

MSHN –CMHSP Staff Training Tool

CMHSP Name:

Date of Review: [Click here to enter a date.](#)

Name of Reviewer(s):

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: <i>(Complete for all staff unless otherwise indicated)- For Autism staff please see Autism section)</i>				
1.1	Appeals and Grievances <i>(except AFC and Aide providing services in the community or unlicensed setting and Autism Behavior Techs)</i>	MDHHS Contract, PA105	Initial (90 days of hire) and Annual Refresher	I: A: L:
1.2	Corporate & Regulatory Compliance	Balanced Budget Act, Deficit Reduction Act, MDHHS Contract	Initial (90 days of hire) and Annual Refresher	I: A: L:
1.3	Cultural Competency & Diversity <i>(except students, volunteers and temp)</i>	MDHHS Contract Mental Health Code, Code of Federal Regulations	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	MI Mental Health Code, MI Administrative Code	Initial (1 year of hire)	I: A: L:
1.5	Health Management (Blood Borne Pathogens/Infection Control)	MI Mental Health Code, MI Administrative Code	Initial (30 days of hire) and Annually	I: A: L:
1.6	Health Insurance Portability and Accountability Act (HIPAA)	Code of Federal Regulations, MDHHS Contract	Initial (30 days of hire) and Annual Refresher	I: A: L:
1.7	Limited English Proficiency (LEP)	Balanced Budget Act, MDHHS Contract	Initial (90 days of hire) and Annually	I: A: L:
1.8	Philosophy of Person-Centered Planning (<i>except CMH employed maintenance</i>)	MDHHS Contract, MI Mental Health Code	Initial (30 days of hire) and Annual Refresher	I: A: L:
1.9	Implementation of Person-Centered Planning (<i>Clinical Staff Only</i>)	MDHHS Contract, MI Mental Health Code	Initial (30 days of hire) and Annual Refresher	I: A: L:
1.10	Recipient Rights	MI Administrative Code, MI Mental Health Code, MDHHS Contract	Initial (30 days of hire) and Annual Refresher	I: A: L:

#	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	Within 180 days of hire for work in ACT (must be a MDHHS approved training)	I:
2.2	Advance Directives	MDHHS Contract, Balanced Budget Act, Code of Federal Regulations	Initial (90 days of hire)	I:
2.3	IDDT/COD (if providing IDDT)	MDHHS Contract, Medicaid Provider Manual	Initial (90 days of hire) and Annually	I: A: L:
2.4	Non-Physical intervention (Verbal De-escalation)	Federal Register, MI Medicaid Manual	Initial (90 days of hire)	I:
2.5	Trauma Informed Care	MDHHS	Initial (90 days of hire)	I:
2.6	LOCUS (MI Adults)	MDHHS Contract	Initial (90 days of hire)	I:
Crisis Intervention/Access Staff				
3.1	Access Standards (access staff only)	<u>MDHHS Contract</u>	Initial	I:

3.2	CAFAS and/or PECFAS (if working with children-SED Waiver only)	MDHHS Contract, MI Medicaid Provider Manual	Initial (90 days of hire) and every 2 years	I: 2: L:
3.3	COD	MI Medicaid Provider Manual, Code of Federal Regulations	Initial (90 days of hire)	I:
3.4	Non-Physical intervention (Verbal De-escalation)	Code of Federal Regulations	Initial (90 days of hire)	I:
3.5	Self Determination (Clinical Staff Only)	MDHHS Contract	Initial (90 days of hire) and Annually	I: A: L:
3.6	Trauma Informed Care	MDHHS Contract	Initial (90 days of hire)	I:
3.7	LOCUS (MI Adults)	MDHHS Contract	Initial (90 days of hire)	I:
3.8	DECA (Devereaux Early Childhood Assessment)	MI Medicaid Provider Manual	Prior to conducting assessments	
Adult Foster Care (AFC) Licensed Direct Care Staff <u>or</u> Aide Level Staff providing services in the community or unlicensed setting (CLS/respice services)				
4.1	CPR & First Aid training (<i>Aide's – First Aid only</i>)	MI Medicaid Provider Manual, MI Administrative Code	Initial (30 days of hire) and every two years	I: A: L:

