

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 and the relationship to substance abuse	MSHN Contract, MI Medicaid Manual	Initial: within 30 days of hire Renewal: every 2 years								
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, MSHN Contract	Evidence of training- no frequency requirements								
1.3	Cultural Competence	MSHN Contract, Balanced Budget Act, MI Administrative Code, Code of Federal Regulations	Initial: within 1 year of hire Renewal: Annually								
1.4	Recipient Rights:	MSHN Contract, MI Mental Health Code	Initial: within 30 days of hire Renewal: Annually								
1.5	Limited English Proficiency	MSHN Contract	Initial: within 90 days of								



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			hire Renewal: Annually								
1.6	Advance Directives (Not required for Prevention or Recovery)	MSHN Contract, Code of Federal Regulations, Balanced Budget Act	Initial: within 90 days of hire								
1.7	Appeals and Grievances (Not required for Prevention or Recovery)	MSHN Contract, Balanced Budget Act, MI Public Act 105	Initial: within 90 days of hire Renewal: Annually								
1.8	Corporate & Regulatory Compliance	Balanced Budget Act, Deficit Reduction Act, MSHN Contract	Initial: within 90 days of hire Renewal: Annually								
1.9	HIPPA Privacy and Security	MSHN Contract, Code of Federal Regulations	Initial: within 30 days of hire and annually								
1.10	Environmental Safety	MI Administrative Code	Initial: within 1 year of hire								
1.11	Trauma Informed Care	MDHHS Contract	Initial: within 90 days of hire								
1.12	Approved Assessment- ASAM and/or GAIN I-Core (required for clinicians conducting assessments H0001) (as applicable) Ex. GAIN- adolescents.	MDHHS, MSHN Contract	Initially- 120 days of hire								
Women's Treatment Services											



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2.1	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									
2.2	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									
Peer Recovery/Recovery Support: includes FT, PT, and Volunteers											
3.1	<p>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 (MDHHS Certification, CCAR)</p> <p>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.</p> <p>Minimum criteria that should be included in the</p>	Technical Advisory #07 – Peer Recovery and Recovery Support MSHN Contract MSA Bulletin 17-45	Initial: Prior to hire or part of new hire process- must have certification prior to providing services								



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	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.										
Peer Advocates: Enhanced Women's Services – any trainings provided by domestic violence agencies, the MDHHS, or child abuse prevention agencies are appropriate											
4.1	Peer advocates must meet current state training or certification requirements applicable to their position	Treatment Technical Advisory #08 – Enhanced Women's Services MSHN Contract									
4.2	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 Contract	Within 3 months of hire								
4.3	Ethics – 6 hours	Treatment Technical Advisory #08 – Enhanced Women's Services MSHN Contract	Within 3 months of hire								
4.4	Motivational Interviewing – 6 hours	Treatment Technical Advisory #08 – Enhanced Women's Services MSHN Contract	Within 3 months of hire								
4.5	Individualized Treatment and Recovery – 6 hours	Treatment Technical Advisory #08 – Enhanced Women's Services	Within 3 months of hire								



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		MSHN Contract									
4.6	Personal Safety, including home visitor training – 4 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within 3 months of hire								
4.7	Client Safety, including domestic violence – 2 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within 3 months of hire								
4.8	Advocacy, including working effectively with legal systems – 2 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within 3 months of hire								
4.9	Maintaining appropriate relationships – 2 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within 3 months of hire								
4.10	Confidentiality – 2 hours (available online)	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within 3 months of hire								
4.11	Recipient Rights – 2 hours (available online)	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within 3 months of hire								
4.12	Relational Treatment Model – 6 hours	Treatment Technical Advisory	Within first year of employment								



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		#08 – Enhanced Women’s Services MSHN Contract									
4.13	Cultural Competence – 2 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within first year of employment								
4.14	Women and Addiction – 3 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within first year of employment								
4.15	FASD, including adult FASD – 6 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within first year of employment								
4.16	Trauma and Trauma Informed Services – 6 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within first year of employment								
4.17	Gender Specific Services – 3 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within first year of employment								
4.18	Parenting – 3 hours	Treatment Technical Advisory #08 – Enhanced Women’s Services MSHN Contract	Within first year of employment								



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4.19	Communicable Diseases – 2 hours, available online	Treatment Technical Advisory #08 – Enhanced Women’s Services	Within first year of employment							