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| **MSHN – SUD Staff Training Chart Review** | |
| **Provider:** Click or tap here to enter text. | **Date of Review:** Click or tap to enter a date. |
| **Reviewer:** Click or tap here to enter text. | **Number of Staff Reviewed:** |
| **Auditor Instructions:** Please fill in the initial and renewal date (if applicable) for which the training was completed for the identified staff/contractor. If the identified training has not been completed, please identify that in the space provided as well as a time frame that the training will be completed. Initial training requirements are listed in the grid below. *Ongoing: Training completed at intervals deemed appropriate to meet the staff needs.* | |
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|  | **Staff Initials, Date of Hire, Position** | | |  |  |  |  |  |  |  |  | |
| **#** | **Required Training** | **Basis** | **Frequency** |
| **All staff with client contact at a licensed treatment provider -** *Complete for all staff unless otherwise indicated* | | | | | | | | | | | | |
| 1.1 | **Communicable Disease**: Basic knowledge of HIV/AIDS, TB, Hepatitis, and STD and the relationship to substance abuse (Level 1). BSAAS web-based training meets Level 1 requirement. Approved training can be located on the Improving MI Practices website at <http://improvingmipractices.org/> | MSHN Training Grid | Initial: within 30 days of hire Renewal: Annually |  |  |  |  |  |  |  | |  |
| 1.2 | **Customer Service-** Personnel that provide the initial contact with a client receive training and develop skills that improve engagement in the treatment process | Treatment Policy #5 – Welcoming |  |  |  |  |  |  |  |  | |  |
| 1.3 | **Cultural Competence:** ongoing training to assure that staff are aware of, and able to effectively implement. | MSHN Training Grid | Initial: within 1 year of hire Renewal: Annually |  |  |  |  |  |  |  | |  |
| 1.4 | **Recipient Rights**: | MSHN Training Grid | Initial: within 30 days of hire  Renewal: Annually |  |  |  |  |  |  |  | |  |
| 1.5 | **Limited English Proficiency** | MSHN Training Grid | Initial: within 90 days of hire Renewal: Annually |  |  |  |  |  |  |  | |  |
| 1.6 | **Advance Directives**  **(Not required for Prevention)** | MSHN Training Grid | Initial: within 90 days of hire Renewal: Annually |  |  |  |  |  |  |  | |  |
| 1.7 | **Appeals and Grievances**  **(Not required for Prevention)** | MSHN Training Grid | Initial: within 90 days of hire Renewal: Annually |  |  |  |  |  |  |  | |  |
| 1.8 | **Corporate & Regulatory Compliance** | MSHN Training Grid | Initial: within 90 days of hire Renewal: Annually |  |  |  |  |  |  |  | |  |
| 1.9 | **HIPPA Privacy and Security** | MSHN Training Grid | Initial: within 30 days of hire and Annually |  |  |  |  |  |  |  | |  |
| 1.10 | **Environmental Safety** | MSHN Training Grid | Initially within 1 year of hire |  |  |  |  |  |  |  | |  |
| **Women’s Treatment Services** | | | | | | | | | | | | |
| 3.1 | Individuals working and providing direct service within a designated women's program (gender responsive) must have completed a minimum of 12 semester hours, or the equivalent, of gender specific substance use disorder training or 2080 hours of supervised gender specific substance use disorder training/work experience within a designated women's program, or working towards meeting the requirement | Treatment Policy #12 – Women’s Treatment Services Refer to policy for appropriate training topics MSHN SUD Provider Manual  MSHN Training Grid |  |  |  |  |  |  |  |  | |  |
| 3.2 | Those working and providing direct service within a gender competent program must have completed a minimum of 8 semester hours, or the equivalent, of gender specific substance use disorder training or 1040 hours of supervised gender specific substance use disorder training. Other arrangements can be approved by the BSAAS Women's Treatment Coordinator. | Treatment Policy #12 – Women’s Treatment Services  MSHN Training Grid |  |  |  |  |  |  |  |  | |  |
| 3.3 | Evidence of training for Women’s Treatment Services is maintained in personnel files. | Treatment Policy #12 – Women’s Treatment Services  MSHN Training Grid |  |  |  |  |  |  |  |  | |  |
| **Peer Recovery/Recovery Support:** includes FT, PT, and Volunteers | | | | | | | | | | | | |
| 5.1 | **Peer Recovery Coach** : have been specifically trained to provide advanced peer recovery support services in Michigan; Receives a specialized level of training around a specific variety of skill sets designed to support an enhanced level of interaction with the individuals with whom they work. Must complete state approved training program.  After 1/1/2018- Evidence of attending and successfully completing the MDHHS Peer Recovery Coach training and certification  Anyone possessing the CCAR Peer Recovery Coach training certification prior to 1.1.18 will be accepted but must submit application and meet criteria established by MDHHS. Provider must have copy of application if submitted and have not received response from MDHHS.  **Peer Recovery Advocate:** have been provided an orientation and brief training in the functional aspect of their role by the entity that will utilize them to provide supports. These individuals are not trained to the same degree as the peer recovery coach. Minimum criteria that should be included in the training: • Gaining knowledge of community resources; • Listening skills; • Taking a non-judgmental stance (the ability to respond positively and provide assistance to an individual regardless of personal opinions, experiences, and choices); • Understanding of confidentiality; • Establishing boundaries; • Possessing an attitude that there are many paths to recovery – none any better than another. | Technical Advisory #07 – Peer Recovery and Recovery Support  MSHN Training Grid  MSA Bulletin 17-45 | Initial: Prior to hire or part of new hire process |  |  |  |  |  |  |  | |  |
| **Peer Advocates: Enhanced Women’s Services –** any trainings provided by domestic violence agencies, the MDHHS, or child abuse prevention agencies are appropriate | | | | | | | | | | | | |
| 6.1 | Peer advocates must meet current state training or certification requirements applicable to their position | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid |  |  |  |  |  |  |  |  | |  |
| 6.2 | Fundamentals of Addiction and Recovery (Could be accomplished by successful completion of the MAFE if no other opportunity is available) | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.3 | Ethics – 6 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.4 | Motivational Interviewing – 6 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.5 | Individualized Treatment and Recovery – 6 hours | Treatment Technical Advisory #08 – Enhanced  Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.6 | Personal Safety, including home visitor training – 4 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.7 | Client Safety, including domestic violence – 2 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.8 | Advocacy, including working effectively with legal systems – 2 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.9 | Maintaining appropriate relationships – 2 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.10 | Confidentiality – 2 hours (available online) | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.11 | Recipient Rights – 2 hours (available online) | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within 3 months of hire |  |  |  |  |  |  |  | |  |
| 6.12 | Relational Treatment Model – 6 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.13 | Cultural Competence – 2 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.14 | Women and Addiction – 3 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.15 | FASD, including adult FASD – 6 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.16 | Trauma and Trauma Informed Services – 6 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.17 | Gender Specific Services – 3 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.18 | Parenting – 3 hours | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.19 | Communicable Diseases – 2 hours, available online | Treatment Technical Advisory #08 – Enhanced Women’s Services | Within first year of employment |  |  |  |  |  |  |  | |  |
| 6.20 | All training documentation is required and must be kept in personnel files | Treatment Technical Advisory #08 – Enhanced Women’s Services |  |  |  |  |  |  |  |  | |  |
| 6.21 | If trainings are not completed within the **one-year timeframe**, the peer advocate would not be eligible to continue in that position until the requirements are met | Treatment Technical Advisory #08 – Enhanced Women’s Services  MSHN Training Grid |  |  |  |  |  |  |  |  | |  |