

Detroit Wayne Mental Health Authority Training Grid 2018					
Required Courses					
***All required courses should be taken within 60 days of being hired					
Title of Training	Staff Required to Take Training	Source of Training	Training Description	New Hires?	Frequency
1. Medicare & Medicaid Compliance Training (<i>Previously Replaces Corporate Compliance</i>)	All CMH Staff (Clinical and Non-Clinical)	Employer hosted/sponsored DWC Website NOTE: DWMHA are required to complete this course on DWC (www.dwctraining.com)	This training provides training on employer Corporate Compliance Plans and information regarding general laws and regulations governing Medicare and Medicaid compliance issues in the health care organization. This course also meets the Medicare and Medicaid Integrity Program (MIP) requirement of all new hires (as identified by the Corporate Compliance Officer).	Yes	Annually
2. Cultural Competence/Diversity (<i>Previously Cultural Competence: A Foundational Course</i>)	All CMH Staff (Clinical and Non-Clinical)	Employer hosted/sponsored DWC Website (www.dwctraining.com)	Training on the employer's policy, practices, values and expectations for cultural diversity and cultural competence.	Yes	Annually
3. Human Sex Trafficking (<i>Previously Child Sex Trafficking in America</i>)	All CMH Staff (Clinical and Non-Clinical)	Employer or DWC Website (www.dwctraining.com)	This course will increase understanding of the scope of child sex trafficking in the US. Risk factors, possible indicators and the impact on thee lives will be covered. This course will take approx. 1 hour.	Yes	At Hire Every 2 years (Biennially)
4. Emergency Preparedness	All CMH Staff including Direct Care Workers	Employer or DWC Website (www.dwctraining.com)	This course will enable staff to identify workplace hazards that could cause an emergency, report emergencies promptly, carry out emergency responsibilities, evacuate quickly and safely and respond to emergency situations effectively.	Yes	At Hire Every 2 years after (Biennially)
5. Medicare Fraud & Abuse (<i>Replaces Medicare Fraud Waste and Abuse</i>)	All clinical administrative staff providing service to persons with Medicare. Required for Dual Eligible employees involved in the administration or delivery of Medicare benefits, including, but not limited to: Clinicians, billers, Utilization Management, Quality, Legal, compliance and management.	DWC Website (www.dwctraining.com)	This training provides training on employer Corporate Compliance Plans and information regarding general laws and regulations governing Medicare and Medicaid compliance issues in the health care organization. This course meets the Medicare and Medicaid Integrity Program (MIP) requirement of all new hires (as identified by the Corporate Compliance Officer). Every employee is to take this training annually.	Yes	Within 60 days of hire Annually (Required annually for Dual Eligible employees involved in the administration or delivery of Medicare benefits, including, but not limited to: Clinicians, billers, Utilization Management, Quality, Legal, compliance and management.)

6. HIPAA (Basics)	All CMH Staff (Clinical and Non-Clinical)	DWC Website (www.dwctraining.com)	This training provides a basic introduction to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules. Your employer can and should have policies and procedures that are tailored to its particular functions. You should become familiar with those mandates that are exclusive to your institution. You may select the HIPAA course that best suits your needs and job duties. If you work at the supervisory level or higher, you should consider completing HIPAA Intermediate or HIPAA Comprehensive instead of this module.	Yes	At Hire As required by DWMHA or Provider protocol
7. Universal Precautions/Blood Borne Pathogens/Infection Control (Previously Infection Control & Standard Precautions)	All CMH Staff (including Self Determination hires)	Employer or DWC Website NOTE: DWMHA staff are required to complete this course on DWC (www.dwctraining.com)	This training provides information regarding precautions and management of infectious and communicable diseases. Information regarding use of Universal Precautions also is explored.	Yes	At Hire Every 2 year after (Biennially)
8. Limited English Proficiency	All CMH Staff (Clinical and Non-Clinical)	Employer or DWC Website NOTE: DWMHA staff are required to complete this course on DWC (www.dwctraining.com)	This training provides information pertaining to working with individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English.	Yes	At Hire (Every 3 years after (Triennially))
9. Medicaid Fair Hearings, Local Appeals and Grievances	All CMH Staff (Clinical and Non-Clinical)	DWC Website (www.dwctraining.com)	This training will cover the processes to request a fair hearing and a local appeal, as well as the types of grievances that can be filed; an overview of the MDHHS requirements	Yes	At Hire Every 2 years after (Biennially)
10. Person-Centered Planning with Children, Adults, & Families	All CMH Staff, including Self-Determination Hires	DWC Website (www.dwctraining.com)	This course provides a brief overview of the philosophy and methods of person-centered planning and family-centered practices. It also offers instruction on conducting person-centered planning meetings, including how to develop PCP and criteria to use in development.	Yes	At Hire (prior to delivering services) Annually

