

Macomb County Prepaid Inpatient Health Plan Training Requirements Grid

Source Document Key:

1. Balanced Budget Act
2. Health Insurance Portability and Accountability Act (HIPAA)
3. Deficit Reduction Act
4. Michigan Department of Health and Human Services (MDHHS)
5. Michigan Administrative Code
6. Michigan Mental Health Code
7. Occupational Safety & Health Administration (OSHA)
8. Code of Federal Regulations
9. Licensing and Regulatory Affairs(LARA)

Contracted Provider Clinical Staff

Contracted Provider Admin Staff

Peer Support and Parent Peer Support

CLS and Respite Staff

Ancillary Professional Staff

Direct Support Professionals

Day Program and Workshops

Therapist, Case Managers, Support Coordinators, Psychiatrist, ACT, Access Center Staff, and Supervisors of above listed

ABA, BCBA, OT, PT, SLP, Technicians, etc.

Licensed Group Home

I = Initially A = Initially & Annually 2 = Initially & every 2 years O = Online (Relias) S= Specific to beneficiary's IPOS

Training	Completed By	Source	Contracted Provider Clinical Staff	Contracted Provider Admin Staff	Peer Support and Parent Peer Support	CLS and Respite Staff	Ancillary Professional Staff	Direct Support Professionals	Day Program and Workshops
Basics for Cultural Competent Providers	90 days of hire	4, 6, 8	2,O	2,O	2,O	2,O	2,O	2,O	2, 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
CAFAS (if working with SED children 7 - 17 yrs)	Prior to CAFAS Administration	4	2						
Childrens Diagnostic Treatment Service (CDTS) Hours*	Begins 90 days of hire 24 hours per calendar year required	4	A						
Confidentiality of Substance Use Treatment	90 days of hire	4	A,O	A,O	A,O				
Corporate Compliance (Specific to Employer)*	90 days of hire	1,2,3,4,5,8	A	A	A	A	A	A	A
CPR & First Aid*	Within 30 days or prior to working independently with individuals	9	2		2	2	2	2	2
Direct Support Professional Training *	90 days of hire	4, 6, 8						I	
Emergency Preparedness (Specific to Employer)*	30 days of hire	5, 6	A	A	A	A	A	A	A
Grievance and Appeals	90 days of hire	1, 4, 6	2,O	2,O	2,O	2,O	2, O	2,O	2, O
HIPAA Privacy and Security *	90 days of hire	1,2,3,4,5,8	A	A	A	A	A	A	A
Level of Care Utilization System (LOCUS) - If working with Adults	Prior to LOCUS Administration	4	2						

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	Therapist, Case Managers, Support Coordinators, Psychiatrist, ACT, Access Center Staff, and Supervisors of above listed				ABA, BCBA, OT, PT, SLP, Technicians, etc.	Licensed Group Home	

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Limited English Proficiency (LEP)	30 days of hire	1, 4	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
Medication Update Training for Direct Support Professionals *	Every 2 years	MCCMH						2	
PECFAS (if working with SED children 4 - 6 yrs)	Prior to PECFAS Admin	4	2						
Person/Family-Centered Planning *	90 days of hire	4, 6, 8	2	2, O	2,O	S	2,O	S	S
Recipient Rights	30 days of hire	4, 5, 8	2	2	2	2	2	2	2
Self Determination	90 days of hire	1, 4	2						
Trauma-Informed Care for Clinical Staff	90 days of hire	4	2, O						
Trauma-Informed Care Training for Non-Clinical, Ancillary, and Paraprofessional Staff	90 days of hire	4		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. Contracted providers are required to ensure that their employees meet the provider qualifications outlined within the Michigan Medicaid Manual, site/professional licensing requirements, and the accreditation standards outlined by the provider's accrediting body.
- Crisis De-escalation Training programs are optional. Examples include Crisis Prevention Institute's Nonviolent Crisis Intervention, Non-Abusive Psychological and Physical Intervention training (NAPPI), Culture of Gentleness, QBS' Safety-Care Training. Contracted providers are required to ensure that their employees meet the provider qualifications outlined within the Michigan Medicaid Manual, site/professional licensing requirements, and the accreditation standards outlined by the provider's accrediting body.
- Additional program specific training is required for programs such as Wraparound, ACT, IMH, DBT, TFCBT, MST, Supported Employment, and ABA Aides (Autism Benefit). It is the responsibility of the provider to ensure that all employees fulfill provider qualifications.
- 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 must be refreshed no later than 3 years after the last module completion date. The medication module content must be refreshed every 2 years and include skills demonstration for administering medications and transcribing on the Medication Administration Record.
- Direct Support Professional Reciprocity only applies to initial trainings completed through MORC, TTI, and VCE. All other Direct Support Professional trainings must have been vetted and approved by the State Training Guidelines Work Group.
- Failure to successfully complete Direct Support Professional (DSP) Medication Update training will require the completion of the full Medication Model.
- Day Program and Workshop staff that will be administering medications to individuals served must complete the Medication Modules and Medication Update Training for Direct Support Professionals.
- 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
- Recipient Rights Training Initial (New Hire) and Refresher must be completed in a live (face to face) training format facilitated by a representative from the Office of Recipient Rights. MCCMH will accept and honor face to face Recipient Rights Trainings facilitated by a representative from the Office of Recipient Rights from another county.
- For Macomb County CMH Department Staff, Initial Corporate Compliance training must be completed face to face. Annual training is completed online through Relias 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.
- Medicare General Compliance, fraud, waste, and abuse training is **only required** for those contracted provider agencies staff that provide/bill Medicare for services provided to MCCMH individuals.
- 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 that is 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. Updated training must occur anytime the approved behavior plan and prescribed interventions are changed. Training must be provided by the psychologist, behaviorist/BCBA Specialist participating in the development of said plan.
- Self Determination training is only required for case managers and supports coordinators.
- Copies of Certificates of Completion for each training requirement must be retained in the employee's personnel records and readily accessible for auditing purposes. If a training program has a special certificate that is issued to a participant (example: Red Cross Adult CPR), then a copy of the actual certification document must be retained within the personnel record.