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| **MSHN – MONITORING of CMHSPs****STAFF TRAINING (2019)**  |
| **CMHSP Name:**      | **Date of Review:** Click here to enter a date. |
| **Name of Reviewer(s):**      |

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| **Staff/Contractor Name:** *(Please identify which service/program assigned)*      | **Date of Hire:** Click here to enter a date. |
| **Instructions: Please fill in the initial, annual (if applicable), and most recent dates for the training 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 by MSHN Training Grid to meet the staff needs.** |
| **#** | **REQUIRED TRAINING** | **Basis/Source** | **Frequency of Training:** | **Provide the Initial, Annual, and Last Date:** |
| **General Training Required of ALL Staff:** *(Complete for all staff unless otherwise indicated)* |
| 1.1 | Appeals and Grievances *(except AFC and Aide providing services in the community or unlicensed setting and Autism Behavior Techs)* | MDCH Contract Attachment P3.1.1, VIII.b. and VIII.c.ii | Initial (90 days of hire) and Annual Refresher | I:      A:     L:       |
| 1.2 | Corporate & Regulatory Compliance | Medicaid Integrity Program (MIP) | Initial (90 days of hire) and Annual Refresher | I:      A:     L:       |
| 1.3 | Cultural Competency & Diversity *(except students, volunteers and temp)* | MDCH Contract Part II 3.0, Access Assurance Section 3.4.2;  | Initial (1 yr. of hire) and Annually | I:      A:     L:       |
| **#** | **REQUIRED TRAINING** | **Basis/Source** | **Frequency of Training:** | **Provide the Initial, Annual, and Last Date:** |
| 1.4 | Environmental Safety  | Michigan Mental Health Code Administrative Rule [R 330.2807 (10)](http://w3.lara.state.mi.us/orrsearch/458_10433_AdminCode.pdf) | Initial (1 year of hire) | I:       |
| 1.5 | Health Management (Blood Borne Pathogens/Infection Control) | Michigan Mental Health Code Administrative Rule [R 330.2807 (10)](http://w3.lara.state.mi.us/orrsearch/458_10433_AdminCode.pdf) | Initial (30 days of hire) and Annually | I:      A:     L:       |
| 1.6 | Health Insurance Portability and Accountability Act (HIPAA)  | Code of Federal Regulations [42 CFR 438.208](http://www.gpo.gov/fdsys/granule/CFR-2012-title42-vol4/CFR-2012-title42-vol4-sec438-208); [45 CFR 164.308(a)(5)(i)](http://www.gpo.gov/fdsys/granule/CFR-2010-title45-vol1/CFR-2010-title45-vol1-sec164-308temp); MDCH Contract | Initial (30 days of hire) and Annual Refresher | I:      A:     L:       |
| 1.7 | Limited English Proficiency (LEP) | MDCH Contract, Part I, 15.7;  | Initial (90 days of hire) and Annually | I:      A:     L:       |
| 1.8 | Philosophy of Person-Centered Planning *(except CMH employed maintenance)* | MDCH Contract P3.4.1.1.IV.A.4.,  | Initial (30 days of hire) and Annual Refresher | I:      A:     L:       |
| 1.9 | Implementation of Person Centered Planning *(Clinical Staff Only)* | MDCH Contract P3.4.1.1.IV.A.4.,  | Initial (30 days of hire) and Annual Refresher | I:      A:     L:       |
| 1.10 | Recipient Rights/Confidentiality | MH Code: [Sect. 330.1754 (2) (e)(i)](http://www.legislature.mi.gov/%28S%28yu5llxhhoy0yeyxwtdzpxqhy%29%29/mileg.aspx?page=getObject&objectName=mcl-330-1754) and [Sect. 330.1755 (5) (f)](http://www.legislature.mi.gov/%28S%285og1iqtqo0wudixqt2kqmzyr%29%29/mileg.aspx?page=getObject&objectName=mcl-330-1755); MDCH contract;  | Initial (30 days of hire) and Annual Refresher | I:      A:     L:       |

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| **#** | **REQUIRED TRAINING** | **Basis/Source** | **Frequency of Training:** | **Provide the Initial, Annual, and Last Date:** |
