



## Training Requirements Glossary

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**Assertive Community Treatment (ACT)** (*Medicaid Provider Manual; Section 4.3*) – Assertive Community Treatment (ACT) is a community-based approach to comprehensive assertive team treatment and support for adults with serious mental illness. The ACT team is a fixed point of responsibility for the development of the consumer’s person-centered plan and for supporting consumers in all aspects of community living, including the most independent setting possible.

**Objectives:**

- The participant will discuss key aspects of State and Federal benefit programs
- The participant will describe State and Federal work incentives that support individuals to return to self-sufficiency through work
- The participant will discuss accurate, up-to-date information about the basics of Social Security Entitlements and work incentives
- The participant will describe 3 ways to initiate conversations with beneficiaries of SSDI and SSI to alleviate their fear of working
- The participant will identify 3 ways that their agencies could better support the individuals they serve with the training information and resources

**Advance Directives** (*PA 386 of 1998; PA 532 of 2004 sections 700.5506-700; BBA 438.6(i)*) – Advance Directives provides information on types of advance directives such as durable power of attorney, living wills, do-not-resuscitate orders and durable power of attorney for health care. Also included: advantages of having an advance directive, who is eligible to create a power of attorney, what powers patient advocates have, and what is involved in the legal documentation.

**Objectives:**

- The participant will recognize the definition and advantages of advance directives
- The participant will identify the three types of advance directives
- The participant will demonstrate an understanding of Durable Power of Attorney for health care
- The participant will demonstrate an understanding of a living will
- The participant will demonstrate an understanding of a do-not-resuscitate order

**Appeals & Grievances** *MDHHS Contract Sect. 6.3.2; BBA 438.10(g)* - The appeals and grievance provides information relating to state and federal government requirements in regard to Medicaid Fair Hearing, Local Appeal, Customer Service Complaint (Grievance), and the Local Dispute Resolution processes.

**Objectives:**

- The participant will be able to identify those things involved in the Administrative Tribunal Fair Hearing process
- The participant will identify what is involved in the Local Appeal process
- The participant will be able to identify those circumstances what is involved in the Customer Service Complaint (Grievance) process
- The participant will be able to identify the process for a consumer to file a Local Dispute Resolution
- The participant will be knowledgeable in the area of Recipient Rights in the process of the appeal and grievance process
- The participant will be able to identify the purpose of second opinions and the role they play in the appeals and grievances process
- The participant will be able to identify those circumstances when they are required to send notices to consumers

**CAFAS & PECFAS** (*MDHHS Contract: Part II 4.7; Medicaid Provider Manual 7.2.B & 7.2.C*) – The CAFAS and PECFAS provides information relating to the state requirements and translation of the assessment and results from the CAFAS (Child and Adolescent Functional Assessment Scale) and the PECFAS (Preschool and Early Childhood Functional Assessment Scale). This tool is used when determining eligibility for the Children with Serious Emotional Disturbances Waiver (SEDW).

**Objectives:**

- The participant will review the research behind the CAFAS & PECFAS
- The participant will identify the clinical uses of the tool
- The participant will identify the uses in Quality Improvement and Outcome Measures
- The participant will be knowledgeable in the general guidelines and rating procedures
- The participant will be knowledgeable in using the FAS outcomes

**Communicable Diseases Level 1** (*BSAAS Prevention Policy #2*) – This training will provide basic knowledge of communicable disease applicable to substance use disorders (SUD) and will meet the LEVEL 1 requirement.

**Objectives:**

- Understand HIV/AIDS, TB, Hepatitis (especially A, B, and C) and STD/Is, as they relate to the agency target population.
- Understand modes of transmission (risk factors, myths and facts, etc.).
- Understand linkage between substance abuse and these CDs.
- Understand treatment possibilities.
- Identify local resources available for further information/screening.

**Corporate & Regulatory Compliance** (*DRA Title VI – Chapter 3 §6031-§6036; BBA Part 438 Subpart A Sec 438.1(a)(5)(ii)*) – The corporate & regulatory compliance provides staff with assistance in working within the required laws and regulations.

**Objectives:**

- The participant will identify the importance of knowing about compliance and recognize the goals of compliance
- The participant will recognize the description of No Retaliation and the consequences of attempted retaliation
- The participant will recognize the definition of Fraud
- The participant will be able to list who can commit Medicaid Fraud
- The participant will recognize general and specific examples of Medicaid Fraud
- The participant will recognize the Michigan Medicaid False Claims Act
- The participant will realize the penalties for false claims
- The participant will recognize what is done by the CMHSP to combat fraud
- The participant will understand the Whistleblowers Act
- The participant will be familiar with the CMHSP's Regulator Policy for employees and contracted providers
- The participant will recognize the CMHSP Medicaid Fraud or Abuse Hotline number

**CPR & First Aid** (*Michigan Administrative Rule: 201.1(b)(c) & 204.3(b)(c); R 330.1806 (2)(d); R 400.14204 (3) (b)(c)*)— CPR & First Aid teaches staff how to appropriately respond to emergency situations.

