

CMHSP Staff Training Review Tool

CMHSP:	CMH Staff/Contractor Name:
Reviewer Name:	Title/Service/Program:
Review Date:	Date of Hire:

#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual (prior to last date), and Last Date:
General Training Required of All Staff: <i>(Complete for all staff unless otherwise indicated)</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	Initial (1 yr. of hire) and annually	I: A: L:
1.4	Environmental Safety	MI Administrative Code, Medicaid Provider Manual	Initial (1 year of hire) <i>For those working with waiver programs, initially and every 3 years. See MSHN Training Grid FY25 and MPM</i>	I: A: L:
1.5	Health Management (Bloodborne 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:

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1.7	Limited English Proficiency (LEP)	Balanced Budget Act, MDHHS Contract	Initial (90 days of hire) and annually	I: A: L:
1.8	Person-Centered Planning	MDHHS Contract, MI Mental Health Code	Initial (30 days of hire) and Annual Refresher	I: A: L:
1.9	Recipient Rights	MI Administrative Code, MI Mental Health Code, MDHHS Contract	Initial (30 days of hire) and Annual Refresher	I: A: L:
1.10	Trauma-Informed Care	MDHHS Contract	Initial (90 days of hire)	I:
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 Annual	I: A: L:
2.4	Non-Physical intervention (Verbal De-escalation	Federal Register, MI Medicaid Manual	Initial (90 days of hire)	I:
2.5	LOCUS (MI Adults)	MDHHS Contract	Initial (90 days of hire)	I:
Crisis Intervention/Access Staff				
3.1	Co-Occurring /Dual Diagnosis	MI Medicaid Provider Manual, Code of Federal Regulations	Initial (90 days of hire)	I:

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3.2	Non-Physical intervention (Verbal De-escalation)	Code of Federal Regulations	Initial (90 days of hire)	I:
3.3	Self-Determination (Clinical Staff Only)	MDHHS Contract	Initial (90 days of hire) and Annual Refresher	I: 2: L:
3.4	LOCUS (MI Adults)	MDHHS Contract	Initial (90 days of hire)	I:
3.5	DECA (Devereaux Early Childhood Assessment)	MI Medicaid Provider Manual	Prior to conducting assessments	I:
3.6	MichiCANS (those completing assessments for infants, toddlers, children, youth, and young adults ages birth through age 20).	MI Medicaid Provider Manual	Prior to conducting assessments *New for FY25	I:
Adult Foster Care (AFC) Licensed Direct Care Staff <u>or</u> Aide Level Staff providing services in the community or unlicensed setting (CLS/respite services)				
4.1	First Aid training (<i>Aides – First Aid only</i>) (CPR as required in MPM)	MI Medicaid Provider Manual, MI Administrative Code	Initial (30 days of hire) and every two years	I: 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	MI Medicaid Manual, MSHN/CMH Contract 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	<i>Formalized professional development and training (Staff providing children's diagnostic and treatment services).</i>	MI Administrative Code	24 hours Annually by Fiscal Year. Can prorate if hired mid-FY	# hrs completed annually:
5.2	Advance Directives	MDHHS Contract, Balanced Budget Act, Code of Federal Regulations	Initial (90 days of hire)	I:
5.3	MichiCANS (<i>those completing assessments for infants, toddlers, children, youth, and young adults ages birth through age 20</i>).	MDHHS Contract, MI Medicaid Provider Manual	Prior to conducting assessments *New for FY25	I:

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5.4	Co-Occurring /Dual Diagnosis	MI Medicaid Provider Manual, Code of Federal Regulations	Initial (90 days of hire)	I:
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	LOCUS (MI Adults)	MDHHS Contract	Initial (90 days of hire)	I:
Customer Service				
6.1	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	I: