

FY _____

Staff Name _____ Date Submitted: _____

Training	Initial	Ongoing	Source	Required for	Online Training Acceptable	Date Completed
Section 1. Core Trainings						
Corporate Compliance	Within 30 days of hire	Annually	Medicaid Integrity Program (MIP) Deficit Reduction Act (DRA)	All	Y - refresher class only.	
Cultural Diversity Training	Within 30 days of hire	Annually	MDHHS Master Contract Part II(A); 4.5 42 CFR 438.206 SWMBH Policy 3.7	All	Y	
HIPAA	Within 30 days of hire	Annually	45 CFR 164.308(a)(5)(i) & 45 CFR 164.503.(b)(1)	All	Y	
Recipient Rights	Within 30 days of hire	Annually	MH Code: 330.1755(5)(f) SUD admin rules: R 325.14302	All	Y - refresher class only.	
Limited English Proficiency	Within 30 days of hire	N/A	MDHHS Master Contract Part I; 18.16 Office of Civil Rights Policy Guidance on the Title VI Prohibition Against Discrimination	All	Y	
Health & Safety	Within 30 days of hire	Annually	CARF Requirement	All	Y	
Enhancing Clinical Competency through an Understanding of Military Culture	Within first year of certification and 30 days from hire for new employees	Annually	CCBHC Handbook	All Staff (excluding billing staff)	Y	
A First Look at Integrating Care: Policy	Within first year of certification and 30 days from hire for new employees	Annually	CCBHC Handbook	All Staff (excluding billing staff)	Y	
Suicide-Specific Interventions and Best Practices	Within first year of certification and 30 days from hire for new employees	Annually	CCBHC Handbook	All Staff (excluding billing staff)	Y	
Recovery Principles and Practices in Mental Health Treatment	Within first year of certification and 30 days from hire for new employees	Annually	CCBHC Handbook	All Staff (excluding billing staff)	Y	

Medication Management Training	Withing 30 Days of Hire	Annually	CARF Requirement	* All Clinical Staff *Additional Trainings will be required for nursing staff	Y	
Medication-Assisted Treatment for Opioid Use Disorder	Within 30 days of hire	Annually	CCBHC Handbook	Med Clinic Nursing Staff (both RN and LPN)	Y	
Advance Directives	Within 30 days of hire	Every 2 Years	42 CFR 422.128 42 CFR 438.3 MDHHS Master Contract Part II(A) 7.10.5	All in the following roles: • Primary clinicians & SUD therapists • Access/UM staff • Customer Services • Psychiatrists/nurses • Peer support specialists • Service supervisors/directors of the above listed staff	Y	
Grievances & Appeals & Customer Service Concepts	Within 30 days of hire	Annually	42 CFR 438.400-424 MDHHS Master Contract Attachment P 6.3.1.1	All in the following roles: • Primary clinicians & SUD therapists • Access/UM staff • Customer Services • Service supervisors/directors of the above listed staff • Psychiatrists/nurses • Peer support specialists • Recovery coaches • Reception staff • Service supervisors/directors of the above listed staff • Minimum one person per site for all other services (MH and SUD)	Y - Initial class live, refresher online	
Person Centered Planning	Within 30 days of hire	Annually	MDHHS Master Contract Attachment P.4.4.1.1	BH Direct Service Personnel	Y (initial and updates). Annual updates must be documented but can take many different forms. Consider attending a conference, online training, etc.	

