

Macomb County Prepaid Inpatient Health Plan Training Requirements Grid (Revision Date: Sept 9,2019)

Source Document Key:

1. Balanced Budget Act
2. Health Insurance Portability and Accountability Act (HIPAA)
3. Deficit Reduction Act
4. Michigan Department of Health and Human Services (MDHHS)
5. Michigan Administrative Code
6. Michigan Mental Health Code
7. Occupational Safety & Health Administration (OSHA)
8. Code of Federal Regulations
9. Licensing and Regulatory Affairs(LARA)

Contracted Provider Clinical Staff

Contracted Provider Admin Staff

Peer Support and Parent Peer Support

CLS and Respite Staff

Ancillary Professional Staff

Direct Support Professionals

Day Program and Workshops

Therapist, Case Managers, Support Coordinators, Psychiatrist, ACT, Access Center Staff, and Supervisors of above listed

ABA, BCBA, OT, PT, SLP, Technicians, etc.

Licensed Group Home

I = Initially A = Initially & Annually 2 = Initially & every 2 years O = Online (Relias) S= Specific to beneficiary's IPOS

Training	Completed By	Source	Contracted Provider Clinical Staff	Contracted Provider Admin Staff	Peer Support and Parent Peer Support	CLS and Respite Staff	Ancillary Professional Staff	Direct Support Professionals	Day Program and Workshops
Basics for Cultural Competent Providers	90 days of hire	4, 6, 8	2,O	2,O	2,O	2,O	2,O	2,O	2, O
Blood borne pathogens, Universal Precautions, Infection Control (Specific to Employer)*	90 days of hire	5, 6, 7	A	A	A	A	A	A	A
CAFAS (if working with SED children 7 - 17 yrs)	Prior to CAFAS Administration	4	2						
Childrens Diagnostic Treatment Service (CDTS) Hours*	Begins 90 days of hire 24 hours per calendar year required	4	A						
Confidentiality of Substance Use Treatment	90 days of hire	4	A,O	A,O	A,O				
Corporate Compliance (Specific to Employer)*	90 days of hire	1,2,3,4,5,8	A	A	A	A	A	A	A
CPR & First Aid*	Within 30 days or prior to working independently with individuals	9	2		2	2	2	2	2
Direct Support Professional Training *	90 days of hire	4, 6, 8						I	
Emergency Preparedness (Specific to Employer)*	30 days of hire	5, 6	A	A	A	A	A	A	A
Grievance and Appeals	90 days of hire	1, 4, 6	2,O	2,O	2,O	2,O	2, O	2,O	2, O
HIPAA Privacy and Security *	90 days of hire	1,2,3,4,5,8	A	A	A	A	A	A	A
Level of Care Utilization System (LOCUS) - If working with Adults	Prior to LOCUS Administration	4	2						

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	Therapist, Case Managers, Support Coordinators, Psychiatrist, ACT, Access Center Staff, and Supervisors of above listed				ABA, BCBA, OT, PT, SLP, Technicians, etc.	Licensed Group Home	

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Training	Completed By	Source	Contracted Provider Clinical Staff	Contracted Provider Admin Staff	Peer Support and Parent Peer Support	CLS and Respite Staff	Ancillary Professional Staff	Direct Support Professionals	Day Program and Workshops
Limited English Proficiency (LEP)	30 days of hire	1, 4	2,O	2,O	2,O	2,O	2,O	2,O	2, O
MCCMH - Medicare General Compliance, Fraud, Waste, and Abuse*	90 days of hire	2, 3, 4, 8	A,O	A,O	A,O	A,O	A,O	A,O	A, O
Medication Update Training for Direct Support Professionals *	Every 2 years	MCCMH						2	
PECFAS (if working with SED children 4 - 6 yrs)	Prior to PECFAS Admin	4	2						
Person/Family-Centered Planning *	90 days of hire	4, 6, 8	2	2, O	2,O	S	2,O	S	S
Recipient Rights	30 days of hire	4, 5, 8	2	2	2	2	2	2	2
Self Determination	90 days of hire	1, 4	2						
Trauma-Informed Care for Clinical Staff	90 days of hire	4	2, O						
Trauma-Informed Care Training for Non-Clinical, Ancillary, and Paraprofessional Staff	90 days of hire	4		2,O	2, O	2, O	2, O	2, O	2, O

* = Review special considerations below

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	Therapist, Case Managers, Support Coordinators, Psychiatrist, ACT, Access Center Staff, and Supervisors of above listed					ABA, BCBA, OT, PT, SLP, Technicians, etc.	Licensed Group Home

I = Initially A = Initially & Annually 2 = Initially & every 2 years O = Online (Relias) S= Specific to beneficiary's IPOS

