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| **Training** | **Initial** | **Ongoing** | **Source** | **Required for** | **Online, non-virtual Training Acceptable** |
| **Section 1. Core Trainings** |  |  |  |  |  |
| Corporate Compliance | Within 30 days of hire | Annually | Medicaid Integrity Program (MIP)  Deficit Reduction Act (DRA)  MDHHS Master Contract, Schedule A, Section 1(R) | All | Y |
| Cultural Diversity Training | Within 6 months of hire | Annually | MDHHS Master Contract Schedule A, Sections 1(B)(3)(k) and 1(E)(9)  42 CFR 438.206  SWMBH Policy 3.7 | All | Y |
| HIPAA | Within 30 days of hire | Annually | 45 CFR 164.308(a)(5)(i) &  45 CFR 164.503.(b)(1) | All | Y |
| Recipient Rights | Within 30 days of hire | Annually | MDHHS Master Contract Schedule A, Section 1(B)(3)(k)  MH Code: 330.1755(5)(f)  SUD admin rules: R 325.14302 | All | Y - refresher class only. |
| Limited English Proficiency | Within 6 months of hire | N/A | MDHHS Master Contract Schedule A, Sections 1(B)(3)(k) and 1(Q)(8)  Office of Civil Rights Policy Guidance on the Title VI Prohibition Against Discrimination | All | Y |
| Advance Directives (Adult services only) | Within 30 days of hire | Every 2 Years | 42 CFR 422.128  42 CFR 438.3  MDHHS Master Contract Schedule A, Section 1(Q)(5) | All in the following roles:   * Primary clinicians & SUD therapists (including residential/detox)   + Access/UM staff * Customer Services * Psychiatrists/nurses Peer support specialists * Service supervisors/directors of the above listed staff | Y |
| Grievances & Appeals (for individuals who handle notices - modified according to denial role/responsibility) | Within 30 days of hire | Annually | 42 CFR 438.400-424  MDHHS Master Contract Schedule A, Section 1(B)(3)(k) | All in the following roles:   * Primary clinicians & SUD therapists (including residential/detox)   + Access/UM staff * Customer Services * Service supervisors/directors of the above listed staff | Y - Initial class recommended live as the concepts are complex (not required) |
| Customer Services Concepts (grievance and appeal rights and processes for people who do not handle notices) | Within 30 days of hire | Annually | 42 CFR 438.400-424  MDHHS Master Contract Schedule A, Section 1(B)(3)(k) | All in the following roles:   * Psychiatrists/nurses * Peer support specialists   + Recovery coaches     - Reception staff * Service supervisors/directors of the above listed staff * Minimum one person per site for all other services (MH (including Specialized Residential sites) and SUD) | Y |
| Person Centered Planning | Within 60 days of hire | Annually | MDHHS Master Contract Schedule A, Section 1(B)(3)(k)  MDHHS Person-Centered Planning Practice Guideline, Section VIII(D) | BH Direct Service Personnel | Y (initial and updates). Annual updates must be documented but can take many different forms.  Consider attending a conference, online training, etc. |
| Self-determination  (may be integrated into Person Centered Planning training) | Within 60 days of hire | Annually | MDHHS Master Contract Schedule A, Section 1(B)(3)(k)  MDHHS Self Directed Services Technical Requirement | BH Direct Service Personnel | Y |
| Basic First Aid | Within 60 days of hire | As required per the training program (usually every 2-3 years) | Medicaid Provider Manual 2.4, 14.5.A, 15.2.C, & 18.12 | Direct Support Professional (DSP)/Aides, Behavior Technicians, others as necessary for job duties | N |
| Emergency Procedures (fire, tornado, natural disaster, etc.) | Within 60 days of hire. | Annually | Medicaid Provider Manual 4.1, 14.5.A (CWP); 18.12.A (BTs) | Direct Support Professional (DSP)/Aides, Behavior Technicians, others as necessary for job duties.  \*\*See Spec Res section below for requirements specific to staff working in specialized residential settings. | Y |