**Objectives:**

- The participant will recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illness, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies.

**Cultural Competency & Diversity** (*BBA Part 438 Sec. 438.206(c) (2); MDHHS Contract: Part II 3.3.3; 42 CFR 438.206 (2); MCL Act 258 of 1974 Sect. 330.1100b (a)*) –Cultural competency and diversity shall demonstrate an ongoing commitment to linguistic and cultural competence that ensures access and meaningful participation for all people in the service area. Participants will gain knowledge and skills to deal effectively with cultural differences. Participants are introduced to cross-cultural communication, conflict resolution, and skills that will enable them to function competently in culturally diverse environments.

**Objectives:**

- The participant will be able to understand the working definitions of race, culture, cultural diversity and cultural sensitivity
- The participant will be able to understand the elements of cultural competency & diversity
- The participant will be able to understand the importance of cultural sensitivity
- The participant will be able to understand the importance of working effectively in a culturally diverse workplace
- The participant will be able to recognize the impact one’s own cultural perspectives can have on individuals from other groups including those with disabilities, aging issues and homosexuality
- Participants will be able to understand how to set a personal plan to develop and build alliances with people who are culturally different from one’s own self.

**Culture of Gentleness** (*MDHHS GF Contract Attachment C6.8.3.1*) – This training will give the participant an introduction to human needs, values, guiding principles and effective teaching strategies and creating a culture of care that supports people who have lived trauma filled lives.

**Objectives:**

- The participant will demonstrate an understanding of the types of human needs
- The participant will demonstrate an understanding of the factors that people with disabilities have had to overcome as they attempt to become participating member of society
- The participant will demonstrate an understanding of the basic values and guiding principles associated with normalization
- The participant will demonstrate an understanding of the factors that influence a person’s ability to relate with others and life’s demands
- The participant will demonstrate an understanding of behavior as an attempt to communicate
- The participant will demonstrate an understanding of a functional curriculum
- The participant will understand effective teaching strategies

- The participant will demonstrate an understanding of the basic components of an effective relationship and how to apply those concepts teaching
- The participant will demonstrate the ability to write a functional goal

**Environmental Safety** (; R 400.14204 (f); R 400.14318 (1-6) [400.15318 (1-6)]; MCL 333.1803) – The purpose of environmental safety is to provide information that will help protect consumers, visitors, staff and property from fire, environmental emergencies and to comply with state, federal and local codes/laws and the requirements of accrediting agencies.

**Objectives:**

- The participant will demonstrate an understanding of the CMHSP's Fire Safety Plan
- The participant will demonstrate an understanding of the intent of the Bloodborne Pathogens regulation issues by OSHA and the Infection Control Plan as ways to minimize the risk of infection and illness to the CMHSP's staff
- The participant will demonstrate an understanding of the Safety Management Plan
- The participant will demonstrate an understanding of Security Management
- The participant will demonstrate an understanding of Emergency Management
- The participant will recognize the three elements necessary for a fire
- The participant will identify ways to prevent fires from starting
- The participant will be able to identify the dangers of smoke in a fire
- The participant will be able to recognize the steps to take if trapped by fire
- The participant will be able to identify the information that is needed when calling the fire department
- The participant will understand the evacuation procedure of the group home or program

**Health Management (including Blood Borne Pathogens/Infection Control)** (R 330.1806 (2)(c); R 400.14314; R 400.14204 (3)(g); R 400.14310; R 400.14313; R 400.14310 (1)(b), 66:5317-5325) – Designed to educate employees on how diseases are transmitted, how to recognize, report and follow-up on exposures to infectious material and to help individuals reduce the risk of contracting a bloodborne disease from the workplace. Training also contains topics related to assessing and maintenance of a person's health which include measurement of vital signs, seizures, prevention of disease transmission, handwashing, signs and symptoms of illness, signs and symptoms of shock and documentation of observation.