| **ACT Staff Specific Training** |
| 2.1 | ACT 101 or equivalent | Medicaid Provider Manual, Sect. 4  | Within 180 days of hire for work in ACT (must be a MDHHS approved training)  | I:       |
| 2.2 | Advance Directives | [CFR 438.206(b)(1)(iii)](http://www.gpo.gov/fdsys/pkg/CFR-2007-title42-vol4/pdf/CFR-2007-title42-vol4-sec438-206.pdf) | Initial (90 days of hire)  | I:       |
| 2.3 | IDDT/COD (if providing IDDT) | Medicaid Provider Manual 4.3 | Initial (90 days of hire) and Annually | I:      A:     L:       |
| 2.4 | Non-Physical intervention (Verbal De-escalation)  | [MCL 722.112c(3)](http://www.legislature.mi.gov/%28S%285vrncthgsd4tmrxxwyie0a4q%29%29/mileg.aspx?page=getObject&objectName=mcl-722-112c) | Initial (90 days of hire)  | I:       |
| 2.5 | Trauma Informed Care | MSHN Training Grid | Initial (90 days of hire) | I:       |
| 2.6 | LOCUS | MSHN Training Grid | Initial (30 days of hire) | I:       |
| **Crisis Intervention/Access Staff** |
| 3.1 | Access Standards (access staff only) | [MDCH Contract P.3.1.1, section VIII.C.ii](http://www.michigan.gov/documents/mdch/FY09-10MAContractwithallattachments_312218_7.pdf) | Initial | I:       |
| 3.2 | CAFAS and/or PECFAS (if working with children-SED Waiver only) | CMHSP/PHIP Contract – PART II 6.2 Administrative Personnel | Initial (90 days of hire) and every 2 years | I:      2:     L:       |
| 3.3 | COD  | Medicaid Provider Manual 4.3 | Initial (90 days of hire)  | I:       |
| 3.4 | Non-Physical intervention (Verbal De-escalation)  | [MCL 722.112c(3)](http://www.legislature.mi.gov/%28S%285vrncthgsd4tmrxxwyie0a4q%29%29/mileg.aspx?page=getObject&objectName=mcl-722-112c) | Initial (90 days of hire)  | I:       |
| 3.5 | Self Determination (Clinical Staff Only) | Medicaid Managed Specialty Supports and Services contract Section P.3.4.4 | Initial (90 days of hire) and Annually | I:      A:     L:       |
| 3.6 | Trauma Informed Care | MSHN Training Grid | Initial (90 days of hire) | I:       |
| 3.7 | LOCUS | MSHN Training Grid | Initial (30 days of hire) | I:       |
| **Adult Foster Care (AFC) Licensed Direct Care Staff or Aide Level Staff providing services in the community or unlicensed setting (CLS/respite services)** |
| 4.1 | CPR & First Aid training *(Aide’s – First Aid only)* | Medicaid Provider Manual section 2.4, 14.5.A, and 15.2.C | Initial (30 days of hire) and every two years | I:      A:     L:       |
| 4.2 | Medication Administration *(Aide’s – if passing meds)* | [R 300.1806 (2)(e);](http://www.michigan.gov/documents/dhs/Medications_377787_7.pdf) [R 400.14310;](http://www.michigan.gov/documents/dhs/Medications_377787_7.pdf) | Initial (90 days of hire)  | I:       |
| 4.3 | Non-Physical intervention/Verbal De-escalation (*Aide’s - based on consumer IPOS) \*Review this training using consumer chart selection reviews – if applicable* | [MCL 722.112c(3)](http://www.legislature.mi.gov/%28S%285vrncthgsd4tmrxxwyie0a4q%29%29/mileg.aspx?page=getObject&objectName=mcl-722-112c) | Initial (90 days of hire)  | I:       |
| 4.4 | Culture of Gentleness *(based on consumers IPOS) \*Review this training using consumer chart selection reviews – if applicable* | Medicaid Provider Manual [Attachment P3.4.1.1](http://www.michigan.gov/documents/mdch/Person-Centered_Planning_Revised_Practice_Guideline_367086_7.pdf) | 60 days of IPOS | I:      A:     L:       |
| 4.5 | Person Centered Plan -Consumer specific *(Based on consumers IPOS) \*Review this training using consumer chart selection reviews – if applicable*  | MSHN Training Grid |  | I:       |