11. Person-Centered Planning & Individual Plan of Service for Direct Support Professionals (Direct Care Workers)	Direct Care Workers	DWC Website (www.dwctraining.com)	This course provides a brief overview of the philosophy and methods of person-centered planning and family-centered practices. It also offers instruction on conducting person-centered planning meetings, including how to develop PCP and criteria to use in development. This course is intended as an alternative to the traditional Person Centered Planning for Children, Adults, and Families course which clinical staff are required to complete. This course is specifically required of all Direct Support Professionals (Direct Care Workers) on an annual basis. It does not satisfy the PCP training requirement for staff with a Bachelor's degree or higher in the mental health field.	Yes	Annual
12. Recipient Rights for New Hires	ALL CMH Staff within 60 days of employment	DWMHA (Recipient Rights; Face 2 Face)	Information on RR training for new staff, including confidentiality, abuse and neglect, residential rights and rights complaint process.	Yes	At Hire (including Self Determination staff) within 60 days of hire.
13. Recipient Rights - Annual	All CMH Staff (Clinical and Non-Clinical)	DWC Website (www.dwctraining.com)	A Recipient Rights Annual course. It emphasizes four basic rights: (1) Abuse Prevention (2) Neglect Prevention (3) Dignity and Respect (4) Suitable Services.	Yes	Annually (Each calendar year)
14. Abuse & Neglect: Reporting Requirements	All CMH Staff (Clinical and Non-Clinical)	DWC Website (www.dwctraining.com)	This course discusses abuse and neglect of children, dependent adults, and elder adults. Also, included is information on when and how to report incidents of abuse and neglect.	Yes	At Hire Every 2 years after (Biennially)
15. Anti-Harassment & Non-Discrimination Training for Employees (Everyone other than a Supervisor)	All Non-Managerial Staff	DWC Website (www.dwctraining.com)	This training provides an overview of harassment and discrimination in the workplace including the types of harassment, examples of how harassment manifests itself in the workplace, what to do if you feel you have been the victim of harassment, and what employees' responsibilities are in preventing workplace harassment and discrimination.	Yes	Front line Every 2 Years (Biennially)

16. Anti-Harassment & Non-Discrimination Training for Leaders (Supervisors Only)	Managerial Staff (supervisors, managers, directors, administrators and officers)	DWC Website (www.dwctraining.com)	This training offers clear guidance for supervisors and leaders on harassment and discrimination in the workplace including how to recognize and prevent harassment, what to do if you feel you have been the victim of harassment and explains the responsibilities of supervisors to respond promptly and appropriately if faced with a complaint of harassment.	Yes	Supervisors Every 2 Years (Biennially)
All CMH Staff Includes: Administrative (over CMH programming), DWMHA Board Members, Clinicians serving CMH, I/DD, SUD populations (Child Mental Health Professionals, Substance Abuse Treatment Specialists, Qualified Intellectual Disabilities Professionals, and Qualified Mental Health Specialists), Direct Care Workers, DWMHA Financial, Managerial/Supervisory (over CMH programming), New Hires, Project Consultants, Satellite Offices, Support Staff, Temporary Staff, and Volunteers. New Hire Indicates: Within 60 days of hire or first available training date, unless otherwise specified by DWMHA.					

Job-Specific Courses					
***Required based upon job function					
Title of Training	Staff Required to Take Training	Source of Training	Training Description	New Hires?	Frequency
1. Assertive Community Tx (ACT) 101	QMHP and Certified Peer Support Specialists working in ACT Programs; optional for ACT clerical support	MACMHB	This training addresses ACT as an evidence-based proactive, this history of ACT, ACT dissemination in the US, MH recovery and community empowerment, principles of the ACT model, the targeted population, client profiles and treatment components, the services provided in ACT, ACT team Composition, ACT program standards, and outcome measures in ACT.	Yes	At Hire 1 time within 6 months of hire
2. ACT Annual	QMHP and Certified Peer Support Specialists working in ACT Programs; optional for ACT clerical support staff, physicians and nurse practitioners	MACMHB	Various courses and topics related to ACT offered by MACMHB.	No	Annual
3. ACT for Physicians and Nurse Practitioners	Physicians and Nurse Practitioners who work in ACT Programs	MACMHB	This is an introductory course specifically for Psychiatrists and Nurse Practitioners providing Assertive Community Treatment. Topics include: history, practice, principles, philosophy of recovery and benefits of ACT. Physicians and nurse practitioners may take either ACT 101 or this course.	Yes	At Hire 1 time within 6 months of hire

