LOCUS Initial

Level Of Care Utilization System

Initial Training Online- detailed instructions attached

Close all your browser windows and **clear your browser history.**
Use an updated version of either Chrome or Edge as your browser.
Then:
Copy and paste this link AND ONLY THIS LINK into a new open browser window:
https://michigandhhstraining.communitypsychiatry.org

Use an incognito or private window, if possible.

Michigan DHHS users should see this when they first access the training site:

If you do NOT see the AACP and Michigan DHHS logos, **STOP!**

Start the account creation process again, following the instructions above.

- If you DO see the AACP and Michigan DHHS logos, proceed with following steps.
- Click on the gray box labeled "Create new account."
- Read and agree to the AACP site usage agreement statement.
- Use your **company email address** as your **username.** Use this same email address for all other email fields.
- Create a **password** that meets the criteria given.
- MAKE A NOTE OF YOUR USERNAME AND PASSWORD in a secure location. You will need these each time you log into the training site.

Dates
1/29/26
2/11/26
3/17/26
4/14/26
5/14/26
6/17/26
7/16/26
8/12/26
9/16/26
10/15/26
11/18/26
12/9/26

All training dates below are IN–PERSON from 9:00a-1:00p

WHERE:
MCCMH West Training Office
6555 15 Mile Rd, Sterling Heights, MI 48312

- Type **MI** or **Michigan** into that registration field. This entry will trigger your automatic enrollment into the correct AACP LOCUS training course bypassing any request for payment.
- **Enter your individual 10-digit NPI number**.
- IT IS ESSENTIAL THAT YOU **ENTER YOUR INDIVIDUAL NPI NUMBER CORRECTLY**. Your training completion will be tracked based on your individual NPI number.
- **Click the box** to attest that you are a Medicaid provider who services Medicaid beneficiaries enrolled in a Medicaid Health Plan.
- Confirm you are not a robot.
- Click on "Create my new account."

Click "Continue". You will be navigated back to the portal to the training site.

DO NOT ATTEMPT TO LOG IN UNTIL YOU FOLLOW THE ACCOUNT CREATION CONFIRMATION INSTRUCTIONS THAT WILL BE SENT TO THE EMAIL ADDRESS YOU USE TO CREATE THE ACCOUNT.

Each user will be emailed an account creation confirmation email from this address:no-reply@communitypsychiatry.org.

YOU MAY NEED TO CHECK YOUR SPAM OR JUNK EMAIL FOLDER(S) FOR THIS CONFIRMATION EMAIL. Follow the instructions provided in that email to confirm and complete your account creation.

- You will receive a thank you message that confirms that the account has been successfully created. Click "continue."
- You will be navigated to the AACP LOCUS training site dashboard unique to Michigan DHHS users.
- Under the course entitled, "AACP LOCUS Certification Training for Michigan DHHS," select "Go to Course."

To access your course at any time, click on the "My courses" tab in the upper left corner of the training site dashboard

Register for the MCCMH LOCUS Initial Training by using the link to the MCCMH Training Website below. You must complete the in-person training within 60 days of completing your online prerequisite and attach the Certificate of Completion to your registration request for approval.

Training Opportunities – MCCMH