

**Macomb County Prepaid Inpatient Health Plan Training Requirements Grid**

| Source Document Key:  |  |             | MCCMH Clinical Staff  | Contracted Provider Clinical Staff  | MCCMH Admin Staff   | Contracted Provider Admin Staff | Peer Support and Parent Peer Support | Contracted Provider CLS/Respite Staff | CLS/Respite Staff through Self Determ | Ancillary Professional Staff | Direct Support Professionals  |  |
|---|--|-------------|---|---|---|---------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|------------------------------|-------------------------------|--|
| 1. Balanced Budget Act<br>2. Health Insurance Portability and Accountability Act (HIPAA)<br>3. Deficit Reduction Act<br>4. Michigan Department of Health and Human Services (MDHHS)<br>5. Michigan Administrative Code<br>6. Michigan Mental Health Code<br>7. Occupational Safety & Health Administration (OSHA)<br>8. Code of Federal Regulations |  |             | Therapist, Case Managers, Support Coordinators, ACT, Access Center Staff, and Supervisors of above listed | Therapist, Case Managers, Support Coordinators, ACT, Access Center Staff, and Supervisors of above listed |   |                                 |                                      |                                       |                                       | ABA, BCBA, OT, PT, SLP, etc. | Group Home and Workshop Staff |  |
| Training  |  |             | Completed By  | Source  | Renewal Key: I = Initially A = Initially & Annually 2 = Initially & every 2 years O = Online (Relias) S= Specific to beneficiary served |                                 |                                      |                                       |                                       |                              |                               |  |
| Best Practices In Integrated Care   | 90 days of hire  | 4           | I,O   | I,O   |   |                                 | I,O                                  | I,O                                   |                                       |                              |                               |  |
| Blood borne pathogens, Universal Precautions, Infection Control (Specific to Employer)  | 90 days of hire  | 5, 6, 7     | A   | A   | A   | A                               | A                                    | A                                     | A                                     | A                            | A                             |  |
| CAFAS (if working with SED children 7 - 17 yrs)   | Prior to CAFAS Admin                                       | 4           | 2   | 2   |   |                                 |                                      |                                       |                                       |                              |                               |  |
| Childrens Diagnostic Treatment Service (CDTS) Hours   | Begins 90 days of hire 24 hours per calendar year required | 4           | A   | A   |   |                                 |                                      |                                       |                                       |                              |                               |  |
| Confidentiality of Substance Use Treatment  | 90 days of hire  | 4           | A,O   | A,O   | A,O   | A,O                             | A,O                                  | A,O                                   |                                       | A,O                          | A,O                           |  |
| Co-Occurring Disorders: SBIRT, Advanced Co-Occurring Disorders, Using Brief Intervention to Motivate Clients to Get Help  | 90 days of hire  | 4           | 2, O  | 2, O  |   |                                 |                                      |                                       |                                       |                              |                               |  |
| Co-Occurring Disorders: An Overview for Para-Professionals  | 90 days of hire  | 4           |   |   |   |                                 | I, O                                 | I, O                                  |                                       | I, O                         | I, O                          |  |
| Corporate Compliance/ HIPAA (Specific to Employer)*   | 90 days of hire  | 1,2,3,4,5,8 | I, O  | I, O  | I, O  | I, O                            | I, O                                 | I, O                                  |                                       | I, O                         | I, O                          |  |
| CPR & First Aid*  | 90 days of hire  | 5           | 2   | 2   | See Bottom  | See Bottom                      | 2                                    | 2                                     | 2                                     | 2                            | 2                             |  |

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| <b>Training</b>   |                      |            | <b>Completed By</b>   |   | <b>Source</b>            |  |   |  |  |                                     |                                     |  |
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| MCCMH Cultural Competency   | 30 days of hire      | 4, 6, 8    | 2,O   | 2,O   | 2,O                      | 2,O                                    | 2,O   | 2,O  |  | 2,O                                 | 2,O                                 |  |
| Direct Support Professional Training  | 90 days of hire      | 4, 6, 8    |   |   |                          |  |   |  |  |                                     | 1                                   |  |
| Medication Update Training for Direct Support Professionals   | Every 2 years        | MCCMH      |   |   |                          |  |   |  |  |                                     | 2                                   |  |
| Emergency Medication Administration for CLS Staff*  | 90 days of hire      | MCCMH      |   |   |                          |  |   | I  | I  |                                     |                                     |  |
| Emergency Preparedness (Specific to Employer)   | 30 days of hire      | 5, 6       | 2,O   | 2,O   | 2,O                      | 2,O                                    | 2,O   | 2,O  |  | 2,O                                 | 2,O                                 |  |
| Medicare Fraud, Waste, and Abuse  | 90 days of hire      | 2, 3, 4, 8 | A,O   | A,O   | A,O                      | A,O                                    | A,O   | A,O  |  | A,O                                 | A,O                                 |  |
| MCCMH Grievance and Appeals   | 90 days of hire      | 1, 4, 6    | 2,O   | 2,O   | 2,O                      | 2,O                                    | 2,O   | 2,O  |  | 2,O                                 | 2,O                                 |  |
| Introduction to Trauma-Informed Care  | 90 days of hire      | 4          | 2, O  | 2, O  |                          |  |   |  |  |                                     |                                     |  |
| Level of Care Utilization System (LOCUS) - If working with Adults   | Prior to LOCUS Admin | 4          | I   | I   |                          |  |   |  |  |                                     |                                     |  |
| MCCMH Limited English Proficiency (LEP)   | 30 days of hire      | 1, 4       | 2,O   | 2,O   | 2,O                      | 2,O                                    | 2,O   | 2,O  |  | 2,O                                 | 2,O                                 |  |