4. ACT - Basic Elements of ACT	Intended for ACT staff who have not had an opportunity to attend ACT 101 or Annual ACT Training	Improving Michigan Practices (www.improvingmipractices.org)	This is a Substance Abuse and Mental Health Services Administration (SAMHSA) introductory course for Assertive Community Treatment practitioners. Topics covered include: history, practice principles, philosophy of recovery and benefits of ACT.	No	Preferred for ACT staff, but not required
5. ACT advanced Elements I: Recovery & Stress Vulnerability Model	Intended for ACT staff who have not had an opportunity to attend ACT 101 or Annual ACT Training	Improving Michigan Practices (www.improvingmipractices.org)	This is a SAMHSA advanced course on the theoretical model for ACT, an evidence-based practice. The course provides specific information about the Recovery and the Stress Vulnerability Model.	No	Preferred for ACT staff, but not required
6. ACT Advanced Elements II: Core Processes of Assertive Community Treatment	Intended for ACT staff who have not had an opportunity to attend ACT 101 or Annual ACT Training	Improving Michigan Practices (www.improvingmipractices.org)	This is a SAMHSA advanced course based on the core processes of ACT.	No	Preferred for ACT staff, but not required
7. ACT Advanced Elements III: Intended for ACT staff who have not had opportunity to attend ACT 101 or Annual ACT Training	Intended for ACT staff who have not had an opportunity to attend ACT 101 or Annual ACT Training	Improving Michigan Practices (www.improvingmipractices.org)	This is a SAMHSA advanced course based on the service areas of ACT.	No	Preferred for ACT staff, but not required
8.The ACT Field Guide: Intended for ACT staff who have not had opportunity to attend ACT 101 or Annual ACT Training	Intended for ACT staff who have not had an opportunity to attend ACT 101 or Annual ACT Training	Improving Michigan Practices (www.improvingmipractices.org)	This is a SAMHSA advanced course based on the ACT field guide.	No	Preferred for ACT staff, but not required
9. Billing & Coding	All personnel responsible for billing and coding (Claims, UM, etc)	Improving Michigan Practices (www.improvingmipractices.org)	Information/updates of billing and coding requirements/procedures for billing staff.	Yes	At Hire Every 2 years after (Biennially)
10. Child and Adolescent Functional Assessment Scale (CAFAS)	CMHPs providing Clinical services to adolescents ages 7 - 17	DWC Live Event	Training on the CAFAS subscales including understanding of reliability and validity. Individuals will be trained on how to administer and score the subscales in order to accurately rate the individuals we serve and monitor progress in treatment. At the completion of the training, staff will complete self-training vignettes to establish reliability.	Yes	At Hire Every 2 years after (Biennially)

11. Case Management/Support Coordination	Case Managers and Support Coordinators	DWC Website (www.dwctraining.com) or Employer 2 options on DWC found under Required Courses Tab: Adult Service Provider Advanced Supports Coordination and Case Management Children's Service Provider Supports Coordination or Case Management	Information related to the core requirements (assessment, advocacy, monitoring and linking) and applicable to the target population served.	No	Every 2 years (Biennially)
12. Children's Diagnostic and Treatment Service Programs Specific Training for CMHPs	CMHPs	DWC Live Events, Other Community Resources, Self Study, Employer	Training on working with children and adolescents ages 0 to 18. For further information see the MDHHS Training requirements for CMHPs presented by DWMHA Training requirements for CMHPs. DWMHA requires training in the following core competencies within 60 days of hire, with biennial retraining: Strength Based Assessment, Crisis & Safety Planning, Family Centered Planning, Measurable Goals and Objectives.	Yes	At Hire Annually 24 hours each calendar year Biennially - CMHPs require retraining: Strength Based Assessment, Crisis & Safety Planning, Family Centered Planning, Measurable Goals and Objectives (2 hours total). Additionally, Home-Based Children's Services Staff must receive weekly Clinical supervision (1 on 1 and/or group) to help them navigate the intense needs of the families receiving home-based services. Evidence of this Clinical provision must be recorded via supervision logs, sign-in sheets or other methods of documentation.
13. Customer Service - Standards Training	Customer Service Staff	MDHHS	All Customer Service staff must attend to become familiar with the Customer Service standards, service array, information and referral, policies and procedures and mandated reporting.	Yes	At Hire Every year after (Annually)
14. Devereaux Early Childhood Assessment for Toddlers (DECA-I)	CMHPs providing services to infants to 18 months of age	MDHHS	Training on the use of the standardized DECA-I assessment tool.	No	One time only
15. Devereaux Early Childhood Assessment for Toddlers (DECA-T)	CMHPs providing services to 18 months - 36 months of age	MDHHS	Training on the use of the standardized DECA-T assessment tool.	No	One time only
16. Infant Mental Health (Endorsement)	CMHPs who work with children ages birth to 47 months; all Infant Mental Health clinicians and supervisors	Michigan Association for Infant Mental Health (MI-AIMH)	Minimum of 30 clock hours of relationship education and training pertaining to the promotion of social emotional development and/or practice of infant mental health. Applicants will include as necessary to document that competencies (as specified in Competencies Guidelines) have been met.	Yes	See mi-aimh.org for requirements for maintaining and advancing through Endorsement levels.

17. Medication	Staff administering or dispensing medications (excluding DNP, DO, LPN, MD, NP, PA, RN) CMHPs, QMHPs and/or QIDPs	Employer for New Hires DWC Website (www.dwctraining.com) offers Medication Administration Refresher which may be taken biennially, but which cannot take the place of the initial Face to Face requirement for New Hires	This course addresses appropriate medication administration and common mistakes made during the administration of medication in various setting.	Yes	New hire face to face Every 2 years (Biennially)
18. Preschool and Early Childhood Education Functional Assessment Scale (PECFAS)	CMHPs providing direct services to children with Serious Emotional Disturbance (SED) ages 3 through 7	DWC Live Event	2-day training on the PECFAS subscales, including an understanding of and validity; individuals will be trained on how to administer and score individuals we serve and monitor progress in treatment. At the completion of the training, staff will complete self-training vignettes to establish reliability.	Yes	New Hire Every 2 Years (Biennially)
19. Parent Management Training - Oregon Model (PMTO)	CMHPs working in the PMTO evidence-based practice	PMTO certified trainers	Each CMHP who provides PMTO must be in the process or have completed the PMTO certification requirements. PMTO is an evidence-based structured intervention program to help parents and caregivers manage the behavior of children. It is designed to promote social skills and cooperation and prevent, reduce and reverse the development of moderate to severe conduct problems in children ages 4 - 12.	Yes	Annually
20. Providing Residential Services in Community Settings	Direct Service Staff in AFC homes, Specialized Residential homes and Child-Caring Institutions For information on Staff hired directly under Self-Determination arrangements, please refer to p 36 of the DWMHA training requirements manuals	Employer (using MDHHS guidelines or MDHHS approved alternative curriculum.)	(a) Nutrition (b) First Aid (c) CPR (d) Safety and Fire prevention/emergency preparedness e) Knowledge of the needs of the people being served f) Resident Rights (The rights of the individuals receiving mental health services) g) Prevention and containment of communicable diseases (available online as Infection Control and Standard Precautions) h) Health, Safety and other Med Care i) Medication (if pass meds) j) Introduction to Community Residential Services (k) Working With People 1 (L) Working With People (2) (m) Plus any extra individual PCP/Assessment Plan needs.	Yes	New Hire Note: If leave field for more than 3 years, this training must be repeated.

21. Trauma-Focused Cognitive Behavioral Therapy (TF/CBT)	CMHPs working in organizations participating in the MDHHS TF/CBT Project	MDHHS	MDHHS 12-month training for masters-prepared CMHPs to become Trauma-Focused CBT practitioners. Training includes pre-training, coaching calls, evaluation and supervision. Once certified, the Trauma-Focused CBT Practitioners can use the ST modifier for home-based services.	No	Prior to providing TF/CBT as an encounterable service
22. Wraparound Orientation	All wraparound Staff	MDHHS/MDHS	MDHHS 3 day wraparound orientation. Wraparound is based on a model of service that develops plans focusing on the individuals strengths and needs of the family members. The approach generally involves establishing a team that develops a strategic, individualized plan for meeting individual and family needs through a variety of resources.	Yes	New Hire One time only within 60 days of hire
23. Wraparound Annual	All wraparound Staff	MDHHS/MDHS	Facilitators must complete a minimum of 2 MDHHS/MDHA-provided Wraparound trainings per calendar year. These training hours apply toward the required 24 hours of child and adolescent specific training for all CMHPs.	No	Annually
24. Wraparound Supervisors Orientation	All wraparound supervisors	MDHHS/MDHS	Complete the MDDHS/MDHS 3 day New Facilitator Wraparound Facilitator training and one additional supervisory training in their first year of supervision.	Yes	At Hire One time only within first year of hire
25. Wraparound Supervisors Annual	All wraparound supervisors	MDHHS/MDHS	Attend 2 MDHHS Wraparound trainings annually, of one which shall be Wraparound Supervisor training. These training hours will apply toward the required 24 hours of child and adolescent specific training.	No	Annually
All CMH Staff Includes: Administrative (over CMH programming), DWMHA Board Members, Clinicians serving CMH, I/DD, SUD populations (Child Mental Health Professionals, Substance Abuse Treatment Specialists, Qualified Intellectual Disabilities Professionals, and Qualified Mental Health Specialists), Direct Care Workers, DWMHA Financial, Managerial/Supervisory (over CMH programming), New Hires, Project Consultants, Satellite Offices, Support Staff, Temporary Staff, and Volunteers. New Hire Indicates: Within 60 days of hire or first available training date, unless otherwise specified.					

SUD Courses			
***Required based upon job function			
Title of Training	Staff Required to Take Training	Source of Training	Frequency
1. Cultural Competence/Diversity (Previously Cultural Competence: A Foundational Course)	Prevention and Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Annually
2. Medicare Fraud & Abuse (Replaces Medicare Fraud Waste and Abuse)	Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Annually

3. HIPAA (Basics)	Prevention and Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Annually
4. Person-Centered Planning	Clinical Staff Only	DWC Website (www.dwctraining.com)	At Hire & Annually
5. Recipient Rights New Hires	Prevention and Treatment Staff /MI Health Link	DWMHA (Recipient Rights; Face 2 Face)	Within 30-days of hire
6. Recipient Rights Annual	Prevention and Treatment Staff /MI Health Link	DWC Website (www.dwctraining.com)	Annually
7. SUD Recipient Rights	Prevention and Treatment Staff	Improving Michigan Practices (www.improvingmipractices.org)	At Hire & Annual
8. Abuse & Neglect: Reporting Requirements	Prevention and Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Biennial
9. Anti-Harassment & Non-Discrimination Training for Employees (Everyone other than a Supervisor)	All Prevention and Treatment Staff (Except Supervisors)	DWC Website (www.dwctraining.com)	At Hire & Biennial
10. Anti-Harassment & Non-Discrimination Training for Leaders (Supervisors Only)	Supervisor	DWC Website (www.dwctraining.com)	At Hire & Biennial
11. Medicare & Medicaid Compliance Training (Previously Replaces Corporate Compliance)	Prevention and Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Biennial
12. Emergency Preparedness	Prevention and Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Biennial
13. Medicaid Fair Hearings, Local Appeals and Grievances	Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Biennial
14. Recovery Enhancing Environment (REE)	Treatment Staff	DWC Website (www.dwctraining.com)	1-Time Only
15. Limited English Proficiency	Prevention and Treatment Staff	DWC Website (www.dwctraining.com)	At Hire & Triennial
16. Violence De-Escalation/Nonviolent Practices (In-service)	Treatment Staff	Provider	Biennial
17. Customer Service	Treatment Staff	Provider	Biennial
18. Critical/Sentinel Incident Reporting	Treatment Staff	Provider	Annually
19. Training on Communicable Disease (Level I)	Prevention and Treatment Staff	Improving Michigan Practices (www.improvingmipractices.org)	At Hire & Biennial
20. CPR/1st Aid Training (In-service)	Prevention and Treatment Staff	Provider	Biennial
21. Trauma Informed Training (In-service)	Prevention and Treatment Staff	Improving Michigan Practices (www.improvingmipractices.org)	As needed
22. Health & Safety Trainings (In-service)	Prevention and Treatment Staff	Provider	Biennial
23. Stages of Change	Treatment Staff	Improving Michigan Practices (www.improvingmipractices.org)	Biennial
24. Prescription Drug Abuse & Opioid Epidemic	Prevention and Treatment Staff	Improving Michigan Practices (www.improvingmipractices.org)	Biennial
25. Motivational Interviewing	Treatment Staff	Improving Michigan Practices (www.improvingmipractices.org)	Biennial
26. Confidentiality	Prevention and Treatment Staff	Improving Michigan Practices (www.improvingmipractices.org)	Biennial
27. SAPST (Substance Abuse Prevention Skills Training)	Prevention Staff	Improving Michigan Practices (www.improvingmipractices.org)	Biennial
28. Substance Abuse Prevention Ethics	Prevention Staff	Improving Michigan Practices (www.improvingmipractices.org)	Biennial
29. Human Sex Trafficking in America (Previously Child Sex Trafficking in America)	Prevention and Treatment Staff	DWMHA/DWC (www.dwctraining.com)	At Hire & Annual
All CMH Staff Includes: Administrative (over CMH programming), DWMHA Board Members, Clinicians serving CMH, IDD, SUD populations (Child Mental Health Professionals, Substance Abuse Treatment Specialists, Qualified Intellectual Disabilities Professionals, and Qualified Mental Health Specialists), Direct Care Workers, DWMHA Financial, Managerial/Supervisory (over CMH programming), New Hires, Project Consultants, Satellite Offices, Support Staff, Temporary Staff, and Volunteers. New Hire Indicates: Within 60 days of hire or first available training date, unless otherwise specified.			

Autism Trainings				
***Required based upon job function				
Title of Training	Staff Required to Take Training	Source of Training	Training Description	Frequency
1. Autism Diagnosis Observation Schedule – 2nd Edition (ADOS-2)	Autism Benefit Qualified Licensed Diagnosis Professional	DWC Live Events, Outside Training Providers	This training provides overview and competencies on the delivery of the ADOS-2, including the specific activities included in the 5 Modules as well as competencies on scoring the tool utilizing the 10 Algorithms.	Staff delivering tool must demonstrated having completed this course at least one time in their work history
2. Autism Diagnosis Interview – Revised (ADI-R)	Autism Benefit Qualified Licensed Diagnosis Professional	DWC Live Events, Outside Training Providers	This training provides overview and competencies on the delivery of the ADI-R as well as competencies on scoring the tool.	Staff delivering tool must demonstrated having completed this course at least one time in their work history
3. Registered Behavior Technician Coursework	Autism Benefit Behavior Technicians	Outside Training Providers	40-hour training that covers the Behavior Analysts Certification Board (BACB) Registered Behavior Technician Task List located at: https://www.bacb.com/wp-content/uploads/2017/09/161019-RBT-task-list-english.pdf .	New Hires – prior to the delivery of Behavior Technician Services
4. Autism Benefit Applied Behavior Analysis (ABA) & Autism Specific Trainings	Qualified Behavior Health Professionals (QBHP)	DWC Website (www.dwctraining.com), DWC Live Events, Outside Training Providers	.Training hours must cover topics related to Autism and the delivery of Applied Behavior Analysis (ABA) Services	24 hours every two (2) years (biennially) – 4 hours must be in Ethics
All CMH Staff Includes: Administrative (over CMH programming), DWMHA Board Members, Clinicians serving CMH, I/DD, SUD populations (Child Mental Health Professionals, Substance Abuse Treatment Specialists, Qualified Intellectual Disabilities Professionals, and Qualified Mental Health Specialists), Direct Care Workers, DWMHA Financial, Managerial/Supervisory (over CMH programming), New Hires, Project Consultants, Satellite Offices, Support Staff, Temporary Staff, and Volunteers. New Hire Indicates: Within 60 days of hire or first available training date, unless otherwise specified.				

