SWMBH REGION 4 TRAINING GRID

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* *CCBHC requires within 30 days	Annually* *CCBHC requires every 3 years	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	Initial training must be live or live-virtual, unless otherwise approved by the payor CMH. Online training is acceptable for refresher training.
Limited English Proficiency	Within 6 months of hire* *CCBHC requires within 30 days	N/A* *CCBHC requires every 3 years	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
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 Creating Cultures of Trauma-informed Care at http://improvingmipractices.org. Other evidence-based curriculums can be utilized, per MDHHS Trauma Policy.
Advance Directives	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)	(Adult Services Only) 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
Training	**Initial**	**Ongoing**	**Source**	**Required for**	**Online, non-virtual Training Acceptable**
Person Centered Planning	Within 60 days of hire	Annually	MDHHS Master Contract Schedule A, Section 1(B)(3)(k) MDHHS Memo 6.21.24	BH Direct Service Personnel, Wraparound Care Coordinators and Care Coordination Supervisors	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 Memo 6.21.24	BH Direct Service Personnel, Wraparound Care Coordinators and Care Coordination Supervisors	Y
Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission)	Within 30 days of hire	Annually	MDHHS Behavioral Health Provider Qualifications Medicaid Provider Manual 2.4 (Aides) & 18.12A (BTs) 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.
Basic First Aid	Within 60 days of hire	As required per the training program (usually every 2-3 years)	MDHHS Behavioral Health Provider Qualifications Medicaid Provider Manual 2.4 (Aides) & 18.12A (BTs)	Direct Support Professional (DSP)/Aides, CWP Waiver Staff, Behavior Technicians, others as necessary for job duties	Y
Emergency Preparedness (fire, tornado, natural disaster, etc.)	Within 60 days of hire	Every 2 years	MDHHS Behavioral Health Provider Qualifications) Medicaid Provider Manual 2.4 (Aides) & 18.12A (BTs)	Direct Support Professional (DSP)/Aides serving individuals on the 1915 (i)SPA, HSW, CWP, and SEDW\others as necessary for job duties. **See Section 2. Specialized Residential section below for requirements specific to staff working in specialized residential settings.	Y
Training in Individual Plan(s) of Service of customers served	prior to delivery of service	when plans are updated or amended	MDHHS Behavioral Health Provider Qualifications Medicaid Provider Manual 2.4 (Aides) & 18.12A (BTs)	Direct Support Professional (DSP)/Aides, Behavior Technicians, others as necessary for job duties.	N
Section 2. Specialized Residential					
CPR (MDHHS Approved only)	Within 60 days of hire	As required per the training program (usually every 2-3 years)	R 330.1806 (2)(d) AFC Licensing R 400.629(5)(c)	Specialized Residential staff, others as necessary for job duties	N Training may be online, however an in-person skills demonstration is required

Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP-approved curriculum if restrictive interventions included) (MANDT and CPI, are fully approved by SWMBH. Safety Care and Satori are conditionally approved by SWMBH.)	Within 60 days of hire	Annually	R 330.1806 (2)(h) AFC Licensing R 400.629 (5)(d)	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 (fire, tornado, natural disaster, etc.)	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	R 330.1806 (2)(f) AFC Licensing R 400.629(4)(b)	Specialized Residential Staff	Y
Training	**Initial**	**Ongoing**	**Source**	**Required for**	**Online, non-virtual Training Acceptable**
Medication Administration	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	R 330.1806 AFC Licensing R 400.629 (5)(d)	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	R 330.1806 (2)(b) AFC Licensing R 400.629 (4)(a)	Specialized Residential Staff	Y
Nutrition	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	R 330.1806 (2)(c) AFC Licensing R 400.629 (5)(i)	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	R 330.1806 (2)(a) AFC Licensing R 400.629 (4)(a)	Specialized Residential Staff	N
Health Administration	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	R 330.1806 (2)(c) AFC Licensing R 400.629 (5)(g)	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
HCBS Provider Training	Within 30 days of hire	Annually	MDHHS Statewide HCBS CAP, Medicaid Provider Manual 22.10	All Provider (non-CMH) staff providing HCBS services	Y
HCBS Case Manager Training	Within 90 days of hire	Annually	MDHHS Statewide HCBS CAP, Medicaid Provider Manual 22.10	All CMH Case Managers providing HCBS services	Initial training live virtual held by SWMBH. Refresher training may be completed online once available
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 MDHHS Memorandum- ACT Training Flexibility, 8/10/22	ACT staff - except physicians	N
Infant and Family Specific Training	Within 12 months of hire	15 hours annually plus membership in MI-AIMH and endorsement as an Infant Family Specialist by the MI Assoc of Infant	MDHHS Division of Program and Grant Development and Quality Monitoring, Bureau of Children's Coordinated Health Policy & Supports Memo to	Infant Mental Health and home-based services program staff serving infants/toddlers (birth through age 3) and their families).	