Training	Completed By	Source
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SPECIAL CONSIDERATIONS:

- CPR and First Aid Certification must include an in person skills demonstration in front of certified trainer. Examples of entities that fulfill this requirement within their established fidelity are American Heart Association, American Red Cross, EMS Safety, and American Safety & Health Institute. Blended training options that incorporate online content training along with in person skills demonstration in front of a certified trainer for certification will be accepted. Any training option that does not include in person skills demonstrations will not be accepted. Contracted providers are required to ensure that their employees meet the provider qualifications outlined within the Michigan Medicaid Manual, site/professional licensing requirements, and the accreditation standards outlined by the provider's accrediting body.
- Crisis De-escalation Training programs are optional. Examples include Crisis Prevention Institute's Nonviolent Crisis Intervention, Non-Abusive Psychological and Physical Intervention training (NAPPI), Culture of Gentleness, QBS' Safety-Care Training. Contracted providers are required to ensure that their employees meet the provider qualifications outlined within the Michigan Medicaid Manual, site/professional licensing requirements, and the accreditation standards outlined by the provider's accrediting body.
- Additional program specific training is required for programs such as Wraparound, ACT, IMH, DBT, TFCBT, MST, Supported Employment, and ABA Aides (Autism Benefit). It is the responsibility of the provider to ensure that all employees fulfill provider qualifications.
- Child Mental Health Professionals are required to obtain 24 hours annually that are related to child specific training; Diagnostic, Assessment, Treatment, and Services.
- Direct Support Professional must be refreshed no later than 3 years after the last module completion date. The medication module content must be refreshed every 2 years and include skills demonstration for administering medications and transcribing on the Medication Administration Record.
- Direct Support Professional Reciprocity only applies to initial trainings completed through MORC, TTI, and VCE. All other Direct Support Professional trainings must have been vetted and approved by the State Training Guidelines Work Group.
- Failure to successfully complete Direct Support Professional (DSP) Medication Update training will require the completion of the full Medication Model.
- Day Program and Workshop staff that will be administering medications to individuals served must complete the Medication Modules and Medication Update Training for Direct Support Professionals.
- Contracted providers may utilize Professional Learning Portal (<https://plp.mivu.org/PublicWelcome.aspx>) for Bloodborne pathogens training and have staff review exposure control plan and information about the availability of the Hepatitis B Vaccination that meets MIOSHA standards. MIOSHA standards (including training) can be found at http://www.michigan.gov/documents/CIS_WSH_part554_35632_7.pdf
- Recipient Rights Training Initial (New Hire) and Refresher must be completed in a live (face to face) training format facilitated by a representative from the Office of Recipient Rights. MCCMH will accept and honor face to face Recipient Rights Trainings facilitated by a representative from the Office of Recipient Rights from another county.
- For Macomb County CMH Department Staff, Initial Corporate Compliance training must be completed face to face. Annual training is completed online through Relias within the designated time period. All contracted provider staff must ensure that all staff receive annual Corporate Compliance and HIPAA training specific to their Corporate Compliance plan.
- Medicare General Compliance, fraud, waste, and abuse training is **only required** for those contracted provider agencies staff that provide/bill Medicare for services provided to MCCMH individuals.
- All Psychiatrist within the Macomb County Prepaid Inpatient Health Plan system that provide services to individuals served must complete Person-Centered Planning training that is uploaded to their Relias Learning Account.
- Behavior Management Training must be provided to all staff that is providing direct service to individuals that have a behavior plan that has been approved by the Behavior Treatment Plan Review Committee (BTPRC). Training shall focus on the specified behavior and all identified interventions that are in place to support the individual served. Updated training must occur anytime the approved behavior plan and prescribed interventions are changed. Training must be provided by the psychologist, behaviorist/BCBA Specialist participating in the development of said plan.
- Self Determination training is only required for case managers and supports coordinators.
- Copies of Certificates of Completion for each training requirement must be retained in the employee's personnel records and readily accessible for auditing purposes. If a training program has a special certificate that is issued to a participant (example: Red Cross Adult CPR), then a copy of the actual certification document must be retained within the personnel record.

