

**KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES**  
**TRAINING REQUIREMENTS CHART**

❖ **Administrative Staff**

♣ **Direct Care Staff** - all staff providing direct services to customers (i.e., CLS, Respite, Aide level staff)

♦ **Clinical Staff** - all staff that are professionally certified and/or licensed

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♠ **including temporary staff, volunteers and interns**

✱ **Direct Hire SD/FDR Aides** - all direct support staff hired through employer of record (SD staff use curriculum developed specifically for them)

TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD	
Core Trainings	1 <b>Blood Borne Pathogens / Exposure Control</b>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 30 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annual</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Care staff ♣ and any volunteer staff providing services to consumers, including Clinical staff ♦ / others as necessary for job duties</li> <li>• Service supervisors of the above listed staff</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• CMH Classroom Training</li> <li>• KCMHSAS E-Learning Module on Blood Borne Pathogens.</li> <li>• CMH Classroom Training</li> <li>• OSHA approved Blood Borne Pathogens curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• OSHA R325.7000 - Rule 3 and 1910.1030</li> <li>• MIOSHA R 325.70016 (7)(a) – specifies initial training and annual retraining</li> <li>• Administrative Rule R330.2807 (10)</li> </ul>	<ul style="list-style-type: none"> <li>• Training Specialist</li> </ul>
Core Trainings	2 <b>Corporate Compliance</b>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 30 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annual</li> </ul> <p><b>NOTE</b> when applicable laws or regulations change, staff may be required to complete training update</p>	<ul style="list-style-type: none"> <li>• all staff ♠ (CMH and Provider)</li> <li>• Administrative Staff ❖</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• KCMHSAS E-Learning Module on Corporate Compliance</li> <li>• The training curriculum must be approved by KCMHSAS prior to implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Medicaid Integrity Program (MIP)</li> <li>• Deficit Reduction Act</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Compliance Officer</li> </ul>
Core Trainings	3 <b>Cultural Diversity</b>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 6 months of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annual</li> </ul>	<ul style="list-style-type: none"> <li>• all staff ♠ (CMH, DCO and Provider)</li> <li>• Administrative Staff ❖</li> </ul>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• CMH Classroom Training</li> <li>• As otherwise approved by CMH</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• KCMHSAS E-Learning CD Module</li> <li>• Follow guidelines as outlined in exhibit 02.06B (Cultural Diversity Training Requirements) of KCMHSAS policy 02.06 (Training Requirements) for Level II</li> <li>• As otherwise approved by CMH</li> </ul>	<ul style="list-style-type: none"> <li>• CCBHC requirements BBA 438.206</li> <li>• MDHHS Contract 3.4.2</li> <li>• MDHHS/SA Contract, Attachment A, Services, 17</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Training / Workforce Development</li> </ul>
Core Trainings	4 <b>HIPAA</b>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 30 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annual</li> </ul>	<ul style="list-style-type: none"> <li>• all staff ♠ (CMH and Provider)</li> <li>• Administrative Staff ❖</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• KCMHSAS E-Learning Module</li> <li>• Curriculum can be determined by each agency</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Federal Regulations - 45CFR.164.308(a)(5)(i) and 164.530(b)(1)</li> </ul>	<ul style="list-style-type: none"> <li>• Privacy Officer</li> </ul>
Core Trainings	5 <b>Limited English Proficiency (LEP)</b>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 6 months of hire</li> </ul>	<ul style="list-style-type: none"> <li>• all staff ♠ (CMH and Provider)</li> <li>• Administrative Staff ❖</li> </ul>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• KCMHSAS E-Learning Module</li> </ul>	<ul style="list-style-type: none"> <li>• BBA 438.206</li> <li>• MDHHS Contract Part 1, 15.7</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Services Manager</li> </ul>

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD
Core Trainings	<b>6 Clinical Person-Centered Planning / Self-Determination</b> <b>Initial</b> <ul style="list-style-type: none"> <li>within 60 days of hire</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>annual</li> </ul>	<b>Initial</b> <ul style="list-style-type: none"> <li>all Primary Clinical staff, ♦ Case Managers and Supervisors of Clinical/Case Manager staff (anyone who is responsible for writing the PCP)</li> </ul>	<b>Initial</b> <ul style="list-style-type: none"> <li>Initial must be through CMH classroom training or otherwise approved by CMH</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>KCMHSAS E-Learning PCP</li> <li>KCMHSAS Quality Monitoring Review Training</li> <li>Follow guidelines as outlined in exhibit C of policy 02.06 (Training Requirements) for Level 2</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS contract Part 3.4.1.1.V.A.4</li> <li>KCMHSAS Policy 33.01 (Person/Family-Centered Planning Process)</li> <li>MCL 30.1700 (G)</li> <li>MDHHS Contract 3.4.4</li> <li>CARF</li> <li>CCBHC Certification Requirements (Includes Role of Families and Peers and Recovery Oriented)</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Director of Program Services or designee</li> </ul>
Core Trainings	<b>7 Person-Centered Planning / Self-Determination</b> <b>Initial</b> <ul style="list-style-type: none"> <li>within 60 days of hire</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>annual</li> </ul>	<ul style="list-style-type: none"> <li>direct care staff ♣ (CMH and Provider)</li> <li>all KCMHSAS staff ♠ except Finance, HR, IT Quality and the CEO office who need to complete it once every 3 years</li> </ul>	<b>Initial</b> <ul style="list-style-type: none"> <li>Must be through CMH classroom training or otherwise approved by CMH</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>KCMHSAS E-Learning PCP</li> <li>KCMHSAS Quality Monitoring Review Training</li> <li>Follow guidelines as outlined in exhibit C of policy 02.06 (Training Requirements) for Level 2</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS contract Part 3.4.1.1.V.A.4</li> <li>KCMHSAS Policy 33.01 (Person/Family-Centered Planning Process)</li> <li>MCL 30.1700 (G)</li> <li>MDHHS Contract 3.4.4</li> <li>CARF</li> <li>CCBHC Certification Requirements (Includes Role of Families and Peers and Recovery Oriented)</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Director of Program Services or designee</li> </ul>
Core Trainings	<b>8 Recipient Rights</b> <b>Initial</b> <ul style="list-style-type: none"> <li>within 30 days of hire</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>annual</li> </ul>	<ul style="list-style-type: none"> <li>all staff ♠ (CMH and Provider)</li> <li>Direct Hire SD/FDR Aides ✱</li> </ul>	<b>Initial</b> <ul style="list-style-type: none"> <li>Must attend CMH training by RR staff</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>KCMHSAS e-learning course options as approved by CMH Office of RR</li> </ul>	<ul style="list-style-type: none"> <li>MH Code: Sec 330.1755(5)(f)</li> <li>R325.14302 Rule 302(3)(a)(i)</li> </ul>	<ul style="list-style-type: none"> <li>Director of ORR</li> </ul>

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD	
Specialized Residential	<b>9 Cultural of Gentleness/ Working with People/Role of Direct Care Workers / Orientation to Direct Care/ Introduction to Special Needs of MI/DD</b>	<b>Initial</b> • within 90 days of hire or prior to working independently with consumers or as lead staff  <b>Update</b> • N/A	• all residential staff ♣ providing services to consumers, including Clinical staff ♦ in specialized residential homes	<b>Initial</b> • CMH classroom training • The training curriculum must be approved by CMH & MDHHS prior to implementation	• R330.1806 • Licensing Rules for AFC group homes R 400.17203(1a) & R 400.17204(3a-g)	• Training Specialist
Specialized Residential	<b>10 Emergency Preparedness</b>	<b>Initial</b> • within 90 days of hire or prior to working independently with consumers or as lead staff  <b>Update</b> • N/A	• all residential staff ♣ providing services to consumers, including Clinical staff ♦ in specialized residential homes	<b>Initial</b> • KCMHSAS E Learning Module • The training curriculum must be approved by CMH & MDHHS prior to implementation	• R330.1806 • Licensing Rules for AFC group homes R 400.17203(1a) & R 400.17204(3a-g)	• Training Specialist
Specialized Residential	<b>11 Health</b>	<b>Initial</b> • within 90 days of hire or prior to working independently with consumers or as lead staff  <b>Update</b> • N/A	• all residential staff ♣ providing services to consumers, including Clinical staff ♦ in specialized residential homes	<b>Initial</b> • CMH classroom training • The training curriculum must be approved by CMH & MDHHS prior to implementation	• R330.1806 • Licensing Rules for AFC group homes R 400.17203(1a) & R 400.17204(3a-g)	• Training Specialist

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD
Specialized Residential	<b>12 Lifts and Transfers</b>  <b>Initial</b> <ul style="list-style-type: none"> <li>within 90 days of hire or prior to working independently with consumers or as lead staff</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Lifts and Transfers training for all staff, including Residential staff ♥, in programs / services whenever lifting or transferring is indicated in an individual plan of service</li> </ul>	<b>Initial</b> <ul style="list-style-type: none"> <li>CMH classroom training</li> <li>MANDT Assisting Chapter</li> </ul> <p>The training curriculum must be approved by CMH &amp; MDHHS prior to implementation</p>	<ul style="list-style-type: none"> <li>MCL 400.710(3)</li> <li>R330.1801 et. seq</li> <li>Prevailing State Guidelines and Practice Protocols</li> <li><a href="http://www.udsmr.org/Documents/The_FIM_Instrument_Background_Structure_and_Usefulness.pdf">http://www.udsmr.org/Documents/The_FIM_Instrument_Background_Structure_and_Usefulness.pdf</a> (In depth)</li> <li><a href="http://www.va.gov/vdl/documents/clinical/func_indep_meas/fim_user_manual.pdf">http://www.va.gov/vdl/documents/clinical/func_indep_meas/fim_user_manual.pdf</a> (In depth)</li> <li><a href="http://physicaltherapy.about.com/od/Physical-Therapy-For-Seniors/a/Functional-Independence-Measurement.htm">http://physicaltherapy.about.com/od/Physical-Therapy-For-Seniors/a/Functional-Independence-Measurement.htm</a> (User friendly)</li> <li>The paragraph on "Scoring the FIM" is helpful</li> </ul>	<ul style="list-style-type: none"> <li>Training Specialist</li> </ul>
Specialized Residential	<b>13 Medication Administration</b>  <b>Initial</b> <ul style="list-style-type: none"> <li>within 90 days of hire or prior to working independently with consumers or as lead staff</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>all residential staff ♣ providing services to consumers, including Clinical staff ♦ in specialized residential homes</li> </ul>	<b>Initial</b> <ul style="list-style-type: none"> <li>CMH classroom training</li> <li>The training curriculum must be approved by CMH &amp; MDHHS prior to implementation</li> </ul>	<ul style="list-style-type: none"> <li>R330.1806</li> <li>Licensing Rules for AFC group homes R 400.17203(1a) &amp; R 400.17204(3a-g)</li> </ul>	<ul style="list-style-type: none"> <li>Training Specialist</li> </ul>
Specialized Residential	<b>14 Nutrition</b>  <b>Initial</b> <ul style="list-style-type: none"> <li>within 90 days of hire or prior to working independently with consumers or as lead staff</li> </ul> <b>Update</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>all residential staff ♣ providing services to consumers, including Clinical staff ♦ in specialized residential homes</li> </ul>	<b>Initial</b> <ul style="list-style-type: none"> <li>KCMHSAS E Learning Module</li> <li>The training curriculum must be approved by CMH &amp; MDHHS prior to implementation</li> </ul>	<ul style="list-style-type: none"> <li>R330.1806</li> <li>Licensing Rules for AFC group homes R 400.17203(1a) &amp; R 400.17204(3a-g)</li> </ul>	<ul style="list-style-type: none"> <li>Training Specialist</li> </ul>

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD	
Service Area Training Requirements	<b>15 Access Standards</b>	<b>Initial</b> • with 30 days of hire  <b>Update</b> • annual	• Access Center staff	<b>Initial &amp; Updates</b> • Documentation that each staff has read and reviewed the standards	• MDHHS Contract 3.1.1	• Clinical Training / Workforce Development
Service Area Training Requirements	<b>16 ACT (MDHHS approved)</b>	<b>Initial</b> • with 6 months of hire  <b>Update</b> • annual	• ACT Team staff members	<b>Initial &amp; Updates</b> • Trainings offered through the Assertive Community Treatment Association (1.810.227.1859)	• Medicaid Provider Manual, Section 4.3	• Clinical Training / Workforce Development
Service Area Training Requirements	<b>17 ACT Physician (MDHHS approved)</b>	<b>Initial</b> • with 12 months of hire  <b>Update</b> • N/A	• ACT Physicians	<b>Initial &amp; Updates</b> • Trainings offered through the Assertive Community Treatment Association (1.810.227.1859)	• Medicaid Provider Manual, Section 4.3	• Clinical Training / Workforce Development
Service Area Training Requirements	<b>18 Advance Directives</b>	<b>Initial</b> • with 30 days of hire  <b>Update</b> • every two years; training can be either face-to-face or E-Learning Module	applies to staff serving Adult Populations only in the following roles: • Primary Clinicians • Peer Supports • Access staff • Customer Services • Psychiatrists / Nurse • Mobile Crisis • Service Supervisors / Managers of the above listed staff	<b>Initial &amp; Updates</b> • KCMHSAS course on E-Learning • As approved by the KCMHSAS Customer Services Manager	• KCMHSAS Policy 06.06 (Advance Directives) • MDHHS Contract section 6.8.6 on Advance Directives • BBA 422.128	• Customer Services Manager

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<p>Specialized Residential</p> <p>Service Area Training Requirements</p>	<p><b>19 Behavioral Intervention / Crisis Management</b></p> <p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 30 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annually or as otherwise required</li> <li>• KCMHSAS uses Mandt which requires annual renewal</li> </ul> <p><b>NOTE</b> <i>staff are to be trained within the work setting on the use of any restrictive or intrusive techniques written in behavioral treatment plans</i></p>	<ul style="list-style-type: none"> <li>• Residential Staff</li> <li>• Other staff as necessary for job duties</li> <li>• Mandt Basic is required for all staff in specialized residential homes and recommended for other type of staff who might need to use any type of de-escalation techniques</li> <li>• Mandt Intermediate is recommended for any staff who might need to use any type of physical emergency holds (Specialized Residential staff will need a Mandt Waiver to show proof why this training is not needed)</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• Curriculum must be prior-approved by KCMHSAS if requesting the use of prevention and de-escalation systems and techniques outside of MANDT</li> <li>• All staff within the same program setting must be trained in same approach</li> </ul> <p><b>NOTE</b> <i>Mandt Basic must be taken prior to Mandt Intermediate</i></p>	<ul style="list-style-type: none"> <li>• MDHHS Contract Technical Requirement for Behavior Treatment Plan Review Committee, Standard IV.</li> <li>• Administrative Rules 330.7001 (z)</li> <li>• OSHA 3148 01 R</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director of Program Services or designee</li> </ul>
<p>Service Area Training Requirements</p>	<p><b>20 Case Management - Core Components</b> (assessment, coordinating, linking and monitoring, training in co-occurring disorders when providing services to this population)</p> <p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 30 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annually</li> </ul> <p><b>NOTE</b> <i>continued competency in the core areas of case management must be demonstrated</i></p>	<ul style="list-style-type: none"> <li>• Case Managers &amp; Supports Coordinators</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• Documented supervision or related instructional information at staff meeting</li> <li>• Job specific orientation, review of "Guide to Services Handbook"</li> <li>• Training materials and resources listed in the TSG Case Management/ Supports Coordination Core Competencies document</li> </ul>	<ul style="list-style-type: none"> <li>• Medicaid Provider Manual Section 13.1 – Provider Qualifications &amp; sect 13.3</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Training / Workforce Development</li> </ul>
<p>Service Area Training Requirements</p>	<p><b>21 Children and Family</b> (24 hours of training)</p> <p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 12 months of hire (prorated from start time)</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• 24 hours annually</li> </ul>	<ul style="list-style-type: none"> <li>• CMH MH Professionals</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• 24 hours of training specific to children/youth and families each year; MDHHS suggests that no more than 8 hours be completed on-line</li> </ul>	<ul style="list-style-type: none"> <li>• Children's Diagnostic and Treatment Services Program requirement</li> <li>• Administrative Rules 330.2125(2)</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Training / Workforce Development</li> </ul>

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD	
Service Area Training Requirements	<p><b>22 Co-Occurring Disorders</b></p>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 6 months of hire</li> <li>• within 30 days of hire for Access Center Specialists</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• every 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Case Managers or Out Patient Therapist s who provide services to persons with Co-Occurring Disorders</li> <li>• Emergency Mental Health staff, Mobile Crises Response staff and Mental Health Recovery Court staff</li> <li>• Access Center staff members (within 30 days of hire)</li> </ul>	<ul style="list-style-type: none"> <li>• Licensed or Certified professionals are ultimately responsible for verifying that any training is appropriate for their specific needs</li> <li>• Adolescent Substance Use Disorder Clinical Pathways (Relias)</li> <li>• Advanced Co-Occurring Disorders (Relias)</li> <li>• Co-Occurring Disorders (Relias)</li> <li>• Diagnosing Substance Use Issues in Older Adults (Relias)</li> <li>• Evidence Based Practices in Treating Substance Use Disorders (Relias)</li> <li>• Integrated Treatment for Co-Occurring Disorders Part 1 – EBP (Relias)</li> <li>• Integrated Treatment for Co-Occurring Disorders Part 2 – EBP (Relias)</li> <li>• Treating Substance Use Disorders in Older Adults (Relias)</li> </ul>	<ul style="list-style-type: none"> <li>• MSA Bulletin 13-14</li> <li>• MDHHS Access Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Training / Workforce Development</li> </ul>
Service Area Training Requirements	<p><b>23 Customer Grievance &amp; Appeals / Completion of Action Notices</b></p>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 30 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annual</li> </ul>	<p>any staff ♠ (and their supervisors managers) who are requesting or authorizing and/or creating and modifying Person-Centered (Treatment) Plans. This may include staff with roles or titles such as:</p> <ul style="list-style-type: none"> <li>• Primary clinicians (Case Managers, Supports Coordinator, Supports Coordinator Assistant)</li> <li>• Outpatient Therapist</li> <li>• SUD Therapist (including residential/detox)</li> <li>• Peer Support Specialist doing PCP's</li> <li>• Access Specialist</li> <li>• Customer Services/UM staff</li> <li>• Care Coordinators</li> <li>• Social Workers</li> </ul>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• Face-to-face scheduled training with Customer Services or as otherwise approved by the KCMHSAS Customer Services Manager - 269.364.6990</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• Training can be either face-to-face or KCMHSAS E-Learning Module</li> </ul>	<ul style="list-style-type: none"> <li>• MDHHS Contract Attachment P3.1.1, point 14 (working knowledge demonstrated)</li> <li>• MDHHS contract attachment 6.3.2.1: Grievance and Appeal Tech Requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Services Manager</li> </ul>

# KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

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TRAINING		WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD
Service Area Training Requirements	24 Customer Services	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>within 30 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>annual</li> </ul>	<p>KCMHSAS staff ♠ and provider staff (and their supervisors managers) with roles or titles such as:</p> <ul style="list-style-type: none"> <li>Recovery Coaches</li> <li>Peer Support Specialist</li> <li>Psychiatrist/Nurse</li> <li>Reception Staff</li> </ul>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>KCMHSAS staff training occurs at orientation</li> <li>KCMHSAS E-Learning Module on Customer Services</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS Contract Attachment P3.1.1, point 14 (working knowledge demonstrated)</li> </ul>	<ul style="list-style-type: none"> <li>Customer Services Manager</li> </ul>
Specialized Residential	25 CPR	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>within 60 days of hire</li> <li>current certification prior to using</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>as required per the training program (usually every 2-3 years)</li> <li>KCMHSAS uses the American Heart Association program which requires renewal every two years</li> </ul>	<ul style="list-style-type: none"> <li>KCMHSAS will maintain two persons per site certified in First Aid/CPR per CARF Health and Safety Section 1 H</li> <li>Specialized Residential and others as necessary for job duties (i.e., SD staff, Respite)</li> </ul> <p><b>NOTE</b> <i>Programs with infants and children must receive specific CPR training</i></p>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>CMH Classroom Training</li> <li>American Red Cross certified trainer</li> <li>American Heart Association certified trainer</li> </ul>	<ul style="list-style-type: none"> <li>Medicaid Provider Manual 2.4 &amp; 14.4.A</li> <li>AFC Licensing R400.14204(3) and R 330.1806</li> <li>CARF Section 1H</li> </ul>	<ul style="list-style-type: none"> <li>Training Specialist</li> </ul>
Service Area Training Requirements		<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>within 60 days of hire</li> <li>current certification prior to using</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>as required per the training program (usually every 2-3 years)</li> <li>KCMHSAS uses the American Heart Association program which requires renewal every two years</li> </ul>	<ul style="list-style-type: none"> <li>KCMHSAS will maintain two persons per site certified in First Aid/CPR per CARF Health and Safety Section 1 H</li> <li>Specialized Residential and others as necessary for job duties (i.e., SD staff, Respite)</li> <li>First Aid is required for all aide level staff who provide services to individuals enrolled in the Habilitative Waiver, SED Waiver, Children's Waiver Program</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>CMH Classroom Training</li> <li>American Red Cross certified trainer</li> <li>American Heart Association certified trainer</li> </ul>	<ul style="list-style-type: none"> <li>Medicaid Provider Manual 2.4 &amp; 14.4.A</li> <li>AFC Licensing R400.14204(3) and R 330.1806</li> <li>CARF Section 1H</li> </ul>	<ul style="list-style-type: none"> <li>Training Specialist</li> </ul>
Specialized Residential	26 First Aid	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>within 60 days of hire</li> <li>current certification prior to using</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>as required per the training program (usually every 2-3 years)</li> <li>KCMHSAS uses the American Heart Association program which requires renewal every two years</li> </ul>	<ul style="list-style-type: none"> <li>KCMHSAS will maintain two persons per site certified in First Aid/CPR per CARF Health and Safety Section 1 H</li> <li>Specialized Residential and others as necessary for job duties (i.e., SD staff, Respite)</li> <li>First Aid is required for all aide level staff who provide services to individuals enrolled in the Habilitative Waiver, SED Waiver, Children's Waiver Program</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>CMH Classroom Training</li> <li>American Red Cross certified trainer</li> <li>American Heart Association certified trainer</li> </ul>	<ul style="list-style-type: none"> <li>Medicaid Provider Manual 2.4 &amp; 14.4.A</li> <li>AFC Licensing R400.14204(3) and R 330.1806</li> <li>CARF Section 1H</li> </ul>	<ul style="list-style-type: none"> <li>Training Specialist</li> </ul>
Service Area Training Requirements		<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>within 60 days of hire</li> <li>current certification prior to using</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>as required per the training program (usually every 2-3 years)</li> <li>KCMHSAS uses the American Heart Association program which requires renewal every two years</li> </ul>	<ul style="list-style-type: none"> <li>KCMHSAS will maintain two persons per site certified in First Aid/CPR per CARF Health and Safety Section 1 H</li> <li>Specialized Residential and others as necessary for job duties (i.e., SD staff, Respite)</li> <li>First Aid is required for all aide level staff who provide services to individuals enrolled in the Habilitative Waiver, SED Waiver, Children's Waiver Program</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>CMH Classroom Training</li> <li>American Red Cross certified trainer</li> <li>American Heart Association certified trainer</li> </ul>	<ul style="list-style-type: none"> <li>Medicaid Provider Manual 2.4 &amp; 14.4.A</li> <li>AFC Licensing R400.14204(3) and R 330.1806</li> <li>CARF Section 1H</li> </ul>	<ul style="list-style-type: none"> <li>Training Specialist</li> </ul>



# KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD
<p>27 <b>Combating Medicare Parts C and D Fraud, Waste, and Abuse Web-Based Training Course and Medicare Parts C and D General Compliance Training Web-Based Training Course</b></p> <p>Service Area Training Requirements</p>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 90 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annually</li> </ul>	<ul style="list-style-type: none"> <li>• Primary care physicians</li> <li>• Psychiatrists</li> <li>• Prescribers</li> <li>• Nurses</li> <li>• Medical Records staff</li> <li>• Billing / Financial Intake</li> <li>• Clinical Secretary / Receptionists</li> <li>• Customer Services</li> <li>• Quality Contracts staff</li> <li>• SUD staff</li> <li>• Peers in WHI</li> <li>• EMH</li> <li>• Adult Clinical staff and their Supervisors</li> <li>• I &amp; R staff</li> <li>• Access</li> <li>• Adult Outpatient Therapy</li> <li>• Providers who use MHL Services</li> </ul>	<p><b>Initial &amp; Annually</b></p> <ul style="list-style-type: none"> <li>• Review of Meridian Health Plan's Compliance Program &amp; Standards of Conduct. Located here: <a href="https://corp.mhplan.com/ContentDocuments/default.aspx?x=ObuBHZt/HVl+C5kzAfglCNeSnGdOA4lZKPAMlnwDNva+MCHijwKrt6c+56+l4PGHNRVX0mdQNI8E8PL5ZMrfrA">https://corp.mhplan.com/ContentDocuments/default.aspx?x=ObuBHZt/HVl+C5kzAfglCNeSnGdOA4lZKPAMlnwDNva+MCHijwKrt6c+56+l4PGHNRVX0mdQNI8E8PL5ZMrfrA</a></li> <li>• CMS' Medicare Parts C and D General Compliance Training</li> <li>• CMS' Combating Medicare Parts C and D FWA Training <a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/ComMedCandDFWAdownload.pdf">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/ComMedCandDFWAdownload.pdf</a></li> <li>• <a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/MedCandGenCompdownload.pdf">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/MedCandGenCompdownload.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>• SWMBH</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Compliance Officer</li> </ul>

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD	
Service Area Training Requirements	<p><b>28 Wraparound Program</b></p>	<p>Wraparound Facilitators shall:</p> <ul style="list-style-type: none"> <li>• Complete the MDHHS three-day new facilitator training within 90 days of hire. The Medicaid encounter cannot be reported until after completion of the initial training. (text added 7/1/16)</li> <li>• Complete a minimum of two MDHHS Wraparound trainings per calendar year.</li> <li>• Demonstrate proficiency in facilitating the Wraparound process, as monitored by their Supervisor and Community Team.</li> <li>• Participate in and complete MDHHS-required evaluation and fidelity tools.</li> </ul> <p>Wraparound supervisors shall:</p> <ul style="list-style-type: none"> <li>• Complete the MDHHS three-day Wraparound new facilitator training within 90 days of hire (text added 4/1/16) and one additional MDHHS supervisory training in their first year of supervision.</li> <li>• If the supervisor is working directly with children and families, they must complete the initial training prior to reporting Medicaid encounters. (text added 7/1/16)</li> <li>• Attend two MDHHS Wraparound trainings annually, one of which shall be a Wraparound supervisor training.</li> </ul>	<ul style="list-style-type: none"> <li>• Wraparound Facilitators and Supervisors as outlined in the column to the left</li> </ul>	<ul style="list-style-type: none"> <li>• As outlined in the Medicaid Provider Manual and as directed by MDHHS</li> </ul>	<ul style="list-style-type: none"> <li>• Michigan Medicaid Provider Manual</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director of Program Services</li> </ul>

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD	
Functional Assessment Tool Training	29 ASAM	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>prior to administering</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>booster as required by MDHHS or SWMBH Clinical policy</li> </ul>	<ul style="list-style-type: none"> <li>all individuals administering the ASAM</li> </ul>	<ul style="list-style-type: none"> <li>Staff are responsible to find training</li> <li>MDHHS Contract</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>	
Functional Assessment Tool Training	30 Child and Adolescent Functional Assessment Scale (CAFAS) ages 7-17	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>prior to administering</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>booster every 2 years</li> </ul>	<ul style="list-style-type: none"> <li>child mental health professionals</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Attend training provided by KCMHSAS CAFAS trainer or MDHHS certified trainer</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS contract on PIHP Reporting</li> <li>Requirements on CAFAS</li> <li>Medicaid Provider Manual 7.2.B</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>
Functional Assessment Tool Training	31 E-DECA (DECA)	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>prior to administering</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>booster as required by MDHHS or SWMBH Clinical policy</li> </ul>	<ul style="list-style-type: none"> <li>infant mental health professionals</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS has quarterly trainings</li> <li>MI-AIMH has list of trainings</li> <li>Early On Training and TA website</li> <li>Mary Mackrain</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS Contract</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>
Functional Assessment Tool Training	32 LOCUS	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>prior to administering</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>booster as required by MDHHS or SWMBH Clinical policy</li> </ul>	<ul style="list-style-type: none"> <li>all individuals administering the LOCUS to Adults with Mental Illness</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Attend training provided by KCMHSAS LOCUS trainers</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS contract on PIHP Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>
Functional Assessment Tool Training	33 Preschool and Early Childhood Functional Assessment Scale (PECFAS) ages 4-6	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>prior to administering</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>booster every 2 years</li> </ul>	<ul style="list-style-type: none"> <li>child mental health professionals</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Attend training provided by certified PECFAS trainer or MDHHS certified trainer</li> </ul>	<ul style="list-style-type: none"> <li>Requirements on CAFAS</li> <li>MDHHS Contract</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>
Functional Assessment Tool Training	34 SIS	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>prior to administering</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>booster as required by MDHHS or SWMBH Clinical policy</li> </ul>	<ul style="list-style-type: none"> <li>all SIS assessors</li> </ul>	<ul style="list-style-type: none"> <li>as directed by MDHHS</li> </ul>	<ul style="list-style-type: none"> <li>Medicaid Provider Manual 7.2.B</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Director of Program Services</li> </ul>

**PLEASE NOTE that Relias is an online learning management system that is available to KCMHSAS staff only**

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD	
KCMHSAS & DCO Training	<b>35 Continuity Planning</b>	<ul style="list-style-type: none"> <li>at time of initial orientation to KCMHSAS and individual department</li> </ul>	<ul style="list-style-type: none"> <li>all KCMHSAS staff and DCO staff</li> </ul>	<ul style="list-style-type: none"> <li>Employee Orientation curriculum or as approved by DCO leadership</li> </ul>	<ul style="list-style-type: none"> <li>CCBHC Certification Requirements</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>
KCMHSAS & DCO Training	<b>36 Integration of Primary Care and Behavioral Health Care</b>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>within 60 days of hire</li> </ul>	<p><b>KCMHSAS staff and DCO staff that interact with consumers providing supports and services</b></p> <p>All Housing staff, Psychiatric services providers and nursing staff, Adult Mental Health Services, IDDA Services, Youth and Families services and Access Services staff except for Administrative Assistants, Program Specialists, Receptionists, Peer Mentors, Contingent Direct Care Specialists and Social Marking staff</p>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>A First Look at Integrating Care: Policy (Relias)</li> <li>A First Look at Integrating Care: Practice (Relias)</li> <li>KVCC Integrated Health Curriculum</li> <li>Other trainings as approved by Program Manager Training Dept. or by DCO Leadership</li> </ul>	<ul style="list-style-type: none"> <li>CCBHC Certification Requirements</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>
KCMHSAS & DCO Training	<b>37 Military and Veteran's Culture</b>	<p><b>Initial</b></p> <ul style="list-style-type: none"> <li>within 60 days of hire</li> </ul>	<p><b>KCMHSAS staff and DCO staff that interact with consumers providing supports and services</b></p> <ul style="list-style-type: none"> <li>All Housing staff, Psychiatric services providers and nursing staff, Adult Mental Health Services, Youth and Families services and Access Services staff except for Administrative Assistants, Program Specialists, Receptionists, Peer Mentors, Contingent Direct Care Specialists, and Social Marking staff</li> </ul>	<ul style="list-style-type: none"> <li>KCMHSAS sponsored Military Culture trainings</li> <li>Veteran Mental Health First Aid <a href="https://psycharmor.org/military-culture-school/">https://psycharmor.org/military-culture-school/</a></li> <li>Other trainings as approved by Program Manager Training Dept. or by DCO Leadership</li> <li>Identification, Prevention and Treatment of Suicidal Behavior for Service members and Veterans (Relias)</li> </ul>	<ul style="list-style-type: none"> <li>CCBHC Certification Requirements</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Training / Workforce Development</li> </ul>

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TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD
KCMHSAS & DCO Training	<p><b>38 Suicide Prevention and Assessment</b></p> <p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 60 days of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annually</li> </ul>	<p><b>Initial Only</b></p> <ul style="list-style-type: none"> <li>• Finance, IT and the CEO office</li> </ul> <p><b>Initial &amp; Annual Update</b></p> <ul style="list-style-type: none"> <li>• All KCMHSAS staff (<i>except those listed above</i>)</li> <li>• DCO staff with clinical roles in the organization</li> </ul>	<p><b>Initial &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• Adolescent Suicide (Relias)</li> <li>• Ending Suicide: How many deaths are acceptable (Relias)</li> <li>• Suicide Assessment and Treatment (Relias)</li> <li>• Suicide Assessment, Treatment and Management (Relias)</li> <li>• Suicide Prevention (Relias)</li> <li>• Suicide Screening and Risk Factors (Relias)</li> <li>• Webinar: What do we need to know to save lives: Safety and Suicide Prevention (Relias)</li> <li>• In person best practice trainings, other trainings as approved by Program Manager Training Dept. or by DCO Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• CCBHC Certification Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Training / Workforce Development</li> </ul>
KCMHSAS & DCO Training	<p><b>39 Trauma Informed Care</b></p> <p><b>Initial</b></p> <ul style="list-style-type: none"> <li>• within 90 days of hire</li> </ul> <p><b>Classroom - Step Two</b></p> <ul style="list-style-type: none"> <li>• within 6 months of hire</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• annually</li> </ul>	<ul style="list-style-type: none"> <li>• KCMHSAS and DCO staff - except temporary, volunteer and intern</li> </ul>	<p><b>Trauma Step One Classroom preferred for Initial or the following can count as Initial</b></p> <p><a href="http://www.improvingmipractices.org/online">http://www.improvingmipractices.org/online</a></p> <p>locate the courses and click on the course called Trauma Informed Care, find these two modules:</p> <ol style="list-style-type: none"> <li>1. Creating Cultures of Trauma Informed Care</li> <li>2. Assessing Your Agency to Become Trauma Informed</li> </ol> <p>• <b>Step Two:</b> CMH Classroom Training as appropriate for job description</p> <ul style="list-style-type: none"> <li>• Other trainings as approved by Program Manager Training Dept. or by DCO Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• CCBHC Certification Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Training / Workforce Development</li> </ul>

# KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

## TRAINING REQUIREMENTS CHART

❖ **Administrative Staff**

♣ **Direct Care Staff** - all staff providing direct services to customers (i.e., CLS, Respite, Aide level staff)

♦ **Clinical Staff** - all staff that are professionally certified and/or licensed

♥ **Residential Staff** - all staff providing services to customers in a specialized residential setting

♠ **including temporary staff, volunteers and interns**

✱ **Direct Hire SD/FDR Aides** - all direct support staff hired through employer of record (SD staff use curriculum developed specifically for them)

TRAINING	WHEN	WHO	HOW / OPTIONS	REFERENCES	STAFF LEAD
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**LINKS**

[02.06 \(Training Requirements\)](#)

[02.06B \(Cultural Diversity Training Requirements\)](#)

[Meridian Health Plan's Compliance Program and Standards of Conduct](#)

<https://corp.mhplan.com/ContentDocuments/default.aspx?x=ObuBHZt/HVI+C5kzAfgICNeSnGdOA4IZKPAMlnwDNva+MCHiJwKrt6c+56+I4PGHNRVX0mdQNI8E8PL5ZMrfrA>

[Treating the Invisible Wounds of War \(TTIWW\) and TTIWW: A Primary Care Approach \(http://www.aheconnect.com/citizensoldier/\)](http://www.aheconnect.com/citizensoldier/)

[Trauma Informed Care Step One \(http://www.improvingmipractices.org/online/\)](http://www.improvingmipractices.org/online/)