MCCMH Contracted Specialized Residential Service Providers Training Requirements Grid (Implementation Date: September 2021)

Source Document Key:	Specialized Residential Service Providers	Training Frequency 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. State Training Guidelines Work Group	Licensed Group Home Staff	A = Initial and then Annually AN = As Needed B = Blended Training I = Initial O = MCCMH LMS S = Specific to Individuals Plan of service 2 = Initial and every 2 years thereafter

Training	Completed By	Source	Frequency
Basics for Cultural Competent Providers	90 days of hire	4, 6, 8,9	2,O
Behavior and Crisis Intervention	90 days of hire	5, 6, 7,9	2,B
Blood borne pathogens, Universal Precautions, Infection Control (Specific to Employer)*	90 days of hire	5,6,7,9	A
Building Natural Supports	90 days of Hire	9	I, AN, O
Crisis Planning	90 days of hire	9	I, O, A, S
Corporate Compliance (Specific to Employer)*	90 days of hire	1,2,3,4,5,8	A
CPR & First Aid*	Within 30 days of hire or prior to working independently within individuals served	5,9	2
Documentation Skills	90 days of hire	9	I, AN, O
Emergency Preparedness (Specific to Employer)*	30 days of hire	5, 6, 9	A,O
Food Safety	90 days of hire	5, 6,9	I,O
Grievance and Appeals	90 days of hire	1, 4, 6,9	2,O
Health	90 days of hire	5,9	2, B
HIPAA Privacy and Security *	90 days of Hire	1,2,3,4,5,8,9	A
Human Relationships	90 days of hire	1, 4, 9	2,O
Introduction To Human Services	90 days of hire	2, 3, 4, 8, 9	2,O
Limited English Proficiency	30 days of Hire	1,4,9	2,O
Medication	90 days of Hire	5,9	2, B
Nutrition	90 days of hire	4, 5, 9	2,O

Person-Centered Planning	90 days of hire	1, 4, 5 9	I, O, A, S
Philosphy and Current Trends in Providing Human Services	90 days of hire	9	I,O
Recipient Rights	30 days of hire	4,5,8,9	2
Suicide Risk Assessment and Intervention	90 days of hire	9	I,O
Teaching New Life Skills	90 days of hire	5,9	2,O
Trauma-Informed Care Training for Non-Clinical, Ancillary, and Paraprofessional Staff	90 days of hire	9	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, American CPR Training 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.

- Direct Support Professional Reciprocity only applies to initial trainings completed through MORC, TTI, and Community Living Services. All other Direct Support Professional trainings must have been vetted and approved by the State Training Guidelines Work Group.

- A Direct Support Professional cannot be counted towards the staff to consumer ratio unless they have successfully completed the full Specialized Residential Service training.

- A Direct Support Professional whom is not up to date on their Specialized Residential Service provider training requirements cannot be counted towards the staff to consumer ratio.

- Direct Support Professionals that have not been working within a Specialized Residential program for the duration of 1 year or greater will be required to complete the initial Specialized Residential Service provider training program.

- Skill Building and Day Program staff that will be administering medications to individuals within these programs must complete the Health and Medication training Modules within the DSP Training Curricula and maintain certification at all times they are responsible for administering medications.

- Recipient Rights Training 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.

- Staff must be trained on the Individualized Plan of Service and Crisis Plan for each participant at the following intervals: Intake into the program, after all annual updates, periodic reviews and amendments to these existing documents.

- Behavior Management Training must be provided to all staff that is providing a 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.

- Trainings that are Agency Specific (Bloodborne Pathogens/Infection Control, Corporate Compliance, HIPAA and Emergency Preparedness) should be specific to the agencies policy and procedures (Exposure Control Plan, Corporate Compliance Plan and Emergency Preparedness plan). These agency specific trainings should be completed on an annual basis. The utilization of an approved training source combined with agency/location specific procedures can be utilized to fulfill these annual recurring training requirements. In the event there is location specific procedures that staff should adhere to, then training should also include this information as well. Documentation must be retained and made available upon request for audits and other investigation related matters.