Self-determination (may be integrated into Person Centered Planning training)	Within 30 days of hire	Annually	MDHHS Master Contract Attachment P.4.4.1.1	BH Direct Service Personnel	Y	
First Aid (MDHHS Approved only)	Within 60 days of hire	As required per the training program (usually every 2-3 years)	Medicaid Provider Manual 2.4 & 18.12	Aides, others as necessary for job duties	N	
CPR	Within 60 days of hire	As required per the training program (usually every 2-3 years)	AFC Licensing R 400.14204(3) and R 330.1806	Direct Service Personnel	N	
Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission)	Within 30 days of hire	Annually	MIOSHA R 325.70016	Direct Service Personnel	Y - with opportunity for supervised practice and Q&A with a knowledgeable trainer must be included.	
Section 3. Service Area Training Requirements						
Access Standards Training	Within 30 days of hire	Annually	MDHHS Master Contract Attachment P.4.1.1	Access staff	Y	
ACT physician training (MDHHS approved)	Within 12 months of hire	NA	Medicaid Provider Manual 4.3	ACT physicians	N	
ACT training (MDHHS approved)	Within 6 months of hire	Annually	Medicaid Provider Manual 4.3	ACT staff - except physicians	N	
Child and Family specific training	Within 12 months of hire	24 hours Annually	Children's Diagnostic and Treatment Services Program requirement	Child mental health professionals	Y - Viewing videos, online training, or reading should account for no more than 8 hours of the 24 hour minimum per year	
Co-occurring training	Within 30 days of hire	Every 2 years	MDHHS Master Contract Attachment P.4.1.1	Access staff	Y	
Core Components of Case Management	Within 30 days of hire	Annually	Medicaid Provider Manual Section 13.1	MH Case Management Staff	Y	
Federal Drug and Alcohol Confidentiality Law (online at www.improvingmipractices.org or www.mi-pte.org/online.php)	Within 30 days of hire	Annually	BHDDA Prevention Policy	SUD Staff	Y	

Level One Communicable Disease (online at www.improvingmipractices.org or www.mi-pte.org/online.php)	Within 60 days of hire	NA	BHDDA Prevention Policy #02	SUD Staff	Y	
Substance Abuse Treatment- hours Annually	20 1 year	Annually	St. Joseph CMH	SUD Staff	Y	
MDHHS three-day Wraparound Facilitator training	90 days of hire	NA	Medicaid Provider Manual 3.29.B	Wraparound Facilitators and Supervisors who are working with families	N	
MDHHS Wraparound trainings	Within 12 months of hire	2 per calendar year	Medicaid Provider Manual 3.29.B	Wraparound Facilitators	N	
MDHHS Wraparound trainings - 1 general, 1 supervisory	Within 12 months of hire	2 per calendar year	Medicaid Provider Manual 3.29.B	Wraparound Supervisors	N	
MDHHS approved Clubhouse-specific training	Within 6 months of hire	Annually	Medicaid Provider Manual 5.8	Clubhouse staff	N	
Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP approved curriculum if restrictive interventions included) (MANDT & CPI currently approved)	Within 60 Days of Hire	Annually- Childrens Day 1- Adults - Initial	MDHHS Master Contract Attachment P.1.4.1 and R 330.1806	All Specialized Residential staff; staff of other providers as necessary to implement individual person-centered plans(s) of person(s) for whom they are responsible for providing direct care	N	
Trauma Informed Care	Withing 30 Days of Hire	N/A	St. Joseph CMH	Direct Service Personnel	Y	
Trauma Informed Care- A skill Development Workshop	Within 1st Year	N/A	St. Joseph CMH	All Staff	N	
Trauma Specific Training	Within 30 days of hire	Annually	St. Joseph CMH	All Staff	Y	
Section 4. Functional Assessment Tool Training						
LOCUS	Prior to administering	Booster training as required by MDHHS or SWMBH clinical policy	MDHHS Master Contract Part II(A) 7.7.3	LOCUS assessors	N	
SIS	Prior to administering	Booster training as required by MDHHS or SWMBH clinical policy	MDHHS Master Contract Part II(A) 7.7.3	SIS assessors	N	
ASAM	Prior to administering	Booster training as required by MDHHS or SWMBH clinical policy	MDHHS Master Contract Attachment P.II.B.A.	ASAM assessors	N	

PECFAS ages 4-6	Prior to administering	Booster training every 2 years	Medicaid Provider Manual 7.2.B	Child mental health professionals	N	
CAFAS ages 7-17	Prior to administering	Booster training every 2 years	Medicaid Provider Manual 7.2.B	Child mental health professionals	N	

I. Definitions

All – All staff including temporary staff, volunteers and interns.

Supports, Personal Care, Skill Building Assistance, Respite, and Pre- or Non-Vocational Services.

Direct Service Personnel – All staff providing direct services to customers.

BH - Behavioral Health. **SUD** - Substance Use Disorder

Conferences/Seminars/Off

Site Traing/On Site Training:

			Number of Hours
Date	Title, Sponsor	Location	

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____