is conducting the trainings, they are responsible for documentation of this training. This document should then be forwarded to records for scanning.

REFERENCES:

CMH Contract Amendment dated July 1, 2015.