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| **Training** | **Initial** | **Ongoing** | **Source** | **Required for** | **Online, non-virtual Training Acceptable** |
| CPR (MDHHS Approved only) | Within 60 days of hire | As required per the training program (usually every 2-3 years) | AFC Licensing R 400.14204(3) and  R 330.1806 | Specialized Residential staff, others as necessary for job duties | N |
| Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission) | Within 30 days of hire | Annually | MIOSHA R 325.70016 | All staff who provide services directly to customers/ others as necessary for job duties | Y – Training must afford ample opportunity for discussion and question/answer with a knowledgeable trainer. |
| Training in Individual Plan(s) of Service of customers served including customer-specific emergency procedures | prior to delivery of service | when plans are updated or amended | Medicaid Provider Manual 15.2.C.  MDHHS Person-Centered Planning Practice Guideline, Section VIII(D) | Direct Support Professional (DSP)/Aides | N |
| Trauma-Informed Systems of Care | Within 60 days of hire | At least annually | MDHHS Master Contract Schedule A, Section 1(N)(9)  MDHHS Trauma Policy, “Standards” Section | All | Y – on-line module: Creating Cultures of Trauma-informed Care with Roger Fallot, Ph.D. of Community Connections, Washington DC is available at <http://improvingmipractices.org> for use in training. Other evidence-based curriculums can be utilized, per MDHHS Trauma Policy. |
| **Section 2. Specialized Residential** | |  |  |  |  |
| Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP- approved curriculum if restrictive interventions included)  (MANDT, CPI, Safety Care, and Satori are currently approved) | Within 60 days of hire | Annually | R 330.1806 | All Specialized Residential staff; staff of other providers as necessary to implement individual person-centered plans(s) of person(s) for whom they are responsible for providing direct care | N |
| Emergency Preparedness | Within 90 days of hire or  prior to working independently with customers or as lead staff | NA | R 330.1806  AFC Licensing R 400.14204(3) | Specialized Residential Staff | Y |
| Medication Administration | Within 90 days of hire or  prior to working independently with customers or as lead staff | NA | Specialized Residential Licensing Rules  R 330.1806 | Specialized Residential Staff | N |
| Introduction to Special Needs of MI/DD | Within 90 days of hire or  prior to working independently with customers or as lead staff | NA | Specialized Residential Licensing Rules  R 330.1806 | Specialized Residential Staff | Y |
| Nutrition | Within 90 days of hire or  prior to working independently with customers or as lead staff | NA | Specialized Residential Licensing Rules  R 330.1806 | Specialized Residential Staff | Y |
| Role of Direct Service Workers/Working with People | Within 90 days of hire or  prior to working independently with customers or as lead staff | NA | Specialized Residential Licensing Rules  R 330.1806 | Specialized Residential Staff | N |
| Health Administration | Within 90 days of hire or  prior to working independently with customers or as lead staff | NA | Specialized Residential Licensing Rules  R 330.1806 | Specialized Residential Staff | Y |
| **Section 3. Service Area Training Requirements** | |  |  |  |  |
| Access Standards Training | Within 30 days of hire | Annually | MDHHS Master Contract, Schedule A, Section 1(B)(3)(k)  MDHHS Access Standards, Section IX(C) | Access staff | Y |
| ACT physician training (MDHHS approved) | Within 12 months of hire | NA | Medicaid Provider Manual 4.3 | ACT physicians | N |
| ACT training (MDHHS approved) | Within 6 months of hire | Annually | Medicaid Provider Manual 4.3 | ACT staff - except physicians | N |
| Child and Family specific training | Within 12 months of hire | 24 hours Annually | Children's Diagnostic and Treatment Services Program requirement; Medicaid Provider Manual | Child mental health professionals | Y - Viewing videos, online non-virtual learning,  and/or reading should account for no more than 8 hours of the 24-hour minimum per year |
| Co-occurring training | Within 30 days of hire | Every 2 years | MDHHS Access Standards Policy | Access staff | Y |
| Core Components of Case  Management | Within 30 days of hire | Annually | Medicaid Provider Manual  Section 13.1 | MH Case Management Staff | Y |
| Federal Drug and Alcohol Confidentiality Law (online at [www.improvingmipractices.org](http://www.improvingmipractices.org/) or [www.mi-pte.org/online.php](http://www.mi-pte.org/online.php) ) | Within 30 days of hire | Annually | BHDDA Prevention Policy | SUD Staff | Y |