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					See Directions and Links below for online training resources				
MORC= Macomb Oakland Regional Center, DTW= Detroit Wayne Connect, IMP= Improving MI practices website, TTI= Training and Treatment Innovations									
Training	Completed By	Source							
Basics for Cultural Competent Providers	90 days of hire	4, 6, 8	MORC, MCCMH Relias, IMP	MORC					
Blood borne pathogens, Universal Precautions, Infection Control (Specific to Employer)*	90 days of hire	5, 6, 7	IMP, MORC, Professional Learning Portal, DTW Connect	MORC					
CAFAS (if working with SED children 7 - 17 yrs)	Prior to CAFAS Administration	4	MCCMH Training Dept.	No Fee					
Childrens Diagnostic Treatment Service (CDTS) Hours*	Begins 90 days of hire 24 hours per calendar year required	4	Provider Responsibility	Based on Training Entity/Provider					
Confidentiality of Substance Use Treatment	90 days of hire	2,4	MCCMH Relias, IMP	No Fee					
Corporate Compliance (Specific to Employer)*	90 days of hire	1,2,3,4,5,8	Provider Specific and Responsibility	Not Applicable					
CPR & First Aid*	Within 30 days or prior to working independently with individuals	9	See Special Considerations	Based on Training Entity/Provider					
Direct Support Professional Training *	90 days of hire	4, 6, 8	MORC, TTI, MCCMH (Skills Demonstration Only)	Based on Training Entity/Provider					
Emergency Preparedness (Specific to Employer)*	30 days of hire	5, 6	Provider Specific and Responsibility	Not Applicable					
Grievance and Appeals*	90 days of hire	1, 4, 6	MORC, DTW, MCCMH Relias	MORC					
HIPAA Privacy and Security *	90 days of hire	1,2,3,4,5,8	DTW Connect, MORC, IMP	MORC					
Level of Care Utilization System (LOCUS) - If working with Adults	Prior to LOCUS Administration	4	MCCMH Training Dept.	No Fee					
Limited English Proficiency (LEP)	30 days of hire	1, 4	DTW Connect, MORC, IMP	MORC					
MCCMH - Medicare General Compliance, Fraud, Waste, and Abuse*	90 days of hire	2, 3, 4, 8	MCCMH Relias	No Fee					
Medication Update Training for Direct Support Professionals *	Every 2 years	MCCMH	TTI, MORC, MCCMH Training Dept.	Based on Training Entity/Provider					
PECFAS (if working with SED children 4 - 6 yrs)	Prior to PECFAS Admin	4	MCCMH Training Dept.	No Fee	See Directions Section for more information				
Person/Family-Centered Planning	90 days of hire	4, 6, 8	MCCMH Relias, DTW Connect	No Fee	See Directions Section for more information				
Recipient Rights	30 days of hire	4, 5, 8	Any County's CMH Recipient Rights Training	No Fee					

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			MORC= Macomb Oakland Regional Center, DTW= Detroit Wayne Connect, IMP= Improving MI practices website, TTI= Training and Treatment Innovations						
Training	Completed By	Source							
Self Determination	90 days of hire	1, 4	MCCMH Training Dept.	No Fee					
Trauma-Informed Care for Clinical Staff	90 days of hire	4	MCCMH Relias, IMP,	No Fee					
Trauma-Informed Care Training for Non-Clinical, Ancillary, and Paraprofessional Staff	90 days of hire	4	MCCMH Relias, IMP,	No Fee					

Directions for Online Trainings: Each user must create their own user profile in order to obtain a certificate of completion for their training.

- Professional Learning Portal (<https://plp.mivu.org/PublicWelcome.aspx>) for Bloodborne pathogens (Bloodborne Pathogens 2018-19 training module) . Employers should also make their Exposure Control Plan accessible to staff and information about the availability of the Hepatitis B Vaccination that meets MIOSHA standards. MIOSHA standards (including training) can be found at http://www.michigan.gov/documents/CIS_WSH_part554_35632_7.pdf .
- Improving MI Practices: <https://www.improvingmipractices.org/online/>
- Detroit Wayne Connect: <https://www.dwctraining.com/Trainings/Lists>



COMMUNITY MENTAL HEALTH TRAINING DEPARTMENT

6555 15 Mile Road ♦ Sterling Heights, MI 48311
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Mark A. Hackel
County Executive

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MCCMH Required Training Resource Guide for Reciprocated Trainings

David Pankotai
Chief Executive Officer

What is Training Reciprocity?

MDHHS/PIHP contract language requires CMHSPs and their provider networks to accept staff training provided by other CMHSPs and their provider networks to meet their training requirements when: 1) that staff training is substantially similar to their own training; and 2) staff member completion of such training can be verified. Therefore, training reciprocity will be achieved by ensuring that all future training meets standardized criteria.

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Training Reciprocity for MCCMH required trainings can be obtained by providing the MCCMH Training Committee with access to the proposed training materials. The MCCMH Training Committee reviews the submitted training materials against the standardized criteria and will execute 3 possible actions; Approval, for 3 year duration, Approved with the following exclusions, for 3 year duration, or Not Approved.

