

SCCCMH Training Grid - Primary Caseholder CAs (PCC, NorServ)

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Child and Adolescent Functional Assessment Scale (CAFAS)	CAFAS is the standardized assessment tool for children ages 5-19, used to determine whether a child or adolescent has a serious emotional disturbance (SED) and is in need of home-based services.	Initial & Every Two Years	Primary case holders and their supervisors who provide direct service to children/adolescents with SED.	Self-Study	The exam may be taken online via the FAS website (www2.fasoutcomes.com) at no charge. Also, may contact Brian Fanion at SCCCMMH to complete.	Medicaid Provider Manual Section 7 (Home-Based) Medicaid Contract 7.7.1
Children's Diagnostic & Treatment Specific Training	24 Hours annually of specialized training specifically related to the diagnosis and/or treatment of children is required for child mental health professionals, as well as other staff working with children.	Annual	Child Mental Health professionals must have 24 Hours annually of specialized training specifically related to the diagnosis and/or treatment of children. This is also required for staff providing services in children's Residential Homes, staff providing CLS/Respite for children, and Home-Based Aides in Children's Programs.	Varies	Trainings consist of in-person, online, or self taught. You may not have more than 8 hours self-taught.	MDCH Administrative Rule 330.2125 (2) Medicaid Provider Manual Section 7
Communicable Diseases	This training will provide staff with basic knowledge and understanding of HIV/AIDS, Tuberculosis (TB), Hepatitis, and Sexually Transmitted Diseases (STDs), including their relationship to substance abuse.	Initial & Every Two Years	All staff who have direct contact with individuals who has a SUD/COD.	Self-Study	Staff will review the Communicable Disease self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file.	MDCH/BSASS Prevention Policy #2
Corporate Compliance	This training will acquaint staff members with the general laws and regulations governing fraud abuse, and other compliance issues in the health care organization.	Initial & Annual	All Staff	Self-Study	Staff will review the Region 10 PIHP Corporate Compliance Powerpoint. In addition staff will review the SCCCMMH Corporate Compliance Policy, Plan and Flyer and complete a the Attestation form. Maintain Attestation in staff's personnel file.	CARF 1.A.7 Medicaid Integrity Program Section 33 Code of Federal Regulations 42CFR438608 Region 10 PIHP

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Cultural Diversity	This training covers: The effect of culture and how it affects our perception of life; Various aspects of culture; Steps in providing Culturally Responsive Services; Being culturally competent/proficient is a continual process; Every individual has the right to receive culturally proficient services. The training also will address diversity in terms of culture, age, gender, sexual orientation, spiritual beliefs, socioeconomic status, and language; Cultures and spiritual beliefs of the countries of origin, especially views of health, wellness, disability and its causes, and the influence of culture on the choice of service outcomes and methods. Content is directed towards personnel working with ethnically or otherwise diverse populations.	Initial & Every Two Years	All Staff	Varies	Staff may receive cultural competency training in a variety of ways: online, in-person, self-study etc. Maintain proof of training/Attestation in staff's personnel file.	CARF Manual Section 1.I.5 Medicaid Provider Manual 4.5 CCBHC
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

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Home-based Safety	"Home-based services programs are designed to provide intensive services to children and their families with multiple service needs who require access to an array of mental health services. The primary goals of these programs are to support families in meeting their child's developmental needs, to support and preserve families, to reunite families who have been separated, and to provide effective treatment and community supports to address risks that may increase the likelihood of a child being placed outside the home. Treatment is based on the child's needs, with the focus on the family unit. The service style must support a family-driven and youth-guided approach, emphasizing strength-based, culturally relevant interventions, parent/youth and professional teamwork, and connection with community resources and supports."	Initial Only	All Home-based Service Staff	In-Person	Complete checklist (provided by SCCCMH-online) in-person with Supervisor. Maintain Attestation and exam in staff's personnel file.	CARF Manual Section 7.1 Medicaid Provider Manual Section 7
Level I Authorizations	Level 1 Authorization Training is completed via New Employee Orientation form and via Attestation upon staff's Privileging and Credentialing Renewal Date, which is different for each employee. The employee must read and understand all Clinical Service Protocols as applicable to the position/program, as well as read and understand the specific policies listed on the Attestation form.	Initial & Every Two Years	Individuals who complete Level I Authorizations on behalf of SCCCMHA, and staff who process denials (which includes all primary case holders and Access clinicians).	Self-Study	Complete Level I Authorization Attestation (SCCCMH online). Maintain Attestation in staff's personnel file.	Code of Federal Regulations 42CFR 438.230.b1 MDCH Contract Section 4.11

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Medication	This training provides an overview of the 5 R's of medication administration; Legal, ethical and liability considerations of medication administration; Uses and effects of medications commonly prescribed for individuals receiving services; Special considerations of administering psychotropic and other medications; Correct drug routes, dosages; Pharmacy labels and physician orders; Drug information sheets; Possible side effects, possible adverse effects of and contraindications; Transcribe medication orders; Medication storage; How to document refusal of medications and inability to administer medications as scheduled; How to document medication errors; Dispose of discontinued, expired and/or contaminated medications per agency policy and procedure and FDA guidelines.	Initial & Annual	Medication training is required under many circumstances, including AFC licensing rules, accreditation requirements, or if medication assistance is identified as a need within the Individual Plan of Service (IPOS). Additionally, medication training may be included as part of a corrective action plan. It is the contract agency's responsibility to comply with all regulatory body rules and requirements and the individual's IPOS. Evidence of applicable medication training must be available if requested by	In-Person	Review Powerpoint, complete Attestation (SCCCMH online) and attend in-person training at SCCCMMH or receive other documented medication training.	CARF Manual Section 1.H.4.b(7) Section 2.E.
Person Centered Planning 101	This training will provide information on the core principles of person-centered planning, and facilitation of pre-planning and person-centered planning meetings.	Initial & Every Two Years	All Staff	Self-Study	Staff will review the Person Centered Planning 101 self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file.	MDCH Contract Attachment P.4.4.1.1, V bullet 3 CARF Manual Section 1.I.5.b.7; 2.A.21.c; 1.I.5.b.11. CCBHC
Person Centered Planning 301	This training will provide an in-depth look at the person-centered planning process for staff who are directly involved in the process.	Initial Only	All staff directly involved in the writing and implementation of the PCP process, which includes all primary case holders.	In-Person	Attend in-person training. Complete assignment and submit to training department within 90 day of completing training.	MDCH Contract Attachment P.4.4.1.1, V bullet 3 CARF Manual Section 1.I.5.b.7; 2.A.21.c; 1.I.5.b.11. CCBHC
Pre-School and Early Childhood Functional Assessment Scale (PECFAS)	PECFAS is the standardized assessment tool for children age 4-6, used to determine whether a child has a serious emotional disturbance and is in need of home-based services.	Initial & Every Two Years	Required for all primary case holders, and their supervisors, providing direct service to children with SED.	Self-Study	The exam may be taken online via the FAS website (www2.fasoutcomes.com) at no charge. Also, may contact Brian Fanion at SCCCMMH to complete.	Medicaid Provider Manual 7 (Home-based) Medicaid Contract 7.7.1.
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)

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Transition & Discharge Planning	Planning for the seamless transition or discharge of an individual involves an active process that includes clear expectations. This training will review effective transition and discharge planning, documentation, etc.	Initial Only	All Primary Caseholders	Self-Study	Staff will review the Transition & Discharge Planning self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file.	CCBHC SCCCMH-Management Team
Universal Precautions/ Bloodborne Pathogens/ Infection Control	This training provides a review of safe work practices in order to minimize occupational exposure to bloodborne pathogens. The training includes information related to universal precautions, documentation, reporting safety concerns, emergency procedures, infection control, etc.	Initial & Annual	All Staff	Self-Study	Staff will review the Universal Precautions/ Bloodborne Pathogens self-study module (SCCCMH-online) and complete exam and Attestation. Maintain Attestation and exam in staff's personnel file.	MDCH Administrative Rule 330.2807 CARF Manual Section 1.H.4.b.; 1.H.11.b.

Initial = Within 90 Days of Hire

Training Reciprocity: SCCCMHA 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 SCCCMHA Training Department. The training must be relevant and comparable to SCCCMHA training and have been provided by a similar system or source. See policy #06-002-0040 for reciprocity standards.