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| <b>Training</b>   |                     |         | <b>Completed By</b>   |   | <b>Source</b>            |  |   |  |  |                                     |                                     |  |
|   |                     |         |   |   |                          |  |   |  |  |                                     |                                     |  |
| New Employee Orientation (Specific to Employer)   | 60 days of hire     | MCCMH   | I   | I   | I                        | I                                      | I   | I  |  | I                                   | I                                   |  |
| Non-Violent Crisis Intervention (NVI)*  | 90 days of hire     | 8       | 2   | 2   |                          |  | 2   | 2  |  | 2                                   | 2                                   |  |
| PECFAS (if working with SED children 4 - 6 yrs)   | Prior to PECFAS Adm | 4       | 2   | 2   |                          |  |   |  |  |                                     |                                     |  |
| Person-Centered Planning for Ancillary Staff  | 90 days of hire     | 4,6,8   |   |   |                          |  | 2,O   |  |  | 2,O                                 |                                     |  |
| Person/Family-Centered Planning   | 90 days of hire     | 4, 6, 8 | 2   | 2   | 2, O                     | 2, O                                   |   | S  | S  |                                     | S                                   |  |
| Recipient Rights  | 30 days of hire     | 4, 5, 8 | 2   | 2   | 2                        | 2                                      | 2   | 2  | 2  | 2                                   | 2                                   |  |
| Self Determination  | 90 days of hire     | 4       | 2   | 2   |                          |  |   |  |  |                                     |                                     |  |
| Skills for CLS and Respite Staff  | 60 days of hire     | MCCMH   |   |   |                          |  |   | I  | I  |                                     |                                     |  |
| What Does Becoming Trauma Informed Mean for Non-Clinical Staff  | 90 days of hire     | 4       |   |   | 2, O                     | 2, O                                   | 2, O  | 2, O   |  | 2, O                                | 2, O                                |  |

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\*: Review special considerations below

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**SPECIAL CONSIDERATIONS:**

- CPR and First Aid Certification must be American Red Cross or American Heart Association with copy of valid Red Cross or American Heart card
- All Departments must have a minimum of 2 staff certified in First Aid and CPR working at all times
- Access Center Staff are excused from Nonviolent Crisis Intervention Training, unless they will be seeing individuals for face to face emergency assessments.
- All front line personnel in clinic environments are included in the NVI training requirement.
- Nonviolent Crisis Intervention training must comply with CPI's fidelity and trainees must have valid blue card
- Nonviolent Crisis Intervention training may be substituted for Safety Care Training and comply with QBS fidelity
- Additional program specific training is required for programs such as Wraparound, ACT, IMH, DBT, TFCBT, MST, Supported Employment, and ABA Aides (Autism Benefit).
- Child Mental Health Professionals are required to obtain 24 hours annually that are related to child specific training; Diagnostic, Assessment, Treatment, and Services.
- Direct Support Professional Reciprocity only applies to initial trainings completed through MORC, TTI, VCE. All required training modules must be completed by staff within the 90 days specified within the training grid.
- Failure to successfully complete Direct Support Professional (DSP) Medication Update will require the completion of the full DSP Medication Model.
- Contracted providers may utilize Professional Learning Portal (<https://plp.mivu.org/PublicWelcome.aspx>) for Bloodborne pathogens training and have staff review exposure control plan and information about the availability of the Hepatitis B Vaccination that meets MIOSHA standards. MIOSHA standards (including training) can be found at [http://www.michigan.gov/documents/CIS\\_WSH\\_part554\\_35632\\_7.pdf](http://www.michigan.gov/documents/CIS_WSH_part554_35632_7.pdf) ..
- Recipient Rights Refresher training can only be completed by individuals that have completed the Recipient Rights New Hire Training for MCCMH. A staff member must have a New Hire Recipient Rights certificate each time they change their employer.
- Skills for CLS and Respite staff is mandated for all CLS and Respite staff that work with children in the Childrens or SED Waiver programs. MCCMH Training Department is the only approved training entity. This training requirement is in effect for all CLS and Respite staff that started working with a family on or after April 1, 2016.
- For Macomb County CMH Department Staff, Initial Corporate Compliance training must be completed face to face. Annual training is completed online throughRelias within the designated time period. All contracted provider staff must ensure that all staff receive annual Corporate Compliance and HIPAA training specific to their Corporate Compliance plan.
- The Emergency Medication Administration for CLS Staff training is required for all staff that provide CLS services to an individual that is prescribed one of the following emergency medications; Diastat, Epinephrine pens, or Glucose tablets. This training ONLY permits those CLS staff that are trained to administer the listed emergency medications.