1) Bloodborne Pathogens, Infection Control, and Standard Precautions: Trainings are provided and reciprocated: Detroit Wayne Connect System, Macomb Oakland Regional Center (MORC), ImprovingMIpractices website, and Professional Learning Portal Website (select Bloodborne Pathogens 2018-19 training module).

2) Corporate Compliance: There is no training reciprocity for this training requirement. Each contracted provider is responsible to ensure that their employees have been trained on the companies established corporate compliance plan. Documentation that this training has been provided to the employee must be retained within the employee's personnel file.

3) Confidentiality of Substance Use Treatment: MCCMH will accept training completed on ImprovingMIpractices titled, "The Basics of Confidentiality Of Alcohol and Drug Treatment: The Implications of 42 CFR 2 and HIPAA.

4) CPR/FA: There is no training reciprocity for this training requirement. Contracted providers are required to ensure that their employees meet the provider qualifications outlined within the Michigan Medicaid Manual, site/professional licensing requirements, and the accreditation standards outlined by the providers accrediting body.



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5) Crisis De-escalation Training: There is no training reciprocity for this training requirement. Contracted providers are required to ensure that their employees meet the provider qualifications outlined within the Michigan Medicaid Manual, site/professional licensing requirements, and the accreditation standards outlined by the providers accrediting body.

6) Cultural Competency: MCCMH will acknowledge and reciprocate Cultural Competency training completed through Detroit Wayne Connect System, Macomb Oakland Regional Center (MORC), and ImprovingMIpractices website.

7) Emergency Preparedness: There is no training reciprocity for this training requirement. Each contracted provider is responsible to ensure that their employees have been trained on the companies established emergency preparedness plan. The training should provide staff with guidance in how they should respond in the event of a disaster or threat of a disaster in order to keep staff and consumers safe. Examples of topic material should include, but are not limited to; weather conditions, power/utility failures, bomb threats/explosions, fire, medical and psychiatric emergencies, and other dangerous incidents.

8) Grievances and Appeals: MCCMH will acknowledge and reciprocate Grievance and Appeals training completed through Macomb Oakland Regional Center (MORC) and with Detroit Wayne Connect. MCO Policy 4-020, must be adhered to and a signed Attestation document that staff have been informed of this policy and the time frames within the policy for MCCMH recipients.

9) Health Insurance Portability and Accountability Act of 1996 (HIPAA): Each contracted provider is responsible to ensure that employees have been trained on HIPAA as well as employees are able to have questions answered by the company's designee. MCCMH will acknowledge and reciprocate HIPAA training that was completed through Detroit Wayne Connect System title *HIPAA Basics*, Macomb Oakland Regional Center (MORC), and ImprovingMIpractices website title *HIPAA Essentials*.

10) Limited English Proficiency: MCCMH will acknowledge and reciprocate Limited English Proficiency training completed through Detroit Wayne Connect System, Macomb Oakland Regional Center (MORC), and ImprovingMIpractices website.



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11) Person-Centered Planning: MCCMH will acknowledge and reciprocate Person-Centered Planning training completed through Detroit Wayne Connect System or Improving MI Practices websites titled *Person-Centered Planning with Children, Adults, and Families* for Psychiatrist, Administrative Staff, Peer/Parent Support Partner/Specialist and Ancillary Provider staff. Day Program and Workshop staff, Direct Support Professionals (DSP's), Community Living Supports (CLS) staff, Respite staff fulfills this training requirement by being trained on each consumer's Individualized Plan of Service (IPOS) and being educated by the employer on how to implement applicable components of the IPOS. Clinical Staff fulfill this training requirement by attending the face to face Clinical Person-Centered Planning training held at the MCCMH Training Department.

12) Recipient Rights Training: MCCMH will acknowledge and reciprocate any Recipient Rights training that is provided in a face to face format by a representative from the Office of Recipient Rights for the issuing county.

13) Trauma Informed Services: MCCMH will acknowledge and reciprocate Trauma Informed Services training completed on Improvingmipractices (website) titled "Trauma 101" for non-clinical staff and "Creating Cultures of Trauma-Informed Care (CMHSP)" for clinical staff. MCCMH will also reciprocate Detroit Wayne Connects "Trauma 101" training.

Online Training Links: All online trainings will require staff to create a user profile before being able to access training content

Detroit Wayne Connect: <https://www.dwctraining.com/Trainings/Lists>

Professional Learning Portal: <https://plp.mivu.org/Registration.aspx>

Improving MI Practices: <https://www.improvingmipractices.org/online/>

Improving MI Practices trainings outlined on this document are located within the "Core Courses" area of the main website or "Courses and Resources" section under the specific training topic.



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