

Training	Initial	Ongoing	Source	Required for	Online, non-virtual Training Acceptable
<b>Section 1. Core Trainings</b>					
Corporate Compliance	Within 30 days of hire	Annually	Medicaid Integrity Program (MIP) Deficit Reduction Act (DRA) MDHHS Master Contract, Schedule A, Section 1(R)	All	Y
Cultural Diversity Training	Within 6 months of hire	Annually	MDHHS Master Contract Schedule A, Sections 1(B)(3)(k) and 1(E)(9) 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	MDHHS Master Contract Schedule A, Section 1(B)(3)(k) MH Code: 330.1755(5)(f) SUD admin rules: R 325.14302	All	Y - refresher class only.
Limited English Proficiency	Within 6 months of hire	N/A	MDHHS Master Contract Schedule A, Sections 1(B)(3)(k) and 1(Q)(8) Office of Civil Rights Policy Guidance on the Title VI Prohibition Against Discrimination	All	Y
Advance Directives (Adult services only)	Within 30 days of hire	Every 2 Years	42 CFR 422.128 42 CFR 438.3 MDHHS Master Contract Schedule A, Section 1(Q)(5)	All in the following roles: • Primary clinicians & SUD therapists (including residential/detox) • Access/UM staff • Customer Services • Psychiatrists/nurses Peer support specialists • Service supervisors/directors of the above listed staff	Y
Grievances & Appeals (for individuals who handle notices - modified according to denial role/responsibility)	Within 30 days of hire	Annually	42 CFR 438.400-424 MDHHS Master Contract Schedule A, Section 1(B)(3)(k)	All in the following roles: • Primary clinicians & SUD therapists (including residential/detox) • Access/UM staff • Customer Services • Service supervisors/directors of the above listed staff	Y - Initial class recommended live as the concepts are complex (not required)
Customer Services Concepts (grievance and appeal rights and processes for people who do not handle notices)	Within 30 days of hire	Annually	42 CFR 438.400-424 MDHHS Master Contract Schedule A, Section 1(B)(3)(k)	All in the following roles: • 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 (including Specialized Residential sites) and SUD)	Y
Person Centered Planning	Within 60 days of hire	Annually	MDHHS Master Contract Schedule A, Section 1(B)(3)(k) MDHHS Person-Centered Planning Practice Guideline, Section VIII(D)	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 60 days of hire	Annually	MDHHS Master Contract Schedule A, Section 1(B)(3)(k)  MDHHS Self Directed Services Technical Requirement	BH Direct Service Personnel	Y
Basic First Aid	Within 60 days of hire	As required per the training program (usually every 2-3 years)	Medicaid Provider Manual 2.4, 14.5.A, 15.2.C, & 18.12	Direct Support Professional (DSP)/Aides, Behavior Technicians, others as necessary for job duties	N
Emergency Procedures (fire, tornado, natural disaster, etc.)	Within 60 days of hire.	Annually	Medicaid Provider Manual 4.1, 14.5.A (CWP); 18.12.A (BTs)	Direct Support Professional (DSP)/Aides, Behavior Technicians, others as necessary for job duties.  **See Spec Res section below for requirements specific to staff working in specialized residential settings.	Y

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CPR (MDHHS Approved only)	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	Specialized Residential staff, others as necessary for job duties	N
Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission)	Within 30 days of hire	Annually	MIOSHA R 325.70016	All staff who provide services directly to customers/ others as necessary for job duties	Y – Training must afford ample opportunity for discussion and question/answer with a knowledgeable trainer.
Training in Individual Plan(s) of Service of customers served including customer-specific emergency procedures	prior to delivery of service	when plans are updated or amended	Medicaid Provider Manual 15.2.C. MDHHS Person-Centered Planning Practice Guideline, Section VIII(D)	Direct Support Professional (DSP)/Aides	N
Trauma-Informed Systems of Care	Within 60 days of hire	At least annually	MDHHS Master Contract Schedule A, Section 1(N)(9) MDHHS Trauma Policy, "Standards" Section	All	Y – on-line module: Creating Cultures of Trauma-informed Care with Roger Fallot, Ph.D. of Community Connections, Washington DC is available at <a href="http://improvingmipractices.org">http://improvingmipractices.org</a> for use in training. Other evidence-based curriculums can be utilized, per MDHHS Trauma Policy.
<b>Section 2. Specialized Residential</b>					
Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP-approved curriculum if restrictive interventions included) (MANDT, CPI, Safety Care, and Satori are currently approved)	Within 60 days of hire	Annually	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
Emergency Preparedness	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	R 330.1806 AFC Licensing R 400.14204(3)	Specialized Residential Staff	Y
Medication Administration	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	Specialized Residential Licensing Rules R 330.1806	Specialized Residential Staff	N
Introduction to Special Needs of MI/DD	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	Specialized Residential Licensing Rules R 330.1806	Specialized Residential Staff	Y
Nutrition	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	Specialized Residential Licensing Rules R 330.1806	Specialized Residential Staff	Y
Role of Direct Service Workers/Working with People	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	Specialized Residential Licensing Rules R 330.1806	Specialized Residential Staff	N
Health Administration	Within 90 days of hire or prior to working independently with customers or as lead staff	NA	Specialized Residential Licensing Rules R 330.1806	Specialized Residential Staff	Y
<b>Section 3. Service Area Training Requirements</b>					
Access Standards Training	Within 30 days of hire	Annually	MDHHS Master Contract, Schedule A, Section 1(B)(3)(k) MDHHS Access Standards, Section IX(C)	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; Medicaid Provider Manual	Child mental health professionals	Y - Viewing videos, online non-virtual learning, and/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 Access Standards Policy	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 <a href="http://www.improvingmipractices.org">www.improvingmipractices.org</a> or <a href="http://www.mi-pte.org/online.php">www.mi-pte.org/online.php</a> )	Within 30 days of hire	Annually	BHDDA Prevention Policy	SUD Staff	Y

