

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

| <b>Source Document Key:</b>   |  |             | <b>MCCMH Clinical Staff</b>   | <b>Contracted Provider Clinical Staff</b>   | <b>MCCMH Admin Staff</b>   | <b>Contracted Provider Admin Staff</b> | <b>Peer Support and Parent Peer Support</b> | <b>Contracted Provider CLS/Respite Staff</b> | <b>CLS/Respite Staff through Self Determ</b> | <b>Ancillary Professional Staff</b> | <b>Direct Support Professionals</b> | <b>Day Program and Workshops</b> |
|---|--|-------------|---|---|--|--|---|--|--|-------------------------------------|-------------------------------------|----------------------------------|
| 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, Psychiatrist, ACT, Access Center Staff, and Supervisors of above listed | Therapist, Case Managers, Support Coordinators, Psychiatrist, ACT, Access Center Staff, and Supervisors of above listed |  |  |   |  |  | ABA, BCBA, OT, PT, SLP, etc.        | Group Home                          |                                  |
| <b>Training</b>   |  |             | <b>Completed By</b>   | <b>Source</b>   | <b>Renewal Key: I = Initially A = Initially &amp; Annually 2 = Initially &amp; every 2 years O = Online (Relias) S= Specific to beneficiary served</b> |  |   |  |  |                                     |                                     |                                  |
| 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                                   | 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                                 | A,O                              |
| Co-Occurring Disorders: SBIRT and Advanced Co-Occuring Disorders  | 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                                | I, O                             |
| Corporate Compliance (Specific to Employer)*  | 90 days of hire  | 1,2,3,4,5,8 | A, O  | A   | A, O   | A                                      | A   | A  |  | A                                   | A                                   | A                                |

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| <b>Training</b>   |                 |             | <b>Completed By</b>   |   | <b>Source</b>            |  |   |  |  |                                     |                                     |                                  |
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| HIPAA Privacy and Security *  | 90 days of hire | 1,2,3,4,5,8 | A, O  | A   | A, O                     | A                                      | A   | A  |  | A                                   | A                                   | A                                |
| CPR & First Aid*  | 90 days of hire | 5           | 2   | 2   | See Bottom               | See Bottom                             | 2   | 2  | 2  | 2                                   | 2                                   | 2                                |
| 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                                 | 2, O                             |
| Direct Support Professional Training *  | 90 days of hire | 4, 6, 8     |   |   |                          |  |   |  |  |                                     | I                                   |                                  |
| Medication Update Training for Direct Support Professionals *   | Every 2 years   | MCCMH       |   |   |                          |  |   |  |  |                                     | 2                                   |                                  |
| Emergency Medication Administration for Para-professional Staff*  | 90 days of hire | MCCMH       |   |   |                          |  |   | I  | 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                                 | 2, O                             |
| MCCMH - Medicare General Compliance, 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                                 | 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                                 | 2, O                             |
| Introduction to Trauma-Informed Care  | 90 days of hire | 4           | 2, O  | 2, O  |                          |  |   |  |  |                                     |                                     |                                  |

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| 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                                 | 2, O                             |
| New Employee Orientation (Specific to Employer)   | 60 days of hire      | MCCMH   | I   | I   | I  | I                                      | I   | I  |  | I                                   | I                                   | I                                |
| Non-Violent Crisis Intervention (NVI)**   | 90 days of hire      | 8       | 2   | 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                                   | S                                |
| Recipient Rights  | 30 days of hire      | 4, 5, 8 | 2   | 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  |                                     |                                     | 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                                | 2, O                             |

\*: Review special considerations below

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| Training  | Completed By | Source |   |   |                   |                                 |                                      |                                       |                                       |                              |                              |                           |

**SPECIAL CONSIDERATIONS:**

- CPR and First Aid Certification must include an in person skills demonstration in front of certified trainer. Examples of entities that fulfill this requirement within their established fidelity are American Heart Association, American Red Cross, EMS Safety, and American Safety & Health Institute. Blended training options that incorporate online content training along with in person skills demonstration in front of a certified trainer for certification will be accepted. Any training option that does not include in person skills demonstrations will not be accepted.
- All Administrative Buildings and Access Center facilities 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 a copy of valid blue card in their personnel file.
- Nonviolent Crisis Intervention training may be substituted for Non-Abusive Psychological and Physical Intervention training (NAPPI), 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/CLS\\_WSH\\_part554\\_35632\\_7.pdf](http://www.michigan.gov/documents/CLS_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. A staff member that has completed the residential tool box required for Direct Support Professionals in residential programs and provides their complete training transcript will be accredited with completion of this course if it the training was completed with Macomb Oakland Regional Center(MORC), Training and Treatment Innovations (TTI), VCE with Detroit -Wayne Menatl Health Authority, or Macomb County Community Mental Health Training Department.
- Skills for CLS and Respite staff is also mandated for all new Skill Building program staff effective August 22, 2018.
- 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, Workshop, and Day Programming 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.
- Day Program and Workshop staff that will be administering medications to individuals served must complete the Health and Medication Modules and Medication Update Training for Direct Support Professionals.
- All Psychiatrist within the Macomb County Prepaid Inpatient Health Plan system that provide services to individuals served must complete Person-Centered Planning training that is uploaded to their Relias Learning Account.
- Behavior Management Training must be provided to all staff who are providing direct service to individuals that have a behavior plan that has been approved by the Behavior Treatment Plan Review Committee (BTPRC). Training shall focus on the specified behavior and all identified interventions that are in place to support the individual served.