		Mental Health	PIHPs/CMHSPs dated 9/4/2024		
Child and Family specific professional development training. All training options must relate to the diagnosis or treatment of children, youth and their families.	For new hires, the required 24 annual clock hours may be pro-rated based on the hire date at a minimum of two hours per month.	24 clock hours annually. Staff and supervisors (including staff for Intensive Care Coordination with Wraparound and Targeted Case Management) who serve children enrolled in the Waiver Program for Children with Serious Emotional Disturbances (SEDW) must attend 16 hours of MDHHS-specific training. The 16 hours of this training count towards the 24-hour annual training requirement.	Children's Diagnostic and Treatment Services Program requirement; R 330.2125 MDHHS Memorandum re: Training Requirements for Michigan Mental Health Code for Children's Diagnostic and Treatment Services, dated 5/19/2026	Children's Diagnostic and Treatment Service Providers: 1. Staff who complete the initial screening, emergency evaluation, and intake evaluation within CMHSPs. This includes (a) staff completing MichiCANS assessments and (b) staff completing waiver and 1915(i) related assessments enrollment. 2. Targeted Case Managers 3. Intensive Care Coordination with Wraparound (ICCW) Care Coordinators 4. Home-Based Services Staff 5. Outpatient Therapy Staff 6. Staff for Intensive Crisis Stabilization Services and Crisis Intervention Services 7. Youth Peer Support Specialists 8. Parent Support Partners	Y - Up to 16 of the 24 hours may consist of online learning activities and documented professional literature review. MDHHS-sponsored training that can count toward the 24 hour requirement include but are not limited to: - Intensive Care Coordination with Wraparound Conference and Related Breakout Sessions* - Waiver Conference and Related Breakout Sessions* - Trainings Offered through the Association for Children's Mental Health Related to Youth Peer Support Specialists and Parent Support Partners - Evidence Based Practices (EBP) Conference and related activities* - Cross Systems Learning Events hosted by MDHHS - Other training offered through the Capacity Building Center (CBC), This does not include Community of Practice trainings or Provider Liaison meetings. Other trainings supported by MDHHS may be found at: https://cmhebps.org/
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)	Within 30 days of hire	Annually	MDHHS SUD Service Program Administrative Rules R325.1351.3.b	all SUD provider staff, including prevention, treatment, and recovery, who interact with individuals receiving services at a contracted provider	Y
Level One Communicable Disease (online at www.improvingmipractices.org)	Within 30 days of hire	Annually	BHDDA Prevention Policy #02	all SUD provider staff, including prevention, treatment, and recovery, who interact with individuals receiving services at a contracted provider	Y
CDC Clinical Practice Guidelines for prescribing opioids for pain; Guideline recommendations and guiding principles; successful	Within 12 months of hire	NA	1115 Waiver	Doctors treating SUD with controlled substances	Y

complete of MATE requirements.					
MDHHS three-day Wraparound New Facilitator training	Within 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 MDHHS-provided trainings per calendar year	Medicaid Provider Manual 3.31.B	Wraparound Facilitators	N
MDHHS Wraparound trainings - 1 general, 1 supervisory	Within 12 months of hire	2 MDHHS-provided trainings per calendar year	Medicaid Provider Manual 3.31.B	Wraparound Supervisors	N
16 hours of annual training related to provision of support to children and their families	N/A – as required by MDHHS	Annually	Medicaid Provider Manual 3.31.B.	Wraparound Facilitators and Supervisors	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	NA	Medicaid Provider Manual 18.12	Behavior Technicians	Y
Training	**Initial**	**Ongoing**	**Source**	**Required for**	**Online, non-virtual Training Acceptable**
Section 4. Functional Assessment Tool Training					
LOCUS	Prior to administering	Annually	MDHHS Master Contract Schedule A, Section 1(N)(4), SWMBH Policy 12.14	LOCUS assessors	Y- Initial must be Basic Online training through American Association for Community Psychiatry
ASAM Criteria	Prior to administering	NA	MDHHS Master Contract Schedule A, Section 1(N)(6)(a)-(b)	ASAM assessors	N
MichiCANS Certification training (3.5 hrs TCOM orientation plus 3.5 hrs MichiCANS overview)	Prior to administering	Booster training is optional; annual recertification assessment is required	MDHHS Memo 3.12.24 (Statewide MichiCANS Training) MDHHS MichiCANS Service Provider FAQ: https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/childrenandfamilies/michicans/service-provider/service-provider-faq	MichiCANS assessors (Access and Intake staff, Clinicians, Case Managers, Case Workers, and any staff directly completing the MichiCANS tool with youth & families) MichiCANS assessor supervisors	N
MichiCANS Action Planning Training	Prior to administering	NA	MDHHS Memo 3.12.24 (Statewide MichiCANS Training) MDHHS MichiCANS Service Provider FAQ: https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/childrenandfamilies/michicans/service-provider/service-provider-faq	MichiCANS assessors (Access and Intake staff, Clinicians, Case Managers, Case Workers, and any staff directly completing the MichiCANS tool with youth & families) MichiCANS assessor supervisors	N

MichiCANS Supervisor Training	Prior to overseeing staff who use the tool	NA	MDHHS Memo 3.12.24 (Statewide MichiCANS Training) MDHHS MichiCANS Service Provider FAQ: https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/childrenandfamilies/michicans/service-provider/service-provider-faq	MichiCANS assessor supervisors	N
Devereux Early Childhood Assessment (DECA) Training	Prior to administering	Booster training as required by MDHHS or SWMBH policy	Medicaid Provider Manual Section 3.3	DECA assessors	N
PECFAS ages 4-6 (will no longer be required as of 3.31.26)	Prior to administering	Booster training every 2 years	MDHHS Proposed Policy Draft 8.30.24 effective 10.1.24 Medicaid Provider Manual 7.2.B	Staff Performing Initial Waiver Determinations and Annual Re-Evaluations of iSPA and SED Waiver Enrollees.	N
CAFAS ages 7-17 (will no longer be required as of 3.31.26)	Prior to administering	Booster training every 2 years	MDHHS Proposed Policy Draft 8.30.24 effective 10.1.24 Medicaid Provider Manual 7.2.C	Staff Performing Initial Waiver Determinations and Annual Re-Evaluations of iSPA and SED Waiver Enrollees.	N

I. 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.
Primary Clinician: A clinician or therapist who, in the absence of a case manager or supports coordinator, has responsibility for facilitating the person-centered planning process and developing the Individualized Plan of Service (IPOS).
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.