**Objectives:**

- The participant will understand the intent of Bloodborne Pathogens regulation issued by OSHA
- The participant will identify how infection occurs
- The participant will be familiar with diseases that can have serious consequences if transmitted
- The participant will understand the signs and symptoms of illness
- The participant will understand how to protect themselves from disease transmission
- The participant will understand what to do if an exposure occurs
- The participant will demonstrate the correct procedure to measure body temperature
- The participant will demonstrate the correct procedure to measure a pulse
- The participant will demonstrate the correct procedure to measure respirations

- The participant will demonstrate the correct procedure to measure blood pressures
- The participant will be able to recognize seizure activity and provide seizure first aid and documentation
- The participant will be able to recognize the signs and symptoms and common causes of anaphylactic shock
- The participant will be able to recognize the chain of infection and recognize the process to prevent the spread of infection or communicable disease
- The participant will demonstrate an understanding of recognizing and reporting changes in health circumstances
- The participant will demonstrate an understanding of health documentation

**HIPAA Privacy & Security** (42 CFR 438.208; 45 CFR 164.308 (a)(5)(i); MDHHS Contract: Part I 15.8; R 500.551(d); FR DOC 06-1376) – This training provides participants with an overview of the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996. The training includes key components of the privacy standard, describes the privacy rule as it relates to patients and staff, and discusses policies and procedures in place at the CMHSP that must be followed.

**Objectives:**

- The participant will be able to describe protected health information
- The participant will be able to explain confidentiality and the requirements of the HIPAA Privacy Rule for protecting and releasing information
- The participant will be able to identify best practices for compliance with HIPAA

**IDDT & COD** (MDHHS GF Contract (w/CMH's): Part II Attachment 3.3.5.1; 42 CFR § 300x–66; IDDT GOI – G7 & G1 (General Organizational Index)) – This training will provide the participant with an overview of the integrated system of care for persons with co-occurring substance use disorders and mental illness, serious emotional disturbance and developmental disabilities.

**Objectives:**

- Participants will be able to describe common mental disorders, substance use disorders and co-occurring disorders
- Participants will discuss approaches for the assessment of co-occurring substance use and mental health disorders
- Participants will be able to identify strategies for formulating integrated treatment plans and relapse-prevention plans

**Limited English Proficiency (LEP)** (BBA Part 438 Subpart A 438.10(c); MDHHS Contract: Part I 15.7; MDHHS Contract: Part II 3.3.2) – This training introduces the participant to the legal obligation to accommodate any person with any communication impairment so the agency may achieve equal results for all individuals receiving and seeking treatment. This training also provides information that will familiarize participants with accommodating persons with Limited English Proficiency.

**Objectives:**

- The participant will recognize the definition of Limited English Proficiency (LEP)
- The participant will understand that LEP compliance is a legal obligation
- The participant will understand which individuals are covered under LEP law

- The participant will understand agency policies on LEP along with the agency procedures with respect to LEP

**Level of Care Utilization System (LOCUS)** (MDHHS/PIHP Contract: Part 7.7.3 Supports Intensity Scale; MDHHS/CMSHP Contract) – *New FY19*

**Objectives:**

- The participant will understand the context of LOCUS in clinical decision making which includes the assessment for the immediate needs of the individual and monitoring changes in the individual's status or placement over time.
- Understand three basic components of the instrument (the evaluation parameters for assessment needs, six levels of service care, and the scoring methodology).
- Understand each LOCUS dimension as it relates to specific behavior conditions exhibited by the individual.
- Understand levels of care as outlined in the instrument.
- Understand how the measured needs of an individual translates to a level of care placement using one of the scoring methods (includes admission, continued stay reviews, and discharge planning).
- Understand how to resolve differences between the recommended level of care obtained from the LOCUS and those determined on the basis of clinical judgment.

**Medication Administration** (*R 300.1806 (2)(e); R 400.14310 & R 400.14312*) – This training introduces the participant to their role of administration of medications including medication use, effects of medications, administration dangers, legal issue and documentation.

**Objectives:**

- The participant will identify the uses of medication and recognize that any medication can be abused
- The participant will recognize that laws exist guiding the administration of medication
- The participant will recognize the difference between local and systemic effects of drugs
- The participant will recognize the difference between therapeutic effects, side effects, adverse effects and contraindications
- The participant will recognize the major routes of medication administration as well as common dosage forms of medication
- The participant will identify the procedures for handling medication orders and the practices to be followed in storing medications
- The participant will recognize that every medication error is potentially serious and must be reported immediately
- The participant will identify the procedure for proper disposal of medication

**Motivational Interviewing** (*MDHHS Contract: Part II 6.4.1*) – This training is a client centered directive method for enhancing intrinsic motivation to change by exploring and resolving ambivalence. The training will prepare clinicians to implement interviewing strategies and recognize and elicit change talk.



