

2022 CMHSP Staff Training

CMHSP Name:

Date of Review: [Click here to enter a date.](#)

Name of Reviewer(s):

Staff/Contractor Name: *(Please identify which service/program assigned)*

Date of Hire: [Click here to enter a date.](#)

Instructions: Please fill in the initial, annual (if applicable), and most recent dates for the training completed for the identified staff/contractor. If the identified training has not been completed, please identify that in the space provided as well as a time frame that the training will be completed. Initial and annual training requirements are listed in the grid below.

#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual, and Last Date:
General Training Required of ALL Staff: <i>(unless noted)</i>				
1.1	Appeals and Grievances <ul style="list-style-type: none"> Not required for Fiscal Intermediary Not required for Administrative Staff 	MDHHS Contract	Initial (30 days of hire) and Annual Refresher	I: A: L:
1.2	Corporate Compliance	Balanced Budget Act, Deficit Reduction Act, MDHHS Contract	Initial (60 days of hire) and Annually	I: A: L:
1.3	Cultural Competency (Not required for Fiscal Intermediary)	MDHHS Contract Mental Health Code, Code of Federal Regulations	Initial (60 days of hire) and Annually	I: A: L:

#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual, and Last Date:
1.4	Standard Precautions (Blood Borne Pathogens/Infection Control) Not required for: <ul style="list-style-type: none"> • Fiscal Intermediary • Administrative staff 	MI Mental Health Code, MI Administrative Code	Initial (60 days of hire) and Annually	I: A: L:
1.5	Health Insurance Portability and Accountability Act (HIPAA)	Code of Federal Regulations, MDHHS Contract	Initial (60 days of hire) and Annually	I: A: L:
1.6	Limited English Proficiency (LEP)	Balanced Budget Act, MDHHS Contract	Initial (60 days of hire) and Annually	I: A: L:
1.7	Recipient Rights	MI Administrative Code, MI Mental Health Code, MDHHS Contract	Initial (30 days of hire) and Annually	I: A: L:

#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual, and Last Date:
Clinical Staff <i>(as indicated)</i>				
2.1	Person-Centered Planning and Self-Determination (all Clinical Staff).	MDHHS Contract,	Initial (60 days of hire) and Annual Refresher	I: A: L:
2.2	Trauma informed Care (all clinical staff)	MDHHS Contract	Initial (within 6 months of hire)	I:
2.3	LOCUS (MI Adults) (Required by MDHHS as applicable to the population served by the staff person).	MDHHS Contract	Initial (Prior to completing LOCUS)	I: L:
2.4	CAFAS and/or PECFAS: (if working with children with SED). (Required by MDHHS as applicable to the population served by the staff person).	MDHHS Contract, MI Medicaid Provider Manual	Prior to conducting the assessments	I: L:
2.5	DECA (Devereaux Early Childhood Assessment). (Required by MDHHS as applicable to the population served by the staff person).	MDHHS Contract, MI Medicaid Provider Manual	Prior to conducting the DECA assessment.	I: L:
2.6	Co-Occurring Disorders (COD) for clinical staff (Not reviewed for FY22 referred to Training ROAT for inclusion in FY23 requirements).	MI MPM	Initial (90 days of hire)	I:
2.7	Understanding the SIS Training (IDD) (Not reviewed for FY22 referred to Training ROAT for inclusion in FY23 requirements).	MDHHS Contract	Initial (90 days of hire)	I:

#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual, and Last Date:
ACT Staff				
3.1	ACT 101 or equivalent	Medicaid Provider Manual	Within 180 days of hire for work in ACT (must be a MDHHS approved training)	I:
3.2	Advance Directives	MDHHS Contract, Balanced Budget Act, Code of Federal Regulations	Initial (30 days of hire) and every 2 years.	I: 2: L:
3.3	IDDT/Co-Occurring (if providing IDDT)	MDHHS Contract, Medicaid Provider Manual	Initial (90 days of hire) and Annually	I: A: L:
#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual, and Last Date:
Crisis Intervention				
4.1	Advance Directives (if working with adults)	MDHHS Contract, Balanced Budget Act	Initial (30 days of hire) and every 2 years.	I: 2: L:
4.2	Behavioral Treatment/Crisis Intervention (MANDT)	LRE Training Requirements	Initial-Relational Section (90 days of hire)	I: A: L:

#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual, and Last Date:
Specialized Residential (AFC)				
5.1	Behavioral Treatment/Crisis Intervention (MANDT series)	LRE Training Requirements Attachment I	Initial (within 90 days of hire) and Annually	I: A: L:
5.2	Emergency Preparedness	LRE attachment I	Initial (60 days of hire)	I:
5.3	CPR & First Aid certification	LRE attachment I	Initial (60 days of hire) and as per certificate	I: L: Expiration date:
5.4	Health & Wellness	LRE attachment I	Initial (60 days of hire)	I: L:
5.5	Introduction to Human Services	LRE attachment I	Initial (30 days of hire)	I:
5.6	Medication Series: May include: Lakeshore course series that includes online and classroom demo portion or Standalone CMH classroom training(s) if available.	LRE attachment I	Initial (60 days of hire)	I: L:
5.7	Nutrition & Food Safety	LRE attachment I	Initial (60 days of hire)	I:

#	REQUIRED TRAINING	Basis/Source	Frequency of Training:	Provide the Initial, Annual, and Last Date:
CLS staff (non-specialized setting).				
6.1	Knowledge of First Aid training		Initial (60 days of hire) and every 2 years	I: 2: L:
6.2	Medication Series: <ul style="list-style-type: none"> • Required when staff provide reminding, monitoring, and/or observation of medication administration per the Medicaid Provider Manual. • May include: Lakeshore course series that includes online and classroom demo portion or Standalone CMH classroom training(s) if available 		Initial (60 days of hire)	I: L:
6.3	Nutrition & Food Safety		Initial (60 days of hire)	I:
6.4	Trauma Informed Care 512	MDHHS Contract	Initial (6 months of hire).	I:

Targeted Case Manager/Supports Coordinator				
6.5	Advance Directives	MDHHS Contract, Balanced Budget Act	Initial (30 days of hire) and every 2 years.	I: 2: L:
6.6	Behavioral Treatment/Crisis Intervention (MANDT) <ul style="list-style-type: none"> Recommended 	LRE Training Requirements	Initial Relational/Conceptual (90 days of hire)	I: (Recommended only.)
Home-based Staff				
7.1	Child Specific Training	MPM	24 hours Annually <i>from date of hire</i> (indicate if all 24 hours were completed during last year - dates not necessary)	# hours completed annually: