

Macomb County Community Mental Health (MCCMH) Directly Operated Programs Training Grids

<p>Source Document Key:</p> <p>1. Balanced Budget Act</p> <p>2. Health Insurance Portability and Accountability Act (HIPAA)</p> <p>3. Deficit Reduction Act</p> <p>4. Michigan Department of Health and Human Services (MDHHS)</p> <p>5. Michigan Administrative Code</p> <p>6. Michigan Mental Health Code</p> <p>7. Occupational Safety & Health Administration (OSHA)</p> <p>8. Code of Federal Regulations</p> <p>9. CARF</p>	MCCMH Clinical Staff	MCCMH Admin Staff	Peer Support, Parent Peer Support and Veterans Coordinator	Access Center Staff	MCCMH Directly Operated Program Support Staff
	Therapist, Case Managers, Support Coordinators, Psychiatrist, ACT, and Supervisors of above listed.	Administrative Assistants I-IV, Division Chiefs/Directors, Staff members working within the Admin Building Recipient Rights Advisors			Typist Clerks, Account Clerks and Transportation Staff within Directly Operated Programs

Key: A=Annual, I=Initial, 2=Every 2 years, O=Online training, IMP= Improving MI Practices

Training	Completed By	Source					
Blood borne pathogens, Universal Precautions, Infection Control	90 days of hire	5, 6, 7	A	A	A	A	A
CAFAS (if working with SED children 7 - 17 yrs)	Prior to CAFAS Admin	4	2			2	
Case to Care Management	90 days of hire	CCBHC	2				
Childrens Diagnostic Treatment Service (CDTS) Hours	Begins 90 days of hire 24 hours per calendar year required	4	A			A	
Columbia-Suicide Severity Rating Scale (C-SSRS)	60 Days of hire	4, 9	2,O			2,O	

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Commonly Prescribed Medications in Direct Service Clinics	90 days of hire	9	A, O		A,O		A, O
Communicable Diseases (Level 1) Substance Use Disorders	30 days of hire	9	I, O, IMP		I, O, IMP		
Confidentiality of Substance Use Treatment	90 days of hire	4	A,O, IMP	A,O, IMP	A,O, IMP	A,O, IMP	A,O, IMP
Co-Occurring Disorders: SBIRT and Advanced Co-Occurring Disorders	90 days of hire	4	2, O			2,O	
Co-Occurring Disorders: An Overview for Para-Professionals	90 days of hire	4			I, O		
Corporate Compliance	90 days of hire	1,2,3,4,5,8	A, O	A, O	A, O	A, O	A, O

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CPR & First Aid*	90 days of hire	5	2	See Bottom	2	See Bottom	2
Crisis De-Escalation Training	90 days of hire	8, 9	A, O		A, O		A, O
Cultural Competency	30 days of hire	4, 6, 8	2,O	2,O	2,O	2,O	2,O
Emergency Preparedness	30 days of hire	5, 6	2,O	2,O	2,O	2,O	2,O
Grievance and Appeals	90 days of hire	1, 4, 6	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, O	A, O	A, O	A, O	A, O
IDDT Skills	90 Days of hire	CCBHC	2				

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Integrating Primary and Behavioral Health	90 days of hire	4	I,O		I,O	I,O	
Introduction to Trauma-Informed Care	90 days of hire	4	2, O			2,O	
IT Security Awareness Training and Biannual Assessment	21 Days of hire	9	A,O	A,O	A,O	A,O	A,O
Level of Care Utilization System (LOCUS) - If working with Adults	Prior to LOCUS Admin	4	2			2	
Limited English Proficiency (LEP)	30 days of hire	1, 4	2,O	2,O	2,O	2,O	2,O
MCCMH Customer Service All Staff Training	30 days of hire	1,2,4,6	2,O	2,O	2,O	2,O	2,O

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MCCMH Customer Service Standards Training	30 days of hire	1,2,4,6				2,O	2,O
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
Military Cultural Competency	90 days of hire	CCBHC	2,O	2,O	2,O	2,O	2,O
Motivational Interviewing Skills	90 days of hire	CCBHC	2				
New Employee Orientation	60 days of hire	MCCMH	I	I	I	I	I

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PECFAS (if working with SED children 4 - 6 yrs)	Prior to PECFAS Admin	4	2			2	
Person-Centered Planning for Ancillary Staff	90 days of hire	4,6,8			2,O		
Person/Family-Centered Planning	90 days of hire	4, 6, 8	2	2, O		2	2, O
Recipient Rights	30 days of hire	4, 5, 8	2	2	2	2	2
Recipient Rights -SA (Substance Abuse Services)	30 days of hire	9	2,O, IMP	2,O, IMP	2,O, IMP	2,O, IMP	2,O, IMP
Seeking Safety	90 days of hire	CCBHC	2				
Self Determination	90 days of hire	4	2			2	

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Suicide Risk Assessment, Prevention and Response	90 days of hire	CCBHC	A,O		A,O	A,O	
Tobacco Recovery	90 days of hire	CCBHC	2				
What Does Becoming Trauma Informed Mean for Non-Clinical Staff	90 days of hire	4		2, O	2, O		2, O

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.
- All Administrative Buildings and Access Center facilities must have a minimum of 2 staff certified in First Aid and CPR working at all times
- Access Center Staff are excused from Crisis De-escalation Training, unless they will be seeing individuals for face to face emergency assessments.
- All front line personnel in clinic environments are included in the Crisis De-escalation Training.
- Crisis De-escalation training will consist of an initial face to face manualized training. Training thereafter will consist of an alternating training format of online and then face to face training. The training process will start with a face to face training and then the following year consist of an online training. This process will repeat itself thereafter.
- Nonviolent Crisis Intervention training may be substituted for Non-Abusive Psychological and Physical Intervention training (NAPPI), Safety Care Training and comply with QBS fidelity
- Additional program specific training is required for programs such as Wraparound, ACT, IMH, DBT, TFCBT, MST, Supported Employment, and ABA Aides (Autism Benefit).
- Child Mental Health Professionals are required to obtain 24 hours annually that are related to child specific training; Diagnostic, Assessment, Treatment, and Services. No more than 18 hours can be completed online. Clinical supervision can be counted towards the face to face hours, but clinical supervision notes must be maintained and specify the case number discussed, documents reviewed, or treatment/service options available. Training topics should be specific to the Diagnostic/Assessment, treatment, or services available to youth.

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- Psychiatrist can complete their Person-Centered Planning training online.
- Telepsychiatrist are permitted to complete required face to face trainings remotely online.
- Telepsychiatrist are excused from First Aid and CPR training.