| 4.6 | Trauma Informed Care | MSHN Training Grid | Initial (90 days of hire) | I:       |
| **Primary Service Providers** (Case Manager, Supports Coord, Home-based Staff, Multisystemic Therapy, Wraparound) **or Individual/Group Therapist Training**  |
| 5.1 | Children Diagnosis and Treatment Specific Training *(Home-Based or Children Staff)* | Administrative Rules  | 24 hours Annually *from date of hire* (indicate if all 24 hours were completed during last year - dates not necessary) | # hrs completed annually:        |
| 5.2 | Advance Directives | [CFR 438.206(b)(1)(iii)](http://www.gpo.gov/fdsys/pkg/CFR-2007-title42-vol4/pdf/CFR-2007-title42-vol4-sec438-206.pdf) | Initial (90 days of hire)  | I:       |
| 5.3 | CAFAS and/or PECFAS *(if working with children-SED Waiver only)* | CMHSP/PHIP Contract – PART II 6.2 Administrative Personnel | Initial (90 days of hire) and every 2 years | I:      2:     L:       |
| 5.4 | COD  | Medicaid Provider Manual 4.3 | Initial (90 days of hire)  | I:      A:     L:       |
| 5.5 | Non-Physical intervention/Verbal De-escalation | [MCL 722.112c(3)](http://www.legislature.mi.gov/%28S%285vrncthgsd4tmrxxwyie0a4q%29%29/mileg.aspx?page=getObject&objectName=mcl-722-112c) | Initial (90 days of hire)  | I:       |
| 5.6 | Self Determination | Medicaid Managed Specialty Supports and Services contract Section P.3.4.4 | Initial (90 days of hire) and Annual Refresher | I:      A:     L:       |
| 5.7 | Trauma Informed Care | MSHN Training Grid | Initial (90 days of hire) | I:       |
| 5.8 | LOCUS | MSHN Training Grid | Initial (30 days of hire) | I:       |
| 5.9 | Understanding the SIS | MSHN Training Grid | Initial (60 days of hire) | I:       |
| **Autism Service Providers** (Behavior Technicians, BCaBA, BCBA, LLP, QBHP, and QLP) |
| 6.1 | Appeals and Grievances *(not required for Behavior Technicians)* | MSHN Training Grid | Initial (90 days of hire) and Annual Refresher | I:      A:     L:       |
| 6.2 | Corporate & Regulatory Compliance *(not required for Behavior Technicians)* | MSHN Training Grid | Initial (90 days of hire) and Annual Refresher | I:      A:     L:       |
| 6.3 | CPR & First Aid *(Behavior Techs* ***only****)* | MSHN Training Grid | Initial (30 days of hire) and every two (2) years | I:      A:     L:       |
| 6.4 | Cultural Competency & Diversity | MSHN Training Grid | Initial (within first year of hire) and annual refresher | I:      A:     L:       |
| 6.5 | Environmental Safety | MSHN Training Grid | Initial (within first year of hire) | I:       |
| 6.6 | Health Management (Blood Borne Pathogens/Infection Control) | MSHN Training Grid | Initial (within first 30 days of hire and annual refresher | I:      A:     L:       |
| 6.7 | HIPAA Privacy and Security | MSHN Training Grid | Initial (within first 30 days of hire and annual refresher | I:      A:     L:       |
| 6.8 | Limited English Proficiency | MSHN Training Grid | Initial (90 days of hire) and Annual Refresher | I:      A:     L:       |
| 6.9 | Medication Administration (required if passing meds) | MSHN Training Grid | Initial (within 90 days of hire) | I:       |
| 6.10 | Non-Physical Intervention (Verbal De-escalation) | MSHN Training Grid | Initial (within 90 days of hire) | I:       |
| 6.11 | Person-Centered Planning (includes beneficiary IPOS) | MSHN Training Grid | Initial (within first 30 days of hire and annual refresher | I:      A:     L:       |
| 6.12 | Recipient Rights | MSHN Training Grid | Initial (within first 30 days of hire and annual refresher | I:      A:     L:       |