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| **Training** | **Initial** | **Ongoing** | **Source** | **Required for** | **Online Training Acceptable** |
| Level One Communicable Disease  (online at [www.improvingmipractices.org](http://www.improvingmipractices.org/) or [www.mi-pte.org/online.php](http://www.mi-pte.org/online.php) ) | Within 30 days of hire | Annually | BHDDA Prevention Policy  #02  https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Keeping-Michigan-Healthy/BH-DD/Recovery-and-Substance-Use/Communicable\_Disease\_Prevention\_Policy\_02.pdf?rev=beaee3cceaef41d1be9ee1873e0326b3&hash=BB44A6AA44D57A3DFC4849B097DCC8DF | SUD Staff | Y |
| MDHHS three-day Wraparound Facilitator training | 90 days of hire | NA | Medicaid Provider Manual  3.31.B | Wraparound Facilitators and  Supervisors who are working with families | N |
| MDHHS Wraparound trainings | Within 12 months of hire | 2 per calendar year | Medicaid Provider Manual  3.29.B | Wraparound Facilitators | N |
| MDHHS Wraparound trainings - 1 general, 1 supervisory | Within 12 months of hire | 2 per calendar year | Medicaid Provider Manual 3.29.B | Wraparound Supervisors | N |
| MDHHS additional Wraparound trainings – 16 hours annually | N/A – as required by MDHHS | Annually | Medicaid Provider Manual 3.31.B.1 | Wraparound Facilitators and Supervisors who are working with children/youth on the SED Waiver. | As determined by MDHHS. |
| MDHHS  approved Clubhouse-specific training | Within 6 months of hire | Annually | Medicaid Provider Manual 5.8 | Clubhouse staff | N |
| Registered Behavior Technician  (RBT)  training | Prior to providing Behavioral Health Treatment services | N/A | Medicaid Provider Manual  18.12 | Behavior Technicians | Y |
| **Section 4. Functional Assessment Tool Training** | |  |  |  |  |
| LOCUS | Prior to administering | Booster training as required by MDHHS or  SWMBH clinical policy | MDHHS Master Contract Schedule A, Section 1(N)(4) | LOCUS assessors | Y |
| ASAM Continuum | Prior to administering | Booster training only as  required by MDHHS or SWMBH | MDHHS Master Contract Schedule A, Section 1(N)(6)(a)-(b) | ASAM assessors | N |
| PECFAS ages 4-6 | Prior to administering | Booster training every 2 years | Medicaid Provider Manual 7.2.B | Child mental health professionals | N |
| CAFAS ages 7-17 | Prior to administering | Booster training every 2 years | Medicaid Provider Manual 7.2.C | Child mental health professionals | N |

# Definitions

All – All staff including temporary staff, volunteers and interns.

Direct Support Professional (DSP)/Aides – Also referred to as a “direct care worker” and “direct service worker” in the Medicaid Provider Manual. All staff providing Aide services as defined in Michigan PIHP/CMHSP Provider Qualifications Per Medicaid Services & HCPCS/CPT Codes, including, but not limited to, Community Living Supports, Personal Care, Skill Building Assistance, Respite, and Pre- or Non-Vocational Services. Aides serving children on the Children’s Waiver for Children with Serious Emotional Disturbance (SEDW) must also be trained in recipient rights and emergency procedures. Aides serving children on the Children’s Waiver must be employees of the CMHSP or its contract agency, or be an employee of the parent who is paid through the Choice Voucher arrangement (Medicaid Provider Manual 14.5.A.). .

Direct Service Personnel – All staff providing direct services to customers.

Specialized Residential Staff – All staff providing services to customers in a specialized residential setting. BH - Behavioral Health. SUD - Substance Use Disorder

Virtual training: Training delivered virtually, in real-time, synchronously between the trainer and the individual(s) being trained.

Online, non-virtual training: Training that is not in-real time, synchronously between the trainer and the individual(s) being trained. This can include pre-recorded webinars and on-demand recorded trainings.