Additional Trainings				
***Recommended trainings offered on DWC, face-to-face, or by Provider. Not a part of required trainings, but may substitute for required training (see Course Description)				
Title of Training	Recommended Staff	Source of Training	Training Description	Recommended Frequency
1. HIPAA (Comprehensive)	All key CMH Staff (Clinical and Non-Clinical) as identified by employer	DWC Website (www.dwctraining.com)	This training has been updated to reflect the 2011 HIPAA regulation updates and is designed to meet the Michigan Department of Health and Human Services (MDHHS) certification requirement for this topic area. This HIPAA compliance training was developed for Wayne County employees who work in the Department of Health and Human Services. As such, it may reference policies and procedures that are unique to Wayne County employees. Your employer can and should have its own policies and procedures that are tailored to its particular functions. You should familiarize yourself with those mandates that are exclusive to your institution. However, the vast majority of this training is applicable to anyone subject to HIPAA compliance. You may select the HIPAA course that best suits your needs and job duties. HIPAA Comprehensive is recommended for members of the workforce who are directly responsible for overseeing HIPAA compliance within their organizations, for example, HIPAA officers, Corporate Compliance officers, and members of Quality Assurance departments.	At Hire; Every year after (Annually); As recommended by DWMHA or Provider protocol
2. HIPAA (Intermediate)	All key CMH Staff (Clinical and Non-Clinical) as identified by employer	DWC Website (www.dwctraining.com)	This training meets the MDHHS certification requirement for this topic. This training provides information on the 1966 Health Insurance Portability and Accountability Act (HIPAA) Privacy Security Rules. Employers should have policies and procedures that are tailored to particular functions and familiarize staff with those mandates that are exclusive to the agency/position. You may select the HIPAA course that best suits your needs and job duties. HIPAA Intermediate is recommended for members of the workforce serving in a supervisory or management capacity.	At Hire; Every year after (Annually); As recommended by DWMHA or Provider protocol
3. Mental Health First Aid	All key CMH Staff (Non-Clinical) as identified by employer (required for DWMHA staff)	Employer hosted/sponsored DWC Website lists live dates	Mental Health First Aid is an 8-hour training certification course which teaches participants a 5-step plan to assess a situation, select and implement interventions and secure appropriate care of the individual. The certification program introduces participants to the risk factors and warning signs of mental health problems, builds understanding of their impact and overviews common treatments.	At Hire Every 3 years after (Triennially)

4. Suicide Prevention/Awareness Training Approved courses are QPR, SafeTalk and ASIST	All key CMH Staff (Clinical) as identified by employer	Employer hosted/sponsored DWC Website (www.dwctraining.com) lists live dates	Suicide is the most preventable kind of death. The goal is to reduce suicidal behaviors and save lives by providing innovative, practical and proven suicide prevention training.	At Hire Every 3 years after (Triennially)
5. CPR	Key Staff as identified by employer. Includes Direct Care Workers who provide Community Living Services (CLS) or respite services.	Employer	This training focuses on CPR, Rescue and basic life support techniques. It also discusses the purpose and use of Automated External Defibrillators (AED).	At Hire as determined by employer Current Card Required Every 2 Years (Biennially)
6. Co-Occurring Disorders	CMHPs, QMHPs and/or QIDPs plus Clinical Staff working in the Wayne County Access Center	DWC Live Events, Other Community Resources, Self Study, Employer	DWC offers a quarterly Systems Transformation Learning Series addressing Co-Occurring issues. This series has been videotaped since 2008 and the presentations are available for viewing on the DWC website, along with videos from Change Agent trainings from Kenneth Minkoff, MD and Christie Cline, MD. Videos are on dwctraining.com, click Supplementary and Training Videos tab, Co-Occurring Disorders sub tab.	Every 2 years (Biennially)
7. First Aid	Autism Providers, Direct Care Workers (including Self Determination hires) who provide Community Living Services (CLS) or respite services, and key staff as identified by employer	Employer	This training focuses on emergency preparedness/First Aid. It addresses the basic principles of First Aid and knowing how and when to put this knowledge to the best use.	At Hire Every 2 Years (Biennially)
8. Recovery Enhancing Environment (REE)	All CMH Staff (Clinical and Non-Clinical) key staff as identified by employer	DWC Website (www.dwctraining.com)	This 1 hour course will help CMH workforce members, persons receiving services, and their family members work together to create a Recovery-Enhancing Environment. It provides a foundation in the concept of recovery and includes a workbook for download.	One time only
All CMH Staff Includes: Administrative (over CMH programming), DWMHA Board Members, Clinicians serving CMH, I/DD, SUD populations (Child Mental Health Professionals, Substance Abuse Treatment Specialists, Qualified Intellectual Disabilities Professionals, and Qualified Mental Health Specialists), Direct Care Workers, DWMHA Financial, Managerial/Supervisory (over CMH programming), New Hires, Project Consultants, Satellite Offices, Support Staff, Temporary Staff, and Volunteers. New Hire Indicates: Within 60 days of hire or first available training date, unless otherwise specified.				