

# SCCCMH Training Grid - Self Determination/Choice Voucher Direct Care Workers

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
Cardio-Pulmonary Resuscitation (CPR)	This training will cover information pertaining to life threatening situations, and will educate staff on current skills associated with Cardio-Pulmonary Resuscitation.	Certification must be current at all times	All staff who provide CLS, skill building, or respite services; ABA Technicians; other staff as identified by Supervisor.	In-person	This training is offered in-person at SCCCMH (\$35.00 for CPR/\$65.00 for both CPR and First Aid), or may be taken at an alternative location that offers acceptable certification i.e., American Heart Association or American Red Cross. Online training not accepted. Maintain certification in staff's personnel file.	Medicaid Manual Sections 14.5.A; 15.2.C CARF Sections 3.G.22; 2.F.3.d SCCCMH-Management Team
First Aid	This training will provide staff with information about basic first aid action principles, situations requiring first aid, and basic first aid skills.	Certification must be current at all times	All staff who provide CLS, skill building, or respite services; ABA Technicians; other staff as identified by Supervisor.	In-Person	This training is offered in-person at SCCCMH (\$35.00 for First Aid/\$65.00 for both CPR and First Aid), or may be taken at an alternative location that offers acceptable certification i.e., American Heart Association or American Red Cross. Online training not accepted. Maintain certification in staff's personnel file.	Medicaid Manual Sections 14.5.A; 15.2.C CARF Sections 3.G.22; 2.F.3.d. SCCCMH-Management Team
Individual Specific IPOS Training	Staff will review the individual's IPOS for specific information regarding the person's medications, health and safety/emergency procedures, and the special needs of the population served. Medication: Staff will familiarize themselves with medications being taken by individuals on their caseloads via a review of the person's IPOS.	Initial, Annual and Any time there is a change in IPOS	All Direct Service Staff	In-Person	Sign and date each time an IPOS is developed, renewed, or amended to show that IPOS was reviewed by staff and/or training received.	Medicaid Provider Manual Section 2.4 Section 7 14.5

Training	Description	Frequency	Target Audience	Format	How to Obtain	Requirement Source
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 SCCCMH or receive other documented medication training.	CARF Manual Section 1.H.4.b(7) Section 2.E.
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 SCCCMH or at a CMH in Michigan.	CARF Manual Numerous MDCH Administrative Rule Code 330.1755(f)
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.

**\* Self Determination/Choice Voucher Direct Care Workers must complete ALL required training prior to starting to provide service. Medication Training is only required if staff are dispensing meds to the individual. Must provide copy of certification/proof of training to Fiscal Intermediary.**

**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.**