

MSHN SUD Staff Training File 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:
Instructions: Complete each column with training information (initial and renewal dates-as applicable) for staff/contractors identified. If the training has not been completed, please note incomplete and include the time frame that the training will be completed.	

Staff Initials, Date of Hire, Position											
#	Required Training	Basis/Source	Frequency								
Section 1: All staff with client contact at a licensed treatment provider – Complete Section 1 for all staff unless otherwise indicated											
1.1	Communicable Disease: Basic knowledge of HIV/AIDS, TB, Hepatitis, and STD/I and the relationship to substance abuse (Level 1). Approved training can be located on the Improving MI Practices website at http://improvingmipractices.org/ . If training through other mechanisms, must include the following information: HIV/AIDS, TB, Hepatitis, and STD/Is, modes of transmission, linkage between SUD and CDs, Overview of treatment possibilities, and local resources available for further information/screening.	MSHN Contract, MI Medicaid Manual Special Provisions Prevention Policy #2	Initial: within 30 days of hire Renewal: annually								
1.2	Cultural Competence: ongoing training to assure that staff are aware of, and able to effectively implement.	MSHN Contract, Balanced Budget Act, MI Administrative Code, Code of Federal Regulations	Initial: within 1 year of hire Renewal: Annually								
1.3	Recipient Rights Training. A signed copy indicating acknowledgement of recipient rights policies and procedures and/or training shall be maintained in the staff personnel file and a signed copy shall be	MSHN Contract, MI Mental Health Code	Initial: within 30 days of hire								



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	retained by the staff member. Training may be the Improving MI Practices or PIHP required training per PIHP requirements		Renewal: Annually								
1.4	Limited English Proficiency. Training may be the Improving MI Practices or PIHP required training per PIHP requirements	MSHN Contract	Initial: within 90 days of hire Renewal: Annually								
1.5	Advance Directives (Not required for Prevention or Recovery)	MSHN Contract, Code of Federal Regulations, Balanced Budget Act	Initial: within 90 days of hire								
1.6	Appeals, Grievances, Fair Hearings (Not required for Prevention or Recovery)	MSHN Contract, Balanced Budget Act, MI Public Act 105	Initial: within 90 days of hire Renewal: Annually								
1.7	Corporate & Regulatory Compliance	Balanced Budget Act, Deficit Reduction Act, MSHN Contract	Initial: within 90 days of hire Renewal: Annually								
1.8	Training on Provider Compliance Plan (provider compliance plan may be the PIHP compliance plan)	CFR 438.608 R 325.1343									
1.9	HIPPA Privacy and Security	MSHN Contract, Code of Federal Regulations	Initial: within 30 days of hire and annually								
Women's Treatment Services											
2.1	Gender Responsive Providers: minimum of 12 semester hours (or equivalent) of gender specific SUD training or 2080 hours of supervised gender specific SUD training/work experience within a	Treatment Policy #12 – Women's Treatment Services Refer to policy for									



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	designated women's program or a program working towards meeting the requirement	appropriate training topics MSHN SUD Provider Manual MSHN Training Grid									
2.2	Gender Competent Providers: minimum of 8 semester hours (or equivalent) of gender specific SUD training or 1040 hours of supervised gender specific SUD training/work experience within a gender competent women's program or a program working towards meeting the requirement	Treatment Policy #12 – Women's Treatment Services MSHN Training Grid									
Enhanced Women's Specialty:											
3.1	Enhanced Women's Services: Individuals working and providing direct services for Enhanced Women's Services must complete training on the following topics: • Fundamentals of Addiction and Recovery* • Ethics (6 hours) • Motivational Interviewing (6 hours) • Individualized Treatment and Recovery Planning (6 hours) • Personal Safety, including home visitor training (4 hours) • Client Safety, including domestic violence (2 hours) • Advocacy, including working effectively with the legal system (2 hours) • Maintaining Appropriate Relationships (2 hours) • Confidentiality (2 hours) • Recipient Rights (2 hours, available online) *Could be accomplished by successful completion of the MAFE if no other opportunity is available.	Treatment Advisory #8 - Enhanced Women's Services	Initial: Within 90 days								



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3.2	Enhanced Women's Services: In addition, the following training must also be completed: • Relational Treatment Model (6 hours) • Cultural Competence (2 hours) • Women and Addiction (3 hours) • FASD (including adult FASD) (6 hours) • Trauma and Trauma Informed Services (6 hours) • Gender Specific Services (3 hours) • Child Development (3 hours) • Parenting (3 hours) • Communicable Disease (2 hours, available online)	Treatment Advisory #8 - Enhanced Women's Services	Initial: Within one year of hire								
3.3	Until trainings are completed, peer advocate is supervised by another individual who meets the training requirements and is working within the program.	Treatment Advisory #8 - Enhanced Women's Services									
Peer Recovery/Recovery Support: includes FT, PT and Volunteers											
4.1	Peer Recovery Coach: * After 1/1/2018- Evidence of attending and successfully completing the MDHHS Peer Recovery Coach training and certification - H0038WR or HM Services * 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 - H0038WR or HM Services * CCAR Peer Recovery Coach training - H0038 Services	Technical Advisory #07 – Peer Recovery and Recovery Support MSA Bulletin 17-45	Initial: Prior to hire or part of new hire process								
Recovery Housing Specific Staff/Volunteers											



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5.1	Professional Code of Ethics Signed	Technical Advisory #11									
Adolescent Services											
6.1	Trained on the EBP models utilized in adolescent or youth services	Treatment Policy #14									
6.2	Minimum of 12 semester hours (or the equivalent) or 64 workshop-based hours of age and content-specific SUD training or 2080 hours of supervised adolescent or youth-specific SUD training/work experience within an identified program.	Treatment Policy #14									
6.3	Staff working with adolescents and young adults are well versed on legal issues the youth may be a part of. This includes: age of consent, human trafficking, state identification, emancipation, status offenses, foster care youth aging out of the system, crossover youth, dually involved youth, Act 150 public ward, expungement for adjudicated offenses, and legal guardianship verses or as opposed to biological parent(s).	Treatment Policy #14									