4.2	Medication Administration (<i>Aide's – if passing meds</i>)	MI Administrative Code	Initial (90 days of hire)	I:
4.3	Non-Physical intervention/Verbal De-escalation (<i>Aide's - based on consumer IPOS</i>) *Review this training using consumer chart selection reviews – if applicable	Code of Federal Regulations, MI Medicaid Manual	Initial (90 days of hire)	I:
4.4	Person Centered Plan -Consumer specific (<i>Based on consumers IPOS</i>) *Review this training using consumer chart selection reviews – if applicable	MDHHS, MI Mental Health Code, Code of Federal Regulations	Initial (within first 30 days of hire and annual refresher	I:
4.5	Trauma Informed Care	MDHHS Contract	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 (<i>Home-Based or Children Staff</i>)	MI Administrative Code	24 hours Annually <i>from date of hire</i> (indicate if all 24 hours were completed during last year - dates not necessary)	# hrs completed annually:
5.2	Advance Directives	MDHHS Contract, Balanced Budget Act, Code of Federal Regulations	Initial (90 days of hire)	I:
5.3	CAFAS and/or PECFAS (<i>if working with children-SED Waiver only</i>)	MDHHS Contract, MI Medicaid Provider Manual	Initial (90 days of hire) and every 2 years	I: 2: L:
5.4	COD	MI Medicaid Provider Manual, Code of Federal Regulations	Initial (90 days of hire)	I: A: L:

5.5	Non-Physical intervention/Verbal De-escalation	Code of Federal Regulations, MI Medicaid Manual	Initial (90 days of hire)	I:
5.6	Self Determination	MDHHS Contract	Initial (90 days of hire) and Annual Refresher	I: A: L:
5.7	Trauma Informed Care	MDHHS Contract	Initial (90 days of hire)	I:
5.8	LOCUS (MI Adults)	MDHHS Contract	Initial (90 days of hire)	I:
5.9	Understanding the SIS- Process/Procedure (IDD)	MDHHS Contract	Initial (60 days of hire)	I:
Autism Service Providers (Behavior Technicians, BCaBA, BCBA, LLP, QBHP, and QLP)				
6.1	Appeals and Grievances <i>(not required for Behavior Technicians)</i>	MDHHS Contract 6.3.2: BBA 438.01(g), PA105	Initial (90 days of hire) and Annual Refresher	I: A: L:
6.2	Corporate & Regulatory Compliance <i>(required initially BT's)</i>	Balanced Budget Act, Deficit Reduction Act, MDHHS Contract	Initial (90 days of hire) and Annual Refresher	I: A: L:
6.3	CPR & First Aid <i>(Behavior Techs First Aid only)</i>	MI Medicaid Provider Manual, MI Administrative Code	Initial (30 days of hire) and every two (2) years	I: A: L:
6.4	Cultural Competency & Diversity	MDHHS Contract Mental Health Code, Code of Federal Regulations	Initial (within first year of hire) and annual refresher	I: A: L:

6.5	Environmental Safety	MI Mental Health Code, MI Administrative Code	Initial (within first year of hire)	I:
6.6	Health Management (Blood Borne Pathogens/Infection Control)	MI Mental Health Code, MI Administrative Code	Initial (within first 30 days of hire and annual refresher)	I: A: L:
6.7	HIPAA Privacy and Security	Code of Federal Regulations, MDHHS Contract	Initial (within first 30 days of hire and annual refresher)	I: A: L:
6.8	Limited English Proficiency	Balanced Budget Act, MDHHS Contract	Initial (90 days of hire) and Annual Refresher	I: A: L:
6.9	Medication Administration (required if passing meds)	MI Administrative Code	Initial (within 90 days of hire)	I:
6.10	Non-Physical Intervention (Verbal De-escalation)	Code of Federal Regulations, MI Medicaid Manual	Initial (within 90 days of hire)	I:
6.11	Person-Centered Planning (includes beneficiary IPOS- <i>*Review IPOS consumer specific training using consumer chart selection reviews – if applicable</i>)	MDHHS, MI Mental Health Code, Code of Federal Regulations	Initial (within first 30 days of hire and annual refresher)	I: A: L:
6.12	Recipient Rights	MI Administrative Code, MI Mental Health Code, MDHHS Contract	Initial (within first 30 days of hire and annual refresher)	I: A: L:
6.13	Trauma Informed Care	MDHHS Contract	Initial (within 90 days of hire)	I:

Case Management Training: *(only complete for Case Manager, Supports Coordinator, Home-based Mental Health Therapy, Multisystemic Therapy, and Wraparound)*

7.1	Case Management Core requirements (assessment, planning, advocacy, monitoring, and linking), as defined in Medicaid Provider Manual 13.3.)	Medicaid Provider Manual	Initial and Ongoing	I: A: L:
Customer Service Training				
8.1	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	MDHHS Contract	initial and as needed	I: A: L: