

SCCCMH Training Grid - PSAs without Direct Service

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
HIPAA	A recipient of mental health services has the right to have personal information and information about his/her services kept private. HIPAA and the Mental Health Code protects health information, including patient identifying information and informed consent. This training will provide staff with information about HIPAA privacy and HIPAA security; Confidentiality and informed consent, applying it in appropriate contexts; How to release information legally; When information regarding clients can be discussed and what information cannot be discussed; HIPAA requirements; Mental Health Code requirements.	Initial & Every Two Years	All Staff	Self-Study	Staff will review the HIPAA self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file.	Code of Federal Regulations CARF Manual Section 1.I.5 Section 1.I.E.3 Medicaid Contract 18.1.7
Recipient Rights	When a person receives mental health services, Michigan's Mental Health Code and other state and federal laws safeguard their rights. As staff, you are responsible to protect these rights. This training will provide a basic understanding of recipient rights and reporting requirements.	Within 30 Days of Hire & Annual	All Staff	In-person	Attend in-person training at SCCCMMH or have completed at a CMH in Michigan within 365 days prior to date of hire.	CARF Manual Numerous MDCH Administrative Rule Code 330.1755(f)

Initial = Within 90 Days of Hire

Training Reciprocity: SCCCMMHA makes training reciprocity available to all levels of service providers, as outlined within Medicaid Contract Attachment P7.3.1.1. Specific requests to accept training received elsewhere, can be made to the SCCCMMHA Training Department. The training must be relevant and comparable to SCCCMMHA training and have been provided by a similar system or source. See policy #06-002-0040 for reciprocity standards.