| 6.13 | Trauma Informed Care | MSHN Training Grid | Initial (within 90 days of hire) | I:       |
| 6.14 | Culture of Gentleness (Based on Consumer IPOS) | MSHN Training Grid | Initial - Based on Consumer IPOS | I:       |
| **Case Management Training:** *(only complete for Case Manager, Supports Coordinator, Home-based Mental Health Therapy, Multisystemic Therapy, and Wraparound)* |
| 6.1 | Case Management Core requirements (assessment, planning, advocacy, monitoring, and linking), as defined in Medicaid Provider Manual 13.3.) | Medicaid Provider Manual, Sect. 13.1 & 13.3 | Initial and Ongoing | I:      A:     L:       |
| **Customer Service Training** |
| 7.1 | Customer services staff shall be trained to welcome people to the public mental health system and to possess current working knowledge, or know where in the organization detailed information can be obtained | [Attachment P.6.3.1, para F.14 of MDCH/PIHP contract (pg. 153)](http://www.michigan.gov/documents/mdch/FY09-10MAContractwithallattachments_312218_7.pdf) |  | I:      A:     L:       |

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| **Training** | **Requirements** |  | **Training** | **Requirements** |
| Assertive Community Treatment (ACT) | 180 days of hire for work in ACT | HIPAA Privacy & Security | 30 days of hire |
| Advance Directives | 90 days of hire | IDDT/COD  | 90 days of hire |
| Appeals & Grievances | 90 days of hire | Limited English Proficiency (LEP) | 90 days of hire |
| CAFAS and/or PECFAS (if working with children-SED Waiver only) | 90 days of hire | Medication Administration (Aide’s if passing meds) | 90 days of hire |
| Corporate & Regulatory Compliance | 90 days of hire | Non-Physical Intervention (Verbal De-escalation) | 90 days of hire |
| CPR & First Aid\* (Aide level First Aid Only) | 30 days of hire | Person-Centered Planning | 30 days of hire |
| Cultural Competency & Diversity | 1 year of hire | Recipient Rights | 30 days of hire |
| Environmental Safety | 1 year of hire | Self Determination | 90 days of hire |
| Health Management - (Blood Borne Pathogens/Infection Control) | 30 days of hire | Culture of Gentleness (based on consumer IPOS) | 90 days of hire |
| Trauma Informed Care | 90 days of hire |  | LOCUS | 30 days of hire |
| SIS Process/Procedure | 90 days of hire |  | Person Centered Plan- Consumer Specific | 60 days of plan |

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| \* Based on Certification Length set by the training entity (i.e., American Red Cross) |  |  |  |  |
| 🡪 Training with a MDHHS-approved group home curriculum is required for direct care staff working in licensed specialized AFC settings. |
| 🡪 Customer Service staff must receive training as defined in Attachment P.6.3.1 of the MDHHS/PIHP contract (paragraph F.14) |
| 🡪 Additional program specific training is required for programs such as Wraparound, IMH, DBT, TFCBT, MST, Supported Employment, and ABA Aides (Autism Benefit). |
| 🡪 Child Mental Health Professionals are required to obtain 24 hours annual related to child specific training |
| 🡪 The following job titles will require Core Elements of Case Management training: Case Manager, Supports Coordinator, Home-based Mental Health Therapy, Multisystemic Therapy, and Wraparound |
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| **This is a set of MSHN minimum training requirements and is not all inclusive to each individual CMHSP. Any county, accreditation, evidence-based practice, or CMHSP specific training will be additionally documented by each CMHSP.** |  |