Objectives:

- The participant will be able to explain the principles and skills of motivational interviewing
- The participant will be able to identify strategies for dealing with people's ambivalence toward change in counseling

**Non-Physical Intervention** (42 CFR Part 485; Federal Register 42 CFR 485.910(f); Crisis Prevention Institute ([www.crisisprevention.com](http://www.crisisprevention.com))) – Non-Physical Intervention training is a set of techniques that allow service providers to help an individual gain control when that person is experiencing behavior that is a clear and imminent danger to self or others.

Objectives:

- The participant will be able to identify behaviors that could lead to a crisis
- The participant will learn how to most effectively respond to each behavior to prevent the situation from escalating
- The participant will learn how to use verbal and nonverbal techniques to defuse hostile behavior and resolve a crisis before it becomes violent

**Person-Centered Planning** (MDHHS Contract: Part II 3.3.1; 42 CFR 441.725; MHC 330.1700(g) and 330.1712) – Person-Centered Planning defines the values, principals and essential elements of the person-centered planning process. Emphasis is places on serving people on their own terms, people first language, honoring choice and considerations of health and safety.

Objectives:

- The participant will demonstrate an understanding of the Person-Centered Planning process and what makes the approach different from traditional treatment planning
- The participant will be able to explain the philosophy behind person-centered planning, thinking and recovery
- The participant will be able to compare and contrast the benefits of traditional treatment planning versus person-centered planning
- The participant will be able to describe various ways to implement and support person-centered planning

**Recipient Rights** (R 330.1806 (2)(g); MHC 330.1755 (5) (f); MDHHS Contract: Part II 6.3.2) – This training focuses on the rights of recipients of mental health services included in the Mental Health Code with an emphasis on abuse and neglect and promoting dignity and respect. There is also heavy emphasis on the responsibility of staff to report any suspected incidents. Information is given on reporting requirements as well as possible consequences for not reporting abuse and neglect.

Objectives:

- The participant will demonstrate an understanding of the legal basis of recipient rights
- The participant will demonstrate an understanding of confidentiality and its importance
- The participant will demonstrate an understanding of abuse and neglect
- The participant will demonstrate an understanding of treatment with dignity and respect
- The participant will demonstrate an understanding of what to do if abuse or neglect occurs or is alleged
- The participant will demonstrate an understanding of the use of an incident report

- The participant will demonstrate an understanding of the responsibilities of recipients and employees

**Security Management (Workplace Violence)** (*OSHA 3148-01R 2015*) – This training focuses on recognizing the categories of workplace violence and provides specific examples of incidents of workplace violence.

**Objectives:**

- The participant will recognize the definition as well as examples of workplace violence
- The participant will recognize the risk factors for workplace violence in health care and behavioral health care
- The participant will understand site specific procedures as well as when to recognize when to call 9-1-1
- The participant will understand and follow incident reporting process and will understand the importance of debriefing

**Self-Determination** (*MDHHS Contract Part II 3.3.4; MDHHS Contract Attachment C3.3.4*) – This training provides information in key areas of self-determination.

**Objectives:**

- The participant will understand the definitions of personal care and protection and supervision
- The participant will understand resident rights and reporting requirements
- The participant will understand fire safety and prevention
- The participant will understand prevention and containment of communicable diseases
- The participant will understand medication administration
- The participant will demonstrate an understanding of proper nutrition and food preparation

**Trauma Informed Care Training** (*MDHHS PIHP Contract Attachment P4.1.3.1 Recovery Policy; MDHHS Trauma Informed Policy, MDHHS/CMSHP Contract C6.9.9.1*) – This training was designed to increase awareness and understanding on the part of services providers at all level of service of the prevalence of trauma in consumers and the impact that trauma has on their behaviors. This training helps the participant understand the importance of creating a culture that recognizes and responds to the impact trauma has had on the lives of people with developmental disabilities, severe and persistent mental illness and co-occurring disorders. – *New FY19*

**Objectives:**

- The participant will understand why there is a need to be concerned about a trauma-informed service approach
- The participant will verbalize an understanding of the difference between trauma-informed services and trauma-specific services

**Understanding the Supports Intensity Scale (SIS)** (MDHHS/PIHP Contract: 7.7.3 Supports Intensity Scale; MSHN Regional Training Requirements) – *New FY19*

**Objectives:**

- The participant will demonstrate an understanding of what the SIS is and who should receive one
- The participant will be able to demonstrate an understanding of the typical length of time a SIS takes and what life areas are covered
- The participant will demonstrate what requirements are necessary to complete a SIS assessment, including participants and what is to be covered
- The participant will be able to identify what the SIS is used for and its connection to the person-centered planning process and to service provision
- The participant will demonstrate an understanding of how to schedule a SIS assessment for an individual in their CMHSP area