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Level One Communicable Disease (online at <a href="http://www.improvingmipractices.org">www.improvingmipractices.org</a> or <a href="http://www.mi-pte.org/online.php">www.mi-pte.org/online.php</a> )	Within 30 days of hire	Annually	BHDDA Prevention Policy #02 <a href="https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Keeping-Michigan-Healthy/BH-DD/Recovery-and-Substance-Use/Communicable_Disease_Prevention_Policy_02.pdf?rev=beaee3cceaef41d1be9ee1873e0326b3&amp;hash=BB44A6AA44D57A3DFC4849B097DCC8DF">https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Keeping-Michigan-Healthy/BH-DD/Recovery-and-Substance-Use/Communicable_Disease_Prevention_Policy_02.pdf?rev=beaee3cceaef41d1be9ee1873e0326b3&amp;hash=BB44A6AA44D57A3DFC4849B097DCC8DF</a>	SUD Staff	Y
MDHHS three-day Wraparound Facilitator training	90 days of hire	NA	Medicaid Provider Manual 3.31.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 additional Wraparound trainings – 16 hours annually	N/A – as required by MDHHS	Annually	Medicaid Provider Manual 3.31.B.1	Wraparound Facilitators and Supervisors who are working with children/youth on the SED Waiver.	As determined by MDHHS.
MDHHS approved Clubhouse-specific training	Within 6 months of hire	Annually	Medicaid Provider Manual 5.8	Clubhouse staff	N
Registered Behavior Technician (RBT) training	Prior to providing Behavioral Health Treatment services	N/A	Medicaid Provider Manual 18.12	Behavior Technicians	Y
<b>Section 4. Functional Assessment Tool Training</b>					
LOCUS	Prior to administering	Booster training as required by MDHHS or SWMBH clinical policy	MDHHS Master Contract Schedule A, Section 1(N)(4)	LOCUS assessors	Y
ASAM Continuum	Prior to administering	Booster training only as required by MDHHS or SWMBH	MDHHS Master Contract Schedule A, Section 1(N)(6)(a)-(b)	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.C	Child mental health professionals	N

**I. Definitions**

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

Direct Support Professional (DSP)/Aides – Also referred to as a “direct care worker” and “direct service worker” in the Medicaid Provider Manual. All staff providing Aide services as defined in Michigan PIHP/CMHSP Provider Qualifications Per Medicaid Services & HCPCS/CPT Codes, including, but not limited to, Community Living Supports, Personal Care, Skill Building Assistance, Respite, and Pre- or Non-Vocational Services. Aides serving children on the Children’s Waiver for Children with Serious Emotional Disturbance (SEDW) must also be trained in recipient rights and emergency procedures. Aides serving children on the Children’s Waiver must be employees of the CMHSP or its contract agency, or be an employee of the parent who is paid through the Choice Voucher arrangement (Medicaid Provider Manual 14.5.A.).

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

Specialized Residential Staff – All staff providing services to customers in a specialized residential setting.

BH - Behavioral Health. SUD - Substance Use Disorder

Virtual training: Training delivered virtually, in real-time, synchronously between the trainer and the individual(s) being trained.

Online, non-virtual training: Training that is not in-real time, synchronously between the trainer and the individual(s) being trained. This can include pre-recorded webinars and on-demand recorded trainings.